



POSITION DESCRIPTION

Position Title: Audiologist
Department: Rehabilitation Services
Classification: Audiologist
Union: MGEU Professional Technical
Approved by: Regional Lead – Community & Continung Care
Date approved: December 9, 2016

REPORTING RELATIONSHIPS

Position reports to: Manager, Health Services – Rehabilitation Services

Positions supervised: Audiology Assistant/Hearing Screener/Rehabilitation Assistants/ Audiology Students/Audiologists with provisional registration/ Rehabilitation Assistant students/Students of other health professions

POSITION PURPOSE

The Audiologist operates with a high degree of independence as a member of a multidisciplinary Rehabilitation Team. The incumbent plans, delivers, and evaluates hearing services for the infant, preschool, school and adult populations, and in addition, provides consultative public/parent/caregiver education and training services.

The Audiologist may also provide clinical supervision and training for students and provisional members and participates in the education of other health care professionals upon request while maintaining professional accountability, judgment and reasoning with a high level of communication and collaboration.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

Patient / Client Care

- Assesses, analyzes and interprets patient/client information.
- Administers and interprets a wide battery of tests, and assessment tools.
- Develops and implements diagnostically appropriate recommendations/care plan based upon analysis of assessment findings, test results and client/family/caregiver interviews.
- Communicates assessment findings and recommendations/care plan to client/family/healthcare staff and other appropriate care providers.
- Engages the client and/or significant others in decisions related to the recommendations/care plan and intervention needs to achieve best possible outcomes.
- Completes a written report and/or chart note on each patient summarizing assessment findings and intervention recommendations as appropriate.
- Assesses, fits, and adjusts hearing aids and equipment.
- Provides comprehensive diagnostic evaluations for persons referred to Audiology.
- Administers and interprets conventional and specialized testing based on the needs of the client, to determine the nature and degree of the hearing impairment.
- Communicates results and provides supportive counseling to clients/families regarding the nature of the identified hearing loss.
- Makes appropriate recommendations in consultation with the client/family.
- Identifies other referrals that are needed and advocates for/or makes such referrals.
- Prepares clinical reports and documents progress notes as per policy.
- Collaborates with other relevant professionals regarding client care. This would include verbal and/or written correspondence.
- Organizes, prioritizes and assumes responsibility for a caseload consistent with service requirements.

Team Collaboration

- Participates in community and school hearing screening programs.
- Provides in-services upon request for all aspects of hearing conversation including preschool and early detection of hearing impairment.
- Assists in supervision and education of students and interns.
- Provides consultation and training for family or other client care providers who administer and monitor the client's care plan.
- Provides training and home programming, or recommendations for equipment to enhance client independence.
- Shares schedules and pertinent information to ensure collaborative approach to client care.
- Participates in the training, supervision and evaluation of therapy support staff.
- Participates in the orientation of new therapists, and peer mentorship/coaching within the regional rehab team.

- Prepares and provides education and in-services within the facility and the community.
- Provides clinical supervision of audiology students.
- Provides clinical supervision of audiologists with provisional registration with CASLPM.
- Participates in the orientation and mentorship of new audiology staff.

Program Planning

- Participates in the development of program policies, guidelines and resources with review and revision as deemed necessary.
- Provides ongoing evaluation of services and implementing changes to ensure delivery of best practice services.
- Establishes priorities and organizes daily/weekly schedules for designated caseloads.
- Participates in rehab staff meetings.
- Establishes specifications and submits requisitions for new equipment and/or supplies.
- Maintains preventative maintenance records and utilizes this information to formulate strategy for ongoing equipment replacement.
- Acts as a representative of Regional Rehab Services in all aspects of the program e.g. communicates with facility and community services/programs and other sectors, participates on regional working groups, participates in facility leadership meetings and on community committees as required.
- Monitors audiometric equipment through regular preventative maintenance program.
- Completes minor adjustments and repairs to audiometric equipment or personal amplification devices.
- Arranges for repair of audiometric equipment or personal amplification devices which is beyond the scope of the Audiologist.
- Participates in the development and maintenance of quality improvement activities.
- Adheres to the facility's policies, procedures and guidelines.
- Keeps statistical information and submits reports within identified time lines.
- Participates in performance appraisal of other staff members as requested.
- Identifies, evaluates and recommends audiometric equipment as needed.
- Monitors the maintenance and calibration schedules of clinical equipment.

Professional Development

- Identifies own individual educational needs and, in conjunction with the Manager, develops an educational pathway to meet those needs.
- Participates in regular performance evaluation based on this job description.
- Completes required annual regional in-services/self-learning modules and attends regional educational in-services as appropriate.
- Continues competency as per Professional Association guidelines.

- Participates and contributes to shared learning with rehabilitation services staff and other health care providers.
- Participates in ongoing professional development activities to maintain current knowledge and expertise regarding areas of practice.
- Takes responsibility for own learning through activities such as reading relevant books and journals, accessing e-seminars, and attending relevant meetings, workshops and conferences.

General

- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.

PERFORMANCE MEASUREMENTS

1. Performance Conversation to be completed at the end of the probationary period and at minimum every two years following.

QUALIFICATIONS

Education/Certification:

- Masters Degree in Audiology from an accredited/recognized post secondary institution or equivalent.
- Active Registration with the College of Audiologists and Speech-Language Pathologists of Manitoba.
- Eligible for membership with Speech-Language & Audiology Canada.

Knowledge required:

- Proficiency in Microsoft Office Applications and Outlook/Email.

Experience required:

- Not applicable, see education.

Skills/Competencies/Conditions of employment:

- Demonstrated effective oral and written communication skills.
- Demonstrated effective decision making, and problem solving skills.
- Demonstrated organizational and time management skills.
- Demonstrated ability to build and maintain professional working relationships with management and staff within the region as well as appropriate outside vendors and agencies.
- Demonstrated ability to work both independently and as part of a team.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000

WORK CONDITIONS

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

SALARY SCALE

As per MGEU Professional Technical Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.