

UNION JOB DESCRIPTION

JD120

JOB TITLE:	Audiometric Technician	JOB DESCRIPTION NO.:	20021/C.VI.82201.001
CLASSIFICATION:	Audiometric Technician 1	GRID/PAY LEVEL:	C23
COLLECTIVE AGREEMENT:	Community Subsector	HSCIS NO.:	82201
UNION:	HEU, BCGEU	JOB/CLASS CODE:	SI: 20021; CNI: 82201
PROGRAM/DEPARTMENT:	Primary Health Care, Population and Family Health/ Child Youth and Family Community Health	BENCHMARKS (If Applicable):	82201
REPORTING TO:	Audiologist		
FACILITY/SITE:	Various VIHA sites: Victoria,		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to an Audiologist, the Audiometric Technician assists with the provision of comprehensive clinical audiology services, newborn hearing screening, the implementation/ operation of selected service area components and the promotion in the community of awareness and maximal use/preservation of hearing abilities. The Audiometric Technician works with families, professionals, agencies and community members in addressing the hearing related needs of the community. Work is performed at various sites including but not limited to the health units and hospitals.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Assists with and provides technical support services for Hearing Clinic adhering to established guidelines, by:
 - Providing assistance with hearing tests for infants, young children and individuals with developmental disabilities by preparing them for testing, observing responses, and explaining testing procedures to parent/caregiver;
 - Taking ear mold impressions by completing visual screening of client ear canal(s) following established guidelines, inserting the impression materials, checking for accuracy and processing for shipment;
 - Checking acoustic couplers and hearing aids for fit modifying using bench grinder, hand drill and chemical agents, and/or determining need for replacement or recasing;
 - Completing troubleshooting and minor repair procedures independently on hearing aids and other listening devices using hearing aid test box, hearing aid stethoscope, client interview and case file review and determining when a hearing aid needs to be reviewed by an Audiologist or sent for repair;
 - Assisting in troubleshooting, maintenance, and minor repair of clinic testing equipment, following clinic guidelines.
 - Referring clients to their audiologist or family physician when appropriate, following clinic guidelines;
 - Completing and interpreting measurements of ambient noise in test environments and completing output verification of clinic equipment through use of a sound level meter, referring problems to Supervisor;
 - Completing equipment repair orders and preparing equipment for shipment.
 - Discussing with clients communication strategies, how to use and care for their hearing aids, swim molds and auditory training equipment.

2. Screening the hearing of newborn babies by:

- Completing hearing screening on newborn infants using Automated Otoacoustic Emission, Automated Auditory Brainstem Response Testing equipment, in hospital and community settings following BC Early Hearing Program procedures;
- Entering data and tracking infants according to BC Early Hearing Program procedures
- Communicating screening results (pass or more testing required) to families and service providers.

3. Assists with and participates in implementing specific Audiology Programs following established guidelines by:

- Coordinating schedule for screening of kindergarten students; Scheduling audiology follow-up appointments of students referred according to prescribed procedures;
- Measuring ambient noise levels in screening environments; completing output verification of portable audiometers;
- Audiometric screening including impedance testing using audiometric equipment and following established protocols;
- Completing auditory training equipment function checks;
- Providing training and monitoring for clients and educational staff in the use of client's equipment;
- Monitoring status of repairs, orders and loaner hearing aids;
- Completing various forms, e.g. receipts, invoices, authorization to invoice;
- Reconciling cash intake including completing bank deposits and maintaining the petty cash fund;
- Performing inventory counts of stock for resale as appropriate.

4. Performs a variety of related duties, such as:

- Collecting, recording and reporting data according to prescribed methods;
- Completing requisitions for supplies and equipment, ensuring authorizing signatures;
- Maintaining, monitoring, tracking and reporting of supplies, equipment and inventory;
- Participating in staff meetings by attending, recording minutes, exchanging information;
- Monitoring individual technician schedule and coordinating with Hearing Clinic Audiologist appointment schedule; scheduling appointments for audiometric technician clients;
- Assisting in developing and reviewing informational brochures for client use;
- Ensuring a safe and healthy working environment by observing universal precautions and infection control procedures, and adhering to and enforcing rules regarding safety including WHIMIS guidelines.
- Assisting with the orientation of new staff and students and maintains up-to-date knowledge through involvement in appropriate work-related continuing education as required by the employer.
- Liaising with other agencies with regards to eligibility of clients for service and funding approvals.

5. Performs other duties as required.

QUALIFICATIONS:

Education, Training And Experience

Grade 12 graduation. One year audiometric technician experience or equivalent combination of education, training and experience in a similar or related clinical setting. Recent related experience working with newborn infants and their families; clients with a developmental disability; postnatal women. Working knowledge of computer software for electronic mail, data management systems.

Skills And Abilities

- Ability to communicate verbally and in writing.
- Ability to organize work.
- Ability to practice and deliver client and family centred care.
- Ability to work effectively in a multidisciplinary team.
- Ability to work in both acute care and community health care settings.
- Physical ability and manual dexterity to carry out the duties of the position.
- Ability to operate related equipment.
- Ability to type 30 wpm
- Travel is a requirement of this job. Travel arrangements must meet the requirements of the program.