

# Newborn Hearing Screening Annual Staff Competency Checklist

Newborn Hearing Screen – OAE or ABR

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

(After completion of online training course and hands-on experience.)

SKILL-Newborn Hearing Screening	Criteria Met	Criteria Not Met
<b>Clerical</b>		
Prepares census sheets, gathers labels, determine eligibility of patients for screening.		
Properly plugs in and turns on the equipment.		
Demonstrates the use of mouse and keyboard and starts software program properly.		
Demonstrates understanding of protocols involving time factors for screening and number and/or type of screenings.		
Enters all required patient information/data correctly.		
Demonstrates knowledge of Hearing Risk Factors.		
<b>Technical</b>		
<b>Otoacoustic Emissions (OAE)</b>		
Demonstrates how to clean probe if needed.		
Changes ear tip for each patient.		
Selects proper probe size.		
Prepares newborn for screening.		
Places probe in baby's ear properly.		
Selects correct ear to be screened.		
Initiates the screening test.		
Runs test on both ears.		
Troubleshoots probe fit if needed.		
Pauses test if/when needed.		
Demonstrate ability to transition from OAE to ABR if applicable.		
<b>Automated Auditory Brainstem Response (A-ABR)</b>		
Cleans skin to receive electrodes.		
Prepares newborn for screening.		
Selects proper sized probe/tip or muffins.		
Proper prep and/or application of electrode sensors and ear cups for A-ABR.		
Assures electrode leads are not kinked.		
Performs ABR screening properly.		
Runs test on both ears.		
Troubleshoots electrodes if/when needed.		
<b>All Test Types</b>		
Infection control procedures utilized for each newborn in preparation for testing.		
Swaddles baby in preparation for testing.		
Calms patient if crying, or moving, or artifact too high.		
Demonstrates how to review data.		
Demonstrates ability to print results.		
Prints results and places in chart.		
Documents results according to program protocol (i.e.: record results in logbook if applicable).		
Documents and sends results to the infant's primary care provider.		
Documents and communicates results to other hospital staff (ie. nurse and/or physician).		
Completes agency and MDHHS Hearing Screening Forms.		
Removes previous patient information from screen before leaving test site.		
Demonstrates ability to exit the computer program and shut down the computer properly.		
<b>Patient/Family Needs</b>		
Introduces self to parents, and communicates intent to do hearing screen for baby.		
Provides screening results to parents/caregivers both verbally and in writing.		
Provides parents literature regarding normal speech/language/hearing.		
Gives information on follow up rescreen. Appointment before discharge if possible.		
Shows family Loss & Found DVD if baby failed hearing screen.		

[ ] Passed      [ ] Needs to Repeat      Validator: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_