
Hawke's Bay

District Health Board

Position Profile

Position Title	Staff Audiologist
Date	June 2008
Completed by	Alison Wells and Claire Caddie

Staff Audiologist

PART A

Position holder	Vacant
Reports to	Charge Audiologist
Service/Division	Audiology, Oral Health and Preventative Programmes Maternal, Child and Youth Continuum
Purpose of the position	<p>The Audiology Department provides diagnostic and rehabilitative services to the hearing-impaired population of Hawke's Bay. Services are based at Hawke's Bay Soldiers Memorial Hospital, with clinics in Napier and Wairoa.</p> <p>Services carried out include</p> <ul style="list-style-type: none"> • The full range of diagnostic hearing tests for all age groups. • Hearing screening of babies at risk for hearing loss. • Regular assessment and management of all deaf children in the district who wear hearing aids. • Adult rehabilitative Audiology, including the provision of hearing aids, repairs and hearing assessments. • Audiometric support to Otorhinolaryngology (ORL) clinics • Pre-operative ORL assessments. <p>Staff liaise regularly with and accept referrals from other agencies involved with the hearing impaired. An excellent working relationship is enjoyed with medical and health professionals from both the public and private sectors.</p>

1 Working Relationships

External

- Group Special Education
- Hearing Association
- Consumers
- Private Health Providers
- Hearing Therapist

Internal

- Charge Audiologist
- Staff Audiologist
- ORL
- Children and Youth Outpatient Services
- Special Care Baby Unit (SCBU)
- Children and Youth Community Services (Vision Hearing Technicians)
- Newborn Hearing Screeners
- Team Activities and Provision of Audiology Service and Advice

Staff Audiologist

2 Dimensions

Expenditure budget/forecast for which accountable	N/A
Budget/forecast for which accountable	N/A

Staff Audiologist

3 Key Accountabilities

Key Accountabilities	Tasks	How it will be measured
Competent Clinical Practise	<ul style="list-style-type: none"> ▪ Ensure clinical practice is appropriate and meets best practice and professional standards. ▪ Records and record systems are maintained and are of a high standard. ▪ Reporting to referring sources is prompt. ▪ Investigates faulty equipment promptly. 	<p>Maintains current Continuing Education certificate with NZ Audiological Society (NZAS).</p> <p>Evidence is available in patient notes, staff diary, performance reviews and team meeting minutes.</p> <p>Audited notes ensure HBDHB Documentation guidelines are met.</p>
Community Liaison	<ul style="list-style-type: none"> ▪ Communication with community agencies and support networks is developed and maintained. 	<p>Evidence is available in patient notes, staff diary and team meeting minutes.</p>
Teamwork	<ul style="list-style-type: none"> ▪ A positive interactive attitude is displayed. ▪ Support and advice is sought when necessary. ▪ Provides interaction, both written and oral, with all team members. ▪ A professional image is presented to both staff and patients. 	<p>Demonstrated responsibility and commitment to working in a team.</p>
Professional Standards	<ul style="list-style-type: none"> ▪ Hawke's Bay District Health Board's professional standards (ie legislative, professional, contractual, ethical and organisational) are met, by knowing what the applicable standards are, and by undertaking any steps necessary to remedy shortfalls in practice and knowledge. ▪ The risk of harm to consumers, staff and others is minimised. ▪ Customers have confidence in the employee's standard of delivery of care. 	<p>Attendance at company orientation, health and safety, and cultural training.</p> <p>Evidence is available in Audiology Quality Improvement Programme annual audits.</p> <p>Evidence is available in customer and referrer satisfaction surveys.</p>

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Key Accountabilities	Tasks	How it will be measured
Other duties	<ul style="list-style-type: none"> ▪ To undertake any other duties as agreed with the Charge Audiologist as future need may demand. 	Evidence is available in performance review, team meeting minutes.
Occupational Health & Safety	<ul style="list-style-type: none"> ▪ Displays commitment through actively supporting all health and safety initiatives. ▪ Ensures all staff/colleagues maintain adequate safety standards on the job through consultation, training and supervision. ▪ Ensures own and others safety at all times. ▪ Complies with policies, procedures and safe systems of work. ▪ Reports all incidents/accidents, including near misses in a timely fashion. ▪ Is involved in health and safety through participation and consultation. 	<p>Evidence of participation in health and safety activities.</p> <p>Demonstrates support of staff/colleagues to maintain safe systems of work.</p> <p>Evidence of compliance with relevant health and safety policies, procedures and event reporting.</p>
Customer Service	<ul style="list-style-type: none"> ▪ Open and responsive to customer needs. ▪ Demonstrate an understanding of continuous quality improvement. 	<p>Demonstrates a commitment to customer service and continuous quality improvement, through interaction with patient/clients and other customers.</p> <p>Identifies customer needs and offers ideas for quality improvement.</p> <p>Effective management of customers/situations.</p>
Honouring Treaty of Waitangi Obligations	<ul style="list-style-type: none"> ▪ Demonstrates understanding of the principles of the Treaty of Waitangi. ▪ Ensure the principles of partnership, protection and participation are applied to day to day work. ▪ Ensures procedures do not discriminate against Maori. 	Evidence of the principles applied in work practice.

