

Job Title: Adult Clinic Audiology Extern	Position Title: Adult Clinic Audiology Extern
Reports to: Adult Clinic Director and Adult Audiologists	Weekly Hrs: 40
Department: Adult Audiology Clinic	Prepared by: Rachel Magann Faivre, AuD and Esther Kim, AuD
Date: Jan 1, 2018	Exemption Status: N/A

Position Overview:

The adult clinic 4th year audiology extern performs evidence-based, best practice comprehensive audiologic and tinnitus evaluations. He/She completes hearing technology evaluations, fittings, and checks and uses motivational interviewing and positive language counseling techniques to create a remarkable patient experience. He/She participates in community and physician outreach events and assists in clinic growth initiatives that align with the mission, values, and objectives of Hearts for Hearing.

Principal Duties and Responsibilities (Essential Functions):

Responsibilities applicable to all adult clinic audiology externs:

- Direct patient care (90%, 5 days/week): perform evidence-based, best practice comprehensive audiologic and tinnitus evaluations, complete hearing technology (eg. traditional and extended-wear hearing aids, bahas, personal sound amplification products, assistive listening devices, etc.) evaluations, fittings, and checks with use of real ear probe microphone measurements in person, through remote assistance, or over the telephone, assist audiologists in satellite clinic care, lead walk-ins clinic, use motivational interviewing and positive language counseling techniques, follow-up with tested not treated patients, create a remarkable patient experience, and keep patient information HIPAA compliant
- Clinic responsibilities (4%): Calibrate and check all booth equipment weekly, calibrate all real ear equipment each Monday, download manufacturer software updates on all computers as needed, maintain clinical booth supplies (eg. inserts, specula, OAE inserts, etc.), help maintain new and replenishment orders of clinical supplies with audiology assistant (eg. hearing technology supplies) and building manager (eg. snacks/drinks, paper goods, office supplies, etc.), input all new patient names in AudBase and Noah at least one day prior to their appointment, disinfect and distribute specula, cures, and immittance tips, check in and run test box measurements on all Hearing Angel Program donations and new hearing device orders, participate in clinic events as needed (eg. fundraising), maintain infection control protocols, upkeep clinic and individual performance metrics spreadsheets, complete patient reports within 48 hours of

- patient visit, assist audiologists in organizing physician educational handouts and presentations and visit physician offices, attend weekly audiology staffing and adult clinic meetings, maintain adult clinic tidiness and cleanliness in all spaces, and attend manufacturer trainings
- Community outreach (2%, approx. 1 day/month): Attend health fair, senior center, and specialty groups (eg. Lion's Club, YMCA, Engineers Club, etc.) presentations and hearing screenings
 - Professional development (4%): keep up to date with current trends and research-backed best patient care practices, read current peer-reviewed and audiology journal publications, foster relationships with mentors, value and respect cultural and personal beliefs of coworkers and patients, engage with national audiology organizations and conventions, and advocate for patients' and audiologists' rights on the state and national levels
 - Other: miscellaneous duties or tasks as needed or required

The above information is designed to indicate the general nature and level of work performed by students in this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties, and qualifications required.

Hearts for Hearing is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, gender, gender identity, sexual orientation, age, national origin, disability, veteran status, or any other status or condition protected by law.

Supervision Received:

This position reports to the Adult Clinic Director and Adult Clinic Audiologists.

General supervision is received from the Adult Clinic Director and Adult Clinic Audiologists and includes weekly adult clinic meetings, monthly audiologists' meetings, and quarterly individual performance and goal setting meetings. Questions regarding patient care, business operations, staff training and development, benefits, and professional self-development and continuing education are directed to the Adult Clinic Director.

Supervision Exercised:

N/A

Qualifications & Skills:

REQUIRED:

Minimum education: currently enrolled in a Doctor of Audiology or Ph.D. program

Minimum experience:

Qualifications/skills needed: Basic Life Support healthcare provider, critical thinking skills, effective communication skills, decisive judgment and the ability to work with supervision, ability to work in a stressful environment and take appropriate action, ability

to handle confidential information using discretion, self-motivated, clinical competency in performing diagnostic audiologic services, knowledge to recommend and fit appropriate hearing technology, desire to provide quality hearing healthcare to patients, collaborate with a team, and participate in occasional clinic events (eg. fundraising, health fairs) during evening or weekend hours

PREFERRED:

Qualifications/skills preferred: student mentorship experience and membership and involvement in state or national audiology organizations

Benefits Eligibility:

This position is eligible for the following benefits: 80 hours of paid time off, attendance of manufacturer trainings, and on-site exercise classes