



+ WRHN POSITION DESCRIPTION

POSITION

Hearing and Vision Technician

RESPONSIBLE TO:

Maternal & Child Programme Lead

ROLE VISION:

To provide the vision and hearing screening service component of the B4SC programme, for tamariki, whānau as per the National Guidelines, Well Child Policies and Procedures and B4SC Programme Protocols.

RESPONSIBLE FOR:

Provision of Vision and Hearing Screening services to Outreach clinics, designated Early childhood, Te Kōhanga Reo and Kindergartens.

SCOPE:

Ensuring all 4-year old's are able to access the VHT screening component of the B4Sc.

HOURS:

20 hours per week

FUNCTIONAL RELATIONSHIPS	
Key Contacts (internal):	Nature or purpose of contact:
B4SC coordinator & WRHN Maternal & Child Programme lead	<ul style="list-style-type: none"> • Professional responsibility / accountability • Provision of reports • Performance Management • Daily reporting of caseload and whereabouts if off site.
Outreach kaimahi	<ul style="list-style-type: none"> • Ongoing Networking between services and staff • OIS Vaccinators • Before school nurses • Find a GP kaiawhina • Population health Screening Kaiawhina
Opthamology Department	
Ear, Nose Throat Specialist	<ul style="list-style-type: none"> • Ongoing networking and continued upskilling of services

Audiology Department	<ul style="list-style-type: none"> Ability to access for support and mentoring as required.
Key Contacts (external):	Nature or purpose of contact:
Public Health VHT	<ul style="list-style-type: none"> Delivery of screen-testing service to these areas Liaison for clinic dates and suitable times.
Designated Early Childhood Centres and Schools	
Practice Nurses	<ul style="list-style-type: none"> Ongoing / updating of screen tests and follow up care Ensures General practice are kept informed of any changers in patient's needs. i.e copies of referrals sent.
General Practitioners	

IDEAL PERSON PROFILE	
QUALIFICATIONS, SKILLS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> Vision and Hearing Tech qualification or working towards same. An understanding and commitment to The Treaty of Waitangi Sensitivity to a wide variety of lifestyles Computer skills e.g., word processing Confident in use of Medtech Ability to use spreadsheets Ability to create / initiate flyers posters and resources for the role. Ability to engage with other team's members to access skills within the WRHN team. Full driver's license
Desirable	<ul style="list-style-type: none"> Experience in hearing/vision testing Ability to interact with a wide range of Tamariki, whānau and professionals within the community. Some knowledge of Tikanga Maori and Te reo Knowledge of other cultural mores
Competency	<ul style="list-style-type: none"> MOH National Vision and Hearing Screening Protocols
Communication	<ul style="list-style-type: none"> Willing and able to initiate verbal discussion/dialogue to ensure goals are met. Ability to communicate with wide range of Tamariki from many cultures. Makes good use of active listening skills. Ignores other distractions. Articulates response clearly.
Time Management	<ul style="list-style-type: none"> Manages time to maximum advantage on a day-to-day basis,

	<p>generally meeting deadlines.</p> <ul style="list-style-type: none"> • Takes a proactive rather than reactive approach to activities. • Can think outside the square and determine where extra support or effort is required.
Responsibility and Accountability	<ul style="list-style-type: none"> • Accepts responsibility for implementation of a task/action. • Open honest communication. • Ensure direct report is aware of issues, successes, and whereabouts.
Customer Responsiveness	<ul style="list-style-type: none"> • Has a sound awareness of customer needs and works actively to improve customer satisfaction? • Takes personal responsibility for correcting customer service problems. • Corrects problems promptly and objectively.
Teamwork and Co-operation	<ul style="list-style-type: none"> • Willing to involve / work with and support wider B4SC team in ensuring the whole check is completed. • Shares all relevant or useful information with team members. • Willing to support/engage and participate in the achievement of team objectives. • Is an enthusiastic and willing participant of the team approach. • Considers the wider Team and its programs so can offer other services to whānau as required.
Cultural Awareness	<ul style="list-style-type: none"> • Demonstrates a commitment to Te Tiriti o Waitangi/The Treaty of Waitangi through partnership, participation and protection. • Services are delivered with an understanding of culture, equity issues, systemic and institutional racism and a focus on equity of health outcomes. • Engages effectively with Māori, utilising a culturally competent approach. • Demonstrates awareness of own values, beliefs, attitudes and assumptions and the effect this may have on practice.

