

Allied Health, Scientific & Technical Position Description

Employment Agreement:	Allied, Public Health and Technical MECA
Position Title:	Newborn Hearing Screener
Service & Directorate:	Population Health, Strategy, Primary and Community
Location:	Invercargill
Reports to:	Team Leader, Vision and Hearing Screening
DHB Delegation Level:	Nil
Number of direct reports:	Nil
Date:	March 2021

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
<p>Allied Health, Scientific and Technical professionals work in health care teams providing a range of diagnostic, technical, therapeutic and direct patient care and support services that are critical to the other health professionals they work with and the communities they serve.</p> <p>This role will work collaboratively with all health professionals as well as the wider multi-disciplinary team throughout the SDHB in a way that is consistent with the Organisation’s vision and values. This way of working will ultimately benefit all our patients and communities.</p>

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
Managing diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities irrespective of age and gender; supports equal and fair treatment and opportunity for all
Priority Setting	Spends own time and the time of others on what is important; can quickly sense what will help or hinder when seeking to accomplish goals; eliminates roadblocks; creates focus
Problem Solving	Uses logic and established processes to solve difficult problems and achieve effective solutions; can see hidden problems; Is excellent at honest analysis; looks beyond the obvious ; doesn’t stop at the first answers

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> • AHS&T Professional Leaders (PLs) 	<ul style="list-style-type: none"> • Clients, patients, families, whanau and caregivers
<ul style="list-style-type: none"> • Multi-disciplinary colleagues 	<ul style="list-style-type: none"> • Services from the community, funding bodies, student or intern clinical liaison staff
<ul style="list-style-type: none"> • Operational manager 	<ul style="list-style-type: none"> • Primary care - GPs, other medical staff
<ul style="list-style-type: none"> • AHST Professional Development Facilitator 	<ul style="list-style-type: none"> • Relevant professional organisations
<ul style="list-style-type: none"> • Administration staff 	<ul style="list-style-type: none"> • Other service providers

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • Secondary schooling to NCEA Level 2 • Or a NZQA national certificate level 3 • Must hold Full Drivers Licence 	<ul style="list-style-type: none"> • Must be an AHS&T professional (see profession specific role descriptor for details) and/or be committed to completing appropriate training to become an AHS&T professional • Must be a NZ certified Newborn Hearing Screener or be prepared to undertake the National Screening Units prescribed training within 2 months of appointment as per the UNHSEIP National Policy and Quality Standards. • Must be a certified with a current National Certificate Community Support Services (Newborn Hearing Screening) level 3 or be prepared to undertake training and work towards certification which must be completed within 12 months of commencing. • Must successfully complete the Annual Competency Exercise (ACE) assessment annually, around the anniversary of commencement of employment as UNHSEIP screener.
Experience	<ul style="list-style-type: none"> • Passion and interest in working with babies and new parents • Effective team member • Competent in using technical equipment • Customer service experience 	<ul style="list-style-type: none"> • Experience working with a wide range of health professionals and patients • Competence in handling/caring for Newborn babies • Experience in adapting quickly to a fluctuating work environment • Administration experience • Experience and knowledge of maternity, neonatal, and rural health settings • Experience in the collection, holding, use and disclosure of private information about identifiable individuals.
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to communicate effectively and clearly with good written and oral skills • Competent using computer programs and accurate data entry skills • Empathy for babies and new parents • Excellent time management to manage your workload 	
Purpose of role	<ul style="list-style-type: none"> • To provide Newborn hearing screening and screening support services at maternity sites within the Southern District Health Board (SDHB) as part of the Universal Newborn Hearing Screening and Early Intervention Programme. (UNHSEIP). 	

Role specific requirements	<ul style="list-style-type: none"> • Conduct hearing screening on Newborn babies according to UNHSEIP National Policy and Quality Standards (NSU, 2016). • Ensure full coverage is provided for the eligible client population with a special emphasis identifying and offering screening to priority populations (Māori and Pacific children) • Provide parents/guardians access to information regarding the screening service to enable them to make informed choices and to give informed consent • Utilise the appropriate referral pathway for diagnostic assessment for children who have not passed the screening or require surveillance follow-up with audiology. • Promote understanding of Newborn hearing screening in the maternity, neonatal and community clinics. • Accurate and real-time data entry of all screening information • Ability to flex work hours up and down in line with birthing numbers • Perform daily equipment maintenance tasks and liaise with co-ordinator regarding repair and calibration of equipment when needed. • Undergo regular clinical assessments and data monitoring to ensure service standards and protocols are adhered to and a quality customer-focused service is provided • Ensure abnormal situations outside normal realms of screening are immediately brought to the attention of the UNHSEIP team leader. • Contribute to departmental audits and SDHB accreditation. • Assist with training of new screening staff, and medical interns • Liaise with families and related professionals as required (LMC, GP, Audiology) • Travel between screening sites (when required) to undertake hearing clinics or cover maternity ward screening duties • Complete quality tasks within the team for example audits, data monitoring, and Oranga Pepi inputs. • Attend regular team training days to fulfil ongoing compulsory education components • Be directed by and communicate with UNHSEIP team leader to ensure effective service delivery
Personal Qualities	<ul style="list-style-type: none"> • Friendly, warm, genuine and open. Responsive to peoples' needs • Ability to reassure and put patient at ease in the screening environment • Communicates well in situations requiring tact and diplomacy • Can work as part of a team, but also self-directed as required • Possess the ability to problem solve and demonstrate initiative • Demonstrate ability to recognise and work within scope of practice • Uphold interest in gaining, maintaining and advancing professional qualifications and mandatory competencies.

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Clinical Practice	
Legislative requirements <ul style="list-style-type: none"> • Practise in accordance with relevant legislation, codes, policies etc. and upholds consumer rights • Uphold professional code of ethics 	<ul style="list-style-type: none"> • You adhere to professional and legislative standards of practice • You work according to the scope of your Annual Practising Certificate
Assessments and interventions <ul style="list-style-type: none"> • Undertake accurate and comprehensive assessments and evaluations • Plan and implement appropriate interventions 	<ul style="list-style-type: none"> • Your interventions are realistic and based on best practice • You use standard measurement tools and equipment as set down by departmental or professional protocols

<ul style="list-style-type: none"> • Provide relevant education - including any relevant alternative options - in a format that can be clearly understood • Collaborate with patients to set realistic, patient-centred outcomes 	
Documentation <ul style="list-style-type: none"> • Maintain confidentiality of patient information and documentation • Adhere to SDHB's documentation standards 	<ul style="list-style-type: none"> • Your documentation is timely, clear, concise and accurate
Culturally Sensitive Practice <ul style="list-style-type: none"> • Practices in a culturally safe manner 	<ul style="list-style-type: none"> • You assist patients to gain appropriate support and representation which reflects their cultural needs and preferences.
Professional Responsibilities	
Working in a collegial manner <ul style="list-style-type: none"> • Contribute to the support and education of colleagues and students to enhance development of the profession • Participate in and contribute to the functioning of the team • Establish and maintain an effective working relationship with other staff 	<ul style="list-style-type: none"> • You have formal and informal systems in place for supporting colleagues • You maintain supervision records for students • You participate as a team member to ensure the best outcomes for patients/ people
Evidence-based practice and research <ul style="list-style-type: none"> • Consistently refer to and relate practice to literature and research • Critique, discuss and disseminate evidence based best practice • Reflect on and evaluate the effectiveness of own practice 	<ul style="list-style-type: none"> • You implement evidence-based best practice procedures and guidelines • You updates your knowledge related to best practice guidelines and area of practice • You maintain a professional portfolio or participate in an approved CPD programme (as per professional requirements)
Time management <ul style="list-style-type: none"> • Manage own time adopting a disciplined approach to establishing and following identified role-related priorities 	<ul style="list-style-type: none"> • Your tasks are scheduled and completed in a timely manner
Professional development <ul style="list-style-type: none"> • Develop and maintain professional competency • Appraisal, peer review, observed practice or other professional audits as applicable • Develop both personally and professionally to meet the changing needs of your career and profession 	<ul style="list-style-type: none"> • You hold current registration where applicable or as required • You maintain an up-to-date professional development plan
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with SDHB processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do.

Professional Development – self	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB’s Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under Southern DHB’s Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner. • Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> • <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. • <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. • <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date