Speech and Hearing
Graduate Student Clinician
Clinic Manual
Communication Disorders
West Texas A&M
University
2015-2017
Clinic Binder should include the following tabs:

1. Clinic Manual
2. Important Copies
   1. Malpractice Insurance
   2. CPR certification
   3. Scores of HIPAA, Hep B, etc.
   4. TB skin test
   5. Immunization records
   6. Driver’s License
   7. Undergraduate Observation Hours
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2015-2017
Speech and Hearing
Graduate Clinic Manual
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The department chair and coordinators of the department are to determine, manage, and direct procedures which will guarantee that graduates acquire the correct allocation of supervised clinical practicum hours as well as the clinical competencies mandatory for certification and licensure in Speech-Language Pathology. In addition, the department chair and coordinators are also responsible for determining and managing procedures that require students to obtain 25 hours of clinical observation before they enroll in clinical practicum. All students are educated of the affirmed procedures and assume the responsibility for documenting and retaining copies of all clinical observation and clinical practicum hours.

A. Observation Requirements - BFC

*In keeping with ASHA certification guidelines, the West Texas A&M University Communication Disorders Program (WT-CDP) requires that 25 hours of clinical observation be obtained before students will be allowed to enroll in graduate clinical practicum coursework during which direct client contact hours may be earned.* Observation hours will be obtained as part of course requirements for the following undergraduate courses: CD 2372, CD 3330, CD 3340, CD 3350, CD 3355, and CD 4386.

Only observations of a Master’s Level ASHA Certified Speech Language Pathologist or Audiologist will be accepted. Video observations are available through the WT-CDP.

Students may also observe at external affiliated facilities. *All external* observations must be pre-arranged and approved by the WT-CDP Clinic Director.

Observation hours from other university programs will be accepted with the following required information:

B. Undergraduate Clinical Practicum

1. Currently, the WT-CDP does not offer undergraduate clinical practicum.

2. *In keeping with ASHA certification guidelines, the West Texas A&M University Communication Disorders Program (WT-CDP) will accept no more than 50 hours of undergraduate clinical practicum from an ASHA accredited university. These hours should include the following required information:*
   - Facility in which therapy hours were obtained
   - Type of disorder
   - Type of session – Therapy or Diagnostic
   - Age group of client
   - Signature of supervising SLP

C. Graduate Clinical Practicum

1. **Coursework:** Graduate students obtain clinical experiences through CD 6398, Application of Clinical Principles, and CD 6399, Advanced Application of Clinical Principles. CD 6398 is designed for internship (under the direct clinical instruction of WT-CDP clinical instructors) graduate students, while CD 6399 is designed for externship (under the direct clinical instruction of approved clinical instructors from current WT-CDP affiliated facilities) graduate students. All graduate students wanting to obtain clinical clock hours must be enrolled in CD 6398 or CD 6399. Both courses require instructor approval before enrolling. CD 6398 and 6399 courses include clinical practicum experience and formal class meetings.
2. **Practicum:** There are 5 clinical levels of practicum: Intern I, Intern II, Extern Ready, Extern I, and Extern II. Graduate student clinicians start their first practicum semester at the Intern I level. The student is evaluated at mid-term and at the end of the semester based on competencies and standards in accordance with ASHA certification guidelines. Based on the student’s performance and development of the clinical skills and competencies, a decision is made on the practicum level for the next semester by the current clinical instructor and the clinic coordinator.

*Internship* graduate students (Intern I, Intern II, and Extern Ready) will obtain clock hours through the WT Speech and Hearing Clinic or through a satellite clinic staffed by WT-CDP clinical instructors. During CD 6398 practicum, clinical competencies related to ASHA Knowledge and Skills Assessment standards are being achieved.

Once a graduate student clinician reaches the level of Extern I, the Clinic Coordinator will assign students to external clinic placements where the student will obtain the remaining clock hours and remaining ASHA-KASA related clinical competencies (external placements) are completed in CD 6399.

Externships are done only at facilities, which have a current and valid Affiliation Agreement with WTAMU-CDP. Externship student clinicians (Extern I and Extern II) contract with the externship clinical instructor(s) to obtain a minimum of 50 clock hours during the semester. Externship clinical instructors agree to follow ASHA and WT-CDP Guidelines for Clinical Instruction; they must be ASHA certified and be licensed by the state (if applicable). They should have a minimum of 2 years of experience, including the clinical fellowship internship year (CFI year).

D. **Clinical Grading Policies:**

1. **Performance Evaluations:** Clinical instructors are expected to meet with student clinicians on a regular basis to provide feedback on clinical issues and review/revise documentation. Using the Performance Evaluation form, on CALIPSO, feedback is given at midterm and again at the end of the semester.

2. **Clinic Review Meetings:** A Clinic Review meeting is held for each student before the completion of each semester. Along with the student, participants at this meeting can include the Clinic Coordinator, Program Director and assigned clinical instructor(s). A self-evaluation process will be completed by each student acknowledging their areas of strength and formulating goals for improvement. During the meeting additional strengths and goals for improvement may be added by all meeting participants. The Performance Evaluation, and the Clinic Review forms which are signed by both the student clinician and faculty present, will be placed in the student file.
3. **Grade Assignment:**

   In keeping with ASHA-KASA standards, descriptions of required clinical competency achievements for graduate students in CD 6398 and 6399 change with each succeeding semester. Performance evaluations will be based on acquisition of new competency levels as well as maintenance of previous levels. Achievement of goal performance standards and completion of competency modules will be the basis of grading. Grade assignments are “Satisfactory” or “Fail” which is determined by an average score at each section of the level of training Performance Evaluation. A “Fail” in clinical practicum could result in postponement /termination of additional clinical practicum experiences.

   A grade of "C" or below in academic courses is not an acceptable performance for a graduate student. Such performance can result in postponement of clinical practicum experiences. Under extenuating circumstances, a student may contract for a grade of "I" (incomplete) and continue in clinical practicum. This is assigned only in accordance with university policy and approval by the Program and Clinic Coordinator.

E. **Professional Behavior:**

   1. **Conflict Resolution**

      Conflicts may arise for a variety of reasons including differing expectations between supervisor/instructor and student, lack of communication, misunderstanding of procedures, different personality types, etc. Bad feelings between members of the community can be detrimental to the entire community.

      When you feel that a person has wronged you, talk to the person. Using the guidelines below, explain your feelings and try to work out a mutually beneficial outcome.

      Do not take the problem to a higher level unless you have talked to the people directly involved and cannot work out a compromise.

      The following guidelines were authored by Mediate.com and can serve as important steps for constructively mediating conflict:

      a. **Ask yourself what it is you don't know yet.** Keep in mind that you don't know what story is foremost in other people's minds. Each individual has his or her own story about what is important and why. Insight into these different stories can make a great difference for how you and other people handle the conflict. Take on conflict situations with an intention to understand more about what is going on. Ask open-ended questions, questions that help you to understand the background of the conflict better. People's images of what is significant in specific situations are important reasons for their actions. These images can change, thereby changing the parties' attitudes and actions. Remember also to remain open to learning new things about yourself and how other people perceive you. Maybe other parties feel that you have contributed more to the problems than you are aware of.

      b. **Make a distinction between the problem and the person.** Formulate the conflict issues as shared problems that you have to solve cooperatively. Abstain from blaming and voicing negative opinions about others. State clearly what you feel and want and invite your counterpart to help in finding solutions. Opinions and emotions should be expressed in ways that facilitate the process of achieving satisfying outcomes. Keep in mind that there is always some kind of positive intention behind people's actions, even if unskillfully expressed.
c. **Be clear, straightforward and concrete in your communication.** State clearly what you have seen, heard, and experienced that influenced your views in the matter at hand. Tell the other person what is important to you, why you find it important, what you feel and what you hope for. Express your own emotions and frustrated needs in clear and concrete words. Ask for the counterpart's fears and needs in a way that conveys that you care about them.

d. **Maintain the contact with your counterpart.** Breaking off the contact with the counterpart in a conflict often leads to a rapid conflict escalation. Do what you can to keep the communication going. Work to improve your relationship even if there are conflict issues that seem impossible to resolve. Offer to do something small that meets one of your counterpart's wishes and suggest small things your counterpart can do to meet your own needs and wishes. Even if marginal, such acts can strengthen the hope that it will be possible to change the nature of the relationship in a positive direction.

e. **Look for the needs and interests that lie behind concrete positions.** Bargaining about positions often leads to stalemates or unsatisfying solutions. Inquire into what needs and interests would be satisfied by certain concrete demands and explore if there are alternative and mutually acceptable ways of satisfying those needs and interests. Regard blaming, accusations, and negative opinions as unskillful ways of expressing emotions. Show understanding for the feelings of the other party without letting yourself be provoked by their attacks. Inquire into what is really important and significant for yourself and keep those values and needs in mind during the course of the conflict.

f. **Make it easy for your counterpart to be constructive.** Avoid triggering the defensiveness of your counterpart by blaming, accusing, criticizing, and diagnosing. Extend appreciation and respect for the counterpart where you can do so sincerely. Show your counterpart that you care about the issues and needs that are important to him or her. Take responsibility for your own contributions to the conflict events.

g. **Develop your ability to look at the conflict from the outside.** Review the conflict history in its entirety. Notice what kinds of actions influence the tensions of the conflict in positive and negative directions. Take care to develop your awareness of how you can influence the further course of events in the conflict in a constructive direction. Test your own image of what is going on by talking with impartial persons. Assume responsibility for what happens. Take on problems you see as early as possible, before they have a chance to develop into major conflict issues.

2. **Respect**

Always be respectful of everyone you work with. Each person is an important part of giving the clients the best possible care. Custodians, secretaries, and file clerks all have duties that allow speech therapists to focus on client care. Treating everyone with respect creates an inviting work environment that can relieve much of the stress of everyday life.

Everyone has duties that must be completed within a given time frame. Be respectful of each other’s time. You may have time to talk, but the other person may need to be getting ready for a client. Don’t make it difficult for them to do their job.

Instructors have many, many tasks that must be completed in a timely manner. While talking to students is a very important duty, it is not their only duty. Be respectful of your instructor’s time. Make an appointment during the posted office hours when you need to talk to an instructor. Don’t
just drop by the office or call to talk unless it is an emergency, such as a death in the family or car trouble that will prevent your attendance at your clinic assignment.

The instructors also have a life outside of the university. Do not call them at home unless it is an emergency. Do not expect a reply until the next working day if you email or text them outside of office hours.

Personal and medical issues that affect performance

If you have a personal or medical issue that can affect your performance, contact your advisor. The staff will work with you to resolve these kinds of issues if it can be done within department policy.

3. Social Media

Social media sites such as Twitter, Facebook, and Pinterest are a huge part of people’s lives now. However, the improper use of these sites can cause irreparable damage to a person’s professional reputation. Remember that anything that is posted on the internet can be there forever and can be seen by anyone, including potential employers.

Any information about a client that is posted on the internet, even if the name is not used, can be cause for dismissal because of the state and federal laws on confidentiality. If someone even thinks they can recognize the person you are talking about, they can file a grievance. Emails should also be scrutinized. Names should not be used in an email and certainly should not be used in the subject line.

4. Addressing instructors and supervisors

Instructors and supervisors should always be addressed by their title (Dr., Mrs., Ms., Mr., etc.) and last name until such time when they formally tell you that they can be addressed by any other name.

5. Dress Code

You are entering a professional healthcare field. You will be representing the entire field to your clients and member of the public, as well as, your fellow employees. Your actions will reflect either positively or negatively on the field as a whole and WTAMU specifically. Therefore, you must follow a strict code of behavior that includes how you dress. Anything that will distract the client or reflect badly on the field must be taken into consideration.

General considerations for dress in the department, internship sites, and externship sites.

a. All clothing must be clean and in good condition. If it is dirty, wash it; if it is ripped, mend it; if it is frayed beyond repair, replace it. Your clients will not care if your clothes are from a discount store instead of an expensive boutique; they will care if you are clean, neat, and professional.

b. Professional attire always covers the body at least from the shoulders to the knee. Spaghetti straps, sleeveless tops that expose any part of the bra or any part of the body where a bra would be worn, and muscle shirts should be covered by a jacket or sweater. Tops made of thin or mesh-like material must have a full coverage tank or top underneath. Slits is skirts cannot begin more than two inches above the knee.
c. Exposed cleavage is always inappropriate in the internship and externship sites.

d. Tee shirts that have any writing or pictures other than the approved WTAMU logo shirts are not appropriate. Golf shirts and tee shirts should be worn under a jacket or sweater.

e. All pants must set at or just below the waist. Exposed underwear and/or belly buttons are not appropriate.

f. If an internship or externship site allows or requires scrubs or other types of uniforms, the uniform must always be clean, in good repair, and cover the body at least from the shoulder to below the knee. No neon or extreme patterns, such as skulls or violent characters, can be used.

g. Shoes should be sensible and comfortable. If you can’t run after a child, sit on the floor, or walk for hours in the shoes, don’t wear them. Low heels or flats are appropriate. Sandals that are well attached to your feet, boots, and athletic shoes can be appropriate. Thongs and stilettos are not appropriate.

h. Hair must be clean and neat. Extreme colors, such as cherry syrup red, pink, blue, or green are not appropriate colors for all or part of the hair. Extreme styles such as whale tails and Mohawks cannot be worn. Head decorations such as hats, flowers, and bandanas should not be worn. Headbands should be less than three inches in width and not worn around the forehead; simple clips limited to no more than two and hairpins can be appropriate.

i. Facial hair that is neat and well-trimmed can be appropriate if it does not interfere with speech reading.

j. Makeup should be tasteful and attractive. Black lipstick or Goth-style makeup is not appropriate. Nails should be kept at a length that would not harm a child if you had to pick her up.

k. Body piercings, other than the ear which will be discussed below, are considered professionally appropriate. When entering the department or your internship and externship site, be sure that all body jewelry has been removed from visible piercing sites. If the piercing site is distracting, cover it with makeup.

l. Jewelry worn in ear piercings must be limited to three earrings per ear. No more than three pieces of ear jewelry per ear can be worn.

m. Tattoos not covered by clothing must be covered with makeup.

n. All religious attire, other than jewelry, must be discussed with the clinic coordinator.

**Considerations Specific to Internship Attire**

a. All clinicians assigned to the WTAMU clinic and other internship sites must wear the approved logo shirts.

b. Long-sleeved tops can be worn under the logo shirt if they are clean, in good condition, and black or white.
c. Black, navy blue, or khaki pants/skirts should be worn with the shirts. Black, navy blue, or khaki capris can be worn in the summer.

d. Only the maroon hoodie or jacket approved by the department can be worn over the shirt.

e. The above dress code must be followed.

**Considerations Specific to Externship Attire**

a. The dress code of the externship site must be followed unless it is less restrictive than the WTAMU code. If it is less restrictive, the WTAMU code must be followed.

**F. Student Grievance Process**

1. A grievance can be brought as a result of an unauthorized or unjustified act or decision by a member of the faculty, staff, or an administrative officer, which in any way adversely affects the status, rights, or privileges of a student. Examples of grievances include:

   - Inconsistent application of announced requirements.
   - Belated imposing of requirements not originally made clear.
   - Assignment of grades based on criteria other than academic performance in the course.
   - Grading criteria that do not provide dependable methods of evaluating student work or performance.
   - Violation of student rights to an explanation of how course grades were determined.
   - Registration and application problems.
   - Complaints about discrimination and racism.
   - Assistance with concerns that have not been resolved by other regular university procedures.

   Except in unusual circumstances, only petitions filed with six months after completion of the course in which the alleged injustice occurred will be considered. Before making a formal written petition, the student must exhaust all available avenues for informal resolution (i.e., following the WTAMU Chain of Command prior to following a petition), consult with an instructor or supervisor first, followed by the Communication Disorders Department Head, then the Dean of the College of Nursing and Health Sciences, and finally the Provost/Vice-President of Academic Affairs about the specific complaint.

2. **Process for filing a complaint or grievance:**

   a. **Academic Related Issues:** Discuss the concerns directly with the instructor of the course in which the concerns arose. If the complaint remains unresolved, the student may then request a meeting between the student, instructor, and department head to resolve the issue. If the complaint remains unresolved, a similar process may be followed using the appropriate chain of command identified above. If student satisfaction is not achieved after following this procedure, then the student is encouraged to follow the procedure outlined in Appendix II in the Code of Student Life (for students who challenge semester grades); or Appendix III in the Code of Student Life for Complaints (for students who need assistance in determining how to proceed with a complaint); or Appendix IV in the Code of Student Life (for students whose grievances are not related to semester grades).
b. **Clinical Related Issues:** Discuss the concerns directly with the clinical supervisor of the practicum site in which the concerns arose. If the complaint remains unresolved, the student may then request a meeting between the student, clinical supervisor, and clinical coordinator to resolve the issue. If the complaint remains unresolved, a similar process may be followed using the appropriate chain of command identified above. If student satisfaction is not achieved after following this procedure, then the student is encouraged to follow the procedure outlined in Appendix II in the Code of Student Life (for students who challenge semester grades); or Appendix III in the Code of Student Life for Complaints (for students who need assistance in determining how to proceed with a complaint); or Appendix IV in the Code of Student Life (for students whose grievances are not related to semester grades).

Students may file a complaint with the Council on Academic Accreditation (CAA) by writing to:

Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology  
American Speech-Language-Hearing Association  
2200 Research Boulevard, #310  
Rockville, MD 20850

*Relevant Section from New CDP Undergraduate and Graduate Student Handbook Relative to Complaint Process Specifically Addressing Clinical Externship Practicum complaints.*

**G. Non-Discrimination Policy:**

The Department of Communication Disorders complies with WTAMU’s policy which states that we do not refuse admission or service on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, veteran status, or against qualified disabled persons except as provided by law. The University clinics comply with nondiscrimination regulations under Title VI and Title VII, Civil Rights Acts of 1964; Title IX, Education Amendments Act of 1972; Vietnam Era Veterans’ Readjustment Assistance Act of 1974; Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990; the Age Discrimination Act of 1967; and other applicable statutes.
Clinical Practicum
Requirements Necessary to Begin Clinical Practicum Experience

□ **ATTEND Clinic Orientation:** This is a mandatory 3 day training generally held the week prior to the week classes begin during the fall semester.

□ **ASHA Observation Hours:** Copy of the form documenting completed 25 hours of clinical observation as required by ASHA. Please contact the clinic coordinator as soon as possible if you have not completed your 25 hours of observation.

□ **CPR certification:** Training offered through WT at student services. Contact WTAMU Student Health Services @ 651-3287. You can complete this training anytime during the summer. Please call and sign up. You may also complete your training at any other approved site. Just bring your card to orientation so that we may get a copy. *Good for 2 years*

□ **HIPAA/Hepatitis C/Blood Borne training/ Child Protection Training:** You will receive an email with a link to and instructions to the trainings. You will need to pass all tests before beginning clinic. *Good for 1 year* Do not worry about this until the week of orientation.

□ **Travel Manifest:** Instructions will be provided for completing the travel manifest though the WT travel system. The manifest is needed for any program travel.

□ **Liability Insurance:** You will need to be a national NSSLHA member to get this insurance. Sign up with NSSLHA at [www.nsslha.org](http://www.nsslha.org). Then go to [www.proliability.com](http://www.proliability.com) and sign up for student liability insurance. You will be asked to enter your NSSLHA number. *Plans for 1 and 2 years*

**Shots/Vaccinations:**

□ **Measles, Mumps and Rubella (MMR)** - A copy of your immunizations record or letter from your doctor stating you have had this immunization.

□ **TB test** – document stating you have been tested for TB and are clear. You can get this done at WT Student Health Services or from your family doctor. *Good for 1 year*

□ **Hepatitis (series of 3 shots 1st, 2nd 2 months later, 3rd 6 months later)** - You can get this done at WT Student Health Services or from your family doctor. You need to have a document stating that you have started the series prior to being able to begin clinic.

□ **Criminal Background Check:** This is done through Certified Background Check at [www.certifiedbackground.com](http://www.certifiedbackground.com). There is a $40 fee (as of June 1, 2014). This must be completed and cleared prior to starting your clinical practicum.

□ **Audiometer Registration Cards:** After being trained on using the audiometer in clinic orientation, you will complete a green card for the Texas State Department of Health that registers you and gives you the authority to use the audiometer to perform hearing screenings in the State of Texas. *Good for 5 years*

□ **Student Internship Agreement Form:** This will be signed at clinic orientation. *Good for 1 semester*

□ **WT-DCD Codes for Professional Dress Communication and Behavior:** You will be given a copy of these codes at the beginning of each clinic semester. We have clinic shirts and jackets that you will need to purchase during clinic orientation. The cost depends on the number of shirts you order. Shirts are around $35 and jackets run the same.

□ **Confidentiality Agreement:** This will be reviewed at clinic orientation and you will sign a copy for your clinic portfolio.
☐ **CALIPSO:** This is an online tracking program that is used at WTAMU for tracking clinical hours and competencies as well as academic competencies that are required by ASHA. You will receive a separate email with instructions on how to sign up for the program. The cost as of June 1, 2014 is $85.

☐ **Large 3-ring Binder:** You will need a notebook to keep a copy of all of your documentation (all of those listed above) as well as your clinic hours, evaluations, etc.

**RECOMMENDED**

☐ **Personal Medical Insurance:** Many of our extern sites require that a student have their own medical insurance.

ALL REQUIRED DOCUMENTATION IS DUE TO MRS. LINKE BY SEPTEMBER 4, 2015
## Appendix A
### Student Clinical Practicum Guide

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<th>4th and 5th Semester Externship</th>
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<td><strong>Services (VHAC)</strong></td>
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<td>- CPR Training offered @ Student Medical Training</td>
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<tr>
<td>- Safety Training Video - HIPAA, Hepatitis C &amp; Blood borne online through WT Class / 80 or above passing score - Renew every 1 yr</td>
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<td><strong>Student Handouts</strong></td>
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<td>- Dress, Communication &amp; Behavior</td>
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<td><strong>Student must turn in</strong></td>
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<tr>
<td>- 25 Complete Observation Hours</td>
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<td>- Hepatitis B Series 1,2,3</td>
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<td>- MMR</td>
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<td>- TB TEST</td>
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<td>- CPR Verification</td>
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<td>- Driver License</td>
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<td>- Liability Insurance <a href="#">www.proliability.com</a> – Student must be a member of the national chapter of NSSLHA to obtain insurance</td>
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<td>- Criminal Background Check: Via Certified Background Statement, Disclosure, Agreement &amp; Student Consent</td>
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<td>- Student Internship Agreement Form</td>
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<tr>
<td>- Confirmation of Clinical Manual read and reviewed form.</td>
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<td><strong>Clinic Hours submitted daily through online tracking program -CALIPSO</strong></td>
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<td><strong>Audio Registration Cards</strong> –</td>
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<td>✓ Must have completed &amp; turned in 25 hours of observation</td>
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<td>✓ Complete training on the operation and procedure for conducting a hearing screening</td>
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<td>✓ Fill out turn in Audiometer User Registration card.</td>
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<td><strong>End of Semester</strong></td>
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<td>✓ Clinic Review Performance Appraisal Form</td>
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<td>✓ Clinical Performance Evaluation submitted through CALIPSO</td>
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<td>✓ Evaluation of Clinical Instructor submitted through CALIPSO</td>
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Clinical instruction in the WT SPEECH & HEARING CLINIC and any satellites is conducted in accordance with guidelines set by the Council of Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA). Each clinical instructor must hold a current Certificate of Clinical Competence (CCC) in the appropriate area of clinical instruction [speech-language pathology (SLP) or audiology (A)] and must hold a current license from the State of Texas State Board of Examiners for Speech-Language Pathology and Audiology.

Clinical instruction is tailored to each student’s level of competence. As students progress through each semester of clinical practicum, they are expected to maintain skills that were previously acquired. Students should demonstrate growth through the clinical process. Beginning clinicians may receive more hands-on clinical instruction with demonstrations and/or specific instruction. As students progress, clinical instructors will put more emphasis upon students being able to self-evaluate. In this manner, students should be able to guide themselves as they progress through the program; and then be able to assess their own performance upon graduation.

As set forth by the CAA, clinical instructor observation time requirements are specific to the ability level of the student, but never less than 25%. The 25% clinical instruction time may be averaged over the semester with periodic check-ins. Clinical instructors are expected to provide both written and verbal feedback to student clinicians on an individual basis to discuss client progress, future treatment plans and clinician performance.

Clients assigned to clinical instructors are the responsibility of that clinical instructor until treatment is terminated, or they are transferred to another clinical instructor. Although student clinicians are directly involved, clinical instructors are ethically responsible for conferences with parents or family members of clients, and for conferring with other professionals involved with clients. The clinical instructor will make decisions regarding missed sessions in the event that the clinician or the client is unable to attend. It is up to the discretion of the clinical instructor as to whether the session will be rescheduled. Clinical instructors are ultimately responsible for record keeping related to their clients.

At the end of each semester, an “Evaluation of Clinical Instruction” form will be completed by each student clinician for each of his/her clinical instructors. In this manner, clinical instructors may receive feedback from students regarding the supervisory experience. The Clinic Director will distribute the forms to the student clinicians who will then return the completed forms at the clinic review meeting. Forms are given to the clinic secretary where the ratings and comments are collected from all evaluations and entered into one document which is later given to the clinical instructor.

When evaluating your clinical instructor, please keep in mind that this is a time for the student clinician to give constructive feedback on the clinical instruction provided by the clinical instructor during the semester. Please be professional in your feedback. The student name is not required and every effort is made to keep the feedback confidential while providing the instructor with information that will aid in supervisory growth.
**EXTERNSHIP CLINIC INSTRUCTION**

Clinical instruction in the externship setting will be provided by speech-language pathologists who are employees of an affiliated facility, and who have the same credentialing and experience required for internship clinical instructors.

The student in an externship setting will follow the policies and procedures of the facility. The student will deliver services under the direction of the facility SLP, who maintains full responsibility for the planning and administration of services.

At the end of each semester, an “Evaluation of Clinical Instruction” form will be completed by each student clinician for each of his/her clinical instructors. In this manner, clinical instructors may receive feedback from students regarding the supervisory experience. The Clinic Director will distribute the forms to the student clinicians who will then return the completed forms at the clinic review meeting. Forms are given to the clinic secretary where the ratings and comments are collected from all evaluations and entered into one document which is later given to the clinical instructor.

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*Use of Equipment/Materials*

Office equipment and supplies may be used as following:

1. **Copier** - The copier should only be used for departmental and clinical purposes. For personal copying, students should use the university bookstore or library. Materials for client use may be copied at no charge to the student, but must have prior approval of the clinical instructor.

2. **Clinical Instrumentation** – Under the instruction of the clinical instructor the acoustic instrumentation is available to provide technical information regarding individual clients. Such technical evaluation can include analysis of pitch, intensity and duration of a speech sample through use of the Computer Speech Lab (CSL). Videostroboscopy/FEES equipment is available for viewing the structure/function of the vocal folds. The Nasometer may be used for studies of velopharyngeal function. Student clinicians and their clinical instructors are encouraged to use this instrumentation for diagnostic and management procedures. As with all clinical equipment, students must clean the equipment according to Infection Control Procedures.

3. **Print from anywhere on campus. Buff Print** is the new cloud-based printing solution where you can send a print job to a printer on a campus (see locations below), go the location and swipe your gold card to finalize printing. Print from anywhere, any time of day. See Also: Printable instructions for Printing Via Buff Print

**FOOD AND DRINK ARE NOT PERMITTED NEAR EQUIPMENT.**
Documentation of Knowledge and Skill Outcomes
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<th>Knowledge &amp; Skill Outcomes</th>
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Documentation of Knowledge and Skills

The WTAMU-CDP uses the online documentation program CALIPSO to document the acquisition of knowledge and skills as outlined by the American Speech Language and Hearing Association, the Council for Clinical Certification, and the Council on Academic Accreditation.

Each graduate student is sent the registration information by the clinical coordinator prior to the beginning of graduate clinical training.

The types of documentation included in the CALIPSO program that are utilized by the WTAMU-CDP are listed below.

**Clinical Clock Hours**

All clock hours are tracked, submitted, approved, and calculated within CALIPSO.

**Clinical Performance Evaluation**

Clinical performance evaluations are aligned with the CFCC standards. Performance scores are entered on the performance evaluation by the assigned clinical instructor in the areas where a graduate clinician has had experience during the practicum semester. The rating scale can be found on the clinical performance evaluation page. The form auto-tallies and produces a letter grade based on WTAMU-CDP’s grading scale. CALIPSO automatically weights multiple evaluations within a semester based on clock hours gained.

**KASA Summary Form**

This auto-populated form serves as a formative and summative assessment and provides documentation of both knowledge and skills obtained through academic and clinical courses.

**Cumulative Evaluation**

This form serves as a formative assessment and provides ongoing feedback on a student’s progress toward meeting clinical skills and enables a student to advocate for their clinical education needs.

**My Checklist**

A feature included in the CALISPO that will assist the clinical coordinator and student in tracking the student’s progress toward meeting all of the requirements for the successful completion of the clinical education program and graduation.

**Supervisor Feedback**

Through CALIPSO, students are able to anonymously submit feedback to clinical instructors at the end of the semester. Feedback submitted via CALIPSO, is sent directly to the Clinic Coordinator. After reviewing the feedback, the Clinic Coordinator will send the information to the clinical instructor which is provided without any student names. The Clinic Coordinator will send feedback information to the clinical instructors after grades are posted.
CALIPSO Performance Rating Scale

1. **Not evident:** Skill not evident most of the time. Student requires direct instruction to modify behavior and is unaware of need to change. Supervisor must model behavior and implement the skill required for client to receive optimal care. Supervisor provides numerous instructions and frequent modeling (skill is present <25% of the time).

2. **Emerging:** Skill is emerging, but is inconsistent or inadequate. Student shows awareness of need to change behavior with supervisor input. Supervisor frequently provides instructions and support for all aspects of case management and services (skill is present 26-50% of the time).

3. **Present:** Skill is present and needs further development, refinement, or consistency. Student is aware of need to modify behavior, but does not do this independently. Supervisor provides on-going monitoring and feedback; focuses on increasing student’s critical thinking on how/when to improve skill (skill is present 51-75% of the time).

4. **Adequate:** Skill is developed/implemented most of the time and needs continued refinement or consistency. Student is aware and can modify behavior in-session, and can self-evaluate. Problem-solving is independent. Supervisor acts as a collaborator to plan and suggest possible alternatives (skill is present 76-90% of the time).

5. **Consistent:** Skill is consistent and well developed. Student can modify own behavior as needed and is an independent problem-solver. Student can maintain skills with other clients, and in other settings, when appropriate. Supervisor serves as consultant in areas where student has less experience. Provides guidance on ideas initiated by student (skill is present <90% of the time).
WTAMU
Infection Control Guidelines
and
Health Procedures
West Texas A&M University  
Department of Communication Disorders  

INFECTION CONTROL POLICIES AND PROCEDURES  

INTRODUCTION  

GENERAL POLICIES  

The Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control (CDC) have developed standards for minimizing the risk of exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other blood borne pathogens. There is increasing concern in the field of speech-language pathology related to possible occupational exposure to these contagious diseases. The American Speech-Language-Hearing Association (ASHA) has also been active in pursuing adequate infection control procedures and in providing the profession with educational materials regarding this subject. In order to comply with OSHA and CDC regulations, the program of Communication Disorders has mandated the following regulations.  

**Standard Practice for All Procedures**  

1. Clinicians must wash hands thoroughly with a disinfectant soap before and after each client contact.  
2. Clinicians may use gloves in any client contact situation, if desired. Gloves must be worn when conducting an oral mechanism evaluation, a videostroboscopic examination or when in close contact with patients performing oral exercises.  
3. Toys, materials, and equipment exposed to blood, saliva, mucous, urine, or vomit must be washed with disinfectant soap, if washable, or disinfected with designated spray. Each clinician should manage their own materials and ensure that they are properly disinfected for the next clinician. Equipment requiring cleaning should be cleaned immediately after use. If a clinician thinks it is likely that toys will be soiled by a particular client (e.g., a client who typically puts toys in the mouth), clinic materials that require machine washing should be avoided.  
4. Any clinician with exuding lesions or weeping dermatitis should not have direct contact with any client until the problem is resolved. Clinicians should notify their clinical instructors immediately if such a condition exists.  
5. In the event that a client bleeds, urinates, defecates, or vomits while in therapy, initial efforts should be made to contain the problem by having the client remain in that room and isolating him/her from other clients. An accompanying family member should be called in to assist the client, if possible. Any soiled tables, chairs, or equipment should be disinfected immediately. The facility housekeeping department should be notified for cleanup of any soiled carpeting or upholstered furniture. Clinicians who assist clients in such situations MUST wear gloves. The gloves or other soiled disposable materials, such as paper towels should be double-bagged.  
6. If exposure to an infectious agent occurs after hours, seek medical attention immediately. Notify the Clinic Director within one hour of the incident if such an incident occurs.  

**Diagnostic and Treatment Sessions**  

1. Surfaces used (table tops, chairs) should be disinfected after each patient contact, using the following procedure:  
   a. Spray or wipe the surface with disinfectant cleanser.  
   b. Immediately wipe surface with paper towels that should then be discarded in plastic-lined wastebasket.  
   c. Lightly mist the surface and leave it moist.
d. Notify a clinical instructor if cleaning materials are needed.

2. See previous section for instructions in proper cleaning of any soiled toys, materials or equipment.

**Oral Mechanism Examinations/Oral Exercises**

1. If visual inspection of oral mechanism reveals a sore, non-intact skin, or bleeding, consult a clinical instructor before proceeding with the oral examination.
2. Gloves must ALWAYS be worn during oral mechanism examinations.
3. Use individually wrapped sterile tongue depressors for the examination.
4. Do not permit children to place penlights or other test equipment in the mouth.
5. If assisting a client in performing oral exercises using a tongue depressor or manipulating the client’s articulators, gloves should be worn. Use individually wrapped, sterile gauze pads for manipulating client’s articulators.
6. All gloves, tongue depressors, paper cups, towels or other disposable materials should be discarded in a plastic-lined wastebasket after use.
7. While conducting oral examinations or exercises, take care not to contaminate other materials or equipment with used items, such as gloves or tongue depressors.

**Cleaning of Equipment**

a. **Reusable equipment**, such as penlights, tape recorders and microphones should be wiped with disinfectant after use.
Graduate Student Forms
Graduate Student Forms

1.) Communication Disorders Program Disclosures
2.) Student Consent
3.) Communication Disorder Program Confidentially Agreement
4.) Internship Agreement
5.) Externship Agreement
6.) Clinical Practicum Student Information
West Texas A&M University
Communication Disorders Program Disclosures

Name: (Mr., Mrs., Miss, Ms.) ___________________________________________ Last Name   First Name   MI

Buff ID Number: ______________________________________________________ DOB: ____________________

Address: ____________________________________________________________

Street / Apartment No. 

________________________________________ City State Zip Email Address

West Texas A&M University classification _______________________________ SLPA License (if any) _______________________________

As a provider of Communication Disorders (CD) education and training, West Texas A&M University strives to ensure its students demonstrate adherence to the American Speech-Language Hearing Association (ASHA) Code of Ethics, federal law, and state law. A criminal history report showing a conviction, and/or deferred adjudication, may result in a student being dismissed from the West Texas A&M University Communication Disorders Program and/or a clinical practicum. West Texas A&M University requests a Communication Disorders Program applicant or enrolled student fully disclose any conviction, and/or deferred adjudication. If after enrollment in the Communication Program a student is convicted and/or subject to deferred adjudication, the student should inform the West Texas A&M University Communication Disorders Program, in writing, of the date and nature of the incident.

The facility with whom the student seeks placement in a clinical practicum may require the West Texas A&M University Communication Disorders Program to supply the facility with any information the student has disclosed to West Texas A&M University to obtain a criminal history background history report on a student seeking a clinical placement and to supply the facility with such report. To provide such information to a facility, West Texas A&M University requires a signed consent from the student to release any information collected by West Texas A&M University. A student’s refusal or failure to consent to such a release may result in not being able to participate in a clinical practicum and/or complete the West Texas A&M University Communication Disorders Program.

Pursuant to the ASHA Code of Ethics, West Texas A&M University, and the facility may be required to report to the Texas Board of Speech Language Pathology and Audiology if the student discloses information indicative of, or engaged in behavior indicative of the student clinician: a) unnecessarily exposing a patient or person to risk of harm, b) engaging in unprofessional conduct, c) failing to adequately care for a patient and/or d) showing impairment or likely impairment due to chemical dependency (e.g., drinking, drugs).

By signing below, student agrees he/she has read and understands the above disclosures.

_____________________________ ____________________________
Signature                          Date
Name: (Mr., Mrs., Miss, Ms.) ________________________________

Last Name    First Name     MI

Buff ID Number: ________________________________  DOB: ________________

Address: _______________________________________
          Street / Apartment No.
          City    State     Zip    Email Address

By signing this “Student Consent” form, you are authorizing West Texas A&M University to: 1) obtain a
criminal history report on you, 2) disclose and release copies of that report to any facility with which a
clinical practicum is being sought, and 3) disclose and release certain information and/or educational
records, you provided to West Texas A&M University while enrolled as a student, to a facility with whom
a clinical practicum is being sought.

Please read this document carefully before signing.

I, ________________________________, am a student at West Texas A&M University,
participating in the Communication Disorders Program. I hereby give my voluntary consent for West Texas
A&M University employees to disclose to a facility, at which my placement for clinical practicum is being
sought, my student information and education records, and for West Texas A&M University to discuss such
records with the facilities employees and agents and/or the Texas Board of Examiners for Speech Language
Pathology and Audiology.

I understand that under the Family Educational Rights and Privacy Act of 1974 that without this release,
West Texas A&M University may be prevented by law from releasing my student information or
educational records. I understand that without such information being provided to the facility, I may be
prevented from participating in a clinical practicum. Additionally, I understand that if I do not
participate in a clinical practicum, I cannot complete educational requirements to be eligible for
certification by ASHA.

I understand that I may revoke this consent at any time by providing West Texas A&M University with a
written request; however, such revocation will have no effect to any records released after my signing this
Consent and Release and before West Texas A&M University’s receipt of my revocation.

_________________________    ________________________
Signature                   Date

Witness
CONFIDENTIALITY AGREEMENT

Student agrees and understands client and employee information is confidential. This information may be from any source and in any form. Student understands confidential information may include, but is not limited to, the examples of breach of confidentiality noted below, and the following types of information:

1. Patient/student/client and/or Family Member information such as Patient/student/client records, conversations with education, clinic personnel, health care providers, and financial records.

2. Employee, Volunteer, Student, and Contractor information such as salaries, employment records, and disciplinary actions.

3. Business Operations Information such as financial records, business reports, memos, contracts, computer programs, software, and technology.

4. Third Party information such a vendor contracts, computer programs, and technology.

5. Operations, Improvements, Quality Assurance, and Peer Review information such as reports, presentations, and survey results.

6. **Examples of breaches of confidentiality; what a student should not do**
   
   A. Accessing information you do not need to accomplish your learning objective;
      
      - Unauthorized reading of a patient’s/student’s/client’s account information
      - Unauthorized patient’s/student’s/client’s medical chart
      - Accessing information about yourself, your children, your family members, your friends, or other students
   
   B. Sharing copying or changing information without proper authorization:
      
      - Making unauthorized marks or comments on a patient’s/student’s/client’s chart
      - Making unauthorized changes to an employee file
      - Discussing confidential information in a public area such as a waiting room or elevator
      - Unauthorized disclosure of patient’s/student’s/client’s account information
      - Unauthorized disclosure of patient’s medical/educational/clinical information and/or chart
C. Sharing of sign-on code and password, if student has been given computer access at the facility:

- Giving anyone your password, so he or she can log into your files
- Giving an unauthorized person the access codes for employee files of patient’s/student’s/client’s account
- Using someone else’s password to log into the facility computer system
- Unauthorized use of a login code to access employee files or patient’s/student’s/client’s account
- Using someone else’s computer after she/he has logged in, to access information for which you do not have authorization
- Allowing anyone to use your computer after logging for him/her to access information for which he/she does not have authorization

7. Student agrees to:

Only access confidential information if necessary to accomplish the learning objectives of the clinical program
not release any information that may be confidential without verification that the release is authorized

Follow any and all licensed health care facility/educational system/clinic procedures for dealing with confidential information, including the destruction of such information

Keep computer access password a secret, and not use anyone else’s computer access password, if applicable.

Notify clinical instructor of any known or suspected misuse of confidential information

Student agrees he/she has read and understands this agreement, and agrees to comply with its terms. Student
understands that failure to comply with this agreement may result in expulsion from Clinical Practicum, and/or
civil. and/or criminal penalties. Student understands he/she will adhere to all federal and state regulations and
standards of AHSA, the Texas Board of Examiners for Speech Language Pathology and Audiology, and the
Joint Commission for Accreditation of Healthcare Organization.

Signature: ___________________________       Date: ___________________________

Print Name:____________________________

Witness:____________________________
CD 6398 – Student Internship Agreement

1. Interns are assigned to a Clinical Practicum caseload a minimum of 2 days a week unless modified by the Clinical Coordinator.

2. Interns must be available at clinic on their assigned clinical practicum day(s) for the duration of the scheduled clinic hours.

3. Treatment Plans are due as assigned by your clinical instructor.

4. Initial Evaluation rough drafts are due as assigned by your clinical supervisor.

5. SOAP or Session notes are to be written as assigned by your clinical instructor. Check with your clinical instructor regarding submissions for approval requirements.

6. Progress Reports are due as required by your clinical instructor.

7. Discharge Summary rough drafts are due as required by your clinical instructor.

8. Corrected drafts of all reports are due to your clinical instructor the next day.

9. Rough drafts of all documentation may be e-mailed to your clinical instructor. For confidentiality, please refer to clients only by initials when e-mailing. No initials in subject line.

10. Departmental/site dress code requirements must be followed.

11. Planned absences must be approved by the Clinical Coordinator prior to first day of clinic for the semester.

12. You are expected to attend clinic on the days you are scheduled. If for any reason you are unable to attend clinic on your assigned days you must contact your clinical instructor as soon as you are aware of your inability to attend. A plan for making up the sessions missed should be discussed with your clinical instructor.

13. All client documentation must be completed before semester grades can be posted.

14. A grade of “S” or passing is required for all practicum experiences. Internship students not making a grade of “S” will not be allowed to proceed to external placements until 3 internship semesters have been passed.

15. Completed clinic practicum hours are should be submitted daily or as assigned by your clinical instructor. Failure to enter hours as required will result in a forfeit of those hours.

16. Interns should be aware that all taped sessions and documentation related to clinic practicum may be used by instructors for teaching purposes.

I have read and understand and agree to follow the general guidelines for CD 6398.

__________________________________________________________  __________________________________________________________
Student                                          Clinic Coordinator

_________________________________________  __________________________
Date              Semester                      Date              Semester
CD 6399 – Student Externship Agreement

1. WTAMU-CDP Externship practicum may only be done at the sites with which the WTAMU-CDP has a formal affiliation agreement.

2. WTAMU-CDP students must register for CD 6399 practicum class every semester in which clinic hours are accrued.

3. CD 6399 online practicum class and externship are a full semester requirement.

4. Absences in general are not recommended and may result in an “incomplete” grade for the semester requiring an additional semester of clinical practicum.

5. Request for planned absences from an externship must be submitted to the clinic coordinator in writing prior to the beginning of your externship and approved by your extern clinical instructor.

6. Departmental/site dress code requirements must be followed.

7. The “400 hours” of clinical practicum is a minimum – not a maximum.

8. A emailed/faxed copy of the midterm performance evaluation is due within 5 days of the semester midterm date __________________________.

9. Clinic Review meetings are scheduled during the last weeks of the semester. Final performance evaluations from externship clinical instructors are due the day of your scheduled clinic review.

10. A grade of “S” or passing is required for all practicum experiences. Extern students not making a grade of “S” will be required to repeat that externship semester.

11. Completed clinic practicum hours must be entered and approved by the clinical instructor by the 5th of each month or first working day following the 5th. Failure to enter and get approval for hours by the due date will result in a forfeit of those hours.

12. Required training and documentation must be current prior to starting an externship semester.

13. Supervisor/Clinical Instructor agreements are due back to the Clinic Coordinator signed and dated no later than 2 weeks from date received.

I have read, understand and agree to follow the general guidelines for CD 6399.

____________________________________________________________________________________
Student Date Semester

____________________________________________________________________________________
Clinic Coordinator Date Semester

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West Texas A&M University
Department of Communication Disorders

Clinic Manual

I have read and reviewed the West Texas A&M University 2014-2016 Clinic Manual. I understand all of the provisions, and agree to abide by the codes listed therein.

I also understand that failure to comply with these codes can result in one or all of the following:

- Clinical suspension
- Loss of clinical hours
- Extra assignments
- Potential loss of academic standing.

__________________________________________  __________________________
Student’s Signature                        Date
Professional Resources
ASHA Code of Ethics
Code of Ethics

Preamble

The preservation of the highest standards of integrity and ethical principles is vital to the responsible discharge of obligations by speech-language pathologists, audiologists, and speech, language, and hearing scientists. This Code of Ethics sets forth the fundamental principles and rules considered essential to this purpose.

Every individual who is (a) a member of the American Speech-Language-Hearing Association, whether certified or not, (b) a nonmember holding the Certificate of Clinical Competence from the Association, (c) an applicant for membership or certification, or (d) a Clinical Fellow seeking to fulfill standards for certification shall abide by this Code of Ethics.

Any violation of the spirit and purpose of this Code shall be considered unethical. Failure to specify any particular responsibility or practice in this Code of Ethics shall not be construed as denial of the existence of such responsibilities or practices.

The fundamentals of ethical conduct are described by Principles of Ethics and by Rules of Ethics as they relate to the responsibility to persons served, the public, speech-language pathologists, audiologists, and speech, language, and hearing scientists, and to the conduct of research and scholarly activities.

Principles of Ethics, aspirational and inspirational in nature, form the underlying moral basis for the Code of Ethics. Individuals shall observe these principles as affirmative obligations under all conditions of professional activity.

Rules of Ethics are specific statements of minimally acceptable professional conduct or of prohibitions and are applicable to all individuals.

Principle of Ethics I

Individuals shall honor their responsibility to hold paramount the welfare of persons they serve professionally or who are participants in research and scholarly activities, and they shall treat animals involved in research in a humane manner.
Rules of Ethics

1. Individuals shall provide all services competently.
2. Individuals shall use every resource, including referral when appropriate, to ensure that high-quality service is provided.
3. Individuals shall not discriminate in the delivery of professional services or the conduct of research and scholarly activities on the basis of race or ethnicity, gender, gender identity/gender expression, age, religion, national origin, sexual orientation, or disability.
4. Individuals shall not misrepresent the credentials of assistants, technicians, support personnel, students, Clinical Fellows, or any others under their clinical instruction, and they shall inform those they serve professionally of the name and professional credentials of persons providing services.
5. Individuals who hold the Certificate of Clinical Competence shall not delegate tasks that require the unique skills, knowledge, and judgment that are within the scope of their profession to assistants, technicians, support personnel, or any nonprofessionals over whom they have supervisory responsibility.
6. Individuals who hold the Certificate of Clinical Competence may delegate tasks related to provision of clinical services to assistants, technicians, support personnel, or any other persons only if those services are appropriately supervised, realizing that the responsibility for client welfare remains with the certified individual.
7. Individuals who hold the Certificate of Clinical Competence may delegate tasks related to provision of clinical services that require the unique skills, knowledge, and judgment that are within the scope of practice of their profession to students only if those services are appropriately supervised. The responsibility for client welfare remains with the certified individual.
8. Individuals shall fully inform the persons they serve of the nature and possible effects of services rendered and products dispensed, and they shall inform participants in research about the possible effects of their participation in research conducted.
9. Individuals shall evaluate the effectiveness of services rendered and of products dispensed, and they shall provide services or dispense products only when benefit can reasonably be expected.
10. Individuals shall not guarantee the results of any treatment or procedure, directly or by implication; however, they may make a reasonable statement of prognosis.
11. Individuals shall not provide clinical services solely by correspondence.
12. Individuals may practice by telecommunication (e.g., telehealth/e-health), where not prohibited by law.
13. Individuals shall adequately maintain and appropriately secure records of professional services rendered, research and scholarly activities conducted, and products dispensed, and they shall allow access to these records only when authorized or when required by law.
14. Individuals shall not reveal, without authorization, any professional or personal information about identified persons served professionally or identified participants involved in research and scholarly activities unless doing so is necessary to protect the welfare of the person or of the community or is otherwise required by law.
15. Individuals shall not charge for services not rendered, nor shall they misrepresent services rendered, products dispensed, or research and scholarly activities conducted.
16. Individuals shall enroll and include persons as participants in research or teaching demonstrations only if their participation is voluntary, without coercion, and with their informed consent.
17. Individuals whose professional services are adversely affected by substance abuse or other health-related conditions shall seek professional assistance and, where appropriate, withdraw from the affected areas of practice.
18. Individuals shall not discontinue service to those they are serving without providing reasonable notice.
Principle of Ethics II

Individuals shall honor their responsibility to achieve and maintain the highest level of professional competence and performance.

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Rules of Ethics

1. Individuals shall engage in the provision of clinical services only when they hold the appropriate Certificate of Clinical Competence or when they are in the certification process and are supervised by an individual who holds the appropriate Certificate of Clinical Competence.
2. Individuals shall engage in only those aspects of the professions that are within the scope of their professional practice and competence, considering their level of education, training, and experience.
3. Individuals shall engage in lifelong learning to maintain and enhance professional competence and performance.
4. Individuals shall not require or permit their professional staff to provide services or conduct research activities that exceed the staff member's competence, level of education, training, and experience.
5. Individuals shall ensure that all equipment used to provide services or to conduct research and scholarly activities is in proper working order and is properly calibrated.

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Principle of Ethics III

Individuals shall honor their responsibility to the public by promoting public understanding of the professions, by supporting the development of services designed to fulfill the unmet needs of the public, and by providing accurate information in all communications involving any aspect of the professions, including the dissemination of research findings and scholarly activities, and the promotion, marketing, and advertising of products and services.

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Rules of Ethics

1. Individuals shall not misrepresent their credentials, competence, education, training, experience, or scholarly or research contributions.
2. Individuals shall not participate in professional activities that constitute a conflict of interest.
3. Individuals shall refer those served professionally solely on the basis of the interest of those being referred and not on any personal interest, financial or otherwise.
4. Individuals shall not misrepresent research, diagnostic information, services rendered, results of services rendered, products dispensed, or the effects of products dispensed.
5. Individuals shall not defraud or engage in any scheme to defraud in connection with obtaining payment, reimbursement, or grants for services rendered, research conducted, or products dispensed.
6. Individuals' statements to the public shall provide accurate information about the nature and management of communication disorders, about the professions, about professional services, about products for sale, and about research and scholarly activities.
7. Individuals' statements to the public when advertising, announcing, and marketing their professional services; reporting research results; and promoting products shall adhere to professional standards and shall not contain misrepresentations.
Individuals shall honor their responsibilities to the professions and their relationships with colleagues, students, and members of other professions and disciplines.

Rules of Ethics

1. Individuals shall uphold the dignity and autonomy of the professions, maintain harmonious interprofessional and intraprofessional relationships, and accept the professions' self-imposed standards.
2. Individuals shall prohibit anyone under their clinical instruction from engaging in any practice that violates the Code of Ethics.
3. Individuals shall not engage in dishonesty, fraud, deceit, or misrepresentation.
4. Individuals shall not engage in any form of unlawful harassment, including sexual harassment or power abuse.
5. Individuals shall not engage in any other form of conduct that adversely reflects on the professions or on the individual's fitness to serve persons professionally.
6. Individuals shall not engage in sexual activities with clients, students, or research participants over whom they exercise professional authority or power.
7. Individuals shall assign credit only to those who have contributed to a publication, presentation, or product. Credit shall be assigned in proportion to the contribution and only with the contributor's consent.
8. Individuals shall reference the source when using other persons' ideas, research, presentations, or products in written, oral, or any other media presentation or summary.
9. Individuals' statements to colleagues about professional services, research results, and products shall adhere to prevailing professional standards and shall contain no misrepresentations.
10. Individuals shall not provide professional services without exercising independent professional judgment, regardless of referral source or prescription.
11. Individuals shall not discriminate in their relationships with colleagues, students, and members of other professions and disciplines on the basis of race or ethnicity, gender, gender identity/gender expression, age, religion, national origin, sexual orientation, or disability.
12. Individuals shall not file or encourage others to file complaints that disregard or ignore facts that would disprove the allegation, nor should the Code of Ethics be used for personal reprisal, as a means of addressing personal animosity, or as a vehicle for retaliation.
13. Individuals who have reason to believe that the Code of Ethics has been violated shall inform the Board of Ethics.
14. Individuals shall comply fully with the policies of the Board of Ethics in its consideration and adjudication of complaints of violations of the Code of Ethics.
ASHA SCOPE OF PRACTICE
About this Document

This scope of practice document is an official policy of the American Speech-Language-Hearing Association (ASHA) defining the breadth of practice within the profession of speech-language pathology. This document was developed by the ASHA Ad Hoc Committee on the Scope of Practice in Speech-Language Pathology. Committee members were Kenn Apel (chair), Theresa E. Bartolotta, Adam A. Brickell, Lynne E. Hewitt, Ann W. Kummer, Luis F. Riquelme, Jennifer B. Watson, Carole Zangari, Brian B. Shulman (vice president for professional practices in speech-language pathology), Lemmetta McNeill (ex officio), and Diane R. Paul (consultant). This document was approved by the ASHA Legislative Council on September 4, 2007 (LC 09-07).

Introduction

The Scope of Practice in Speech-Language Pathology includes a statement of purpose, a framework for research and clinical practice, qualifications of the speech-language pathologist, professional roles and activities, and practice settings. The speech-language pathologist is the professional who engages in clinical services, prevention, advocacy, education, administration, and research in the areas of communication and swallowing across the life span from infancy through geriatrics. Given the diversity of the client population, ASHA policy requires that these activities are conducted in a manner that takes into consideration the impact of culture and linguistic exposure/acquisition and uses the best available evidence for practice to ensure optimal outcomes for persons with communication and/or swallowing disorders or differences.

As part of the review process for updating the Scope of Practice in Speech-Language Pathology, the committee made changes to the previous scope of practice document that reflected recent advances in knowledge, understanding, and research in the discipline. These changes included acknowledging roles and responsibilities that were not mentioned in previous iterations of the Scope of Practice (e.g., funding issues, marketing of services, focus on emergency responsiveness, communication wellness). The revised document also was framed squarely on two guiding principles: evidence-based practice and cultural and linguistic diversity.
Statement of Purpose

The purpose of this document is to define the *Scope of Practice in Speech-Language Pathology* to

1. delineate areas of professional practice for speech-language pathologists;
2. inform others (e.g., health care providers, educators, other professionals, consumers, payers, regulators, members of the general public) about professional services offered by speech-language pathologists as qualified providers;
3. support speech-language pathologists in the provision of high-quality, evidence-based services to individuals with concerns about communication or swallowing;
4. support speech-language pathologists in the conduct of research;
5. provide guidance for educational preparation and professional development of speech-language pathologists.

This document describes the breadth of professional practice offered within the profession of speech-language pathology. Levels of education, experience, skill, and proficiency with respect to the roles and activities identified within this scope of practice document vary among individual providers. A speech-language pathologist typically does not practice in all areas of the field. As the ASHA Code of Ethics specifies, individuals may practice only in areas in which they are competent (i.e., individuals' scope of competency), based on their education, training, and experience.

In addition to this scope of practice document, other ASHA documents provide more specific guidance for practice areas. Figure 1 illustrates the relationship between the ASHA Code of Ethics, the *Scope of Practice*, and specific practice documents. As shown, the ASHA Code of Ethics sets forth the fundamental principles and rules considered essential to the preservation of the highest standards of integrity and ethical conduct in the practice of speech-language pathology.

Speech-language pathology is a dynamic and continuously developing profession. As such, listing specific areas within this *Scope of Practice* does not exclude emerging areas of practice. Further, speech-language pathologists may provide additional professional services (e.g., interdisciplinary work in a health care setting, collaborative service delivery in schools, transdisciplinary practice in early intervention settings) that are necessary for the well-being of the individual(s) they are serving but are not addressed in this *Scope of Practice*. In such instances, it is both ethically and legally incumbent upon professionals to determine whether they have the knowledge and skills necessary to perform such services.

This scope of practice document does not supersede existing state licensure laws or affect the interpretation or implementation of such laws. It may serve, however, as a model for the development or modification of licensure laws.
Figure 1. Conceptual Framework of ASHA Standards and Policy Statements

- Certification Standards
- Code of Ethics
- Scope of Practice
- Preferred Practice Patterns
- Positions Statements
- Practice Guidelines
- Knowledge and Skills

broad - general
narrow - detailed
Framework for Research and Clinical Practice

The overall objective of speech-language pathology services is to optimize individuals' ability to communicate and swallow, thereby improving quality of life. As the population profile of the United States continues to become increasingly diverse (U.S. Census Bureau, 2005), speech-language pathologists have a responsibility to be knowledgeable about the impact of these changes on clinical services and research needs. Speech-language pathologists are committed to the provision of culturally and linguistically appropriate services and to the consideration of diversity in scientific investigations of human communication and swallowing. For example, one aspect of providing culturally and linguistically appropriate services is to determine whether communication difficulties experienced by English language learners are the result of a communication disorder in the native language or a consequence of learning a new language.

Additionally, an important characteristic of the practice of speech-language pathology is that, to the extent possible, clinical decisions are based on best available evidence. ASHA has defined evidence-based practice in speech-language pathology as an approach in which current, high-quality research evidence is integrated with practitioner expertise and the individual's preferences and values into the process of clinical decision making (ASHA, 2005). A high-quality basic, applied, and efficacy research base in communication sciences and disorders and related fields of study is essential to providing evidence-based clinical practice and quality clinical services. The research base can be enhanced by increased interaction and communication with researchers across the United States and from other countries. As our global society is becoming more connected, integrated, and interdependent, speech-language pathologists have access to an abundant array of resources, information technology, and diverse perspectives and influence (e.g., Lombardo, 1997). Increased national and international interchange of professional knowledge, information, and education in communication sciences and disorders can be a means to strengthen research collaboration and improve clinical services.

The World Health Organization (WHO) has developed a multipurpose health classification system known as the International Classification of Functioning, Disability and Health (ICF; WHO, 2001). The purpose of this classification system is to provide a standard language and framework for the description of functioning and health. The ICF framework is useful in describing the breadth of the role of the speech-language pathologist in the prevention, assessment, and habilitation/rehabilitation, enhancement, and scientific investigation of communication and swallowing. It consists of two components:

- **Health Conditions**
  - **Body Functions and Structures:** These involve the anatomy and physiology of the human body. Relevant examples in speech-language pathology include craniofacial anomaly, vocal fold paralysis, cerebral palsy, stuttering, and language impairment.
  - **Activity and Participation:** Activity refers to the execution of a task or action. Participation is the involvement in a life situation. Relevant examples in speech-language pathology include difficulties with swallowing safely for independent feeding, participating actively in class, understanding a medical prescription, and accessing the general education curriculum.

- **Contextual Factors**
  - **Environmental Factors:** These make up the physical, social, and attitudinal environments in which people live and conduct their lives. Relevant examples in speech-language pathology include the role of the communication partner in augmentative and alternative communication, the influence of classroom acoustics on communication, and the impact of institutional dining environments on individuals' ability to safely maintain nutrition and hydration.
o Personal Factors: These are the internal influences on an individual's functioning and disability and are not part of the health condition. These factors may include, but are not limited to, age, gender, ethnicity, educational level, social background, and profession. Relevant examples in speech-language pathology might include a person's background or culture that influences his or her reaction to a communication or swallowing disorder.

The framework in speech-language pathology encompasses these health conditions and contextual factors. The health condition component of the ICF can be expressed on a continuum of functioning. On one end of the continuum is intact functioning. At the opposite end of the continuum is completely compromised functioning. The contextual factors interact with each other and with the health conditions and may serve as facilitators or barriers to functioning. Speech-language pathologists may influence contextual factors through education and advocacy efforts at local, state, and national levels. Relevant examples in speech-language pathology include a user of an augmentative communication device needing classroom support services for academic success, or the effects of premorbid literacy level on rehabilitation in an adult post brain injury. Speech-language pathologists work to improve quality of life by reducing impairments of body functions and structures, activity limitations, participation restrictions, and barriers created by contextual factors.

Qualifications

Speech-language pathologists, as defined by ASHA, hold the ASHA Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP), which requires a master's, doctoral, or other recognized post baccalaureate degree. ASHA-certified speech-language pathologists complete a supervised postgraduate professional experience and pass a national examination as described in the ASHA certification standards. Demonstration of continued professional development is mandated for the maintenance of the CCC-SLP. Where applicable, speech-language pathologists hold other required credentials (e.g., state licensure, teaching certification).

This document defines the scope of practice for the field of speech-language pathology. Each practitioner must evaluate his or her own experiences with preservice education, clinical practice, mentorship and clinical instruction, and continuing professional development. As a whole, these experiences define the scope of competence for each individual. Speech-language pathologists may engage in only those aspects of the profession that are within their scope of competence.

As primary care providers for communication and swallowing disorders, speech-language pathologists are autonomous professionals; that is, their services are not prescribed or supervised by another professional. However, individuals frequently benefit from services that include speech-language pathologist collaborations with other professionals.
Professional Roles and Activities

Speech-language pathologists serve individuals, families, and groups from diverse linguistic and cultural backgrounds. Services are provided based on applying the best available research evidence, using expert clinical judgments, and considering clients' individual preferences and values. Speech-language pathologists address typical and atypical communication and swallowing in the following areas:

- **speech sound production**
  - articulation
  - apraxia of speech
  - dysarthria
  - ataxia
  - dyskinesia
- **resonance**
  - hyper nasality
  - hyponasality
  - cul-de-sac resonance
  - mixed resonance
- **voice**
  - phonation quality
  - pitch
  - loudness
  - respiration
- **fluency**
  - stuttering
  - cluttering
- **language (comprehension and expression)**
  - phonology
  - morphology
  - syntax
  - semantics
  - pragmatics (language use, social aspects of communication)
  - literacy (reading, writing, spelling)
  - prelinguistic communication (e.g., joint attention, intentionality, communicative signaling)
  - paralinguistic communication
- **cognition**
  - attention
  - memory
  - sequencing
  - problem solving
  - executive functioning
- **feeding and swallowing**
  - oral, pharyngeal, laryngeal, esophageal
  - orofacial myology (including tongue thrust)
  - oral-motor functions
Potential etiologies of communication and swallowing disorders include

- neonatal problems (e.g., prematurity, low birth weight, substance exposure);
- developmental disabilities (e.g., specific language impairment, autism spectrum disorder, dyslexia, learning disabilities, attention deficit disorder);
- auditory problems (e.g., hearing loss or deafness);
- oral anomalies (e.g., cleft lip/palate, dental malocclusion, macroglossia, oral-motor dysfunction);
- respiratory compromise (e.g., bronchopulmonary dysplasia, chronic obstructive pulmonary disease);
- pharyngeal anomalies (e.g., upper airway obstruction, velopharyngeal insufficiency/incompetence);
- laryngeal anomalies (e.g., vocal fold pathology, tracheal stenosis, tracheostomy);
- neurological disease/dysfunction (e.g., traumatic brain injury, cerebral palsy, cerebral vascular accident, dementia, Parkinson's disease, amyotrophic lateral sclerosis);
- psychiatric disorder (e.g., psychosis, schizophrenia);
- genetic disorders (e.g., Down syndrome, fragile X syndrome, Rett syndrome, velocardiofacial syndrome).

The professional roles and activities in speech-language pathology include clinical/educational services (diagnosis, assessment, planning, and treatment), prevention and advocacy, and education, administration, and research.

**Clinical Services**

Speech-language pathologists provide clinical services that include the following:

- prevention and pre-referral
- screening
- assessment/evaluation
- consultation
- diagnosis
- treatment, intervention, management
- counseling
- collaboration
- documentation
- referral

Examples of these clinical services include

1. using data to guide clinical decision making and determine the effectiveness of services;
2. making service delivery decisions (e.g., admission/eligibility, frequency, duration, location, discharge/dismissal) across the lifespan;
3. determining appropriate context(s) for service delivery (e.g., home, school, telepractice, community);
4. documenting provision of services in accordance with accepted procedures appropriate for the practice setting;
5. collaborating with other professionals (e.g., identifying neonates and infants at risk for hearing loss, participating in palliative care teams, planning lessons with educators, serving on student assistance teams);
6. screening individuals for hearing loss or middle ear pathology using conventional pure-tone air conduction methods (including otoscopic inspection), otoacoustic emissions screening, and/or screening tympanometry;
7. providing intervention and support services for children and adults diagnosed with speech and language disorders;
8. providing intervention and support services for children and adults diagnosed with auditory processing disorders;
9. using instrumentation (e.g., videofluoroscopy, electromyography, nasendoscopy, stroboscopy, endoscopy, nasometry, computer technology) to observe, collect data, and measure parameters of communication and swallowing or other upper aerodigestive functions;
10. counseling individuals, families, coworkers, educators, and other persons in the community regarding acceptance, adaptation, and decision making about communication and swallowing;
11. facilitating the process of obtaining funding for equipment and services related to difficulties with communication and swallowing;
12. serving as case managers, service delivery coordinators, and members of collaborative teams (e.g., individualized family service plan and individualized education program teams, transition planning teams);
13. providing referrals and information to other professionals, agencies, and/or consumer organizations;
14. developing, selecting, and prescribing multimodal augmentative and alternative communication systems, including unaided strategies (e.g., manual signs, gestures) and aided strategies (e.g., speech-generating devices, manual communication boards, picture schedules);
15. providing services to individuals with hearing loss and their families/caregivers (e.g., auditory training for children with cochlear implants and hearing aids; speechreading; speech and language intervention secondary to hearing loss; visual inspection and listening checks of amplification devices for the purpose of troubleshooting, including verification of appropriate battery voltage);
16. addressing behaviors (e.g., perseverative or disruptive actions) and environments (e.g., classroom seating, positioning for swallowing safety or attention, communication opportunities) that affect communication and swallowing;
17. selecting, fitting, and establishing effective use of prosthetic/adaptive devices for communication and swallowing (e.g., tracheoesophageal prostheses, speaking valves, electrolarynges; this service does not include the selection or fitting of sensory devices used by individuals with hearing loss or other auditory perceptual deficits, which falls within the scope of practice of audiologists; ASHA, 2004);
18. providing services to modify or enhance communication performance (e.g., accent modification, transgender voice, care and improvement of the professional voice, personal/professional communication effectiveness).

Prevention and Advocacy

Speech-language pathologists engage in prevention and advocacy activities related to human communication and swallowing. Example activities include

1. improving communication wellness by promoting healthy lifestyle practices that can help prevent communication and swallowing disorders (e.g., cessation of smoking, wearing helmets when bike riding);
2. presenting primary prevention information to individuals and groups known to be at risk for communication disorders and other appropriate groups;
3. providing early identification and early intervention services for communication disorders;
4. advocating for individuals and families through community awareness, health literacy, education, and training programs to promote and facilitate access to full participation in communication, including the elimination of societal, cultural, and linguistic barriers;
5. advising regulatory and legislative agencies on emergency responsiveness to individuals who have communication and swallowing disorders or difficulties;
6. promoting and marketing professional services;
7. advocating at the local, state, and national levels for improved administrative and governmental policies affecting access to services for communication and swallowing;
8. advocating at the local, state, and national levels for funding for research;
9. recruiting potential speech-language pathologists into the profession;
10. participating actively in professional organizations to contribute to best practices in the profession.

Education, Administration, and Research

Speech-language pathologists also serve as educators, administrators, and researchers. Example activities for these roles include

1. educating the public regarding communication and swallowing;
2. educating and providing in-service training to families, caregivers, and other professionals;
3. educating, supervising, and mentoring current and future speech-language pathologists;
4. educating, supervising, and managing speech-language pathology assistants and other support personnel;
5. fostering public awareness of communication and swallowing disorders and their treatment;
6. serving as expert witnesses;
7. administering and managing clinical and academic programs;
8. developing policies, operational procedures, and professional standards;
9. conducting basic and applied/translational research related to communication sciences and disorders, and swallowing.

Practice Settings

Speech-language pathologists provide services in a wide variety of settings, which may include but are not exclusive to

1. public and private schools;
2. early intervention settings, preschools, and day care centers;
3. health care settings (e.g., hospitals, medical rehabilitation facilities, long-term care facilities, home health agencies, clinics, neonatal intensive care units, behavioral/mental health facilities);
4. private practice settings;
5. universities and university clinics;
6. individuals' homes and community residences;
7. supported and competitive employment settings;
8. community, state, and federal agencies and institutions;
9. correctional institutions;
10. research facilities;
11. corporate and industrial settings.
References


Resources

*ASHA Cardinal Documents*


*General Service Delivery Issues*

Admission/Discharge Criteria


Autonomy

Culturally and Linguistically Appropriate Services


Definitions and Terminology


Evidence-Based Practice


Private Practice


Professional Service Programs


Speech-Language Pathology Assistants


Supervision


Clinical Services and Populations

Apraxia of Speech


Auditory Processing


Augmentative and Alternative Communication (AAC)


Aural Rehabilitation


Autism Spectrum Disorders


Cognitive Aspects of Communication


Deaf and Hard of Hearing


---

**Dementia**


---

**Early Intervention**


---

**Fluency**


---

**Hearing Screening**


---

**Language and Literacy**


---

**Mental Retardation/Developmental Disabilities**


---

**Orofacial Myofunctional Disorders**


---

**Prevention**


---

**Severe Disabilities**


---

**Social Aspects of Communication**


---

**Swallowing**


Voice and Resonance


---

**Health Care Services**

**Business Practices in Health Care Settings**


---

**Multiskilling**


Neonatal Intensive Care Unit


Sedation and Anesthetics


Telepractice


School Services

Collaboration

Evaluation

Facilities

Inclusive Practices

Roles and Responsibilities for School-Based Practitioners

“Under the Direction of” Rule


Workload


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**Figures and Tables**

**Figure 1.** Conceptual Framework of ASHA Practice Documents

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**Index terms:** scope of practice


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doi:10.1044/policy.SP2007-00283
Professional Resources

-American Speech, Language, and Hearing Association (ASHA):

The American Speech-Language-Hearing Association is the professional, scientific, and credentialing association for 145,000 members and affiliates who are speech-language pathologists, audiologists, and speech, language, and hearing scientists in the United States and internationally.

Vision: Making effective communication, a human right, accessible and achievable for all.

Mission: Empowering and supporting speech-language pathologists, audiologists, and speech, language, and hearing scientists by:

- Advocating on behalf of persons with communication and related disorders
- Advancing communication science
- Promoting effective human communication

http://www.asha.org

-The Texas Speech, Language, and Hearing Association (TSHA):

The Texas Speech-Language-Hearing Association (TSHA) is a professional membership organization that is the recognized resource in Texas for:

- speech-language pathologists (SLPs)
- audiologists
- the citizens of Texas with speech or hearing disorders (consumers)
- students of speech-language pathology and audiology

Speech-language pathologists and audiologists are highly educated professionals who provide critical, life-changing help for hundreds of thousands of Texans of all ages and from all walks of life.

http://www.Txsha.org

-Panhandle Regional Speech & Hearing Association (PRSHA):

Since 1972, PRSHA has been an active network for professionals and students involved in the areas of speech, audiology and special education for the Amarillo, Texas area.

http://www.prsha.com

-National Student Speech, Language, and Hearing Association (NSSLHA):

The National Student Speech Language Hearing Association is a pre-professional membership association for students interested in the study of communication sciences and disorders.

National membership is available to undergraduate, graduate, or doctoral students enrolled full- or part-time in a communication sciences program or related major.

http://www.nsslha.org
Clinic Materials Checkout Policy

The WTAMU Department of Communication Disorders keeps an inventory of materials available to students for use in internship and externship sites. Much of these materials are donated or are the personal property of instructors who are allowing its use for therapy purposes. Therefore, taking care of the material is of utmost importance. The use of these materials is a privilege not a right and should be treated accordingly.

Materials are available for checkout on Monday-Thursday from 1:00 – 5:00 p.m. If the room is not open, ask the clinic secretary or graduate assistant on duty to let you in. Take all the materials that you wish to check out to the clinic office. All of the clinic materials (tests, therapy materials, resources, etc.) are all bar-coded. The person on duty will check out the material(s) to you.

Please adhere to the following guidelines:

- Only graduate students are allowed to check out materials. If you are an undergraduate, the materials must be checked out through a faculty member under that faculty member’s name.
- After you have chosen your material, you must check out the materials through one of the following people (in this order):
  - Clinical Secretary
  - Graduate Assistant
  - Clinical Instructor
  - Faculty Member
  - Program Secretary
- You MAY NOT use the computer check out system yourself.
- Materials may only be checked out for one week at a time. Supervisor approval is required for any longer periods of time.
- Prior approval from the Clinic Director is required for students in CD 6399 to check out materials for use in external practicum sites.
- You MAY NOT checkout test materials for an undetermined amount of time.
- Please remember that there are other students who may need to use the materials to work with their clients.
- It is the student’s responsibility for the care and return of all material to the clinic office. Materials are to be placed in the specified box at any time the department is open.
- All materials must be checked in before clinic reviews. The student will be given an “incomplete” grade until all materials have been returned or replaced.

For your reference, at the beginning of each semester an updated copy of the clinic materials list will be uploaded onto WT Class in the CD 6398 and 6399 Clinical Practicum Courses.
Useful Resources for Students
15 Building Blocks for Clinical Success

1. Keep SOAP notes and Objectives concise and client-oriented. Do not include what you think or feel.
2. Vary Action words on objectives and lesson plans. Use words such as -- produce, request, respond, develop, recognize, name, identify, etc.
3. Do not scribble if an error occurs. Make 1 line through the error and initial.
4. Include data from beginning to end of treatment to show gains over time. Use %’s and describe therapy based behaviors, not just he/she like activity and had fun. Explain how speech and language changed throughout therapy.
5. Use 3-4 activities per 30 minutes for younger children and 2-3 activities for older children and adults per 60 minutes.
6. Daily: Introduce the activities before you start. “Today we are going to…” Review when finished: What did we do today? What are we going to work on improving? What did we learn?
7. Use confidentiality and don’t post personal information in visible places.
8. ALWAYS check spelling and edit your work.
9. The game/activity is not the end, but, one method to help achieve a goal.
10. Less is more! Reduce redundancy, unnecessary words, and jargon to create diagnostic reports, lessons, home practice, and progress reports.
11. EDUCATE, EDUCATE, EDUCATE!! Parents, caregivers, and patients have no clue what is going on unless you educate them on what and why you doing therapy.
12. Remember: Parents and caregivers are not familiar with our professions terminology, always make sure you use educate/explain in terms they can understand when communicating to them.
13. If you are not making progress… Move to a new goal! Do not perseverate on goals that are not being approached.
14. Ask questions. It will only make you a better clinician.
15. Remember to always show sincere passion in your work. It shows others that you want to be there and want to be treating your clients. If you are sluggish and bored…your clients will be too!
16.
100 ways to say “VERY GOOD”

1. You’ve got it made!
2. Super!
3. That’s right!
4. That’s good!
5. You are very good at that.
6. Good work!
7. Exactly right!
8. You’ve just about got it.
9. You are doing a good job!
10. That’s it!
11. Now you’ve figured it out.
12. Great!
13. I knew you could do it.
14. Congratulations!
15. Not bad.
16. Keep working on it; you’re improving.
17. Now you have it.
18. You are learning fast.
19. Good for you!
20. Couldn’t have done it better myself.
21. Beautiful!
22. One more time and you’ll have it.
23. That’s the right way to do it.
24. You did it that time!
25. You’re getting better and better.
26. You’re on the right track now.
27. Nice going.
28. You haven’t missed a thing.
29. Wow!
30. That’s the way.
31. Keep up the good work.
32. Terrific!
33. Nothing can stop you now.
34. That’s the way to do it.
35. Sensational!
36. You’ve got your brain in gear today.
37. That’s better.
38. Excellent!
39. That was first class work.
40. That’s the best ever.
41. You did that very well.
42. Perfect!
43. That’s better than ever.
44. Much better!
45. Fine!
46. Nice going.
47. Fantastic!
48. Tremendous!
49. That’s great.
50. Congratulations, you got it right!
51. You did a lot of work today.
52. Marvelous!
53. Cool!
54. Now that’s what I call a fine job.
55. You’ve got the hang of it!
56. I’ve never seen anyone do it better.
57. It’s a classic.
58. Right on!
59. Congratulations, you only missed....
60. Keep on trying!
61. Good job!
62. That’s really nice.
63. What neat work!
64. That’s clever.
65. You make it look easy.
66. Muy Bien!
67. Superior work.
68. I knew you could do it.
69. You’re doing fine.
70. Good thinking.
71. Good going.
72. Wonderful!
73. That’s a real work of art.
74. Superb!
75. Good remembering!
76. You’ve got that down pat.
77. You certainly did well today.
78. Keep it up!
79. Outstanding!
80. You’re really improving.
81. You are learning a lot.
82. Good going.
83. I’m impressed.
84. You must have been practicing.
85. That’s it.
86. I like that.
87. Way to go.
88. You’ve just about mastered that.
89. That’s an interesting way of looking at it.
90. That looks like it is going to be a great paper.
91. Super-Duper!
92. Out of sight.
93. It looks like you’ve put a lot of work into this.
94. Good for you!
95. You remembered!
96. Thanks!
97. That’s A work.
98. Very interesting.
99. Good thinking
100. Sweet!!
Source: Sander, “When are speech sounds learned?” JSHD, 37 (February 1972)
Therapeutic Approaches

Therapeutic approach for language disorders/delays…
- Activity based language therapy approach
- Child-centered language therapy approach
- Direct language treatment approaches
- Functional language therapy approach
- Facilitative language therapy approach
- Incidental teaching language therapy approach
- Naturalistic child language therapy approach

Therapeutic approach for phonological disorders/delays…
- Contrast approach (minimal pair/maximal pair)
- Cycles approach
- Distinctive features
- Multiple phoneme approach
- paired Stimuli approach
- phonological process approach
- Sensory-motor approach
- Traditional approach

Therapeutic techniques for articulation…
- Modeling
- Phonetic Placement
- Imitation
- Massed Practice
- Oral Motor exercises

Therapeutic techniques for language…
- Asking/Answering
- Attending
- Carrier Phrases
- Cueing
- Expansion
- Imitation
- Instructions
- Matching massed practice
- Modeling
- Naming narration
- Object manipulation
- Oral reading practice
- Massed Practice
- Parallel-talk
- Peer modeling
- Role playing
Brown’s Stages of Early Morphological Development

Morphology is the study of how morphemes are put together. A morpheme is the smallest meaningful unit of language. Grammatical morphemes apply inflection that signals meaning to nouns, verbs, and adjectives.

<table>
<thead>
<tr>
<th>AGE (MONTHS)</th>
<th>GRAMMATICAL MORPHEMES</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-28</td>
<td>*Present progressive -ing</td>
<td>-crying</td>
</tr>
<tr>
<td>29-38</td>
<td>*Regular plural -s</td>
<td>socks</td>
</tr>
<tr>
<td></td>
<td>*Present progressive -ing without auxiliary</td>
<td>baby crying</td>
</tr>
<tr>
<td></td>
<td>*Semiauxiliaries</td>
<td>gonna, wanna</td>
</tr>
<tr>
<td></td>
<td>*Overgeneralization of past tense -ed</td>
<td>I runned</td>
</tr>
<tr>
<td></td>
<td>*Possessive -s</td>
<td>girl’s hat</td>
</tr>
<tr>
<td></td>
<td>*Present tense auxiliary</td>
<td>-can, will, be</td>
</tr>
<tr>
<td>39-42</td>
<td>*Past tense modals</td>
<td>could, would, should, must</td>
</tr>
<tr>
<td></td>
<td>*”be” verb+present progressive -ing</td>
<td>-The baby is crying</td>
</tr>
<tr>
<td>43-46</td>
<td>*Regular past tense -ed</td>
<td>-He Kicked</td>
</tr>
<tr>
<td></td>
<td>*Irregular past tense</td>
<td>-She ate</td>
</tr>
<tr>
<td></td>
<td>*Regular third-person-singular, present tense</td>
<td>-He drinks</td>
</tr>
<tr>
<td></td>
<td>*Articles</td>
<td>-a boy, the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>tree</td>
</tr>
<tr>
<td>47-50</td>
<td>*Contractible Auxiliary</td>
<td>-The boy’s talking</td>
</tr>
<tr>
<td></td>
<td>*Uncontractible copula</td>
<td>-It is big</td>
</tr>
<tr>
<td></td>
<td>*Uncontractible auxiliary</td>
<td>-He is</td>
</tr>
<tr>
<td></td>
<td></td>
<td>swimming</td>
</tr>
<tr>
<td></td>
<td>*Irregular third-person singular</td>
<td>-She has it</td>
</tr>
<tr>
<td></td>
<td>*Past tense “be” verb</td>
<td>-She was dancing</td>
</tr>
</tbody>
</table>

Bowen (http://members.tripod.com/Caroline_Bowen/?BrownsStages.htm); Brown (1973); Haskill, Tyler, & Tolbert (2001).
Quick References for the Major Areas of Speech-Language Pathology

**ARTICULATION DISORDERS**

- The following website provides general information on articulation disorders:
  
  http://www.speech-language-development.com/articulation-skills.html

**LANGUAGE DISORDERS**

- The following website provides general information on articulation disorders:
  
  http://www.asha.org/public/speech/disorders/AdultSandL.htm

**VOICE DISORDERS**

- The following website provides video stroboscopy examples of many different voice pathologies:
  
  http://www.entusa.com/larynx_videos.htm#vocal%20cords%20paralysis

- The following website provides general information on voice disorders:
  
  http://www.asha.org/public/speech/disorders/voice/
  http://www.nyee.edu/cfv-larynx-disorders.html

**NEUROLOGICAL SPEECH DISORDERS**

- The following website provides detailed descriptions of neurological speech disorders:
  
  http://www.speechdisorder.co.uk/neurological-disorders.html

- The following website provides links to many different sites for neurological disorders. Some are neurological communication disorders some are general neurological disorders that could cause secondary communication deficits:
  
  http://faculty.washington.edu/chudler/disorders.html

**AUDIOLOGY**

- The following website provides links to associations for audiology:
  

**MOTOR SPEECH DISORDERS**

- The following website defines different motor speech disorders:
  
  http://www.d.umn.edu/~mmizuko/2230/msd.htm

- The following website defines motor speech disorders in children:
  
  http://www.asha.org/public/speech/disorders/childhoodapraxia/

**FLUENCY**

- The following website defines and describes different fluency disorders:
  
  http://www.everyday-wisdom.com/fluency-disorders.html
SOCIAL ASPECTS

- The following website provides information regarding pragmatics and social aspects:
  http://www.asha.org/public/speech/development/pragmatics.htm

AAC

- The following website provides vast amounts of information regarding Augmentative Alternative Communication:
  http://www.lburkhart.com/links.htm

DYSPHAGIA

Dysphagia: is the medical term for the symptom of difficulty in swallowing. The following website provides information regarding dysphagia and related disorders.

  - The following websites provide information explaining dysphagia in detail:
    http://www.webmd.com/digestive-disorders/tc/difficulty-swallowing-dysphagia-overview
  
  - The following website provides information regarding Modified Barium Swallow (MBS) studies:
    http://www.radiologyassistant.nl/en/440bca82f1b77

Diet Consistencies

Liquids:
- Thin- is liquid without modification. It is the consistency of water.
- Nectar- is liquid that has been slightly thickened. It is the consistency of buttermilk.
- Honey- is liquid that has been modified to be the consistency of bee’s honey.
- Pudding- is liquid that has been modified to be the consistency of pudding.

Solids:
- Regular- is a meal without any type of modification.
- Mechanical Soft- Is the diet texture where all material is chopped and/or separated. Each individual piece of food should be no bigger than a grain of rice.
- Pureed- is the diet texture where all food is processed and is pureed to a smooth consistency with no lumps. All pureed food should be the consistency of baby food.

Full Liquid Diets:
- Clear liquid diet- This is a diet modification where everything given to the individual is a transparent thin liquid. Examples: Broths, jello, apple juice, etc.
- Full Liquid Nectar Thick Diet- This is the diet modification where everything given to the individual is a liquid that is nectar thick consistency. This does not have to be only clear liquids. Examples: tomato soup, nectar thick broths, nectar thick juices, etc.
Other Online Resources for SLP’s

http://asha.org/
http://txsha.org
http://www.speakingofspeech.com/
http://www.mnsu.edu/comdis/kuster2/sptherapy.html
http://www.speechlanguage-resources.com/
http://www.listen-up.org/edu/speech.htm
http://speech-language-therapy.com/freebies.htm
http://www.angelfire.com/nm2/speechtherapyideas/
http://www.speech-languagepathologist.org/
http://slpath.com/
http://www.speechteach.com/
http://www.speechpathology.com/ask-the-experts/speech-therapy-resources-for-down-1145
http://www.speechforkids.com/
http://www.etsu.edu/crhs/aslp/speechpathology/links.aspx
http://www.therapro.com/
http://www.iidc.indiana.edu/?pageIndex=514