



POSITION DESCRIPTION

POSITION TITLE: AUDIOLOGY ASSISTANT

DEPARTMENT: ALLIED HEALTH

CLASSIFICATION:

UNION: MGEU – COMMUNITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL MANAGER OF ALLIED HEALTH

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Audiology Assistant works under the supervision of the licensed Audiologist and reports regionally to the Regional Manager, Allied Health. The role of the Audiology Assistant is to support the Audiologist in routine clinical tasks. The Audiology Assistant performs basic hearing screenings, hearing aid servicing, and administrative duties that are delegated and supervised by the Audiologist within the Audiology Department. The position of Audiology Assistant functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Identifies infants who are ready/eligible for screening and explains the process of screening and outcome to caregivers.
- Administers computerized hearing screenings to infants who meet the preset criteria by methods such as cleaning skin, attaching electrodes if needed, inserting ear tips into the ear canal and/or placing earphones over the infants external ears, in both inpatient and outpatient settings as determined by protocols

- Communicates the screening results to caregivers and identify follow up needed
- Documents screening opt out/refusal or pass/referral results in patient medical charts and other documentation as required; enters results into the provincial data system.
- Disseminates patient materials including information brochures and correspondence to families
- Documents identified risk factors for hearing loss as identified in medical records or through other established procedures and protocols
- Communicates screening results to other professionals as required / per established protocols
- Schedules infants for follow up appointments and refers to the appropriate location for diagnostic hearing assessments per established protocols; promotes compliance with follow up as per established protocols
- Monitors and troubleshoots the functioning of screening equipment and cleaning/disinfecting units.
- Participates in program meetings and maintains current knowledge of screening issues by reviewing screener training manual and attending related in-service training courses.
- Maintains supply and equipment inventories, identifies requirements, prepares order requisitions and maintains related records.
- Performs administrative support duties as requested, including inputting data into computer programs, compiling information as needed.
- Assist Audiologists in hearing evaluations
- Sets up equipment and readies room for testing
- Cleans, disinfects and maintains equipment
- Troubleshoots equipment
- Conducts basic hearing screenings and services hearing aids
- Assists with difficult to test children using behavior management skills
- Conducts neonatal screening
- Train screeners to conduct hearing screenings following established guidelines.
- Performs basic audiometry under the audiologist supervision
- Conducts minor amplification system repairs and modifications
- Communicates screening results with other professionals as required using regulations within the privacy act.
- Assists in providing in-service education to hospital community
- Opens/sorts incoming mail
- Schedules appointments
- Tracks and orders supplies as needed for the department
- Assists in answering phones, facsimile duties, and other front desk responsibilities as needed
- Participates in team meetings
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Updates own knowledge through continued education, attending in-services and reading current literature pertaining to this position
 - Must be able to learn and master the procedures and techniques necessary to assist the audiologist
 - Performs other clinical duties as assigned
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QUALIFICATIONS**EDUCATION/CERTIFICATION:**

- Minimum grade 12.
- Completion of Audiology Assistant Program or Rehabilitation Assistant Program.
- Medical terminology required.
- Willingness and ability to enroll in such a course through distance education and completion within one year.

REQUIRED KNOWLEDGE:

- Knowledge of communication disorders and deaf and hard of hearing people .

EXPERIENCE REQUIRED:

- Minimum three (3) years directly related experience an asset
- Previous experience working with infants/children within a healthcare setting preferred
- Previous experience working with communication disorders, deaf and hard of hearing persons an asset

SKILLS/COMPETENCIES:

- Strong interpersonal skills
 - Strong written and oral communication skills in English
 - Accurate word processing skills, including knowledge of Windows, MS office, Excel, etc.
 - Excellent organizational
 - Ability to work independently
 - Mental and physical health to meet the demands of the position
 - Manual dexterity
 - Valid driver's license
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check
 - Satisfactory employment record
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly
- Will be required to travel throughout the region as duties require.

- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility’s Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: April, 2017
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position 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 position 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.