

Position Description

Title	Audiologist	Position Reports to	Coordinator Cochlear Implant Clinic & Director Cochlear Implant Business Unit
Classification	CR7, CR8, CR9, CS1	Employment Status	Full-time or part-time
Enterprise Agreement	Medical Scientist, Psychologists and Pharmacists Enterprise Agreement 2017-2021 and any relevant successor Agreements		

As Australia's only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital's (the Eye and Ear) has been providing care for the senses for over 160 years. The Eye and Ear has over 90 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24-hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for 160,000 outpatients, 45,000 emergency patients and over 16,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. Our focus is providing the very best patient care possible. We strive to apply new and effective models of care, invest in research and training and share our knowledge to improve eye and ear health. We will inspire and advance specialist eye and ENT care.

At the core of everything we do are our Guiding Principles:

- **Integrity** – We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect.
- **Inclusive and Accessible Care** – We are compassionate, thoughtful and responsive to the needs of our consumers
- **Collaboration** – We communicate openly, respect diversity of views and skills, and work effectively with partners and in multidisciplinary teams to deliver optimal outcomes
- **Excellence** – We give our personal best at all times, deliver exemplary care and experience, monitor performance, and seek continuous improvement through innovation

Please read our full Strategic Plan here:

<https://eyeandear.org.au/about/publications/strategic-plan/>

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The Eye and Ear is committed to the [Child Safe Standards](#).

The Eye and Ear is a smoke free environment.

Position Summary:

The Cochlear Implant Clinic is a multi-disciplinary service for patients requiring assessment and management through (primarily) technological intervention for hearing and communication impairment. The Audiologist works as a part of the Cochlear Implant Clinic's multi-disciplinary team of ENT specialists, speech pathologists, audiologists and administration staff. The Audiologist is responsible for:

- Providing accurate and professional speech pathology services and management for patients referred to the CIC, in relation to improving their hearing, speech and language skills using implantable technologies
- Supporting the Cochlear Implant Clinic clinical co-ordinators and manager in the development and delivery of the Cochlear Implant Clinic departmental business plan that delivers outcomes in line with the RVEEH strategic plan

Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care. This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team.
 - To work as part of a multidisciplinary ENT team in the CIC and in collaboration with patients and carers, to provide excellent diagnostic and rehabilitative audiology services to referred patients
 - To competently administer assessments and interpret results for hearing, speech and language impaired patients and their families
 - To make evidence based clinical decisions as part of a patient-centric clinical team
 - To see patients in a timely manner, consistent with departmental policy and protocols
 - To communicate effectively with both patients and staff members
 - To effectively manage multiple clinical tasks within the CIC clinical services environment
 - Provide case co-ordination support for an allocated group of patients, ensuring well-coordinated assessment and rehabilitation programs
 - Under direction of the Co-ordinator and Manager, ensure that any off-site visits necessary to facilitate patient care are identified and appropriately managed consistent with organisational and departmental protocols
 - Any other clinical care tasks as directed
2. Provide mentorship and support to community audiologists undertaking cochlear implant related activities; provide oversight of the management and case co-ordination for patients in collaboration with community audiologists
3. Work within an ethically and legally sound framework. Ensure that the delivery of clinical and research services within the Department is in line with best evidence based practice and the National Safety and Quality Health Service Standards (NSQHSS).
 - To participate in peer review of clinical practices and interpretation
 - Ensure accurate and timely clinical documentation, consistent with legislative, organisational and departmental protocols
 - To provide effective handover of patient data where relevant
4. To optimise the clinical educational outcomes for students completing placements in the Cochlear Implant Clinic and promote skills and knowledge of cochlear implants in the community:
 - To provide high quality clinical education experiences for students in conjunction with the clinical placement co-ordinator
 - Prepare and give presentations to community groups, professional and tertiary students as directed by management and in accordance with external representation protocols

- To support clinical placement of students, including Audiology, Speech Pathology, Medical and other disciplines as requested
 - Assist in the ongoing development of the teaching programs, demonstrations and workshop commitments of the CIC
 - To participate in clinical supervision training, curriculum or general student updates as directed by the clinic Co-ordinator or Manager
 - Participate in any department based peer learning and supervision as directed (both as provider and recipient)
5. To effectively contribute to the conduct of research and Quality Improvement relevant to the role:
- To participate in the RVEEH's quality and safety processes by identifying and participating in quality improvement (clinical and non-clinical) as required
 - To be actively involved in research projects as appropriate, in consultation with the Co-ordinator and Manager
 - To provide advice on research to students and colleagues
 - To work as a consultant, reviewer or assessor of research activities where appropriate
 - To supervise research where appropriate in consultation with the Co-ordinator and Manager
 - To contribute to the presentation of the clinic's work at scientific conferences as appropriate in consultation with the Co-ordinator and Manager and with adherence to RVEEH policies and protocols
 - Understand and comply with hospital accreditation requirements
6. To efficiently and effectively complete administrative tasks associated with ensuring clinical services, department & organisational operations are maintained at a high standard:
- Accurate data input consistent with clinical & non clinical guidelines by required timeframes
 - To effectively use Hospital software for recording of clinical activity and non-clinical activity data
 - To adhere to RVEEH and departmental policy and procedures
 - To complete required clinical and other reports in a timely manner
 - Any other administrative duties as directed.
7. Attainment of Information Technology (ICT) skills that are commensurate with the requirements of the role.

Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework ([link](#)) to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.

- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost effective practice.
- Actively participate in the annual performance development cycle.
- Is compliant with the Eye and Ear Data Accountability Framework ([link](#)).

Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Qualifications	Master of Audiology	
	Accredited Member of Audiology Australia	
Experience	Experience in the audiological management of hearing impaired people who use hearing technologies	Recent clinical experience in the field of implantable hearing technologies (eg. cochlear implants, bone conduction implants, middle ear implants)
	Demonstrated relevant knowledge of audiological clinical practice in the field of implantable hearing technologies	
	Experience in the management of a clinical caseload	

	Experience in and commitment to working with hearing impaired and Deaf adults and children	
Competencies	Demonstrated commitment to patient outcomes	Excellent interpersonal skills
	Highly developed planning, organisational and problem solving skill	Competent using programming software for hearing aids and implantable hearing technologies
	Excellent communication skills	Commitment to public health
	Effective conflict resolution skills & pro-active approach to achieving mutually acceptable outcomes	
	Demonstrated ability to work both independently and as part of a multidisciplinary team	
	Commitment to continuous improvement and reflective practice	

All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.

Reporting Lines

Position Reports to - Coordinator Cochlear and Balance Services and Manager Cochlear and Balance Services

Number of Direct reports – 0

Key Working Relationships

Internal

- Audiologists
- Speech pathologists
- Administrative staff
- ENT specialists
- Staff from other RVEEH departments

External

- Health care and community service providers and referrers
- Early intervention and education staff
- University staff and students in relation to clinical placements
- Research groups
- Implant manufacturers staff

Author of Position Description or Manager of Position:

Author: Rod Hollow

Date: 30.9.2026

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Agreement

I have read, understood and agree to comply with the position description.

Name: _____

Signature: _____

Date: ____ / ____ / ____