

Hawaii D50 Hearing Screening Project
Responsibilities Before-During-After Site Screening

	Before	During	After
Sponsoring Lions Club	<ul style="list-style-type: none"> • Provide annual screening training for Lions and volunteers • Contact school administrator to set up hearing screening project • Confirm date(s) with Dr. Ching; place date(s) on D50 screening calendar • Send appropriate forms to school • Receive class lists from school • Coordinate volunteer sign-up • Visit school to coordinate appropriate screening site • Prepare appropriate forms: volunteer sign-in sheet; instruction sheet(s); quality control survey • Prepare appropriate supplies: pens/pencils; alcohol wipes; rewards (if used); etc. 	<ul style="list-style-type: none"> • Provide adequate numbers of volunteers to man stations: registration(in and out); traffic control; Oto; OAE; Tymp; Audio; rescreening; data input; site coordinator • Adjust as needed to school's bell schedule 	<ul style="list-style-type: none"> • Ensure site is returned to prior condition • Complete appropriate D50 Lions forms • Thank all volunteers • Complete data input • Complete student referral forms • Leave appropriate forms/reports with school • Thank school faculty/staff/administration for the opportunity to serve their families; receive school feedback and make adjustments for following school year
School Faculty/Staff/Administration	<ul style="list-style-type: none"> • Identify school level coordinator/point of contact • Designate/reserve appropriate site for screening; provide appropriate furniture and space • Notify parents and faculty of scheduled screening • Distribute parent permission forms; collect permission forms; create master list of students to be screened • Send class list to Lion coordinator at least 2 weeks prior to screening • Coordinate/sign up school level volunteers • Coordinate coffee & snacks 	<ul style="list-style-type: none"> • Provide volunteers to supervise students to and from screening site & traffic control • Adjust as needed to the screening schedule 	<ul style="list-style-type: none"> • Distribute student referral forms; screening completion forms • Notify parents and faculty of completion • Receive appropriate forms to be used at school level • (Follow up on referrals) • Provide feedback to sponsoring Lions for improvement
All Volunteers	<ul style="list-style-type: none"> • Attend screening training for volunteers • Sign up with site coordinator • Arrive before/on time • Assist with setting up of site • Check equipment & supplies 	<ul style="list-style-type: none"> • Man stations as needed • Follow established protocol 	<ul style="list-style-type: none"> • Check & pack equipment & supplies • Assist with returning site to prior condition