

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 certification 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	
UICs	Accurate test facility UIC in user profile	
	UICs listed in DOEHRS HC are current	How is this validated? How often?
	Create, edit, & delete a UIC/WIC	
Hardware	UIC Finder & SDOC list located on PC desktop	Demonstrate search proficiency.
	DoD components of UICs are not listed as "Other"	Must be USN, USMC, etc.
	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	
Guidance/Instructions	HPD fittings are documented in pt record	
	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: _____