Weekly hearing care checklist

Unit or floor

Week beginning

Completed by

Date

Hearing aids

- [ ] Daily checklists have been completed for every hearing aid user
- [ ] Any problems found this week have been followed up with the supplier
- [ ] Tubing, domes and wax filters checked; any due for replacement arranged
- [ ] Enough batteries of each size in stock; chargers working and plugged in
- [ ] Every hearing aid user has a labelled case in their agreed place
- [ ] Lost hearing aids: incident forms completed and reviewed

Equipment and environment

- [ ] Personal amplifiers and TV listeners cleaned and charged
- [ ] Hearing loop(s) tested and working, loop sign displayed
- [ ] Quiet room or corner available and tidy
- [ ] TVs and music not left on in empty or unwatched rooms
- [ ] Notepads, whiteboards and picture cards available

People

- [ ] New residents: hearing needs recorded and hearing passport started
- [ ] Any residents with a change in hearing reported and followed up
- [ ] Upcoming audiology or ear care appointments noted
- [ ] New staff shown the daily hearing aid routine

Actions and notes

General information only. Always follow your care home's policies, the manufacturer's instructions and the resident's care plan. In an emergency call 999. Version: November 2026.