



**National Audiology
Clinical Placement
Logbook**



PRIFYSGOL CYMRU ABERTAWE



UNIVERSITY OF WALES SWANSEA



University
of Southampton



National Audiology Clinical Placement Logbook

Student Name		
Main Training Hospital		
Satellite Hospitals		
University		
Year Started Programme		
Placement Supervisor		
Placement Coordinator		
Placement Educators		
Associate Educators		
University Assessor		

Roles and Responsibilities

	Grade	Roles and Responsibilities
Student	BSc Audiology / Postgraduate Diploma Course	Complete day-day diary of clinical activity; complete logbook with assessor and mentor; attend all clinics and tutorials; required; comply with all relevant NHS legislation
Placement Coordinator	State registered, NHS Employee (MTO3/Grade 6 with three years experience and above)	Weekly tutorials; oversees students learning experience; has ultimate responsibility for students clinical training within a particular team; co-ordinate all aspects of placement; delegate to appropriately trained staff; complete student placement report; liaise with University Clinical Education team; complete Clinical Educators Training Course; attend bi-annual Clinical Educators training meetings
Placement Educator	State registered, NHS Employee (MTO3/Grade 6 with three years experience and above)	Provide required training to student in competency; assess student against learning competencies INCLUDING 'fulfils definitions'; completed Clinical Educators Training Course; attend bi-annual Clinical Educators Progress Meetings.
Associate Educator	State registered, NHS Employee (MTO3 /Grade 6 with three years experience and above)	Provide required training to student in competency; assess student against learning competencies EXCLUDING 'fulfils definitions'; complete Clinical Educators Training Course; attend bi-annual Clinical Educators Progress Meetings.
University Assessor	State Registered, University Employee	Periodic independent assessment of student work

Audiology - Clinical Placement Logbook

Clinical competency is established by successful completion of:

1) Clinical placement training logbook (this document)

IMPORTANT - THERE ARE DIFFERENCES BETWEEN THIS AND THE ELECTRONIC VERSION (WHICH IS BEING UPDATED BY THE NATIONAL COMMITTEE PROGRAMMER)

MAIN DIFFERENCES - MINIMUM OF FIVE, RATHER THAN TEN FDs, TEXT DIFFERENCES AND DISTRACTION TESTING, WHICH IS NOW ADDITIONAL COMPETENCY. IF YOU NEED

CLARIFICATION OF WHAT IS REQUIRED PLEASE CONTACT THE YEAR 3 COURSE CO-ORDINATOR

The clinical placement logbook is divided into two sections:

Section A - Competence in audiological procedures - (details specified in Section A -Assessments)

The audiological tasks are divided into sections based on:

1) patient preparation; 2) performing the procedure and 3) interpretation and patient management

Section B - Full patient management and/or interventions - (details specified in Section B - Full patient mang. & Inter)

The student will be expected to gain experience in clinical interventions and full case management. This will be achieved by understanding and demonstrating the use of: I) taking history; II) devising an appropriate assessment strategy; III) procedural skills; IV) Integration of test results; V) Management strategy; VI) Patient debriefing; VII) Reporting results

It is anticipated that the student will complete the appropriate parts of section A prior to progressing onto section B.

Core competencies are divided into two areas:

1) on completion the student will be signed off as being fully competent to carry out the specified clinical activity.

2) on completion the student will be signed off as fully competent to assist a more experienced member of staff in carrying out the specified clinical activity, e.g. act as the 2nd tester in a paediatric assessment.

For the 'assist' competencies students will be expected to both observe and participate in patient preparation and performing the procedure (sections 1 and 2) but will only be expected to observe interpretation and patient management (section 3). A minimum requirement for each core competency has been specified and must be reached in order to complete the logbook. Additional competencies may be recorded but are not mandatory. Each clinical activity will initially be observed and then carried out by the student an appropriate number of times, varying according to the complexity of the procedure.

Each time the student observes or carries out a clinical activity the assessor will double click in the next free box which will automatically enter their initials and the date. A comment box will appear and this can be used to add feedback or a performance rating. To delete a mistaken entry right click in the appropriate box select cut and hit return.

Following the required number of observations (Key = **O** - Observes), the student will proceed to carry out the clinical activity. This stage may be participatory (depending on expertise of student), where only some of the definitions are satisfied and/or the student cannot carry out the activity without assistance (Key = **P** - Partially Fulfils Definition). The final stage is where the student completely fulfils the definitions required (Key = **FD** - Fulfils Definition). Note: students may proceed from level P to level FD at the discretion of the assessor and so it is NOT essential to complete all level P boxes. (**Light yellow boxes - compulsory; yellow boxes - discretionary - if student needs more practice**). The students performance is graded by the assessor using the performance rating scale.

Performance Rating Scale

3 - Student has performed at a satisfactory level

2 - Student needs more practice - comment on what is required for improvement must be supplied

1 - Observation only

If a rating of 1 is scored this will be logged as an Observation (**O**), a rating of 2 will be logged as a Partially Fulfils Definition (**P**) and a rating of 3 will be logged as a Fulfils Definition (**FD**) with the rating value of 3 being added in the comments section.

Observation (**O**) and Partially fulfils (**P**) can be completed by appointed junior members of staff or other appointed healthcare professionals. These assessors should log in as 'guest' and enter their name and designation in the comments box along with any comments. Fulfils definition (**FD**) boxes must be completed by senior staff who are state registered (HPC or RCCP), MTO3 (grade 6) or equivalent. For each of the core competencies in section B of the logbook 1 FD must be completed by the university representative. Once ALL compulsory boxes are completed (dated/initialled/comments by assessor/university

Example Assessment (Do NOT complete!) Patient Preparation		Level	OBSERVATION ROWS - O				8 9 10		
			1	2	3	4	5	6	7
A) Applies reasonable examination both for B) Instruction to the patient	PARTIALLY FULFIL DEFINITION ROWS - P Enter competency level [2] and comment where necessary Student has carried out test, but NOT fulfilled all definitions, so enter number '2' into cell SUPERVISOR MUST WRITE COMMENTS WHICH REFLECT THE POINTS THE STUDENT NEEDS TO CONCENTRATE ON IN FUTURE TESTS	O	1						
		P	2	2	2	2			
		FD	3						
A) Performs without discomfort to B) Accurate recording	FULFILS DEFINITION ROWS - F Indicate competency level [3,4] and comment where necessary Student has carried out test satisfactorily and fulfilled all definitions, so enter number '3' into cell. Enter comments as appropriate. If student exceeds what would normally be expected for a satisfactory performance enter number '4'. Again enter comments as appropriate.	O	1						
		P	2						
		FD	3						
Identifies abnormal findings and initiates appropriate management strategy	Final competency statement Signature of accredited supervisor	O	1						
		P	2						
		FD	3	4					
Signature of student - they must also acknowledge that they have achieved competency									
Student competent to perform assessment									
Assessor	Signature	Date							
Student	Signature	Date							
University representative	Signature	Date							
Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition 1 FD to be completed by the University representative (section B)		Signature of HEI / External professional body (NOT req. for ALL tasks)		Performance Rating Scale 3 - Student has performed at a satisfactory level 2 - Student needs more practice - comment on what is required for improvement must be supplied 1 - Observation only					
Total score - All O, P and FD's added together (Guide only - representative of overall activity required to achieve competency)								Total = 46	

