UW Tinnitus Program Protocols

**Session 0 – Monthly Tinnitus Education seminar**

**Beginning of Quarter preparation:**

* Has a room been scheduled?
* Locate black plastic file bin in 55 – this has all the materials needed for seminars and PTM sessions. It also holds the training materials for the student clinician. Read the following Articles:
  + Underlying Mechanisms of Tinnitus: A review and clinical implications. Henry JAAA2014.
* Make the MEETING AGENDA. The template is found in the 591D Canvas Page for Tinnitus. Please add the correct dates for Monthly education seminar and the two PTM sessions related to that educational seminar. A meeting Agenda should be completed for the entire quarter.
* Make a Sign in sheet for participants. It should include Name/Email/Phone.
* Make 4 packets to have on hand for patients interested in PTM session: first page of clinic application, HIPPA Notice of patient privacy, and directions for registering.

**Day of:**

* Setup room with water pitcher and cups; signup sheet; and handouts: powerpoint; Tinnitus and Hearing survey. Optional: soft ambient background noise (i.e. fan, running water, etc.)
* Laptop is needed to run the powerpoint (can use your own, or check out one from the front office) Download “Session 0” powerpoint from Canvas 591D /Tinnitus page.
* At the end of the session, identify who wants to continue with PTM Session if any so the front office can follow-up and confirm, plus process payment. Person can also stop at the front desk and register/pay\* for PTM 1 and 2.

**Post session:**

* Send email to participants with powerpoint and “thankyou” through shcaud@uw.edu *(See Appendix A of this document for the email template. The student send the email to Julianne, and will provide the front office with the participant emails) \*\* all participants are BCC’d*
* Student will advise front office with who wants to proceed with PTM if any. Front office will follow-up with these people by email or phone regarding registration and payment, if they didn’t already stop at the front desk. (no need to fill out purple charge slips)
* Patients embarking on PTM sessions *must be registered in Office Hours*.
* **Schedule ZOOM meeting** – send link to front office. (APPENDIX B for instructions for scheduling a Zoom meeting).

Front office: will tag PTM participants in office hours by: this is for future reference. Tinnitus patients WILL NOT have a chart unless they pursue care beyond the PTM program.

**SESSION 1**

**Prep:**

* Send out confirmation email, which will have the Zoom meeting link in it.
* Confirm the following worksheet pages are copied and ready to handout (collect into a packet):
  + Tinnitus Functional Index (1)
  + Tinnitus problem checklist (1)
  + Sound Plan Worksheet (2)
  + Relief Scale (1)
  + Tinnitus contrast Activity (1)
  + Attention Scale (1)
  + PTM Program outcome evaluation (1)
* Prep for presenting the powerpoint by reviewing these articles (powerpoints are found on OneDrive/Tinnitus shared by Dr. Anderson)
  + Principles and application of education counseling used in PATM
  + Using Therapeutic Sound with Progressive Audiologic Tinnitus Management.

**During the session:**

* Start the session with administering the TFI (Tinnitus Functional Index). This will be the measurement tool for determining if a patient has experienced benefit from this experience.
* Students will present the power point

**Post Session:**

* Students will enter TFI information into our database. Participants are identified by their Office hours file name (i.e. DOEJO000)
* Database is stored in ONEDRIVE – Remind supervisor to share with you at the beginning of the quarter.
* Debrief with Supervisor

**SESSION 2**

* send out confirmation email, include Zoom meeting link in it.
* Confirm the following worksheet pages are copied and ready to handout:
  + Sound Plan Worksheet (2)
  + Relief Scale (1)
  + Tinnitus contrast Activity (1)
  + Attention Scale (1)
  + PTM Program outcome evaluation (1)
* Prep for presenting the powerpoint by reviewing these articles (powerpoints are found on OneDrive/Tinnitus shared by Dr. Anderson)
  + Principles and application of education counseling used in PATM
  + Using Therapeutic Sound with Progressive Audiologic Tinnitus Managemen

APPENDIX A

Follow-up Email following Educational Session:

Hello,

Thank you for attending our Tinnitus education seminar.   We hope you found it useful!   For those interested in continuing on with our tinnitus program, we have two group sessions coming up, both run from 4-5pm. ii

Session 1:  Month/date

Session 2:  Month/date

The format of these sessions is ideally in a group because it stimulates exploration and reflection through conversation.   In Session 1, we will explain the progressive tinnitus management plan and how sound is used to change your connection with your tinnitus.   We will work through a draft "sound plan" which you will use over the next week.  Your homework will be to explore and test, and return with questions, your successes, and your challenges.    Session two is the following Monday, at which time we'll check-in with how everyone did with their homework.   We'll expand on the sound worksheet , explore ways to generate sound , and then end with a relaxation exercise.

*Due to current COVID19 restrictions we use a program called Zoom,* which will require that you have a laptop, iPad, smartphone, or computer with video and audio capabilities.

**Please contact our front office  by Friday, MONTH/DAY to register :  206-543-5440 or** [**shclinic@uw.edu**](mailto:shclinic@uw.edu)**. If you are calling after hours, we will send you an invitation by 9am the day of the session.**

Please refer to our website:  <https://sphsc.washington.edu/tinnitus>  for general information about PATM and related links regarding tinnitus.

APPENDIX B:

Scheduling a Zoom Meeting for Tinnitus:

Scheduling a Zoom Call

1. First, it is essential that you log into MyUW using one of the Zoom NetIDs below prior to

doing anything else. The HIPAA-compliant Zoom accounts are tied to NetIDs. If you are

already signed in with your own NetID, either open a different browser and sign in with a

Zoom NetID or quit your current browser and sign in again with a Zoom NetID.

2. Sign into MyUW with one of the following Zoom NetIDs and passwords:

a. NetID = shczoom1 PW = voice-fluency-language

b. NetID = shczoom2 PW = language-fluency-voice

3. Go to: <https://uw-phi.zoom.us/>

4. Choose HIPAA UW Zoom Account Login

5. Choose “Schedule a Meeting” in the Zoom menu bar at the top

• Fill out the requested details of your meeting. Essentially you just need to set the time

and enable video and audio on, and give it a name that makes sense to you.

• Zoom will then give you a prepared email to copy and send to the person/s you wish to

invite to the Zoom call.

• Copy it, paste in email and send.

Your meeting is then scheduled, so no one else will reserve that account for use during that

time.

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When it is time for the Zoom Call

Login again just as you did to schedule

Select “Start” next to your listed meeting

Click on “Open link”

Select “Join with computer audio”

Then you should be good to go!