

Updated:

Hearing Conservation Tasks

BHC

Tasks	Responsible	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Daily													
Daily Calibration	HC Tech	x	x	x	x	x	x	x	x	x	x	x	x
Functional Checks	HC Tech	x	x	x	x	x	x	x	x	x	x	x	x
Electronic Health Record Note completion (<48 hrs)	HC Tech	x	x	x	x	x	x	x	x	x	x	x	x
Infection Control	HC Tech	x	x	x	x	x	x	x	x	x	x	x	x
Patient Consults	HC Tech/HCPM	x	x	x	x	x	x	x	x	x	x	x	x
Export to DR	HC Tech	x	x	x	x	x	x	x	x	x	x	x	x
Weekly													
Medical Readiness	HC Tech/HCPM	x	x	x	x	x	x	x	x	x	x	x	x
HCP email update to HCPM	HC Tech	x	x	x	x	x	x	x	x	x	x	x	x
Monthly													
Database Back-up to Share Drive	HC Tech	x	x	x	x	x	x	x	x	x	x	x	x
Monthly 2216 Due/Needs F/U list to Unit Safety	HCPM	x	x	x	x	x	x	x	x	x	x	x	x
PTS draft report to HCPM	SeniorHCTech	x	x	x	x	x	x	x	x	x	x	x	x
Look-up Table	HC Tech	x	x	x	x	x	x	x	x	x	x	x	x
Print/Save DD2217	HC Tech	x	x	x	x	x	x	x	x	x	x	x	x
HCP metrics	HC Tech	x	x	x	x	x	x	x	x	x	x	x	x
Bi-Monthly													
Instruction Review		DODI		OPNAV		BUMED		NEHC-TM		DOEHRS		NMCPHC Web	
Assess Supply Needs and 10% Equipment Inventory	HC Tech		x		x		x		x		x		x
Quarterly													
SWOT	HC Tech			X			X			X			X
Audiologist Assist visit	HCPM	x			x			x			x		
Bi-Annually													
Roster of personnel in the HCP	Safety						x						x
Biomedical Equipment Certification	Yoko BioMed					x				x			
CAOHC Course	HCPM												
Update Denominator Data	SeniorHCTech						x						x
Evaluation/FitRep Input/Employee counseling	HCPM/LPO												
Annually													
Equipment Calibration	Contractor												
Annual Training (verify or conduct)	HC Tech/HCPM												
Booth Certification	IH												
Purge of files over 5 years old	HC Tech		X										
100% Equipment Inventory	HC Tech	X											
HC Tech Proficiency Self-evaluation	HC Tech					x							
Annual HC Tech Competency Eval	HCPM	X			X			X			X		
Annual HCP Performance Report	HCPM+HC Tech	X											
Clinic Site Visit	HCPM												
SOP Review	HCPM/LPO												X
HCP Self-Assessment input	HCPM+HC Tech										X		

DODINST 6055.12

OPNAVINST 5100.23 or 5100.19 (as applicable)

BUMED INST. 5100.13G

DOEHRS User Manual

NMCPHC TM 6260.51.99-3

Navy and Marine Corps Force Health Protection Command website