

**DIVISION OF COMPARATIVE MEDICINE**

**MEMORANDUM**

**TO:** [Comparative Medicine Staff]

**FROM:** [name of Director conducting the employee orientation]

[Title]

**DATE:**

**RE:** Hearing Conservation

The Division of Comparative Medicine has an agreement with the Audiology Services of the Department of Communication Sciences and Disorders of USF for the provision of a Hearing Conservation Program. This program includes annual noise surveys, individual dosimeter surveys, and baseline audiometric evaluations, annual audiometric evaluations, and employee education services.

Enrollment in the program is voluntary and offered to all Comparative Medicine staff. It is highly recommended for employees who are primarily assigned to work duties in cage wash areas. Enrollment is initiated by making an appointment for a baseline audiometric evaluation.

Please complete the bottom portion of this memo and return to the Director named above.

Employee name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I understand:

☐ Comparative Medicine has a Hearing Conservation Program in place and participation is voluntary and offered to all employees.

☐ Some assigned duties/conditions (e.g., cage wash) may require individuals to wear hearing protection and participation in the program is recommended.

☐ I can enroll in the program anytime by notifying my supervisor and scheduling an appointment with the Audiology Services, Department of Communication Sciences and Disorders.

 USF Hearing Clinic

3711 USF Citrus Drive

Tampa, FL 33612

Phone: 813.974.8804

Email: hearingclinic@usf.edu

☐ I no longer wish to participate in the Hearing Conservation Program

 Signature Date