PART B

1 Essential Criteria - Qualifications/Skills/Experience

Essential

Qualifications (eg. tertiary, professional)	Masters Degree in Audiology or equivalent qualification recognised by the New Zealand Audiological Society (NZAS) Membership or eligibility for membership of the New Zealand Audiological Society
Business /Technical Skills (eg. computing, negotiating, leadership, project management)	N/A
Experience (Technical and Behavioural)	The ability to work in a collaborative manner with a wide variety of staff Excellent verbal and written communication skills Demonstrated organisational and time management skills
Desirable	NZAS Certificate of Clinical Competence Current unendorsed drivers licence

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Competencies	Description
Achievement Orientation	A concern for working well or competing against a standard of excellence. The standard may be one's own past performance, an objective measure, the performance other others, or doing something that no one else has done.
Concern for Order, Quality and Accuracy	An underlying drive to reduce uncertainty in the surrounding environment.
Initiative	A preference for taking action; doing more than is expected or required in the job, doing thing no one else has requested (which will improve or enhance job results and avoid problems); or finding or creating new opportunities.
Information Seeking	An underlying curiosity, a desire to know more about things, people, or issues; making an effort to get more information; not accepting things at face value.
Interpersonal Understanding	Wanting to understand other people, The ability to hear accurately and understand the unspoken or partly expressed thoughts, feeling and concerns of others; cross-cultural sensitivity
Customer Service Orientation	A desire to help or serve others, to meet their needs. Focusing efforts on discovering and meeting the customer or client's specific needs and then doing something to help or meet those needs.
Relationship Building	Working to build or maintain friendly, warm relationships or networks of contacts with people who are, or might some day be useful in achieving work-related goals.
Developing Others	A genuine intent to teach or foster the development of one or several other people having carried out appropriate needs analysis. Working to further the development of peers, clients, and even superiors.
Teamwork and Cooperation	A genuine intention to work cooperatively with others, to be part of a team, to work together as opposed to working separately or competitively.

Competencies	Description
Conceptual Thinking	Understanding a situation or problem by putting the pieces together, seeing the large picture. Identifying patterns or connections between situations that are not obviously related; identifying key or underlying issues in complex situations. Using creative, conceptual or inductive reasoning to apply existing concepts or define novel concepts.
Technical/Professional/Managerial Expertise	The mastery of job-related knowledge; the motivation to expand, use, and distribute work-related knowledge to others.
Self-Control	The ability to keep emotions under control and to restrain negative actions when tempted, when faced with opposition or hostility from others, or when working under conditions of stress.
Self Confidence	A person's belief in his or her own capability to accomplish a task; the expression of confidence in dealing with increasingly challenging circumstances, in reaching decisions or forming options, and in handling failures constructively.
Flexibility	The ability to adapt to and work effectively with a variety of situations, individuals, or groups; to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change; to change or easily accept change in one's own organisation or job requirements.
Organisational Commitment	The ability and willingness to align person behaviour with the needs, priorities, and goals of the organisation, to act in ways that promote organisational goals or meet organisational needs. Putting organisational mission before own preferences, or before professional role priorities.

Thank you for applying for a position at Hawke's Bay District Health Board (HBDHB). ***The following important information will assist you in the completion of the Application for Employment Form. Please take the opportunity to read through this information.***

GENERAL INFORMATION

Hawke's Bay District Health Board is a hospital and health service for a population of approximately 143,000, consisting of 22% Maori, and a growing Pacific people population. Around 14% of people living in Hawke's Bay are aged over 65. We provide services through Hawke's Bay Hospital, Hastings, Napier Health Centre, Wairoa Hospital and Health Centre, Central Hawke's Bay Health Centre and the Chatham Islands Health Centre. Our website is www.hawkesbaydhb.govt.nz

THE APPLICATION AND APPOINTMENT PROCESS

The information that you supply on the application form is collected for the purposes of assessing your suitability for employment with HBDHB. All information obtained or provided are subject to the Official Information Act 1982 and the Privacy Act 1993 and shall not be released or their contents disclosed to any person not directly involved in HBDHB's appointment and review procedures. Please note that failure to supply the information could limit our ability to assess your suitability for the position.

