



## Audiometric Testing Scheduling and Reporting Procedures

The tester will be a Licensed Industrial Audiometric Technician (LIAT). They will be provided with a list of department contacts and the number of tests to schedule.

The LIAT will follow the outlined procedures:

1. Works with the department contacts to schedule dates of testing. The department will provide the LIAT with a list of scheduled appointment dates and times including names and employee I.D. numbers.
2. Completes audiometric testing on the appointment date.
3. Provides the department with a list of employees who did not attend their appointments and makes arrangements for another testing day. Copies the list to the department occupational health nurse.
4. Enters Audiometric testing results into the confidential Health Exam portion of PeopleSoft, which is the City of Winnipeg data management system. The information will include the results of audiometric testing, brief descriptive notes and whether additional testing is required. Training will be provided for PeopleSoft and remote access to the system will also be provided.
5. Provides the departmental occupational health nurse with a list of employees with abnormal shifts in audiometric results and a list of employees who may require follow-up. This is done at the end of each day of testing, or as arranged with the department occupational health nurse.
6. Provides an invoice to the Occupational Health and Wellness Branch with the number of tests completed, date of tests, department tested, testing location and equipment used (mobile unit, portable booth or in-house booth).