



## **Audiology Assistant Training Onboarding**

*Welcome to the Audiology Assistant Training Program!*

This online and in-practice training program has been developed to help standardize the training that an audiology assistant will receive through the online reading material, videos, homework assignments and quizzes while simultaneously experiencing the in-practice and hands-on training with the supervising audiologist.

### **Who Is This Training For?**

This training program is not written just for use by the audiology assistant. It is written with the goal of empowering the supervising audiologist to direct, enable, manage and guide an exceptional training process for the assistant. The Supervisor's Guide is expressly written to make the process of training an assistant as easy as possible so that the business of hearing care can continue in tandem with excellent educational experiences for the assistant.

***Action Item: Download the Supervisor's Guide and review it before beginning the training process.***

### **How Long Does the Training Take?**

This program is a 10 module course. Each module typically takes roughly one week to complete. Some modules will take longer and some will be shorter depending on the content and the experience level of the assistant. Please remember - it's not a race. This training is designed to improve the skills the assistant already has and to teach new skills that will take time to understand and refine. Taking the necessary time now will decrease confusion and the need to re-train in the future.

You may wonder why some training material, such as, "How to perform a screening/hearing test" occurs so early on in the course. The training was designed so that more complex concepts taught later in the course will refer back to the foundational concepts that are taught in the very beginning of the course. A strong foundation is necessary in order to understand these later concepts.



### **How Involved Will I (the Supervisor) Be?**

We believe that the knowledge and expertise of the supervising audiologist is part of the strong foundation that is passed on to the audiology assistant and is crucial to the success of the program. We have found that students achieve the greatest success when they have daily conversations with the supervising audiologist in order to review the module's course material, answer questions and focus on the weekly objectives. Typically, this one-on-one training is scheduled and will take anywhere from 5 to 30 minutes a day. On average, you should plan to spend a minimum of 30 minutes to 1 hour per week talking 1-on-1 with the training assistant. We have found that this works best when scheduled first thing in the morning. Then, during the typical clinic day, the assistant will shadow the audiologist and perform some of the tasks they have learned in the weekly module. The assistant will also have weekly homework assignments that may or may not include the audiologist. These assignments should be focused on when the assistant is not shadowing or practicing tasks.

### **How Will I Know What the Assistant Needs to Focus On?**

This training course includes a Training Tracker Worksheet that is a downloadable and modifiable Excel spreadsheet. It can be used to help the assistant keep track of how many times they have practiced a certain task and will help the Supervisor know which tasks need to be reviewed and practiced.

The Supervisor's Guide, however, is the roadmap. Review the Supervisor's Guide often and let it be your guide for what needs to be reviewed, rehashed, practiced and re-practiced.

Review the Weekly Test Results to see what concepts may need more focus. In the same manner, review the homework and discuss the concepts that are relayed in the homework assignments. The homework is meant to spur conversation and discussion of the "little things" that are important for daily clinic function but are not necessarily didactic concepts that would be relayed through reading material.



## Do I Have Access to the Training Material?

All supervising audiologists have access to the Supervisor's Training Guide. We have found that most supervising audiologist simply use a printed version and rarely used the online version because of the extra time it took to access and find the information. So we removed the online version and simplified the process.

## How Do I Get Started?

By now, you should have received your first automated email from Audiology Academy. This email has some great information for first steps for the assistants. Please make sure you read, digest and follow through with that information. You should have also been instructed to download your Supervisor's Training Guide. Be sure you select the "Core" training.

If you have any questions about the training material, access to the site, reports, or just want to tell us how much you are enjoying the training, you can email us at [info@audiologyacademy.com](mailto:info@audiologyacademy.com). We will get back to you as quickly as possible. And, if you have any insights or requests for future training, we'd love to have your input.

We wish you the very best in your training! We know the assistants who have already joined as well as those who will be joining your team in the future are in the best of hands. Good luck!

Your Audiology Academy Team

A handwritten signature in black ink that reads "Nichole Kingham, Au.D.".

Nichole Kingham, Au.D.  
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