**STATE OF SOUTH DAKOTA CLASS SPECIFICATION**

**Class Title: Audiology Assistant Class Code: 050630**

**Pay Grade: GG**

1. **PURPOSE:**

Under supervision of the South Dakota Servies for the Deaf (SDSD), plans, organizes, and executes hearing screenings to support early identification of childhood hearing loss initiatives inside and outside the clinic setting under the supervision of a registered licensed audiologist.

1. **Distinguishing Feature**

The Audiology Assistant works under both the direct and indirect supervision of a licensed audiologist in a variety of settings including daycares and schools, performing selected tasks in patient care, assessment, and follow-up. The position primarily includes planning, organizing, and executing hearing screenings to support early identification of childhood hearing loss initiatives. The position supports the Child Find mandate under the Individuals with Disabilities Education Act (IDEA) and Maternal and Child Health Bureau initiatives under Health Resources & Service Administration (HRSA).

1. **Functions**

(These are examples only; any one position may not include all of the listed examples, nor do the listed examples or include all functions that may be found in positions of this class.)

1. Provides support to SDSD service provision efforts, including but not limited to the hearing screening program and SDSD Audiology department.
2. Provides draft audiology screening schedule, communicates schedule changes to appropriate staff, and maintains screening schedule in the electronic medical record.
3. Schedules clinical appointments and tracks follow up.
4. Coordinates with facilities on the necessary documentation, equipment, space, interpreters, and acoustic needs for hearing screenings with consideration of appropriate regulatory standards.
5. Ensures proper preparation for screenings by ensuring equipment is prepared, supplies and inventory are appropriately stocked, location is determined for Mobile Lab, appointments are confirmed, and lodging accommodations are determined.
6. Travels to and from screening locations including driving and setting up Mobile Lab.
7. Promotes SDSD services via emails, phone calls, trainings, presentations, and advertisements and initiates and maintains connections with local agencies, daycares, and school districts to support continued expansion of SDSD services.
8. Sends, receives, and reviews records in a timely manner, keeping audiologist informed as appropriate.
9. Performs support duties for billing.
10. Assist with orders and mailings, such as earmold impressions and equipment.
11. Assists audiologists in providing hearing screenings to clients.
12. Sets up audiometer, otoacoustic emissions device, and tympanometer.
13. Ensures acceptable noise limits are met on site using a sound level meter.
14. At discretion of supervising audiologist, completes hearing screenings in accordance with ASHA/AAA guidance. Administers screening in the designated frequencies in both ears.
15. Delineates pass, refer-rescreen, and refer-evaluation results, consulting with the supervising audiologist when necessary.
16. Scans screening forms, records results, and provides documentation to the school or agency personnel. Ensures documentation is obtained prior to scheduling any additional audiologic testing or evaluations.
17. Coordinates with agency personnel, school personnel, parents, and SDSD outreach staff regarding students with specific audiologic concerns.
18. Assist Audiologists in Clinical Care
19. Reviews client files, identifies needed records, and communicates with outreach consultants or parents to obtain records from parents, medical agencies, and schools.
20. Takes and records accurate and complete case history, relaying pertinent information to the audiologist, including outside records.
21. Assists with common evaluation and procedures such as, behavioral observation audiometry, visual reinforcement audiometry, conditioned play audiometry, and/or conventional audiometry.
22. Assists in additional audiologic procedures including but not limited to otoscopy; tympanometry; otoacoustic emissions; auditory brainstem response (ABR); earmold impressions and fittings; hearing aid maintenance, verification, and troubleshooting.
23. Transfers test results into Electronic Medical Record (ERM), records test results, or scans in test results, as applicable.
24. Scores questionnaires.
25. Ensures proper maintenance of equipment and stocking of appropriate supplies.
    1. Coordinates annual calibration and conducts biologic checks of audiology equipment.
    2. Troubleshoots equipment and coordinates with audiologist for any repairs or new orders.
    3. Verifies assigned areas are adequately stocked with appropriate supplies, maintains a list of equipment and supply expirations, orders supplies, tracks orders to ensure timely delivery, and stocks supplies upon arrival.
    4. Performs routine cleaning, checks, and troubleshooting of hearing aids.
    5. Coordinates service provisions, maintenance, and repairs for clinical, screening, and Mobile Lab equipment, as well as assigned or shared state vehicles.
    6. Maintains appropriate infection control procedures and follows appropriate sanitization procedures.
    7. Cleans and disinfects rooms and items in between patients.
    8. Utilizes proper sanitization procedures to clean tympanometry tips, toys, earmold impression supplies, or other reusable supplies.
26. Performs other work as assigned.
27. **Reporting Relationships:**

Is supervised by the Director of Audiology or Audiologist. Typically, no subordinates report to this classification, however it may provide work direction to new staff.

1. **Challenges and Problems:**

Conducting screenings and assisting with audiologic evaluations on young children of varying abilities; intermittent communication with coordinating entities; managing a large contact list; balancing multiple tasks simultaneously.

1. **Decision-making Authority:**

Determination of which clients require further evaluation at clinical sites; basic interpretation of screening results; determine processes required to complete tasks, such as finalizing appointments and ensuring proper screening setup; determine content and format of self-generated correspondence; determine required documentation and records.

Decisions referred include interpretation of screening results beyond pass/refer; specific referrals to other healthcare professionals; diagnosis of hearing loss; recommendation of treatment and/or changes to current treatment plans; cerumen management; specific concerns with students, parents, or collaborating agency; changes to content of written chart notes or reports; release of information regarding a student without proper FERPA/HIPAA documentation; purchasing and repair of equipment; determination of staffing needs and sensible travel arrangements for screening schedule.

1. **Contact with Others:**

Daily contact with assigned individuals to assist in providing screenings and other audiological services; outside agencies to obtain appropriate documentation, schedule screenings, and promote SDSD services.

1. **Working Conditions:**

This position requires daily and overnight travel to various screening sites; frequent work with children and adults, including those with neurodevelopmental and related disorders; frequent lifting of 5-10 pounds and occasional lifting of up to 20 pounds with or without assistance; works in a clinic setting, mobile audiology lab, classroom, daycare, or other public venue.

1. **Knowledge, Skills and Abilities:**

Knowledge of:

* applicable regulatory standards including American National Standards Institute (ANSI), American Speech-Language-Hearing Association (ASHA), and American Academy of Audiology (AAA);
* applicable privacy laws and guidelines;
* modern office and audiological equipment, practices and procedures;
* the South Dakota Services for the Deaf programs and procedures.

**Ability to:**

* type accurately in positions requiring keyboarding;
* use personal computer and software;
* accurately record, file, and transmit information;
* accomplish assigned professional tasks;
* organize and coordinate activities;
* exercise tact, patients, and discretion in communicating and dealing with persons of varying backgrounds and temperament;
* establish and maintain effective working relationships with staff and the public;
* solve problems efficiently and effectively;
* maintain a high degree of flexibility and effectively manage duties with numerous interruptions;
* follow instructions;
* operate and maintain audiology equipment;
* establish trust and rapport with clients and guardians;
* communicate information clearly and concisely;
* assign appropriate priorities to work activities based on organizational goals.

1. **Licenses and Certifications:**

Must possess or be able to obtain an Audiology Assistant Certification, preferably with reference to diagnostics or pediatrics, within one year of hire date.