The induction process should occur within the first week of clinical placement

1st Placement

Student Name		
Hospital		
Local Induction Procedure	Date	Signature of Mentor
Attendance of Local Hospital Induction programme		
Fire / Evacuation Procedure.		
Identification badge check.		
Local health and safety requirements.		
Awareness of products in department/work area that are COSHH regulated.		
Incident reporting procedure.		
Dress code and personal hygiene expectations whilst on placement.		
Hospital policies relating to smoking, alcohol consumption and drug use whilst on hospital premises.		
Familiarity with departmental equipment procedures		
Staff amenities		
Health Checks		
CRB Checks		
CNST		
Other [1]		
Other [2]		

The induction process should occur within the first week of clinical placement

2nd Placement

Student Name		
Hospital		
Local Induction Procedure	Date	Signature of Mentor
Attendance of Local Hospital Induction programme		
Fire / Evacuation Procedure.		
Identification badge check.		
Local health and safety requirements.		
Awareness of products in department/work area that are COSHH regulated.		
Incident reporting procedure.		
Dress code and personal hygiene expectations whilst on placement.		
Hospital policies relating to smoking, alcohol consumption and drug use whilst on hospital premises.		
Familiarity with departmental equipment procedures		
Staff amenities		
Health Checks		
CRB Checks		
CNST		
Other [1]		
Other [2]		

Procedures / Assessments

Section A	Observations [O]	Partially fulfils definition [P]	Fulfils definition [FD]	Achieved (Compulsory Os+FDs)
Core Competencies (compulsory)				
A1. Pre-session preparation				
A2. Otoscopy - adults				
A3. Not masked pure tone audiometry				
A4. Masked pure tone audiometry (> 6 years)				
A5. Uncomfortable loudness levels (ULLs)				
A6. Tympanometry - adults				
A7. Tympanometry < 6 years				
A8. Acoustic reflex thresholds (ARTs)				
A9. Otoacoustic emissions				
A10. Impression taking and ear mould selection				
A11. Real ear measurements (REM)				
A12. Hearing aid test box measurements				
A13. Ear mould modifications				
A14. Questionnaires				
A15. History taking - diagnostic audio-vestibular assessment patient				
A16. History taking - paediatric hearing assessment patient				
Assist Level Competencies - Audiovestibular (compulsory)				
A17. Diagnostic or threshold auditory brainstem responses (ABR)				
A18. Eye movement assessment				
A19. Caloric Testing				
A20. Dix Hallpike positional testing (DHP)				
Assist Level Competencies - Paediatric (compulsory)				
A21. Visual reinforced audiometry (VRA)				
A22. Performance testing/Play Audiometry				
A23. Toy discrimination test				
Additional Competencies (Discretion)				
A24. Distraction test				
A25. Speech Perception Testing				
A26. Stenger test				
A27. Tuning fork tests				

Pre-session preparation	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Room preparation											
A) Prepares the clinic room(s) ensuring that all the required resources are available and that the room and test environment are safe	O										
	P										
	FD										
Equipment preparation											
A) Ensures that all equipment is working correctly and safely. B) Where appropriate performs stage A equipment checks or required calibration and records results.	O										
	P										
	FD										
Patient preparation											
A) Checks the patient identification details, identifies self to patient. B) Outlines reason for appointment and aims of the session, checks consent.	O										
	P										
	FD										

Student competent to carry out clinic preparation		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O - observation of the procedure P- Partially fulfils definition FD - Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Pre-session preparation	

Otoscopy - Adults	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient Preparation											
A) Applies reasonable standards of hygiene pre, during and post otoscopic examination both for the protection of the patient and themselves B) Instruction to the patient	O										
	P										
	FD										
Performing the procedure											
A) Performs otoscopy in a safe manner without causing unnecessary discomfort to the patient. B) Accurate reporting of observations.	O										
	P										
	FD										
Interpretation and patient management											
Identifies abnormal findings and initiates appropriate management strategy	O										
	P										
	FD										

Student competent to perform otoscopy		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Otoscopy - Adults	

Not masked Pure Tone Audiometry (>6yrs)	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient Preparation											
A) Applies reasonable standards of hygiene pre, during and post examination both for the protection of the patient and themselves	O										
B) Perform otoscopy prior to pure tone audiometry – aware of contraindications for performing test	P										
C) Test instruction to the patient for pure tone audiometry within the scope of the current BSA guidelines	FD										
Performing the procedure											
A) Correct placement of supra aural air conduction transducer (and/or bone vibrator, insert earphone)	O										
B) Pure tone audiometry is carried out within the scope of the BSA recommended procedure (air conduction and bone conduction).	P										
C) Correct presentation of stimulus in accordance with BSA recommended procedure.	FD										
D) Hearing thresholds are accurately established and tabulated correctly within the scope of the current BSA guidelines											
E) Demonstrates the ability to identify the need for adaptive techniques, such as play audiometry, where appropriate											
Interpretation and patient management											
A) Correct interpretation of test results and understands possible pathologies associated with particular hearing losses and onward referral policy (to ENT, Audiological Medicine and/or hearing therapy)	O										
B) Explain results in suitable way to patient and/or guardian if required	P										
	FD										

Student competent to perform not masked pure tone audiometry on patient > 6 yrs		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Not masked Pure Tone Audiometry (>6 years)	

Masked Pure Tone Audiometry (>6 years)	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient Preparation											
A) Applies reasonable standards of hygiene pre, during and post examination both for the protection of the patient and themselves	O										
B) Perform otoscopy prior to pure tone audiometry – aware of contraindications for performing test	P										
C) Test instruction to the patient within the scope of the current BSA guidelines	FD										
Performing the procedure											
A) Correct placement of supra aural air conduction transducer (and/or bone vibrator, insert earphone)	O										
B) Pure tone audiometry is carried out within the scope of the BSA recommended procedure (air conduction and bone conduction with masking as required, applying masking rule 1, 2 and/or 3 when necessary.).	P										
C) Correct presentation of stimulus in accordance with BSA recommended procedure.	FD										
D) Masked hearing thresholds are accurately established where possible and tabulated correctly (using BSA symbols)	FD										
Interpretation and patient management											
A) Correct interpretation of test results and understand possible pathologies associated with particular hearing losses and onward referral policy (to ENT, Audiological Medicine and/or hearing therapy)	O										
B) Explain results in suitable way to patient and/or guardian if required	P										
	FD										

