

UNHS (Universal Newborn Hearing Screening) Screener Competency Checklist

To be completed annually along with completion of online training course(s).

Hospital name: _____

Date (mm/dd/yyyy): _____ Completed online training: ☐ yes ☐ no

Screener/employee name: _____

UNHS coordinator/evaluator name: _____

Notes: _____

General Competency Checklist (adaptable as needed):

- ☐ Demonstrates knowledge of UNHS, including general aspects, importance of newborn hearing screening understanding of newborn hearing screening in Ohio.
- ☐ Demonstrates competency in hospital infection control procedures.
- ☐ Demonstrates competency in patient confidentiality procedures.
- ☐ Demonstrates competency in setting up equipment, turning on/off.
- ☐ Demonstrates competency in entering information in the screening equipment.
- ☐ Demonstrates basic troubleshooting ability with the screening equipment.
- ☐ Demonstrates competency in prioritizing infants to be screened based on age, estimated discharge time, and infant's activity level.
- ☐ Demonstrates competency in administering the screening test, storing results, printing results, and logging results.
- ☐ Demonstrates good (calming) baby handling skills (can include swaddling, and/or repositioning baby in preparation for testing).
- ☐ Explains the screening equipment used for testing (OAE and/or ABR) to the parents.
- ☐ Provides the UNHS parent brochure, offers other languages if needed.
- ☐ Demonstrates ability to provide the screening results verbally to parents in a sensitive manner using appropriate terminology (pass/non-pass); explains test results, including risk factors, if applicable.
- ☐ Provides a written copy of the UNHS results for each ear, test type, and risk factors, if applicable.
- ☐ Demonstrates ability to address common questions asked by parents.
- ☐ Demonstrates knowledge of where to refer parents if unable to answer questions (contacting the Ohio Department of Health or visiting website, etc.)
- ☐ Demonstrates ability to address the need for further testing without alarming parents.
- ☐ Demonstrates the ability to provide follow-up audiological timelines.
- ☐ Provides the listing of pediatric audiology sites for testing (by county).
- ☐ Confirms name of the primary care physician.
- ☐ Indicates test results will be provided to the baby's healthcare provider of choice after discharge (pediatrician, family practice physician, nurse practitioner, other).
- ☐ Documents/confirms parent/caregiver contact numbers.
- ☐ Documents results according to hospital protocol, including in (electronic) medical record/chart, in IPHIS, and/or on the HEA 4632 form, if indicated.
- ☐ Documents and communicates results to other hospital staff (i.e., nurse and/or physician/other) per hospital process.
- ☐ Demonstrates understanding of parents signing objection form UNHS 4633 and/or documentation if parents' refuse to sign, that the importance of hearing screening was explained.

Equipment Specific Checklist (adaptable as needed) Otoacoustic Emissions (OAE):

- ☐ Demonstrates competency in prioritizing infants to be screened based on age, estimated discharge time, and infant's activity level.
- ☐ Demonstrates the ability to clean and sanitize equipment, cords, etc. after screening and/or prior to next screening.
- ☐ Demonstrates good (calming) baby handling skill, (can include swaddling, and/or repositioning baby in preparation for testing).
- ☐ Demonstrates how to clean probe.
- ☐ 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.
- ☐ Calms baby if not ideal state for screening.
- ☐ Troubleshoots probe fit if needed.
- ☐ Assures disposable supplies are available and adequate for screening (not expired).
- ☐ Pauses/stops test if/when needed.

Automated Auditory Brainstem Response (ABR):

- ☐ Demonstrates competency in prioritizing infants to be screened based on age, estimated discharge time, and infant's activity level.
- ☐ Demonstrates the ability to clean and sanitize equipment, cords, etc. after screening and/or prior to next screening.
- ☐ Demonstrates good (calming) baby handling skills (can include swaddling, and/or repositioning baby in preparation for testing.)
- ☐ Cleans skin as per manufacturer recommendations to apply electrodes.
- ☐ Prepares newborn for screening.
- ☐ Selects proper sized probe/tip or use of ear coupler(s).
- ☐ Performs proper prep and/or application of electrode sensors and ear cups/probe tips for ABR.
- ☐ Assures electrode leads are not kinked, broken, or twisted.
- ☐ Performs ABR screening properly.
- ☐ Runs test on both ears.
- ☐ Calms baby if not ideal state for screening to reduce high artifact rate.
- ☐ Pauses/stops test if/when needed.
- ☐ Assures disposable supplies are available and adequate for screening (not expired).
- ☐ Troubleshoots electrodes if/when needed.

Required annual training for screeners for newborn hearing screening:

The UNHS trainings provided by the Infant Hearing Program cover all requirements in applicable sections of the Ohio Revised Code (ORC) 3701.509 and Ohio Administrative Code (OAC), except hands on skills demonstration. Competency with the screening equipment is completed on site by the UNHS coordinator or designee.

New staff/screeners are required to complete previous trainings and any current training(s) required, as well as skills demonstration/competency, generally within a reasonable time period prior to performing hearing screening.. Currently trained staff/screeners are required to complete current training and skills demonstration competency.

Skills demonstration competency includes:

- Operation of equipment.
- Troubleshooting.
- Proper communication of screening results, and referral after non-pass.
- Reporting correctly in the medical record, and/or IPHIS, via HEA 4632 or HEA 4633.
- Education of parents about hearing screening and audiological follow-up, if needed.
- Infection control procedures, sanitation in between screenings.
- Baby handling skills.

Some tips:

The screeners will be responsible for performing the hearing screenings and/or providing results in a culturally competent manner, including next steps with resources to assist the family. Screening staff should be confident/competent and reliable. It is important to consider having a core group of screeners.

Contact information for questions related to UNHS training:

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