

Qualification register for sight testing, dispensing and hearing aid fitting

Register | OPT-REG-002

Document type	Register
Title	Qualification register for sight testing, dispensing and hearing aid fitting
Document ID	{{facility.code}}-OPT-REG-002
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 15.2
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 person's qualification for each task they carry out, and its currency.

1. How to complete

- Record one line per task per person.
- Verify each qualification.
- Check each one is current.

2. Record

Staff member	Task (sight testing, dispensing, hearing aid fitting)	Qualification	Verified (date)	Expiry	Supervised until (date) or independent

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