✦ **When Applying For A Position**

- Complete an Application form.

Documents will not be returned to you so please submit a photocopy only of:

- Your CV and any relevant documents including written evidence of your experience, skills, knowledge, attributes and qualifications, showing how you meet *each* of the key competencies or essential and desirable criteria.

✦ **The Interview**

Applicants asked to attend an interview have the opportunity to be supported by family/whanau and/or other group support. If you intend bringing such support, please let the appointing manager know in good time before the interview so appropriate arrangements can be made. If you have any special needs that need to be accommodated during the process, please advise the recruiting manager and feel free to discuss at the interview as to how we could help you to perform the job effectively or provide better access if you were successful in obtaining the position.

✦ **Before An Offer Is Made**

As part of our recruitment process we will undertake a number of checks.

We complete **reference checks** therefore you are required to:

- Provide contact details of at least two referees to verify the information you have supplied. It is expected that an applicant's current and previous manager would normally be cited as referees.

We complete a **pre-employment health assessment** therefore you are required to:

- Complete a confidential Health Questionnaire for Occupational Health. You may also be required to undertake a medical examination. The appointment will be dependent on having obtained a health clearance.

We may complete **Police checks** therefore you may be asked to:

- Complete a form giving written permission for the organisation to complete this check. Under the Criminal Records (Clean Slate) Act 2004 individuals who satisfy "relevant eligibility criteria" are deemed to have "no criminal record" and therefore can state this. However, an individual can choose to disclose the information. Criminal convictions do not automatically disqualify an applicant. If you have a criminal conviction, you may wish to discuss this with the appointing manager. Further information may be obtained from the Ministry of Justice directly or on their website: <http://www.justice.govt.nz>

Hawke's Bay District Health Board endeavours to complete all checks prior to the commencement of your employment. However in some instances this may not be possible and your employment will remain provisional until the checks are completed to HBDHB satisfaction. If HBDHB is not satisfied with the result of the checks, your provisional appointment will be terminated. If you are concerned that a check may result in your provisional appointment being overturned, you should discuss this with recruiting manager.

⊕ **Offer Of Appointment**

Should your application be successful, you will receive a letter of offer outlining:

- *Salary*
- *Hours Of Work*
- *Nature and Tenure of Appointment*
- Details as to whether employment coverage is under a collective or not and union contact details.

OTHER GENERAL INFORMATION

⊕ **Treaty Of Waitangi and Cultural Responsiveness**

The organisation's aim is to have a culturally responsive workforce that contributes to the achievement of the organisation's overall goal of improving health outcomes for Maori. All employees are required to incorporate the Treaty of Waitangi principles in their working practices.

All employees are required to recognise and respond appropriately to the needs, aims and aspirations of the diverse cultural and ethnic groups to whom we provide services, or whose members are in our custody.

⊕ **Equal Employment Opportunities**

Hawke's Bay District Health Board is committed to equal opportunity in all employment policies and procedures, which align with the Human Rights Act 1993. Position descriptions focus on the skills and competencies required in the position. Our people reflect the diversity of the community and our clients.

⊕ **Smoke-Free Workplace**

All employees must observe Hawke's Bay District Health Board's Smoke-free Policy. HBDHB is a smokefree workplace, aligning with the Smoke-free Environments Amendment Act 2003.

⊕ **PLEASE NOTE:**

Information given during your interview and on your application will be stored on your personnel file for the duration of your employment, and will be kept for five years should your employment cease. Unsuccessful candidate files will be held for six months and then destroyed unless the appointment is under review.

AUDIOLOGIST POSITION DETAILS:

Hours:	80 hours per fortnight.
Salary:	In accordance with the Public, Allied and Technical Health MECA according to qualifications and experience.
Tenure:	Permanent
Application Closing Date:	Open
Vacancy Reference Number:	AH08150
Applications:	Return to the Human Resources Administrator, Hawke's Bay District Health Board, Private Bag 9014, Hastings, New Zealand. Email: vacancies@hawkesbaydhb.govt.nz