

Regulation 2106.3

Special Services
Student Registration and
Psychology and Preventive
Services
Information Technology
Field Services
Effective 08-20-07

SPECIAL SERVICES

Health and Welfare

Audiometers

This regulation supersedes Regulation 2106.2.

I. PURPOSE

To establish procedures for the purchase and calibration of audiometers and for access to audiometers.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Section V.A.1. updates and rewords access to the maintenance work order web site.
- B. Section V.A.2. clarifies which equipment the Preschool Diagnostic Center is responsible for repairing.

III. BACKGROUND

The Code of Virginia, Section 22.1-273, provides for hearing tests for all students.

IV. AVAILABILITY OF AUDIOMETERS

A. Assignment of Audiometers

1. Fairfax County Public Schools (FCPS)-owned audiometers have been assigned to or purchased by individual schools.
2. The assignment of FCPS Preschool Diagnostic Center (PDC)-owned audiometers and other audiological equipment shall be facilitated by the coordinator of psychology services. Equipment is purchased for a particular site, and this equipment is not portable.

B. Purchase

1. Audiometers may be purchased by a school and may be funded by the school budget and/or other funding sources.
2. Prior to the initiation of the budget cycle, a principal may request funding through the cluster assistant superintendent who shall notify the assistant superintendent for the Department of Special Services of the number of additional audiometers needed in that cluster. Such requests shall include justification.

The assistant superintendent for the Department of Special Services may include the purchase of audiometers in his or her department budget and shall have the discretion to augment or limit orders due to fiscal feasibility or use.

3. A request for purchase is initiated by the PDC site audiologist to the coordinator of the Office of Psychology Services. Such requests shall include justification.

The director of the Office of Psychology and Preventive Services may include the purchase of audiometers and audiological equipment in his or her department budget and shall have the discretion to augment or limit orders due to fiscal feasibility or use.

C. Other Sources

The Fairfax County Health Department owns a limited number of audiometers, which may be borrowed by contacting the school public health nurse. The borrowing of health department audiometers or the pooling of cluster audiometers is encouraged for large group screenings.

The school public health nurse is a resource in coordinating screenings at the local school and communicating between schools.

V. MAINTENANCE OF AUDIOMETERS

A. Repairs to School System Audiometers and PDC Audiological Equipment

1. If an audiometer malfunctions, is broken, or is out of calibration, the Field Services Section, Information Technology Operation (ITO), Department of Information Technology, shall be contacted by entering a maintenance work order accessed at the following link:
<http://151.188.241.217/sitenet/wodefault.htm>.

2. If PDC equipment (other than audiometers) malfunctions, the site coordinator shall arrange for repair through the approved vendor.

B. Calibration of School System Audiometers

1. Audiometers must be calibrated each year. Calibration shall be facilitated each summer through the Field Services Section.
2. The Field Services Section shall create the work orders and make the appropriate arrangements.
3. The principal or his or her designee shall have the equipment moved to the school clinic, which will provide the Field Services Section easy access to the equipment.
4. The Field Services Section shall pick up the audiometer(s) in the school clinic after June 1, but before the dismissal of school in June, and shall maintain a contractual agreement with the vendor that assures the return of recalibrated audiometers before the opening of school in the fall. Audiometers will be returned to the school clinic prior to the opening of school.
5. The Department of Information Technology shall assume leadership responsibilities for the repair and calibration contract, for the pickup of audiometers from the local school site, for the delivery of audiometers to the vendor, and for their return to the local school site.

C. Calibration of PDC Audiological Equipment

1. Audiometers must be calibrated each year. Calibration shall be facilitated each spring through a contracted service vendor.
2. The administrative assistant for PDC audiology shall make the appropriate arrangements with the contracted service vendor.
3. The Office of Psychology and Preventive Services submits an invoice for payment to the vendor upon completion of work.

Legal reference: Code of Virginia, Section 22.1-273, Sight and hearing of pupil to be tested.