**Technician Responsibilities**

1. Maintain current hearing conservation certification - Certification must be renewed every five years in order to maintain status as an Occupational Hearing Conservationist

2. Regulations / Instructions: Become thoroughly familiar with and maintain copies of all pertinent Instructions containing Hearing Conservation guidance:
   - DOD Instruction 6055.12
   - NEHC TM 6260.51.99-2
   - OPNAV Instruction 5100.23 series (shore)
   - OPNAV Instruction 5100.19 series (afloat)
   - MCO 6260 series (Marines)
   - Local Instruction (Base Order)

3. Maintenance of DOEHRS-HC Audiometric Equipment and Troubleshooting
   - Perform daily documented Functional Listening Checks
   - Perform daily documented Biologic Calibration Checks (DD 2217)

4. Perform pure tone air conduction hearing tests
   - Perform Reference hearing tests (DD 2215) on all military personnel, and DOD civilians in the Hearing Conservation Program (HCP). Perform Periodic/Annual hearing tests on all personnel in the HCP
   - Schedule follow-up testing after an STS (DD2216)
   - Provide a termination audiogram upon separation (active duty) or upon removal from duties in noise/separation for civilians, on a DD2216 form.

5. Counsel patients on results of testing
   - Explain how to read the audiogram, what the frequencies and thresholds mean
   - Educate patients on what is normal hearing and what is considered a hearing loss
   - Explain what an STS is
   - Explain reasoning behind follow-up testing if there is an STS (TTS versus PTS)

   - **Temporary Threshold Shift (TTS)** - A significant threshold shift detected during monitoring audiometry that resolves after a period of auditory rest
   - **Permanent Threshold Shift (PTS)** - A significant threshold shift that does not resolve after auditory rest

6. Fit Hearing Protection
   - Medically fit all noise-exposed personnel with pre-formed hearing protection, purchased by individual’s unit or shop
   - Re-educate patients who sustain an STS on proper wear and maintenance of HPD’s
   - Document on the current audiogram the size and type of earplugs fitted for each ear
7. Refer Patients for Follow-up Care
   • Refer to Medical Officer if medical condition is apparent (draining ear, pain, head cold, sinus problem)
   • Refer to Audiologist if patient sustains an STS, does not meet baseline criteria, or complains of hearing problems or tinnitus

8. Educate and Motivate
   • Document that all personnel in the Hearing Conservation Program have received annual hearing conservation education / training
   • Deliver a one hour minimum initial class on the requirements of the program
   • Tailor annual refresher training to the individual in conjunction with results of the annual audiogram

9. Limitations
   • Technicians cannot train or certify other technicians in Hearing Conservation
   • Technicians cannot train other technicians on the use of DOEHRS-HC or DOEHRS Data Repository (DR)
   • Technicians cannot diagnose hearing loss or ear disease
   • Technicians are not trained to perform hearing tests for children or as part of a diagnostic evaluation process

10. Responsibilities to the patient
    • Provide valid audiograms
    • Promote adherence to the Hearing Conservation Program
    • Fit earplugs properly (each ear individually, not depending on ear sizers) & document sizes in medical record
    • Counsel patients on how to insert plugs and how to clean them
    • Provide a variety of hearing protective devices, allow the patient to choose
    • Provide a neat, clean area for testing
    • Protect patient privacy