

**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)
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| * Basic outer ear anatomy, common abnormalities, and conditions (45 minutes minimum)
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| * Use of otoscope, theory and practice (1 hour minimum)
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| * Hygiene and infection control, health and safety issues (15 minutes minimum)
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| * Referrals and communicating with other professionals (30 minutes minimum)
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| * Confidentiality, informed consent and record management (15 minutes minimum)
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| **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.
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| 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.
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| 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.
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