

## Mass Screening Starter Kit (Nurses)

Georgia Mobile Audiology Program (MAPInfo@doe.k12.ga.us)

### Needs:

*Equipment* (cost effective and portable)

- Pure Tone Audiometers (preferably with both electrical and battery options)
- Infection control supplies
- Forms (notifications)

*Personnel* (assigned staff members)

- **Point of contact staff/person responsible for organization, data collection and record-keeping**
- Trained staff who can perform hearing screening as part of their scope of practice

*Calendar* (point of contact responsible)

- Timely notifications must be sent to administration/schools to setup training dates and locations of hearing screenings. Staff/volunteers chosen (chosen beginning of the school year)
- Timely notification must be sent to organize students/staff at school screening locations
- Timely notification to notify parents (courtesy) preferably at the beginning of the school year

*Provider List* (audiologist/s in area for follow-up testing)

Establish a list of providers available for diagnostic evaluations for students who refer screenings twice

### Procedures/Protocol (mass screening does not require parent permission)

*Primary Focus*

- Screening students who have failed hearing screening indicated by 3300 eye, ear and dental form upon enrollment in school (kindergarten)
  - Mass hearing screening of students in 1st, 3rd, 5th and 8<sup>th</sup> grades (10<sup>th</sup>\*) *suggested*
  - Screen students who are being evaluated for special education eligibility
1. Notification is sent out by Point of Contact to designated screener staff to prepare for training. Dates of screening/locations established. Schools send courtesy notice to parents. [Beginning of School Year]
  2. **Staff training completed. Point of contact staff must be trained on data collection/forms.**
  3. Reminder notices are sent to administrators/teachers/school nurses about upcoming screening dates by Point of Contact [at least 2 weeks prior to screenings]
  4. Mass hearing screenings performed. Data collected by Point of Contact.
  5. Consider use of a smaller/quieter re screen area prior to failing (if resources permit)

6. Re screening for failures (within 10-14 days) at designated sites and smaller staff needed because re screen numbers should be smaller. Data collected by Point of Contact.
7. **Notification and paperwork sent to parents (*official referral letters sent at least twice*)**. In cases of two referred screenings, include options for diagnostic hearing evaluations (e.g. school-based audiologist, audiologists in the area, or consider contract with Georgia Mobile Audiology to provide these services)
8. Follow up to ensure diagnostic testing was completed.

## **Helpful Tips:**

### Infection Control

Basic infection control precautions are recommended including:

1. Wash your hands or use hand sanitizer before and after every hearing screen.
2. Wear bandages and/or gloves if cuts or open sores on hands.
3. Avoid wearing rings and jewelry to allow for proper hand cleansing.
4. Do not allow any food or beverage into the screening area.
5. Wipe down headphones, cables, and equipment daily or as needed when visibly soiled.
6. Do not allow children to touch equipment

### Equipment Check

Prior to screening always make sure testing equipment is working properly. Perform a listening check on your headphones and a quick screen to ensure there's no mechanical malfunction.

### Equipment Care

Equipment requires yearly calibration and maintenance. Results are invalid if calibration is past due.

## **Point of Contact Duties**

School Districts must designate a staff member who will serve as point person in charge of mass screenings.

Responsibilities Include:

- Establish point of contact staff who relay mass hearing screening testing results and communicate
- Disseminate notifications to administrators/staff that will be sent home to parents
- Establish volunteers/staff who will be participating in the mass screenings
- Coordinate testing sites
- Coordinate training dates
- Coordinate mass screening testing dates and re-screen dates
- Equipment storage/care (if applicable)

### **Procedures**

- 1. Point of contact establishes support team that will assist with mass screening procedures**
  - Find volunteers to receive training on how to complete mass hearing screenings (e.g. Kawanis club)
  - Find support staff who can perform hearing screenings within scope of practice (i.e. speech language pathologists) and willing to participate
  - Find locations to complete mass hearing screenings (i.e. quiet location)
  - Establish dates of mass hearing screening training and testing
- 2. Point of contact must begin to send notifications**
  - Send notification to school administrators regarding dates of screening and instructions to send courtesy notice to parents
  - Send out online training video to volunteers who will be screening students
  - Send reminder notice to school administrators and point of contact support staff (at least 14 days prior to screening)
- 3. Training completed (within one month of testing dates)**
  - *Equipment provided to point of contact staff (if applicable)*
- 4. Mass Hearing Screenings completed**
  - Point of contact will distribute equipment to screeners and collect equipment upon screening completion
  - Point of contact will collect records of screening results from site of screening OR collect test results from point of contact staff at the conclusion of the mass hearing screening
- 5. Point of contact will send follow up letters for students who failed the mass hearing screening**
  - Total up results pass/failures for record keeping (if applicable)
  - Failure list sent to administration/staff and notification letters for second screening

**6. Point of contact will arrange follow up screening date and location for mass screening failures**

- Collect final pass/failure totals
- Formal failure letters sent to parents by point of contact including consent forms/medical questionnaire
- Administration notified about final failure list of students

Contact Georgia Mobile Audiology Program for additional resources

[MAPInfo@doe.k12.ga.us](mailto:MAPInfo@doe.k12.ga.us)