Technician Proficiency Evaluation **Date:**_____

Technician Name:_____ **Examiner:**_____

Facility/Location:_____

Inspection Item	✓	Description	Comments
Recordkeeping		Technician Certification (current/posted)	
		Booth Certification (current/posted)	Is the current booth cerification form used?
		DD2217 calibration checks (past 5 yrs)	Retrieve calibration records from DOEHRS
		Electroacoustic calibration checks (5 yrs)	
		Command rosters received semi-annually	Command Responsibility
Calibration		Visual check of equipment	
		Functional Listening check	
		Biologic calibration check (DD2217)	
DOEHRS-HC		Current DOEHRS-HC version	Updated through monthly patches?
		DOEHRS system is connected to internet	
Users		Active user / Demonstrate DOEHRS-HC login	Delete inactive/invalid users (Admin accts).
		Accurate Audiologist/HCPM Admin default data	
		Demonstrate Add new user/update Examiner data	
		Current certification # in user profile	
		Accurate test facility UIC in user profile	
UICs		UICs listed in DOEHRS HC are current	How is this validated? How often?
		Create, edit, & delete a UIC/WIC	
		UIC Finder & SDOC list located on PC desktop	Demonstrate search proficiency.
		Members assigned to correct DoD/SVC Comp.	Must be USN, USMC, etc.
Hardware		All booth stations have functioning equipment	Access to spare/loaner equip as needed
		Serial #'s match on hardware & in software	Audiometers, headphones, calibrators
Test Administration		Pt instructions, prep, seating, headset placement	
		Correct entry/edit of patient demographic data	
		Import records/DR Inquire	
		Administer test (2215 or 2216)	
		Perform manual audiometric testing	
		Demonstrate edit/delete audiogram	Know when this is appropriate to do.
		HC Education/Training	Appropriate/effective training delivered?
		Tympanometry (perform, interpret, referral criteria)	
		Patient Counseling/Disposition	Detailed explanation of test results
		Appropriate referral process to Audiology	
Data Repository		Current / Active DR Acct / Demonstrate DR login	Check user account info.
		Current password is stored in DOEHRS-HC	
Reports		End of Day report	
		Lists, Forms, Reports, Audit Trails	
Data Management		Backup data to external or shared drive	
		Data is exported at least weekly, prefer daily	Check DR upload history.
HPD's		Variety of choices, sizes & samples on-hand	
		Accurate HPD info recorded in DOEHRS	
		Otoscopy performed	Correct otoscopy technique observed?
		HPDs are re-fitted on STS patients	Correct fitting technique observed?
		Counseling on HPD care & use	
		HPD fittings are documented in pt record	
Guidance/Instructions		Local SOP	
		NEHC TM 6260.51.99-2	
		OPNAVINST 5100.23 or 5100.19 (as applicable)	
		BUMED INST. 5100.13	
		MCO Instruction (as applicable)	
		DODINST 6055.12	
		DOEHRS User Manual	
		DOEHRS-HC Assistance/Problem Reporting	
		HCP Manager contact info	

*Checks in the above blocks indicate that competency was assessed through direct observation (unless otherwise stated).

Summary Results

# Health Records Reviewed: _____	**# Errors Noted: _____**
Pass / Fail / Re-assess	
Summary/Comments:	
Plan of Action:	
Examiner Signature:_____	