

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Infant Hearing Screener
Position Number:	517280
Classification:	Health Services Officer Level 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South – Women’s, Adolescent and Children’s Service Statewide Audiology Service
Position Type:	Permanent, Full Time/Part Time
Location:	South, North, North West
Reports to:	Discipline Lead – Statewide Audiology Service
Effective Date:	March 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Current Tasmanian Working with Children Registration</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Position Features:	Weekend shift work is a requirement of this position

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Support the delivery of a Statewide Audiology service; and under the direction of the Senior Audiologist, the Infant Hearing Screener will:

- Perform newborn hearing screening tests and maintain appropriate assessment and testing information.
- Provide support to Allied Health Professionals in the coordination of patient appointments; and the preparation of hearing test equipment.

Duties:

1. Conduct infant hearing screening tests as per program protocols.
2. Assist Audiologists in the preparation of patient assessment and treatment, which includes preparing for Telehealth sessions.
3. Communicate screening outcomes accurately and sensitively to parents and staff.
4. Maintain accurate records of screen results including updating screening test data and other relevant documentation in electronic medical records.
5. Schedule appropriate post screening appointments.
6. Provide clerical support to Audiologists as required.
7. Prepare and maintain the therapy environment, including ensuring readiness of equipment and appropriate stock levels of consumables.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

Under the general supervision of the Discipline Lead - Statewide Audiology Service, the Infant Hearing Screener will perform duties in accordance with Agency policies, hospital procedures and program guidelines to:

- Ensure patient safety during treatment, which includes observing patients and reporting recognised changes in patient conditions to the allied health professional.
- Exercise a high level attention to detail; independent judgement and reasonable care at all times.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Ability to exercise initiative, independent judgement and flexibility and carry out safe work practices within a clinical health setting.
2. Experience in handling and caring for babies including a demonstrated understanding of the provision a family centred service.
3. Effective interpersonal and communication skills with the demonstrated ability to establish a rapport with a diverse range of people including patients, health professionals and other members of a health care team.
4. Demonstrated ability to update and maintain electronic databases and use word processing systems.
5. Good time management skills and the ability to organise daily workloads.
6. Willingness to undertake ongoing education including in-house and vocational training such as Certificate IV in Allied Health Assistant or equivalent competencies.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).