

Sight and hearing test record

Form | OPT-FRM-001

Document type	Form
Title	Sight and hearing test record
Document ID	{{facility.code}}-OPT-FRM-001
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 15 (Optical and Hearing), criterion 15.1
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records each sight or hearing test, the validated method, the equipment used and the result.

1. How to complete

- Name the method before the test.
- Record the equipment and its calibration date.
- Record the result and any referral.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Test type (sight or hearing)	Yes	☐	☐	☐	Action and who to tell
2	Validated method (name)	Yes	☐	☐	☐	Action and who to tell
3	Equipment and calibration date in range	Yes	☐	☐	☐	Action and who to tell
4	Result	Yes	☐	☐	☐	Action and who to tell
5	Finding referred (yes or no)	Yes	☐	☐	☐	Action and who to tell
6	Tester and date	Yes	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	Based on the WHO World report on vision (2019) and the WHO World report on hearing (2021).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval