

Steps for Screening Vision and Hearing

The following are steps for conducting a vision screening with an alphabet eye chart:

1. Complete your beginning procedure steps, including washing your hands. Use the correct chart for the child's age and development. A good way to determine this is to ask the child if he or she recognizes the alphabet letters on the chart. If the child does recognize the letters, proceed with the alphabet eye chart. If not, you will have to use a different eye chart.
2. Greet the child and teach him or her the testing procedure. Use age-appropriate language and review the steps to be sure he or she understands. Check to make sure that the child is the correct distance from the chart.
3. Have the child keep both eyes open while you occlude the left eye.
4. Ask the child to identify the letters or pictures in order starting with the first line. Move across the line from left to right. To pass a line, the child must read more than half the letters correctly.
5. Move to the next line and have the child read right to left to avoid memorization.
6. Continue to the 20 line as long as the child reads letters at a passing rate.
7. If the child reads the 20 line correctly, record the visual acuity as 20/20. This means the child can see from a distance of 20 feet to read the letters on the 20 line.
8. If the child failed a line, have him or her repeat it in the opposite order from the first reading. If the child fails twice, record the visual acuity as the next highest line.
9. Repeat steps three through eight with the other eye.
10. Record the child's visual acuity for the left eye (OS) and the right eye (OD). Record whether or not the child wore corrective lenses during the screening. You may be asked to screen children with and without glasses. Record any difficulties you observe, such as the child leaning forward or squinting in an attempt to see more clearly.
11. Compliment the child on his or her participation, but don't comment on the test results. Clean or discard the occluder. Complete your end-of-procedure steps.

Use the following steps to complete a hearing screening:

1. Complete your beginning procedure steps, including washing your hands. Clean the earphones using an alcohol wipe. Test the audiometer to be certain it is working. Set the intensity at 20 or 25 dBs as directed.
2. Greet the child and give an age-appropriate explanation of the procedure. Review the steps to check for understanding.
3. Adjust the size of the earphones and place them correctly (red on the right), making sure that the center of each earphone is lined up with the ear canal.
4. Sit behind the child so he or she can't see you while you operate the audiometer.
5. Signal that you are beginning and check to see that the child responds.

6. Administer the test beginning in the right ear.
 - a. Set the frequency at 1000 and press the button for about two seconds and release. Watch for the child to raise and then lower his or her arm. Press the button again and watch for the child's response before moving on to the next frequency. The child must hear each frequency twice. Don't let yourself develop a regular rhythm or the child may raise his or her hand automatically without hearing the sound. Vary the amount of time between sounds.
 - b. Continue testing at frequencies of 2000 and 4000 Hz.
7. Repeat the test for the left ear.
8. Give an appropriate concluding statement, thanking the child for participating.
9. Record the results as "Pass" or "Fail."
10. Complete your end-of-procedure steps, including cleaning the earphones.