



# Chetham's

## JOB DESCRIPTION

**Job Title:** Hearing Assessment Nurse

**Responsible to:**

The post holder is accountable to the Lead Nurse (Line Manager) for all aspects of medical care and medical administration. Financial and budgetary issues are overseen by both the Lead Nurse and the Music Department Manager. The School Doctor oversees the medical work of all the nursing staff. The nursing staff are ultimately accountable to the Joint Principal (NS).

**Information about Chetham's**

Founded in 1653, Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

**HOURS:** 6 hours per week (25 weeks per year, term time only). Hours to be delivered ideally between September and May, and can be delivered flexibly (term-time only) but need to remain sympathetic to the students' schedules and general activities of the medical department. General working hours would be scheduled within the Monday – Friday (8.30am – 4.30pm) timeframe. Additional hours (if required) claimable by timesheet.

**FUNCTION:** To provide a clinically effective, high-quality service of hearing assessment and signposting to further services as appropriate. Providing annual hearing assessments for all students currently on roll at the school within a given year.

**KEY RESPONSIBILITIES:**

**1. Management/Professional**

This will include:

- Adherence to the Nursing and Midwifery Council's "*The Code: Standards of conduct performance and ethics for nurses and midwives*" and conversant with the scope of professional practice and other NMC advisory papers.
- Use evidence-based practice to develop and maintain a high quality of nursing care to the students.
- Ensure that a code of confidentiality is developed and adhered to.

## **2. Nursing**

To provide a high standard of hearing assessment service within NMC guidelines to students. To complete hearing assessments in accordance with the School's Hearing Conservation Policies and Procedures.

This will include:

- Organisation and running of nurse-lead hearing assessment clinic.
- Ensure a care plan is developed for students with any hearing issues.
- Care for students who require treatment using evidence-based nursing practice.
- Refer the student to their GP as appropriate.
- Provide a confidential health advice service as appropriate.
- Keep up to date with statutory changes in any noise at work regulations and requirements, national and local service providers; NHS, private, voluntary organisations and self-help groups.
- Carry out student health surveillance programmes in conjunction with the rest of the nursing team. Provide guidance, follow up and/or referral on to other health care professionals, services or agency as necessary.
- Maintain high standard of hygiene and tidiness throughout the medical centre.
- Maintain treatment room stock, hygiene and tidiness including regular calibration of equipment.
- Ensure adherence to all School policies as required.
- Undertake any in-house training and safeguarding training/annual inset training as per policy.
- Maintain client confidentiality.

## **3. Health Education**

This will include:

- Promote health education throughout the School population especially with reference to hearing health.
- To contribute to general messaging, information and guidance around hearing conservation within the student body.
- Share experience with nursing team.

## **4. Administrative**

This will include to:

- Maintain medical records accurately, confidentially and safely in line with NMC standards.
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information in line with NMC standards.
- Record administration of medications following administration of medication policy and NMC standards.
- Maintain general office procedures.
- Ensure all specialist equipment is correctly calibrated/serviced and fully functional as necessary.
- Produce reports as appropriate for the Health and Safety Committee as required.
- Ensure all hearing assessment sessions are suitably scheduled and in a timely fashion.

- Dispense hearing protection as required.
- Any other administrative duties as required to meet the demands of the role.

## **5. Health and safety**

This will include:

- Record and report accidents as per accident reporting policy.
- Have an involvement in and awareness of Health and Safety issues within the school which may affect staff, students or the environment.

## **6. Liaison**

To work closely with internal and external stakeholders as appropriate including,

### **Internal:**

- Other members of the nursing team to ensure a high standard of effective seamless and continuous care.
- Joint Principal (NS).
- Parents and Guardians.
- Work with House parents, academic staff, and school office staff and all other departments as necessary.

### **External:**

- GP and Audiology Departments as necessary.
- Noise protection providers as necessary.

## **7. Any other duties**

- As required and as suitable to the role.
- Support any staff-focused hearing conservation work as required.

## CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct, and related documents (available at [www.chethams.com](http://www.chethams.com)) always. If, while carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the above job description

Employee's Name .....

Employee's Signature .....

Date .....

# Person Specification

## Qualifications:

### Essential:

- Registered General Nurse status
- NMC Registered

### Desirable:

- Membership of RCN

## Knowledge and Experience

### Essential:

- Current Nursing knowledge and recent practice and experience
- Suitability to work with children (ages 8 to 18 years)
- Experience of working independently and as part of a wider team
- Current knowledge of Safeguarding issues
- Awareness of Health Promotion initiatives and delivery

### Desirable:

- Experience of audiology and hearing health in children (ages 8 to 18 years)
- Previous School Nurse experience
- ENT experience
- Has previously worked within a child-focused setting
- Experience of provisions of School Health Education

## Skills & Competencies

### Essential:

- Excellent assessment and diagnostic skills
- Ability to communicate effectively on paper, electronically and in person
- Excellent record keeping skills
- Ability to work independently as well as being a strong team player
- Ability to work with complete discretion
- Good IT skills

### Desirable:

- Previous Practice Nurse, ENT or School Nurse
- Assessment and diagnostic skills in the field of audiology

## Training

### Essential:

- Evidence of CPD
- Willing to share skills and knowledge

### Desirable:

- Diploma or Degree in nursing or a related field

## Personal attributes

### Essential:

- Caring and supportive personality
- Friendly and approachable
- Initiative and organisational skills and sense of responsibility
- High degree of common sense
- Thorough with attention to detail
- Courteous, patient, kind and helpful attitude
- Self-motivated, flexible and enthusiastic
- Honesty and integrity
- Smart and professional appearance
- Ability to work hours flexibly to carry out the duties of the position.