Logo, company name

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**COMPETENCY TRAINING**

**COMPETENCY TRAINING: Otoscopy Examination**

**Candidate Name (please print) …………………………………………**

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| **Training Record:** | **Assessors Initials** | **Time and Date** | |
| * Communication with hearing impaired people (15 minutes minimum) |  |  | |
| * Basic outer ear anatomy, common abnormalities, and conditions (45 minutes minimum) |  |  | |
| * Use of otoscope, theory and practice (1 hour minimum) |  |  | |
| * Hygiene and infection control, health and safety issues (15 minutes minimum) |  |  | |
| * Referrals and communicating with other professionals (30 minutes minimum) |  |  | |
| * Confidentiality, informed consent and record management (15 minutes minimum) |  |  | |
| Assessors signature:  Students signature: | |  | |
| **Competency Training:**  **Scope of Practice- Otoscopy- Examination of the outer ear**  **(Based on BSA- Otoscopy Guidelines and Minimum Training Guidelines, 2016)** | **Assessor Initials and evidence e.g. observed, examined etc.** | **Date** |
| Procedures:   * Understands the scope of practice to include the examination of the outer ear, pinna, ear canal, eardrum using conventional illuminated magnifying otoscopes and video otoscopes. |  |  |
| Referral to specialist services:   * Understands the use of local criteria for referral to specialist services following ear examination and that the criteria may vary depending on the purpose of procedure. * Understands when to refer to the ENT or ENT dressing clinic/ Specialist ENT Nurse Practitioner for wax removal or otoscopy prior to Vestibular Function Tests if necessary. |  |  |
| Equipment and environment:   * Understands the equipment must be clean and is able to assess it is fit for purpose. * Follows appropriate infection control procedures e.g. hand washing, single use otoscope sheath etc. * Ensures the area is well lit, comfortable and safe from trip hazards. * Ensures comfortable and appropriate seating for patient and practitioner. * Ensures the appropriate size speculum is used. |  |  |
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| **Competency:**  **Training- Knowledge and Understanding** | **Assessors initials and evidence e.g. observed** | **Date** |
| Knowledge and Understanding:   * Demonstrates relevant health and safety issues including hygiene and infection control. * Demonstrates knowledge of anatomy and physiology of the outer ear including the effects of wax. * Demonstrates basic otoscopy knowledge. * Demonstrates an awareness of the sensitivity of the ear canal etc. * Demonstrates and understanding of relevant specialist services locally. * Demonstrates an understanding of the communication needs of hearing impaired people * Demonstrates an understanding of profession and medical ethics including informed consent and confidentiality * Demonstrates understanding of the importance of good record keeping in line with local and professional standards. |  |  |
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| **Competency Training:**  **Skills- Ear examination** | **Assessors initials and evidence e.g. observed** | **Date** |
| The practitioner is able to:   * Introduce self to patient and confirm ID. * Explain procedure and gain consent. * Washes hands and ensures patient is comfortable and in the correct position for examination. * Maintains dignity and communicates with patient. * Ask relevant questions about ear related symptoms e.g. discharge, pain, discomfort, hyperacousis, previous surgery etc. * Give clear instructions and information to subjects (including those with hearing impairment), ensuring they are understood for informed consent. * Perform safe and thorough ear examination using an otoscope ensuring patient safety and comfort in a thorough and systematic way. * Effectively communicate information to other professionals. * Maintain and manage appropriate records. |  |  |
| Assessors signature:  Students signature: | |  |