

Hearing Conservation Technician (HCT) Competency Evaluation Checklist

Technician Name:	Examiner:	Date:	
Facility / Location:			
Inspection Item	✓	Description	Comments
Record Keeping		Technician Certification (current/posted)	
DOEHRS-HC		Active user / Demonstrate DOEHRS-HC login	Delete inactive/invalid users.
		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 listed in DOEHRS PC are current	How is this validated? How often?
		Create, edit, & delete a UIC/WIC	Demonstrate ability.
		UIC database & SDOC list located on PC desktop	Demonstrate search proficiency.
Calibration		DoD components of UICs are not listed as "Other"	Must be USN, USMC, etc.
		Visual check of equipment	
		Functional Listening check	
Test Administration		Biologic calibration check (DD2217)	Ensure accurate listener & audiometer info.
		PT instructions, prep, seating, headset placement	
Reports		Correct entry / edit of patient demographic data	
		Hx / tinnitus questions answered by each patient	Not gundecked by technician.
		Import records / DR Inquire	
		Test administration and type (2215/2216/Non-HCP)	Track completion of required test(s).
		Perform manual audiometric testing	
		Demonstrate edit / delete audiogram	Know when this is appropriate to do.
		Tympanometry (perform, interpret, referral criteria)	If applicable.
		Patient Counseling / Disposition	Detailed explanation of test results.
		HC Education / Training	Appropriate/effective training delivered?
		Appropriate referral process to Audiology/Med Provider	
Data Repository		End of Day Report	Workload captured in Electronic Health Record.
		Lists, Forms, Reports, Audit Trails	Understanding of purpose / utilization.
		Electronic Health Record SOAP notes	Review samples for accuracy/standardization
Data Management		Current / Active DR Acct / Demonstrate DR login	User must have *.mil email account.
HPDs		Backup data to external or shared drive	Frequency / success.
		Daily data export / verification of success	Check DR upload history/status.
Coding		Verify current database version and lookup tables	
		Otoscopy performed	Correct otoscopy technique observed?
		HPDs are re-fitted on STS patients	Correct fitting technique observed?
		Counseling on HPD care & use	
Coding		Accurate HPD info recorded in DOEHRS	
		HPD fittings are documented in patient record	
		Coding under correct clinic	
		Correct templates / ICD codes / CPT codes	
		Correct MEPRS code used in EHR and DMHRSi	
# Health Records Reviewed:		Errors Noted:	Pass / Fail / Re-train / Re-assess:
Summary / Comments / Plan of Action:			

*HCT competency was assessed through direct observation, unless otherwise stated.