Student competent to perform masked pure tone audiometry on patient over 6 years of age		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Masked Pure Tone Audiometry (>6 years)	

Uncomfortable Loudness Levels (ULLs)	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient Preparation											
A) Applies reasonable standards of hygiene pre, during and post examination both for the protection of the patient and themselves B) Perform otoscopy prior to measurement of ULLs – aware of contraindications for performing test C) Test instruction to the patient for ULL measurement	O										
	P										
	FD										
Performing the procedure											
A) Correct placement of supra aural air conduction transducer B) ULL measurement is carried out within the scope of the BSA recommended procedure C) Correct presentation of stimulus in accordance with recommended procedure. D) ULLs established and tabulated correctly (using BSA symbols)	O										
	P										
	FD										
Interpretation and patient management											
A) Correct interpretation of test results and understand possible pathologies associated with particular hearing losses and onward referral policy (to ENT, Audiological Medicine and/or hearing therapy) B) Explain results in suitable way to patient and/or guardian if required	O										
	P										
	FD										

Student competent to perform ULLs	
Placement Co-ordinator / Educator	Signature _____ Date _____
Student	Signature _____ Date _____

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Uncomfortable Loudness Levels (ULLs)	

Tympanometry - adults	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient Preparation											
A) Applies reasonable standards of hygiene pre, during and post examination both for the protection of the patient and themselves	O										
B) Otoscopic examination of ears prior to tympanometry and history taken to establish if any contra-indications are present and on identifying contra-indications acts appropriately	P										
C) Test instructions to patient	FD										
Performing the procedure											
A) Obtain probe tip seal safely and without causing discomfort to the patient.	O										
B) Test is carried out within the scope of the BSA recommended procedure	P										
	FD										
Interpretation and patient management											
A) Record middle ear pressure, middle ear compliance and ear canal volume.	O										
B) Compare with normative data, correct interpretation of test results	P										
C) Explain results in suitable way to patient	FD										
D) Initiates appropriate management strategy											

Student competent to perform tympanometry on adults		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Tympanometry - adults	

Tympanometry < 6 years	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient Preparation											
A) Applies reasonable standards of hygiene pre, during and post examination both for the protection of the patient and themselves	O										
B) Assist in the performance of otoscopic examination of ears where appropriate	P										
C) Test instructions to patient/guardian	FD										
D) Obtains co-operation from child											
Performing the procedure											
A) Obtains probe tip seal safely and without causing discomfort to the patient.	O										
B) Test is carried out within the scope of the BSA recommended procedure (using age appropriate probe tone frequency)	P										
	FD										
Interpretation and patient management											
A) Record middle ear pressure, middle ear compliance and ear canal volume.	O										
B) Compare with normative data, correct interpretation of test results	P										
C) Explain results in suitable way to guardian	FD										
D) Initiates appropriate management strategy											

Student competent to perform tympanometry on children under 6 years		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Tympanometry < 6 years	

Diagnostic Acoustic Reflex Threshold (ARTs)	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient Preparation											
A) Applies reasonable standards of hygiene pre, during and post examination both for the protection of the patient and themselves B) Otoscopic examination of ears prior to tympanometry and history taken to establish and act upon any contra-indications C) Test instructions to patient	O										
	P										
	FD										
Performing the procedure											
A) Test is carried out using departmental protocol using non-screening mode B) Determine acoustic reflex threshold to ipsilateral and/or contralateral stimulation (at frequencies deemed appropriate)	O										
	P										
	FD										
Interpretation and patient management											
A) Record ARTs and interprets results appropriately B) Explain results in suitable way to patient C) Initiates appropriate management strategy	O										
	P										
	FD										

Student competent to perform acoustic reflex thresholds		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Acoustic Reflex Threshold	

Otoacoustic Emissions (OAE)	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient (Subject) preparation											
A) Applies reasonable standards of hygiene pre, during and post TOAE test both for the protection of the client and themselves	O										
B) Otoscopy to check for contra-indications	P										
C) Sets up stimulus and recording parameters for otoacoustic emissions if applicable	FD										
D) Test instructions to subject/patient/guardian											
Performing the procedure											
A) Correct placement of probe and obtain satisfactory seal	O										
B) Record OAEs according to local departmental procedure	P										
	FD										
Interpretation and patient management											
A) Interprets and integrates results with other assessments, if applicable	O										
B) Able to explain results in suitable way to patient/guardian	P										
C) Initiates appropriate management strategy	FD										
D) Results documented appropriately											
Student competent to perform otoacoustic emissions											NOTES - to acquire competency in performing procedure , test may be carried out on volunteers. Interpretation may be based on previously collected patient data
Placement Co-ordinator / Educator	Signature					Date					
Student	Signature					Date					
Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition											

Additional Comments - Student Learning Log	Date and Initials
Transient Otoacoustic Emissions (TOAE)	

Impression taking and ear mould selection	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient preparation											
A) Identification of contraindications from history B) Explain test procedure to patient C) Applies reasonable standards of hygiene for the protection of the patient and themselves.	O										
	P										
	FD										
Performing the procedure											
A) Examination of and behind the pinna. Otoscopy of ear canal, correctly identify and act on any contraindications. B) Safe and accurate impression taking including selection and insertion of otostops, syringing and removal of the impression according to BSA recommended procedure. C) Post impression otoscopy. D) Cleans and prepares impressions according to local policy	O										
	P										
	FD										
Interpretation and patient management											
A) Assess impression for suitability for processing and repeat as required. B) Identification of appropriate ear mould type, tubing and venting requirements according to patients amplification requirements. C) Considers the patient's visual, manual dexterity and motor skills and uses this information to establish the most appropriate format of ear mould/instrumentation for the patient.	O										
	P										
	FD										

Student competent to perform impression taking and ear mould selection		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition 1 FD to be completed by the University representative	
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Additional Comments - Student Learning Log	Date and Initials
Section B - Impression taking and ear mould selection	

Real ear measurements (REM)	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient preparation											
A) Connects hearing aids to PC and performs initial 'auto-fit' to appropriate prescription target e.g. NAL-NL1	O										
B) Calibrates probe tubes	P										
C) Checks prescription target set-up box in REM software and modifies if necessary e.g. unilateral fitting, changes in channel, REAG	FD										
D) Selects (or checks) appropriate stimulus type and level in REM software											
Performing the procedure											
A) Otoscopy to check for contra-indications	O										
B) Checks fit and comfort of earmould/s, modify/file if necessary.	P										
C) Informs patient on test procedure and positions at 45° loudspeaker	FD										
D) Inserts probe tube using MHAS recommended procedures											
E) Uses an input of 65 dB modulated speech noise (if possible) and accurately measures REIG or REAG if non average ear canal resonance											
F) Measures REOG or RESR (optional)											
G) Troubleshoots any problems e.g. feedback, blocked tube											
H) Patient comfort and consent maintained throughout the procedure											
Interpretation and patient management											
A) Uses the results of REM measures to fine tune the hearing aid response to match targets within MHAS recommended tolerances	O										
B) Evaluates subjective sound quality including own voice and tolerance to loud sounds, adjusts frequency gain control, compression characteristics, MPO, feedback management as appropriate. Runs additional REM curve documenting changes if appropriate	P										
C) Able to explain test results and management options	FD										