KEY PERFORMANCE INDICATORS		
Key Accountabilities (Key areas of focus)	Tasks (How it is achieved)	Key Performance Indicators (How it will be measured)

<p>To carry out screening tests of vision and hearing of eligible children, Via home visits, clinics and in designated early childhood centers as per guidelines and protocols.</p>	<ul style="list-style-type: none"> • Develop a hearing/vision screening schedule to ensure that children receive VH assessments (visiting allocated early childhood center’s quarterly or more often as required for rescreens). • Deliver schedule to allocated early childhood centres. • Carry out the following vision and hearing tests: <ul style="list-style-type: none"> (a) Early childhood centre children at 4 years of age for audiometry and vision, Tympanometry as required. (b) Follow up rescreens in preschool population. 	<ul style="list-style-type: none"> • Early childhood centres are aware of dates and times of the intended visits, and of routine and follow up testing to be done. • 100% coverage of designated early childhood centres on a quarterly basis. • 95% coverage of all children in the region who are requiring VHT screening and who have not completed via other VHT services.
<p>To communicate with caregivers, teachers, child health nurses, as appropriate regarding children who have failed to meet the required level of vision or hearing.</p>	<ul style="list-style-type: none"> • Follow-up on failed tests – results and GP referral • Ensure copies of referral letters with test results are entered into B4SC database and scanned copies into MedTech within 24 hours of screening • Give informal one to one / group education on the B4SC Programme and the VHT role to early childhood centre staff and other groups as required. • Collate monthly statistics on vision and hearing. 	<ul style="list-style-type: none"> • Parents receive letters containing results and referral advice. • Results are documented in MedTech and B4Sc database within 24hours of screening. <p>Ensure the Maternal Child Programme Lead is aware of successes, issues at all times.</p>
<p>Contribute to broader population health mahi</p>	<p>Create connections for the child and whānau to other resources and programmes when need is identified/discussed.</p> <p>Work with WRHN population health team to deliver programmes into identified communities.</p>	<ul style="list-style-type: none"> • I.e. Marton clinic, pop up clinics, working with Pacifica health. • Encouraging whānau to engage with other population health activities where practicable. • Keep knowledge up to date about who and what

	Lead Pasifika population health promotion activities as required.	services are being offered within the WRHN and wider community.
Reporting	<ul style="list-style-type: none"> • Provide information on activity for required Reports. • Participate in regular meetings with WRHN child health team. • Carry out any other reporting requirements as required by Direct Report. 	<ul style="list-style-type: none"> • All data entry is completed within 1 working day of checks being carried out or given to Direct Report for data entry. • Reporting is completed as required and in a timely manner. • Records show evidence of active participation in team hui.
To participate in regular supervision sessions with designated supervisor	<ul style="list-style-type: none"> • Supervision agreement with supervisor negotiated. • Supervision attended. 	<ul style="list-style-type: none"> • Peer reviews as required to ensure practice is current.
To continue to develop in a professional capacity in order to better meet the needs of this role.	<ul style="list-style-type: none"> • Training plan developed with Direct report as part of the Performance Agreement • Participate in Hearing/Vision Conferences and other appropriate training. 	<ul style="list-style-type: none"> • Training plan developed annually. • Record of training maintained. • Yearly attendance at VHT conference or workshops as available. • Provide monthly – quarterly workplan of events and activities to direct report prior to each month commencement.
Health and Safety in Employment	Awareness of Health and Safety in VHT environments	<ul style="list-style-type: none"> • <i>Notify direct report as soon as possible any issues.</i>

This position description is not intended to be exhaustive and includes a requirement to undertake such other duties as may be required from time to time by the Direct Report or the CE/OM. Key services and projects will be identified and agreed by both parties.

