

Area: Program Services
Subject: Audiology Equipment Calibration and Maintenance
Policy No.: 240

POLICY

It is the policy of the Center for Communication Disorders to maintain all audiological equipment and supplies.

PURPOSE

The purpose of this policy is to ensure that all equipment is in optimal condition for the provision of comprehensive and accurate client service.

PROCEDURES

1. The Center will own and keep in repair equipment for audiometric calibration checks.
2. The Center will carry out calibration checks of audiometric equipment as follows:
 - a. Brief biological checks on days the equipment is in use;
 - b. Comprehensive biological and electroacoustical calibration checks of all audiometers routinely used in the Center will be carried out at least once each 30 days of clinic use. Equipment (portable audiometers) that is used less than 40 days per year will be calibrated annually.
 - c. Annual calibration check of the Center's diagnostic/clinical audiometers, assessment of the test environment, and check on shock hazard will be carried out by qualified non-center personnel.
 - d. Documentation of calibration will be provided by the individuals carrying out the calibration, and will be posted on the equipment.
3. The Center will maintain an appropriate stock of supplies and equipment for taking ear mold impressions, minor earmold modifications, and other materials for use with hearing aids.