Student competent to perform real ear measurements		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Real ear measurements	

Hearing aid test box measurements	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Performing the procedure											
A) Carry out test as appropriate to determine whether <u>analogue</u> hearing aid is working correctly. This may include some of the following tests: OSPL-90, full on gain, patient user gain, frequency response, harmonic distortion and telecoil response. B) Consideration should be given to the hearing aid settings and placement inside the test box, stimulus type and level.	O										
	P										
	FD										
Interpretation and patient management											
A) Identifies correct or incorrect functioning of hearing aid and acts on this information accordingly.	O										
	P										
	FD										

NOTES - DSP hearing aids can be tested using a 'test setting' function if it is available in order to compare to specification sheets or at user settings to gain reference baseline curves. Until IEC standards for DSP hearing aids have been published students should follow local protocols

Student competent to perform hearing aid test box measurements		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Hearing aid test box measurements	

Ear Mould Selection and Modifications	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient preparation											
A) Hygiene considerations, patient information and handling B) Establish amplification requirements of patient	O										
	P										
	FD										
Performing the procedure											
A) Identify requirements for venting. B) Establish ear mould material and tubing required C) Identify modifications required	O										
	P										
	FD										
Interpretation and patient management											
A) Correct selection of ear mould tubing and venting selection and modification. B) Information documented appropriately C) Initiates appropriate management strategy	O										
	P										
	FD										

Student competent to perform ear mould modifications		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Ear Mould Selection and Modifications	

Hearing Aid Questionnaires	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient preparation											
A) Identifies suitable questionnaire for use with the patient. B) Explains test procedure to patient	O										
	P										
	FD										
Performing the procedure											
A) Guides the patient through the completion of either the Glasgow Hearing Aid Benefit Profile (GHABP) or the Glasgow Hearing Aid Difference Profile (GHADiffP) parts I and II, or suitable alternative measure such as the IOI-HA.	O										
	P										
	FD										
Interpretation and patient management											
A) Information documented appropriately (e.g. raw scores and percentiles) B) Initiates appropriate management strategy after establishing patient disability, handicap, measure of hearing aid use, perceived benefit of hearing aid in key situations and residual disability C) Referral for other types of rehabilitation via hearing therapy as appropriate to deal with residual disability.	O										
	P										
	FD										

Student competent to perform hearing aid questionnaires		
Assessor	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Hearing Aid Questionnaires	

Taking patient history	Level	Date completed, initial & comments				
		1	2	3	4	5
Performing the procedure						
A) Uses effective communication strategy for patient and/or parent/guardian/significant other as appropriate B) Maintains rapport with patient and/or parent/guardian/significant other as appropriate and is aware of their concerns C) Obtains full description of nature of the problem(s). This may include any of the following areas: • Reason for referral; Nature, characteristics, timing of hearing loss, tinnitus and /or balance disturbance; Effect on quality of life • Speech and language development; Developmental milestones; Pregnancy and birth history; Otological history (current and past); Medical history (current and past); Head injury; Noise exposure; Medication; Family history; Effect on quality of life	O					
	P					
	FD					
Interpretation and patient management						
A) Identifies audiometric and balance tests and procedures required based on information obtained from history and referral letter. B) Results documented appropriately	O					
	P					
	FD					

Student competent in taking patient history			
Placement Co-ordinator / Educator	Signature	Date	
Student	Signature	Date	

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Taking history - Diagnostic Audio-vestibular patient	

Taking history - Paediatric hearing assessment	Level	Date completed, initial & comments				
		1	2	3	4	5
Performing the procedure						
A) Observed effective communication strategies in order to take a full history including reason for referral/parental concern, description of hearing problem, appropriate speech and language and general development, ENT and general medical history, Pregnancy and birth history, family history. B) Observed how to maintain a rapport with the patient/parent and is aware of their concerns. C) Awareness of when to curtail the history and move to testing in order to maximise the child's responses.	O					
	O					
	O					
Interpretation and patient management						
A) Identify tests appropriate to the child's age and abilities. B) Correct interpretation of test results C) Able to explain results in suitable way to parents D) Initiates appropriate management strategy E) Results documented appropriately	O					
	O					
	O					

Student has observed paediatric history taking		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Taking history - Paediatric hearing assessment	

Diagnostic and/or Threshold Auditory Brainstem Responses (ABRs)	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient preparation											
A) Applies reasonable standards of hygiene pre, during and post ABR test both for the protection of the client and themselves	O										
B) Locating and preparation of appropriate recording sites for electrodes	P										
C) Attaching electrodes and testing electrode impedance											
D) Test instructions											
E) Correct placement of supra-aural headphones, insert earphones or bone vibrator	FD										
Performing the procedure											
A) Set up stimulus and recording parameters for either threshold or diagnostic ABR with assistance	O										
B) Record auditory brainstem responses with assistance using appropriate stimulus level and repetition rate	P										
	FD										
*Interpretation											
A) Diagnostic - Identify absolute latencies of wave I to V, inter-peak intervals, wave amplitudes and amplitude ratios as required.	O										
Threshold - Identify absolute latencies of wave V and latency-intensity function and estimate hearing threshold for left and right ear	P										
B) Compare with normative data and identify abnormal findings											
C) Formulate conclusion i.e. conductive, cochlear and retro-cochlear pathology and initiates appropriate management strategy	FD										
Patient management											
A) Observes explanation of procedure and results in suitable way to patient and/or guardian	O										
B) Results documented appropriately											

Student competent to assist in performance of diagnostic and/or threshold ABR			NOTES * results provided by the universities or recorded by another individual may be used to complete this section
Placement Co-ordinator / Educator	Signature	Date	
Student	Signature	Date	

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Diagnostic and/or Threshold Auditory Brainstem Responses (ABRs)	

