

## **JOB DESCRIPTION**

**Position:** Coordinator, Newborn Hearing Screening Program

**Accountable to:**

**Position Summary:** Responsible for administration and coordination of universal newborn hearing screening program

### **Summary of responsibilities:**

- 1) Program Design
  - a. Develop and implement protocols and procedures
  - b. Provide ongoing program evaluation, and revise and update procedures and protocols as needed, enlisting the assistance of consulting audiologists when necessary
- 2) Personnel
  - a. Responsible for selection, training and supervision of screeners
  - b. Provide regular feedback to screeners
  - c. Coordinate schedules of screeners and coordinate with nursery staff
- 3) Equipment and Supplies
  - a. Perform daily equipment checks to ensure proper functioning of equipment
  - b. Monitor and order supplies as needed
  - c. Coordinate loaners and repairs of equipment as needed
- 4) Screening
  - a. Perform newborn hearing screening tests per stated protocol
  - b. Ensure proper documentation of screening results
  - c. Convey results of hearing screenings to families
  - d. Review “problem cases” encountered by screeners, referring to consulting audiologists when needed
- 5) Data Management and Tracking
  - a. Use data management software to track infants and ensure appropriate follow-up is obtained by families
    - i. Enter screening data into computer
    - ii. Generate follow-up letters to parents and physicians informing of test results
    - iii. Follow-up with parents and physicians of infants who do not pass the hearing screening to ensure that proper follow-up appointments are scheduled
    - iv. Produce monthly reports showing number of births, percentage of newborns that are screened, refer rates, reasons for refusal, and other data requested by hospital administration
- 6) Education
  - a. Provide in-services to screeners, birthing educators, MD’s, nursery staff and any other hospital staff as needed and/or requested
  - b. Revise printed educational materials for pediatricians and parents as needed
  - c. Participate in public events as needed to promote hospital’s newborn hearing screening program
- 7) Billing
  - a. Collect billing sheets from screening technicians for all screening tests performed
  - b. Enter billing data into designated software program

