

HEARING CONSERVATION PROGRAM SELF-ASSESSMENT TOOL

✓ ITEM / ISSUE	DESCRIPTION
RESOURCES/LIAISONS	
Audiologist/HC Techs/Occ Med Staff	Roles of each person/department in the HCP.
Other Professional Liaisons in HCP	How do you utilize others--Phy Exams, AV Med, IH, Safety, ENT, etc.?
GUIDANCE	
OPNAVINST 5100.23	Do you possess and understand current instructions and guidance on HCP?
Local Policies & MOU's	Need a current local HCP SOP.
DOEHRS-HC User Manual	Need a printed copy of the most current version. Available on distro CD
NEHC and NMIMC Websites	Review Weekly (http://www-nehc.med.navy.mil/occmcd/index.htm , https://imcenter.med.navy.mil/doehrs/dohrshc.html
DOD Occupational Health Portal	https://doehrswww.apgea.army.mil
Other Internal & External Guidance	On hand & all HCP staff knowledged.
DOCUMENTATION REQUIRED	
Equipment Maintenance/Calibration	Proof of calibration within one year.
Annual Audiometer Calibration	Located on sticker on each audiometer.
Annual Booth Certification	Must be posted on the booth
Daily Functional Check	Kept electronically in DOEHRS.
Daily Biologic Calibration Check	Kept electronically in DOEHRS, but available for review.
Technician Certification	Must be posted on the booth or in hearing test/patient area.
AUDIOMETRIC EQUIP/PROCEDURES	
Type of Equipment	Must use DOEHRS-HC software and MA1000 or CCA 200 audiometers.
Back-up Equipment	Spare handswitches, electronics to maintain functioning DOEHRS-HC equip.
DOEHRS-HC Software	Current version?
DOEHRS-HC Assistance	Do all DOEHRS users know procedure to log MHS help desk trouble ticket?
Audiometer Assistance	Do all users have NEHC Audiology & Calibration Team contact info?
Data Backup Procedures	Do all users back up data to external (other than DOEHRS PC) media?
HCP ENROLLEES	
Program Participants	Who is enrolled in your program? What UIC's are supported?
Documentation of Enrollees	How do you track units/shops/commands in the HCP?
SCHEDULING & TRACKING	
CHCS	Method used to schedule annual HC tests/follow-up? How are no-shows handled?
Follow-up	How do you ensure patients return for follow-up testing?
Referral Procedure	Process for referring to Audiologist/MO/ENT/Other Specialists.
DD2215 Re-establishment	How do you ensure re-establishment of DD2215's after referral process?
STS NOTIFICATION & OSHA Log	
Patient/Supervisor/Command	Notify in writing within 21 days of STS determination.
Base/Installation Safety Office	OSHA Recordable STS's reported to Safety for inclusion on OSHA Log.
Occupational Health Notification	How is Occupational Health Notified of an STS after Audiology disposition?
HEARING PROTECTION DEVICES	
Availability/Expertise	All sizes on hand; staff knowledged on pros/cons of each type.
Statistics on HPD Issue/Use	Maintain statistics on types/sizes of HPD's issued, feedback on use.
TRAINING	
Initial/Annual	Documentation of HC training.
Ownership of Training	Who is responsible?
HCP COMPLIANCE & STATISTICS	
DOEHRS-Data Repository	All DOEHRS-HC users must have an active DR Account.
Data Exports	Must be performed at least weekly at shore-based facilities.
STS Rates	Know statistics of units/personnel enrolled in HCP.
TRENDING/ANALYSIS METRICS	
Data Analysis	How do you monitor for trends? How do you analyze your data? Who do you report this info to? How does this improve your program?