Eye Movement Assessment (Electronystagmography/videonystagmography)	Level	Date completed, initial & comments											
		1	2	3	4	5	6	7	8	9	10		
Patient preparation													
A) Correctly identifies and acts upon any contra indications to performing the test. B) Applies reasonable standards of hygiene pre, during and post testing both for the protection of the patient and themselves C) Clinical examination of eye movement D) Locating and preparation of appropriate recording sites for electrodes (bi-ocular/monocular - horizontal and vertical eye movements) OR use of videonystagmography goggles. E) Attaching electrodes and testing electrode impedance if appropriate	O												
	P												
	FD												
Performing the procedure													
Under supervision: A) Set up stimulus and recording parameters B) Performs calibration as appropriate throughout the test F) Deliver instructions as appropriate during each test C) Record eye movements during the appropriate range of tests required, which may include smooth pursuit, saccades, spontaneous and gaze evoked nystagmus, optokinetic (full-field), passive impulsive and sinusoidal rotation tests	O												
	P												
	FD												
Interpretation and patient management													
A) Observation of interpretation of results and appropriate management strategy B) Observation of patient debriefing C) Appropriate documentation of results	O												

Student competent to assist in performance of Eye Movement and Assessment Tests			*To acquire competency in performing procedure, test may be carried out on volunteers. Interpretation may be based on previously collected patient data.
Placement Co-ordinator / Educator	Signature	Date	
Student	Signature	Date	

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Videonystagmography / Electronystagmography	

Bi-thermal Caloric Assessment	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient preparation											
A) Correctly identifies and acts upon any contra indications to performing the test. B) Performs tympanometry to establish suitability for test C) Applies reasonable standards of hygiene pre, during and post testing both for the protection of the patient and themselves D) Clinical examination of eye movement if appropriate E) Locating and preparation of appropriate recording sites for electrodes (bi-ocular/mono-ocular - horizontal and vertical eye movements) OR use of videonystagmography goggles. F) Attaching electrodes and testing electrode impedance if appropriate G) Check flow rate and temperature of caloric irrigator are within specification.	O										
	P										
	FD										
Performing the procedure											
Under supervision: A) Carry out calibration and the caloric test condition (CTC) e.g. instruct and encourage the patient or operate the recording device. B) Carry out selected aspects of the caloric test according to BSA recommended procedure. (At this discretion of the supervisor, this may include instructing and encouraging the patient, carrying out irrigations, operating the recording device.)	O										
	P										
	FD										
Interpretation and patient management											
A) Observation of interpretation of results and appropriate management strategy B) Observation of Patient debriefing C) Appropriate documentation of results	O										

To acquire competency in performing procedure, test may be carried out on volunteers. Interpretation may be based on previously collected patient data

Student competent to assist in performance of caloric test		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Bi-thermal Caloric Assessment	

Dix-Hallpike Test	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient preparation											
A) Identifies any contra indications to establish suitability for test. B) Explains test procedure to patient	O										
	P										
	FD										
Performing the procedure											
Under supervision: A) Carry out selected aspects of the Dix Hallpike Test according to BSA recommended procedure. (At this discretion of the supervisor, this may include instructing and encouraging the patient, carrying out the manoeuvre, operating the recording device.)	O										
	P										
	FD										
Interpretation and patient management											
A) Observation of Interpretation of results and appropriate management strategy B) Observation of patient debriefing C) Appropriate documentation of results	O										

Student competent to assist in performance of Dix-Hallpike test		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Dix-Hallpike Test	

Visual Reinforcement Audiometry		Level	Date completed, initial and comments									
Patient and room preparation			1	2	3	4	5	6	7	8	9	10
A) Prepares the test environment as appropriate. B) Instructs the parents / carer not to react to the stimulus in any way and ensures that the child is positioned correctly.	O											
	P											
	FD											
Performing the procedure												
Under supervision: A) Presentation of auditory stimuli and activation of visual reward B) Identification of true response C) Determination of minimal response levels	O											
	P											
	FD											
Interpretation of results and patient management												
A) Observation of interpretation of results and appropriate management strategy B) Observation of patient debriefing C) Appropriate documentation of results	O											

Student competent to carry out visual reinforcement audiometry under supervision		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Visual Reinforcement Audiometry	

Performance testing / Play Audiometry		Level	Date completed, initial and comments									
Patient and room preparation			1	2	3	4	5	6	7	8	9	10
A) Ensures the test material is arranged correctly with reserve items out of sight to the child. B) Instructs the parents / carer not to react to the stimulus in any way and ensures that the child is positioned correctly.	O											
	P											
	FD											
Performing the procedure												
Under supervision: A) Conditions the child to the procedure B) Identifies true response C) Determination of threshold levels	O											
	P											
	FD											
Interpretation of results and patient management												
A) Observation of interpretation of results and appropriate management strategy B) Observation of patient debriefing C) Appropriate documentation of results	O											

Student competent to carry out performance test under supervision		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Performance test / Play Audiometry	

Toy Discrimination Test (including automated tests)	Level	Date completed, initial and comments									
Patient and room preparation											
A) Prepares the test environment as appropriate. B) Identifies the items that are known to the child and arranges these appropriately. C) Instructs the parents / carer not to react to the stimulus in any way and ensure that the child is positioned correctly.	O										
	P										
	FD										
Performing the procedure											
Under supervision: A) Performs the test using live voice or using automated version of test B) Determines minimal level of response	O										
	P										
	FD										
Interpretation of results and patient management											
A) Observation of interpretation of results and appropriate management strategy B) Observation of patient debriefing C) Appropriate documentation of results	O										
	O										
	O										

Student competent to carry out toy discrimination test (including automated tests) under supervision		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Toy Discrimination Test (including automated tests)	

Distraction Test Additional Competency - Discretionary		Level	Date completed, initial and comments									
Patient and room preparation			1	2	3	4	5	6	7	8	9	10
A) Prepares the test environment ensuring that seating and lighting arrangements do not produce any unwanted shadows or reflections. B) Instructs the parents / carer not to react to the stimulus in any way and ensures that the child is positioned correctly. C) Is aware of and avoid any other 'clues' which may compromise testing.	O											
	p											
	FD											
Performing the procedure												
Under supervision: A) Performs the role of distracter and/or stimulus presenter B) Determines minimal response levels	O											
	P											
	FD											
Interpretation of results and patient management												
A) Observation of interpretation of results and appropriate management strategy B) Observation of patient debriefing C) Appropriate documentation of results	O											

Student competent to carry out distraction test under supervision	
Placement Co-ordinator / Educator	Signature _____ Date _____
Student	Signature _____ Date _____

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	Performance Rating Scale 3 - Student has performed at a satisfactory level 2 - Student needs more practice - comment on what is required for improvement must be supplied 1 - Observation only
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Additional Comments - Student Learning Log	Date and Initials
Distraction Test	

Speech Perception Testing Additional Competency - Discretionary	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient preparation											
A) Applies reasonable standards of hygiene pre, during and post examination both for the protection of the patient and themselves B) Performs otoscopy and obtains a pre speech test history. C) Calibrates speech test equipment and calculates the appropriate level for speech material stimulus and masking noise levels. D) Instructs the patient of speech test procedure and method of response.	O										
	P										
	FD										
Performing the procedure											
A) Perform speech audiometry according to local procedure [either for rehabilitation purposes and/or diagnostic]	O										
	P										
	FD										
Interpretation and patient management											
A) Accurate reporting of results. B) Calculates HPLE and interprets speech curves typical of conductive, sensory, neural or retrocochlear disorders. C) Identifies abnormal findings and initiates appropriate management strategy	O										

