

Skills Checklist for OAE Screening



✓Preparation

- ☐ Parents informed about OAE screening (parent letter)
- ☐ Adults (teacher, caregiver, parent, etc.) prepared to assist with screening
- ☐ Posters and “Listen Up” DVD provided to introduce children to screening

✓Set-up

- ☐ Appropriate environment selected or created
- ☐ Appropriate distracters (quiet toys) available
- ☐ All screening materials and supplies available
- ☐ Hands sanitized per program’s universal precautions policy

✓Child Management

- ☐ Playful, positive rapport established with the child
- ☐ Child positioned/re-positioned to facilitate screening
- ☐ Child quietly told (not asked) what the screener is going to do
- ☐ Visual or tactile distracters used, as needed, to engage child
- ☐ Assistance enlisted to distract child and/or re-direct behaviors

✓Start Screening

- ☐ Visual inspection of outer ear
- ☐ Remote probe assembly clipped to back of collar
- ☐ Screening unit turned on
- ☐ Tip placed properly on probe, pressed down all the way to probe base
- ☐ (Foam tips only) Tip formed into mushroom shape, away from probe opening
- ☐ Outer ear pulled back during probe tip insertion
- ☐ Probe inserted with angle toward the nose, then angled back
- ☐ Hands removed from ear and probe after insertion

✓Complete Screening

- ☐ Appropriate probe fit achieved (may require reinsertion of probe or different size)
- ☐ Correct buttons pushed to proceed quickly through the screening process
- ☐ If “refer” result, probe removed, checked for earwax, and re-inserted
- ☐ If other non-passing result, equipment, environment, and/or screening conditions checked and adjusted.
- ☐ Probe removed by grasping the probe, not the cable
- ☐ Probe tip and nozzle checked for earwax blockage, replaced if needed, and other ear screened
- ☐ (Foam tips only) Tip removed by grasping plastic tubing, not foam material
- ☐ Used probe tip(s) placed in bag or container for disposal

✓Documentation

- ☐ Visual inspection outcome documented
- ☐ Screening outcome documented after completion of screening for each ear
- ☐ Appropriate follow-up step(s) identified

Supplies:

- Screening equipment (fully charged or extra batteries, as needed)
- Probe tips/covers (adult & pediatric sizes)
- Quiet toys/distractors
- Hand disinfectant
- Bag for used probe tips
- OAE Hearing Screening documentation forms
- Pen
- Flashlight (if screening in low light during naptime)
- Reward stickers