

STANDARD OPERATING PROCEDURE FORM		
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## 1. Customer Affiliation

**Practice Name:**

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**Provider Name:**

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**Trainer Name:**

**Skills  
Assessment  
Date:**

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## 2. Skills Checklist

Skill	User Shows Proficiency Y/N
1. User demonstrates familiarity with the functions of icons on the device's home screen.	
2. User initiates a new exam by selecting the "New Exam" icon.	
3. User waits for the device initialization to complete before proceeding with the scan.	
4. User accurately inputs patient identifiers in adherence to clinic guidelines while the device calibrates.	
5. User properly attaches a new speculum tip to the handheld device, ensuring correct alignment prior to the exam.	
6. User verifies ear labeling (R/L) is accurate and, if necessary, adjusts by pressing and holding the button on the handheld device.	
7. User activates the exam by single pressing the button on the handheld device.	
8. User carefully introduces the handheld device into the patient's ear to locate the tympanic membrane (TM), ensuring the scan appears in the top third of the screen. Removes and replaces the speculum tip if wax adheres to the tip, obstructing visualization.	

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9. User understands that Green Crosshairs signifies proper distance but do not guarantee a quality scan.	
10. User maintains visualization of the TM for 2–3 seconds to capture sufficient data for provider interpretation and diagnosis.	
11. User ends the scan by removing the handheld device from the patient's ear and pressing the button again.	
12. User disposes of the speculum tip following single-patient use protocols.	
13. User reviews the captured scan by selecting the review button located at the bottom-right corner of the device screen.	
14. User knows how to activate AutoTurbidity and/ or navigates through the middle ear scan to identify suitable images for export.	
15. User efficiently interpret scans, distinguishing between tissue/TM and effusion. a. Ensure the user can correctly differentiate the malleus and identify tympanosclerosis.	
16. User demonstrates the ability to use the turbidity indicator effectively: a. Places the selection box accurately within the middle ear space, ensuring it excludes the tympanic membrane (TM) or other tissue.	
17. User demonstrates the ability to use the AutoTurbidity indicator effectively: a. Ensure measurement zone is accurately within the middle ear space ensures it excludes the TM or other tissue.	
18. User interprets turbidity indicators for fluid presence, including classifications of no fluid, low turbidity, and high turbidity.	
19. User selects appropriate images from each exam and exports them in accordance with clinic protocols.	
20. User uploads exported scans into the patient's electronic health record (EHR) efficiently.	
21. Demonstrates an understanding of the procedure, has no current questions about performing or interpreting exams, and knows how to contact an OtoSight Representative if needed.	

### 3. Knowledge Assessment Signatures

**Skills Assessment Sign-off Date:**

**Trainer Signature:**

**Provider Signature:**

#### Document Revision History

<b>Rev 1</b>	Katherine Gearst 3/24/25: Added section 1 for customer affiliation, trainer name, and training date, updated skills checklist wording for ease of use and updated feature, added Section 3 Change competency signature to knowledge assessment signature, removed certificate. Added competency for differentiation the malleus and identification tympanosclerosis.
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