Student competent to perform speech audiometry		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Speech Perception Testing	

Stenger Test Additional Competency - Discretionary	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient Preparation											
A) Appropriate test instructions to the patient (as for audiometry)	O										
	P										
	FD										
Performing the procedure											
A) Correct placement of supra aurial air conduction transducer (or insert earphone) B) Establish and record apparent hearing threshold level (AHTL) in the better and worse ear at a chosen frequency. C) Set levels and simultaneous presentation mode on audiometer D) Carry out simultaneous presentation of tones at appropriate levels until a response is defined. E) Record the responses on an appropriate worksheet where available.	O										
	P										
	FD										
Interpretation and patient management											
Interpretation of test results with regard to: A) the presence or absence of non-organic hearing loss. B) the true (but not masked) difference in threshold and C) the true (but not masked) threshold of the worse ear.	O										
	P										
	FD										

NOTES - May be carried out on volunteers

Student competent to perform Stenger test		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Stenger Test	

Tuning Fork tests Additional Competency - Discretionary	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient preparation											
A) Instructions to the patient B) Identifies the appropriate test/s to perform.	O										
	P										
	FD										
Performing the procedure											
A) Performs appropriate tuning fork tests within the scope of the BSA recommended procedure. B) Accurate reporting of observations.	O										
	P										
	FD										
Interpretation and patient management											
A) Accurate reporting of results (Observation). B) Correctly interpret and identify abnormal findings and initiates appropriate management strategy (observation).	O										

NOTES - May be carried out on volunteers

Student competent to perform tuning fork tests		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Tuning Fork tests	

Full Patient Management and Interventions

Section B	Observations [O]	Partially fulfils definition [P]	Fulfils definition [FD]	Achieved (Compulsory Os+FDs)
Core Competencies				
B1. Direct Referral				
B2. Hearing Aid Fitting				
B3. Hearing Aid Reassessment				
B4. Hearing Aid Follow-up				
B5. Hearing Aid Repair				
Additional Competencies				
B6. Vestibular Rehabilitation				
B7. Tinnitus therapy				
B8. Communication Training				

Section B - Direct Referral	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
History and Counselling											
A) Uses effective communication strategies in order to take a full history including relevant information on hearing loss, tinnitus and balance disorders and resulting effect on quality of life, manipulation or visual difficulties, social circumstances that may affect the management decision. Includes significant others as appropriate. B) Maintains a rapport with the patient and is aware of their concerns.	O										
	P										
	FD										
Glasgow Hearing Aid Benefit Profile Part 1 / or equivalent											
A) Sets the scene for how the interview will take place, instructions are clear and concise B) Identifies whether each of the four specific listening situations occurs in their life, asks how much difficulty they have in each situation, and how much the difficulty worry's, annoys or upsets them C) Effectively draws patients attention to appropriate answers and identifies where difficulty in pre-defined situations may differ for similar situations i.e. busy street as opposed to shop D) User defined situations are appropriately encouraged and accurately recorded E) Summary of results used to guide patient rehabilitation	O										
	P										
	FD										
Assessment Strategy											
Selects appropriate test strategy: A) Otoscopy (follows A2 guidelines) B) Pure tone audiometry (follows A4 guidelines) C) Uncomfortable Loudness Levels (follows A5 guidelines) D) Tympanometry (follows A6 guidelines) E) Acoustic Reflex Thresholds (follows A8 guidelines)	O										
	P										
	FD										
Integration of test results and counselling											
A) Identifies motivation and expectations towards hearing aids B) Integrates hearing disability and handicap results with audiometric results and patient motivation and expectations. C) Motivates patient or adjusts expectations where necessary	O										
	P										
	FD										

Management Strategy													
A) After integration of results, reaches decision with patient in regards to appropriate management plan i.e. unilateral or bilateral personal amplification; environmental aids and referral to other services (e.g. social services, Access to Work agency, volunteer scheme) B) Identify patients who do not meet TTSA direct referral criteria and applies local policy C) If appropriate discuss hearing aid options and agree type/model with patient D) Impression taken following A10 guidelines, critiques impression for suitability for processing E) Identification of appropriate ear mould type and acoustic specification. F) Considers the patient's visual, manual dexterity and motor skills and uses this information to establish the most appropriate format of ear mould fitting/instrumentation for the patient.	O												
	P												
	FD												
Patient debriefing and recording of results													
A) Discuss management time scales, hand out relevant patient information leaflets, book or arrange next appointment B) All relevant appointment information recorded on PMS i.e. GHABP or equivalent data, audiometric results, counselling results, ear impression number etc C) Results and management strategy documented to referrer	O												
	P												
	FD												

Student competent to perform Direct Referral assessment	
Placement Co-ordinator / Educator	Signature _____ Date _____
Student	Signature _____ Date _____
University representative	Signature _____ Date _____

O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition 1 FD to be completed by the University representative	
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Additional Comments - Student Learning Log	Date and Initials
Section B - Direct Referral	

Section B - Hearing Aid Fitting and Verification	Level	Date completed, initial & comments											
		1	2	3	4	5	6	7	8	9	10		
Preparation													
A) Follows preparation REM guidelines in A11	O												
	P												
	FD												
Patient Briefing													
A) Uses effective communication strategies in order to continue to assess the patients attitude and motivation towards the use of a hearing aid. B) Maintains a rapport with the patient and is aware of their concerns with regards to the use of a hearing instrument C) Gives advice where appropriate to enable patient to make informed choices in respect of hearing aid features and loop system* * may be discussed later in the appointment	O												
	P												
	FD												
Verification (REMs)													
A) Follows Performing the procedure in REM guidelines A11	O												
	P												
	FD												
Integration of test results													
A) Follows 'Interpretation and Patient Management' section in REM guidelines A11	O												
	P												
	FD												

Management Strategy												
<p>A) Identifies patients who are currently unilaterally fitted and who would benefit from bilateral amplification. Identifies patients who would benefit from environmental aids and referral to other services (e.g. social services, Access to Work, volunteer scheme)</p> <p>B) Advises follow-up appointment(s) within an appropriate time scale</p>	O											
	P											
	FD											
Patient debriefing and reporting results												
<p>A) Demonstrates and instructs the patient on handling, technical operation and maintenance of the hearing aid/s including use of the telephone. Issue written information on aids, local services etc</p> <p>B) Advises client on hearing aid adaptaton process and encourages use in GHAB identified important listening situations. Sets realistic goals and expectations in a motivating and positive manner and discusses communication tactics.</p> <p>C) Deals sensitively with any questions and anxieties and are able to explain future care provision to the patient, including how to access services in case of difficulties with the instrumentation.</p> <p>D) Concise, accurate and objective reporting of results and management strategy in patient journal ensuring REMs and hearing aid settings have been saved into NOAH.</p> <p>E) Serial numbers of hearing aid(s) recorded and stock records updated on PMS</p> <p>F) Hearing aid record book is issued with complete record of hearing aid and earmould details</p>	O											
	P											
	FD											

Student competent to perform hearing aid selection and fitting	
Placement Co-ordinator / Educator	Signature _____ Date _____
Student	Signature _____ Date _____
University representative	Signature _____ Date _____

<p>Key</p> <p>O – observation of the procedure</p> <p>P- Partially fulfils definition</p> <p>FD – Fulfils definition</p> <p>1 FD to be completed by the University representative</p>	
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Additional Comments - Student Learning Log	Date and Initials
Section B - Hearing Aid Fitting and Verification	

Section B - Hearing Aid Reassessment (without hearing aid fitting)	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
History											
A) Uses effective communication strategies in order to confirm medical history including relevant information on any changes in hearing, tinnitus and balance and resulting effect on quality of life. Checks for any manipulation or visual difficulties. B) Assesses current hearing aid/s and ear mould/s suitability, patient satisfaction, patient handling, care and maintenance skills. C) Maintains a rapport with the patient and is aware of their concerns.	O										
	P										
	FD										
Glasgow Hearing Aid Difference Profile Part 1 (GHABP part 1 or equivalent)											
A) Sets the scene for how the interview will take place, instructions are clear and concise B) Identifies how much the patient is using their hearing aids and how much residual disability still exists C) User defined situations are appropriately encouraged and accurately recorded D) Information is recorded accurately in PMS and results are discussed with patient	O										
	P										
	FD										
Assessment Strategy / Procedural Skills/Integration of test results											
Selects appropriate test strategy: A) Otoscopy (follows A2 guidelines) B) Pure tone audiometry (follows A4 guidelines) C) Uncomfortable Loudness Levels (follows A5 guidelines) D) Tympanometry (follows A6 guidelines) E) Acoustic Reflex Thresholds (follows A8 guidelines) F) Integrates all test results including GHABPdiff with available information on the communication needs of the patient in order to inform appropriate management strategy	O										
	P										
	FD										

Management Strategy/Patient debriefing/Reporting Results										
<p>A) If appropriate verifies amplification characteristics of current aid using REMs, fine tunes if necessary based on match to targets and subjective evaluation of sound quality</p> <p>B) Identifies patients who require referral to ENT or GP for medical management.</p> <p>C) Identifies patients who would benefit from a change in unilateral or bilateral personal amplification, environmental aids and/or referral to other services (e.g. hearing therapy, social services, Access to Work agency, volunteer scheme)</p> <p>D) Identifies the need for changes in earmould provision and takes new ear impressions following guideline A10 if necessary</p> <p>E) All results are explained to patient and a decision regarding the most appropriate management plan is made with the patient</p> <p>F) Goal setting, counselling and setting of realistic expectations (with current aid or new aid), if swapping to DSP hearing aid(s) identifies patients expectations and modifies accordingly if appropriate</p> <p>G) Concise, accurate and objective reporting of results and management strategy in PMS</p> <p>H) Amplification changes documented in hearing aid record book</p>	O									
	P									
	FD									

Student competent to perform hearing aid reassessment	
Placement Co-ordinator / Educator	Signature _____ Date _____
Student	Signature _____ Date _____

<p>Key</p> <p>O – observation of the procedure</p> <p>P- Partially fulfils definition</p> <p>FD – Fulfils definition</p> <p>1 FD to be completed by the University representative</p>	
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Additional Comments - Student Learning Log	Date and Initials
Section B - Hearing Aid Reassessment	

Section B - Hearing aid follow-up	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
History and Debriefing											
A) Establishes any relevant change in history since last appointment	O										
B) Evaluates subjective sound quality, comfort and expectations											
C) Maintains a rapport with the patient and is aware of their concerns	P										
D) Checks if patient has been experiencing problems with the hearing aid(s)											
E) Checks how often patient the patient has been wearing the hearing aid(s)	FD										
Assessment Strategy											
A) Evaluates subjective sound quality including tolerance to loud sounds	O										
B) Performs otoscopy and checks fit and comfort of ear mould/s											
C) Checks use of programmes	P										
	FD										
Glasgow Hearing Aid Benefit Profile Part 2 (GHABPDiff) / or equivalent)											
A) For each pre-specified situation and user defined situation asks patient the extent to which the hearing aid is used, the extent to which problems have been reduced, extent to which problems remain and the extent to which the client has been satisfied by the intervention	O										
	P										
	FD										

Integration of Results/Management Strategy / Patient debriefing										
A) Uses results of questionnaire to guide patient rehabilitation, i.e. demonstrate benefit, highlight where problems remain B) Fine tunes hearing aid response based on subjective sound quality evaluation and/or GHABP results, repeat REMs if necessary C) Modifies earmould(s) if comfort/fit problems D) Provides information and counselling to the patient in appropriate use of the hearing aid to promote auditory acclimatisation. Discusses communication tactics as appropriate E) Identifies patients who would benefit from changes to current personal amplification and/or environmental aids F) Evaluates the need for referral to other services or the need for further follow-up G) Able to explain results and management options to patient including time scales Reporting Results H) Accurate reporting of GHABP in PMS I) Concise, accurate and objective reporting of results and management strategy in PMS and/or record book if appropriate	O									
	P									
	FD									

Student competent to perform hearing aid follow-up		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date
University representative	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition 1 FD to be completed by the University representative	
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Additional Comments - Student Learning Log	Date and Initials
Section B - Hearing aid follow-up	

Section B - Hearing Aid Repair (Test box, Impression, Ear mould modification, Communication)	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
History											
A) Discusses the nature of the problem with the patient.	O										
	P										
	FD										
Assessment Strategy / Procedural Skills / Integration of test results											
A) Identifies the procedures required based on the information obtained/ from history. B) Depending on test strategy one or more of the following: Otoscopy, basic hearing aid listening checks, hearing aid test box measurements, real ear measurements, hearing aid adjustment or replacement, ear mould modification, impressions. Note range of procedures in comments box C) Reinstructs the patient as necessary regarding the use and maintenance of aid/s. D) Integrates all available information on the communication needs of the patient.	O										
	P										
	FD										
Management Strategy /Patient Debriefing											
A) Identifies patients who would benefit from reassessment, new ear mould/s, further counselling and communication training, lip-reading classes, environmental aids. B) Evaluates the need for referral to other services (e.g. social services, Access to Work agency, volunteer scheme, GP, ENT). C) Where appropriate explain and instruct the patient regarding the nature of the fault. D) Explain additional management options to the patient, including time scale.	O										
	P										
	FD										

Reporting Results											
A) Concise, accurate and objective reporting of findings and management strategy for patient records and hearing aid record book as appropriate. (database patient management system)	O										
	P										
	FD										

Student competent to perform hearing aid repair		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date
University representative	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition 1 FD to be completed by the University representative	
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Additional Comments - Student Learning Log	Date and Initials
Section B - Hearing Aid Repair	

Vestibular Rehabilitation - Additional competency - Discretionary	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
Patient preparation - with assistance											
A) Take history to establish contraindications and suitability for carrying out vestibular rehabilitation (Medical, physiological and psychological) B) Review of patient's diagnostic assessment results C) Explanation to patient of their condition and the vestibular rehabilitation process. D) Use of dizziness handicap inventory or lifestyle questionnaire. E) In cases of BPPV, correct identification of canal(s) involved	O										
	P										
	FD										
Performing the procedure - with assistance											
A) Counselling strategies - E.G. use of goal setting and motivational techniques to enable people with balance impairment to move towards a realistic way of coping, maximising their potential ability and strengths. B) Selection of appropriate balance exercises and effective patient instruction. C) Use of objective tests to monitor functional static and dynamic equilibrium. D) Correct selection of re-positioning / liberatory manoeuvre in BPPV cases.	O										
	P										
	FD										
Interpretation and patient management - with assistance											
A) Correct interpretation of objective tests of balance and questionnaire AND ensure there are no contraindications to treatment . B) Able to explain results in suitable way to patient C) Initiates further appropriate management strategy D) Results documented appropriately	O										
	P										
	FD										

Student competent to assist in performance of vestibular rehabilitation		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Vestibular Rehabilitation - Additional competency - Discretionary	

Tinnitus Therapy Additional Competency - Discretionary	Level	Date completed, initial & comments				
		1	2	3	4	5
Patient preparation - with assistance						
A) Take relevant history recognising impact of tinnitus	O					
	P					
	FD					
Performing the procedure - with assistance						
A) Assesses perception of tinnitus for an individual using appropriate questionnaire or tinnitus assessment form B) Conducts appropriate audiological testing for tinnitus patients, following local protocols	O					
	P					
	FD					
Interpretation and patient management - with assistance						
A) Explains possible mechanisms for the generation of tinnitus B) Discusses with patient the relationship between level of hearing and perception of tinnitus C) Advises patient on use of sound enrichment strategies and devices for management of tinnitus (e.g. hearing aids, white noise generators, under pillow speakers etc) D) Provides appropriate sound enrichment devices E) Instructs patient on use of sound enrichment devices F) Advises patient on the relationship between tinnitus and stress G) Advises patient on relaxation and stress management strategies H) Advises regarding follow up appointments within appropriate time scale I) Discusses with patient referrals to other agencies if appropriate (e.g. hearing therapy, psychology, GP, ENT etc)	O					
	P					

Student competent to assist in carrying out management of patients with tinnitus	
Placement Co-ordinator / Educator	Signature _____ Date _____
Student	Signature _____ Date _____

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Tinnitus Therapy - Additional competency - Discretionary	

Section B - Communication training Additional Competency - Discretionary	Level	Date completed, initial & comments									
		1	2	3	4	5	6	7	8	9	10
History - with assistance											
A) Establishes any relevant change in history since last appointment. B) Maintains a rapport with the patient and is aware of their concerns.	O										
	P										
	FD										
Assessment Strategy - with assistance											
Identifies the information, counselling and communication training needs of the patient.	O										
	P										
	FD										
Procedural Skills - with assistance											
Addresses the information, counselling and communication training needs of the patient.	O										
	P										
	FD										
Integration of test results - with assistance											
Integrates all available information on the communication needs of the patient.	O										
	P										
	FD										

Management Strategy - with assistance												
A) Identifies patients who would benefit from further counselling and communication training, lip-reading classes, changes to current personal amplification and/or environmental aids. B) Evaluates the need for referral to other services (e.g. social services, Access to Work agency, volunteer scheme, GP, ENT).	O											
	P											
	FD											
Patient debriefing - with assistance												
Able to explain management options to the patient, including time scale.	O											
	P											
	FD											
Reporting Results - with assistance												
Concise, accurate and objective reporting of findings and management strategy for patient records and to referrer.	O											
	P											
	FD											

Student competent to assist in performing communication training	
Placement Co-ordinator / Educator	Signature _____ Date _____
Student	Signature _____ Date _____

Key O – observation of the procedure P- Partially fulfils definition FD – Fulfils definition	
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Additional Comments - Student Learning Log	Date and Initials
Section B - Communication training - Additional competency - Discretionary	

Requirements of Hearing Aid Dispenser Logbook

Section C	Number	Confirmation that student has carried out required number if procedures (not all need to be observed/ assessed as per CPL)
Core Competencies		
Hearing Aid Fittings	Minimum of 20	
First follow-up visit after fitting	Minimum of 20	
Hearing Aid Repair Clinic	Minimum of 20	
Aural Impressions	Minimum of 20	
ULLs	Minimum of 50	
Pure Tone Audiograms	Minimum of 50	
Case Histories for Hearing Aid Fitting	Minimum of 50	
Medical Referral to ENT/ Audiological Physician	No Minimum	

A minimum of 850 hours full-time training over 6-9 months

Student has met minimum requirements for HAC Registration		
Placement Co-ordinator / Educator	Signature	Date
Student	Signature	Date

Demonstration of Clinical Competencies in Year 4

Section D	Competencies	Confirmation that student has consistently demonstrated clinical competence in
Core Competencies		
D1. Direct Referral	Pre-room preparation History & counselling Glasgow Hearing Aid Benefit Profile Part 1 Assessment strategy - Otoscopy, PTA, ULLs as appropriate; Integration of test results and counselling Management strategy - impression; referral if appropriate Patient debriefing and recording of results	
D2. Hearing Aid Fitting and Verification	Pre-room preparation including specifics for hearing aid fitting Counselling Verification (REMs) Integration of test results Management strategy Patient debriefing and reporting results	
D3. Hearing Aid Reassessment	Pre-room preparation History Glasgow Hearing Aid Difference Profile Part 1 Assessment strategy / procedural skills ' Integration of test results Assessment strategy - otoscopy; PTA; ULLs if appropriate; Tymps and acoustic reflexes if appropriate Management strategy Patient debriefing and reporting results	
D4. Hearing Aid Follow-up	Pre-room preparation Assessment strategy Glasgow Hearing Aid Benefit Profile Part 2 Integration of test results Management strategy Patient debriefing	
D5. Hearing Aid Repair	History Assessment strategy Procedural skills Integration of test results Management strategy Patient debriefing Reporting results	