

Public Health Audiology Clinics

- Provide audiological assessment and diagnostic services
- Recommend, select, fit, monitor amplification
- Obtain parent/ guardian consent and signature on the AO-PRP Permission to Share form (shared responsibility with school district)
- Provide copies of audiological information to school districts
- Consult with school district staff regarding need for personal remote microphone (RM) technology
- Determine the most appropriate system from a list of equipment available for loan through the AO-PRP
- Initiate the equipment request
- Complete, authorize and sign the appropriate AO-PRP request form
- Forward the request and audiological information to the school district administrator or designate
- Receive requested equipment from AO-PRP
- Record receipt of equipment with serial numbers and forward a copy of Packing Slip to school district.
- Fit and verify the RM equipment with child's hearing aid(s)
- Monitor student use of RM equipment
- Arrange for delivery to the school district
- As requested, provide or arrange for training for individuals working with the student
- Receive and verify replacement equipment as required

School Districts

- Refer students with suspected hearing loss to audiologist
- Collaborate with audiologist regarding classroom environment and recommended supports
- Identify competencies needed to support the equipment
- Accept financial responsibility for loss or damage to equipment
- Obtain parent/ guardian consent and signature on the AO-PRP Permission to Share form (shared responsibility with audiology team)
- Forward request and accompanying documentation to AO-PRP (shared responsibility)
- Receive equipment from audiology clinic
- Record serial numbered equipment
- Validate equipment in educational setting
- Document benefit to student
- Ensures security measures are in place to safely store and maintain all equipment
- Report lost equipment to AO-PRP promptly with signed loss report
- When serial numbered equipment is lost or intentionally damaged the school district is expected to cover replacement costs
- Provide ongoing maintenance and equipment checks
- Return malfunctioning equipment to the AO-PRP for repair or replacement
- Return unused or unassigned equipment to AO-PRP
- Complete year end listening checks and store equipment in district

Auditory Outreach - Provincial Resource Program

- Maintain a list of available equipment options on AO-PRP website
- Provide required forms on AO-PRP website
- Receive complete request package
- Communicate with audiology clinic or school district if clarification is required
- Send equipment to Public Health Audiology Clinic
- Notify school district and Health unit that equipment has been shipped
- Provide ongoing support and education to school districts regarding use of equipment
- On request and every spring, provide a printout of equipment on loan to school districts
- Receive malfunctioning equipment and repair or replace
- Return equipment to requested destination
- Maintain clear communication with community teams
- Provide education, training and resources
- Notify school teams and/or audiology clinics upon receipt of equipment returns