

Clinic Assist Visit Checklist



Clinic Assist Visit		
In-Brief with OIC		OIC Name: Optional
Certificates	Current technician certification(s) posted	
	Current audio booth certification posted	Correct booth cert form utilized?
Patient Safety	Safety tape adhered to booth entrance	If booth is equipped with a step.
	Electrical cords secured	
Medical Equipment	Functional equipment/within life expectancy	
	Equipment safety protocols followed	
	Equipment manuals available	
	Equipment & supply needs met/addressed	
	Adequate audio booth lighting & ventilation	
Infection Control	Current protocol in place	
	Instrument/equipment cleaning protocol	Tympanometry tips, ear gauges
	Sanitary Patient Areas	
HIPAA	HIPAA rules are followed	
	Signs in place regarding Auditory Privacy	
Miscellaneous	Current MSDS sheets available	
Out-Brief with OIC		Optional
Summary/Comments:	Pass / Fail	Plan: