

JOB DESCRIPTION

This job description is a summary of the typical job duties and requirements that are essential to the evaluation of the job and is not intended to be complete in detail. On occasion, individuals classified on this job may be required to perform functions of a higher or lower skill level not included in this job description.

Job Title: Senior Audiologist		Date: January 20, 2010	
Cost Center #: 229025	Cost Center Name: Hearing Aid	Reports to (first level): Director of Audiology	2nd level of Supervision: Chairman, Otolaryngology

1. JOB SUMMARY & SCOPE:

Manage clinically the Hearing Aid and Aural Rehabilitation center and with the scope of Audiology practice, determine the patient's needs and provide a program of diagnostic and rehabilitative tools for the assessment of patients in their ongoing care.

Support the mission and vision of the American University of Beirut Medical Center (AUBMC) and that of the department.

2. JOB COMPETENCY PROFILE:

- **Patient Assessment:** Assess patient clinical condition
 - Determine need for and perform appropriate screening and diagnostic test and interpret findings
 - Perform hearing aid consultations, fittings, orientations and checks (follow-up)
 - Provide diagnostic audiological evaluations
- **Applied Technology:** Use simple to moderate complex equipment
 - Utilize appropriate technologies to accurately assess and fit patients with amplification devices
- **Technical Skills:** Specialized knowledge in technical area
 - Provide comprehensive adult and pediatric diagnostic services within the scope and standards of the Audiology practice, to include: (a) audiological evaluations, (b) acoustic immittance measures; (c) site-of-lesion testing, (d) OAE testing (spontaneous, transient, and distortion product); (e) auditory evoked potential testing (adults, pediatric, and newborn); (f) high-frequency audiometric testing (>10KHz); and (g) audiological counseling & rehabilitation services
- **Plan of Care:** Formulate a plan of care
 - Implement and document clear plan of care
 - Evaluate and document progress towards expected outcomes and modify the plan accordingly
 - Incorporate relevant assessment data in developing a plan for care
- **Health education, prevention and promotion:** Determine individual learning needs of patient
 - Distribute information summarizing HARC Services to patients seen for Hearing Aid consultation
 - Discuss new technology and appropriate applications with patients
 - Provide hearing aid consultations where a concise summary of amplification options is provided to patients
 - Provide individual / family aural rehabilitation services for children & adults
 - Distribute translated brochures related to hearing health care to patients

- **Problem solving:** Critical thinking in making decisions and solving problems involving varied levels of complexity, ambiguity and risk
 - Seek many perspectives on issues and situations; think proactively, laterally and critically within a problem solving context
 - Identify critical elements and alternatives; organize/prioritize existing resources and new information, as needed, to implement the most appropriate solution
- **Information & Records Management:** Manage & analyze information
 - Document patients' comments about amplification needs on patient contact sheet after hearing aid purchase
 - Submit paperwork for hearing instrument orders & repair in a timely manner
 - Write clear and concise patient reports that are properly filed in patient charts
 - Place copies of all paperwork related to patient in patient files
 - Maintain thorough, accurate, and updated patient contact sheet
- **Developing others:** Share expertise with others
 - Provide Audiology lectures to MED IV students rotating through the department
 - Attend lectures to Audiology staff as requested
- **Client Focus:** Anticipate and adapt to client needs/Address underlying client needs
 - Take time to question and understand the real, underlying needs of clients beyond those initially expressed and adapt service accordingly
 - Use understanding of client's perspective to identify constraints and act as a client advocate
 - Write letters for patients to acquire funds for hearing aids and other hearing health care products
- **Professional Development:** Seek to maintain and improve personal effectiveness
 - Take initiative in acquiring the skills and mastering the knowledge requirements of his / her current position
 - Take advantage of learning opportunities, and pursue ongoing development
- **Accountability:** Independently complete routine tasks
- **Organizational Awareness:** Understand Formal Structure of AUBMC and apply internal policies and procedures
 - Follow Audiology Department manual of policies and procedures
- **Initiative:** Act in a creative and innovative manner
- **Communication Skills:** Effective Use of Empathy/Adapts communication to others
- **Safety & Health Management:** Ensure safe and healthy working conditions
 - Ensure a safe working environment for self and fellow employees
- **Planning & Organizing:** Prioritize own work
 - Attend weekly departmental meetings
- **Computer Skills:** Using a personal computer and related applications to convey and retrieve information in databases
 - Proficient in Microsoft Office (word processing, spreadsheet and database software)
- **English Skills:** Present written and verbal messages in an advanced English level
- **Professionalism:** Maintain a professional image

3. KNOWLEDGE:

- General knowledge of basic principles of communicative disorders
- Considerable knowledge of audiology methods and techniques used in the diagnosis and treatment of communicative disorders of hearing which may also involve speech, language, auditory behavior, and other aberrant behavior related to hearing loss
- Complete knowledge of audiometric instruments

4. PRINCIPAL WORKING RELATIONSHIPS:

- Regular contact with patients, physicians, different hospital staff, etc

5. CONSEQUENCES OF ACTIONS OR DECISIONS:

- Decisions affect the efficiency and quality of service delivery as well as patient health and satisfaction

6. SUPERVISORY RESPONSIBILITY:

- None

7. PHYSICAL EFFORT:

- Minimal physical effort involving using walking and using the computer

8. WORKING CONDITIONS:

- Clean and pleasant

9. MINIMUM JOB REQUIREMENTS:

Education:

Minimum Education: Master's degree from a university accredited by the American Speech Language Hearing Association

Experience:

Minimum Experience: 5 years of clinical experience

Languages:

Minimum Languages: Arabic and English (EEE score \geq 500)

Compiled By:

Clinical Department Administrator & HR Generalist

Date: January 21, 2010

Approved by (Dep Hd, Chairman):

Date:

Hospital Director:

Date:

HR Director's Authorization:

Date:

Supersedes Description:

Title:

Grade:

Date:

Job Code:

Job Grade:

Date: