

Approved Audiometric Officer Online Application Training Course

Event Title: Approved Audiometric Officer Online training course

Event Location: WorkCover WA, 2 Bedbrook Place, Shenton Park

Event Description:

This two-hour training course has been designed to provide Audiologists, Approved Audiometric Officers and administration/support officers with the necessary skills to submit air conduction hearing test results with WorkCover WA through the Approved Audiometric Officers Online (AAO) application.

The course includes:

- How to access and navigate through to the AAO on-line application
- An exploration of the AAO application and its various facilities
- The four steps involved in entering hearing test results
- The different aspects of entering test results, including prompts and checks, errors that can be encountered, and how to finish inputs
- What to do and where to go when help is needed
- How to provide feedback to WorkCover WA and
- The Memorandum of Understanding (only relevant to those that will be entering test results on behalf of an Audiologist or Approved Audiometric Officer)

A short assessment will be conducted at the conclusion of the online training. The assessment consists of 10 multiple choice and two written questions. Whilst students will be required to achieve a score of 75% or greater the assessment is designed to help reinforce the knowledge acquired during training.



Audience

The course is specifically tailored towards Audiologists and Approved Audiometric Officers to ensure that they are able to meet their reporting requirements to WorkCover WA. It also provides training for those people that have undertaken to enter test results on behalf of an Audiologist or Approved Audiometric Officer as well as acting as a refresher course for those that have not used the application for some time.

Registrations

Please register with WorkCover WA prior to attending an online course; a registration form is attached.

For information on enrolments call NIHL Section on (08) 9388 5603 or email noise@workcover.wa.gov.au

Further Information

The cost of the course is \$40 (inc GST) and includes all materials.

The course is available externally at a cost of \$60 (inc GST) per person with a minimum of 6 people required.

The facility and equipment for participants is the responsibility of the organisation requesting training, the trainer will supply own laptop.



Noise Induced Hearing Loss

Hardware/Software Information for Prospective WorkCover
WA Approved Audiometric Officers

Revised September 2007



On 08 July 1999 WorkCover WA implemented the Approved Audiometric Officer (AAO) online application for Audiologists and Approved Audiometric Officers. This application provides the facility for Audiologists and Approved Audiometric Officers to data enter their audiometric test results via the Internet.

WorkCover WA does not accept air conduction test results in manual or hard copy format except in the situation where a worker has a claim in progress.

The application also provides access to test results and worker details, forms in PDF format, the lookup of booth and audiometer certification details, help and support and administration functions that allow the audiometric officer to keep their demographic details up-to-date.

Each WorkCover WA approved Audiologist and Audiometric Officer is required to have Internet access and the following hardware/software to support this application:

1. Minimum Requirements to use the application:

1.1 Hardware Requirements

- A Pentium 3 or better with 64 MB RAM and a minimum 200 MB free disk space
- A 56.6 K modem with Internet Access for dial up or better such as ADSL - Broadband

1.2 Software Requirements

- Microsoft Windows 98 or above
- Microsoft Internet Explorer 6 or above. Netscape Navigator does not support the Approved Audiometric Officer online application.

Training in the application is mandatory and specifically tailored towards Audiologists and Approved Audiometric Officers to ensure that they are able to meet their reporting requirements to WorkCover WA. It also provides training for those people that have undertaken to enter test results on behalf of an Audiologist or Approved Audiometric Officer as well as acting as a refresher course for those that have not used the application for some time.

As these requirements may result in additional costs to you or your employer, it is strongly suggested you take this information into account before registering on an audiometric officer course.

REGISTRATION FORM

APPROVED AUDIOMETRIC OFFICER ONLINE TRAINING COURSE

To gain approval as a WorkCover WA Approved Audiometric Officer (AAO), participation in the Approved Audiometric Officer Online application is mandatory.

To access the full range of dates and details for this course, go to the WorkCover WA Events Calendar at www.workcover.wa.gov.au.

To register for the Approved Audiometric Officer Online training course please complete the information below and return to:

NIHL Section
WorkCover WA
2 Bedbrook Place
Shenton Park, WA 6008

Or email pam.mason@workcover.wa.gov.au

Or phone Pam on 9388 5608

1. Registration Information:

Surname:	_____	First name:	_____
Organisation:	_____		
Telephone:	_____	Mobile:	_____
Email:	_____	Fax:	_____
Course date:(dd/mm/yyyy)	_____		

2. Payment Details:

I would like to pay by

Cheque:

Please make cheques payable to "WorkCover WA". All cheques should be made payable in Australian Dollars (AUD) to the full amount required.

Credit/debit card:

Please fill in the credit/debit card details below in full.

Visa

MasterCard

WorkCover WA does not accept American Express.

Amount to authorise: AUD \$

Card Number:

Expiry Date:

Card Holder's Name:

Card Holder's Signature:
