



STUDENT CLINICIAN HANDBOOK

**FLORIDA ATLANTIC UNIVERSITY
COMMUNICATION DISORDERS CLINIC
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TABLE OF CONTENTS

	PAGES
PROGRAM DESCRIPTION	4
- Location	
- Services	
CDC PHILOSOPHY	5
- Hours and fees	
GENERAL CDC REGULATIONS	6
CLINIC FORMS	8
CONFIDENTIALITY POLICY	10
-Records Acquisition and Release Policy	
CLINICAL PRACTICUM PROGRAM	11
- Purpose	
- Academic Enrollment	
ON CAMPUS PRACTICUM	12
- Scheduling Procedures	
- Credits and Scheduling of Practicum Hours	
SPEECH AND LANGUAGE PRACTICUM	14
AUDIOLOGY PRACTCUM	14
DRESS CODE	14
ATTENDANCE	15
- Sign Out Procedures for Client Folders	
DIAGNOSTIC PROCEDURES	16
DIAGNOSTIC CHECKLIST	17
- Diagnostic Report	
DESCRIPTION OF PROCEDURES	18
- Security of Records	
TREATMENT OF PROCEDURES	19
WEEKLY LOG OF PRACTICUM HOURS	20
- Semester and cummulative practicum hours	

SEMESTER PRACTICUM EVALUATION	21
- Clinic Announcements	
- Practicum Class	
- Penalty for Violation of Clinic Policies	
- Special Student Accommodations	
EXTERNSHIP PROCEDURES	22
STUDENT CODE OF CLINICAL BEHAVIOR FOR THE EXTERNSHIP EXPERIENCE	23

PROGRAM DESCRIPTION

LOCATION

The Florida Atlantic University-Communication Disorders Clinic (FAU-CDC) is located on the fourth floor of the College of Education building on the Boca Raton campus.

SERVICES

The FAU-CDC provides diagnostic and treatment services for individuals with communication disorders. Additionally, the CDC serves as the on-campus training facility for graduate students enrolled in the Communication Disorders Program in the Department of Communication Sciences & Disorders.

Clients from infancy to senior adulthood attend the FAU-CDC and are referred by physicians, state and voluntary health agencies, schools in Broward and Palm Beach Counties, friends, former clients, and by self-referral. Most of the individuals receiving services at the FAU-CDC are residents of Southern Florida. Services are provided, on a space available basis, to non-residents who are spending the winter in Florida.

Clinical services are provided by graduate students who are pursuing a Master's degree in Communication Disorders. These graduate student clinicians are supervised by speech-language pathologists and audiologists who are certified by the American Speech-Language-Hearing Association, hold Florida State licensure, and are employed by Florida Atlantic University. Treatment is available for, but not limited to the following disorders:

- * Articulation and Phonological Disorders
- * Auditory Perceptual and Processing Disorders
- * Aural Habilitation/Rehabilitation for the Hearing Impaired
- * Developmental Language Disorders (birth to 21 years)
- * Fluency Disorders
- * Laryngectomy
- * Voice Disorders
- * Neurologically-based Language and Speech Disorders (i.e. aphasia, TBI, apraxia, dysarthria)
- * Oral Motor Disorders
- * Language Learning Disorders
- * Nonvocal Communication (augmentative communication)

The CDC also houses a lending library for augmentative communication systems. A variety of speech aids are available for assessment and communication. Other materials include switches, pointers and switch-mounting brackets. The CDC maintains a videotape library as well. For training purposes, students can view treatment segments with appropriate text to learn about various communication disorders and methods of treatment across the age span.

The Florida Atlantic University Communication Disorders Clinic (FAU-CDC) meets and/or exceeds the clinical supervision requirements of the American Speech-Language-Hearing Association's (ASHA) and the Council on Academic Accreditation (CAA).

CDC PHILOSOPHY

Services at the FAU-CDC are open and available to all individuals, regardless of age, gender, race, ethnicity, religion, or sexual preference. The purpose of the clinic is three-fold:

- * To provide rich, varied and quality clinical experiences for graduate student clinicians enrolled in the Communication Disorders Program at Florida Atlantic University.
- * To provide quality speech, language, and hearing diagnostic and habilitation/rehabilitation services to all interested persons within the FAU service area.
- * To serve as both a source of diagnostic and treatment information and as a CDC for continuing education for practicing professionals in communication disorders, medical, and educational disciplines.

CDC HOURS AND FEES

Hours: The CDC is open for speech, language and hearing services Monday through Friday. Treatment and evaluation sessions are scheduled to coincide with the FAU academic calendar. Students are able to access clinic materials and client files from Monday through Friday.

Fees: The CDC charges fees to enable it to meet operating expenses. Treatment services are provided for ten, 50-minute sessions per semester or for twenty, 50-minute sessions per semester. Full time FAU faculty, staff, and their immediate families are charged for speech-language-hearing services at half the standard fee. Full time **FAU** students are charged a reduced fee.

GENERAL CDC REGULATIONS

The Communication Disorders Clinic at FAU is a professional facility, in addition to being a training site for graduate student clinicians in the Department of Communication Sciences & Disorders. The following regulations should help you maintain that image for our clients and help you to understand clinic requirements. If special circumstances arise that are not covered in the Student Clinician Handbook, consult directly with your supervisor or the Clinic Director. **DO NOT LEAVE MESSAGES OR DEPEND UPON SECOND HAND INFORMATION TO RESOLVE PROBLEMS.** Any violations of the regulations will be dealt with by the Clinic Director.

1. Smoking is not permitted in the College of Education Building. Students or clients who feel that they must smoke are asked to smoke outside of the building in designated areas.
2. Books and other personal belongings should not be left unattended in the waiting room or in treatment rooms. The student workroom (Rm. 453) may be used for personal belongings and clinic materials. Lockers are available for student use.
3. Student clinicians share the responsibility for the CDC's daily appearance and smooth operation. It is expected that students will clean up after each treatment session and leave the treatment room in excellent condition for the next clinician and client. It is expected that students will return ALL supplies, tests, and workbooks to the appropriate shelves and cabinets. A weekly CDC "clean-up" schedule is distributed each semester, with one or more students being responsible for keeping up the CDC's appearance.
4. CDC tests, materials, and equipment must be SIGNED OUT . Individual cases will be considered by the Clinic Director, should a student wish to borrow a test or materials for a class presentation or for use at an off-campus site. Arrangements must be made well in advance to borrow CDC materials. Students should be aware that CDC operation is the first priority and that tests and materials will not be approved for loan if needed during the treatment day or for an evaluation. Students who are found to have CDC materials and tests out of the CDC, without the CDC Director's permission should expect to be docked one practicum grade for the semester.
5. Food should not be used in conjunction with treatment unless permission has been obtained from your supervisor and the client's parents or in the case of a disabled adult from that adult's spouse/caregiver. All left over food should be promptly disposed of after the session. Students may not eat in the waiting room, the treatment rooms, or the observation rooms. Students are asked to limit their "munching" to the student workroom or areas outside of the CDC.
6. Unauthorized individuals are not permitted to observe treatment or evaluation sessions. Students in courses that require observation of clinical sessions have strict guidelines to follow (see Appendix). If observers are disturbing sessions in any way, the student clinicians should notify their observers, supervisors, or the CDC Director. Observers who have not complied with a clinician's request for silence will be asked to leave by the CDC Director or clinical supervisor.

7. Student clinicians should familiarize themselves with the tests and materials stored in Rooms 422 and 424. These tests and materials are available for student clinician use during CDC hours. INFORMATION IN THE CLIENT RECORDS INCLUDING INFORMATION IN THE VIDEOTAPE LIBRARY NOTEBOOK MAY NEVER LEAVE THE CLINIC.
8. All clinical materials should be returned IMMEDIATELY after each session to make them available to other student clinicians.
9. Rm. 453 is available to student clinicians as a work area. This room can be used for reviewing client reports, planning evaluation and treatment sessions, and report writing. Unoccupied therapy rooms may also be used.

CLINIC FORMS

Samples of the forms used in processing a case from referral to termination of services are included in the Appendix. The name and purpose of each form is explained below.

AUTHORIZATION TO PHOTOGRAPH/VIDEOTAPE FORM - Authorizes students, faculty, and staff to audiotape, photograph, and/or videotape treatment sessions for teaching and instructional purposes on campus.

CASE HISTORY FORM - Provides developmental, medical, behavioral, educational, speech/language, and familial information on clients. In the case of children, the form is completed by the parent or guardian. The adult case history form is completed by the client or, because of disability, the client's spouse, a referral source, or a designated agent. There are two adult case history forms: one for adults with neurologically based speech-language problems and one for adults with other types of speech-language problems.

DISPOSITION FORM - Provides a chronological record of events related to treatment such as significant phone calls, school visits, parent conferences or requests for referrals to other professionals.

CLINICAL OBSERVATION AUTHORIZATION FORM - Authorizes faculty, staff, or students enrolled in the Communication Disorders Program, to observe treatment sessions. Student observers are given a list of rules and regulations for observations, which are vigorously enforced. A copy of these rules and regulations is provided in the Appendix.

CONFIDENTIALITY OF RECORDS FORM - Explains the CDC's policy regarding the confidentiality of client records. This form authorizes faculty, staff, and student clinicians to use the information obtained on a client for the purpose of providing diagnostic or therapeutic intervention.

DIAGNOSTIC REPORT - Provides diagnostic/evaluation results and information following a client's diagnostic evaluation at the CDC. The report provides the results of both formal and informal testing and makes recommendations regarding treatment and/or the need for additional services. If additional services are recommended, a prognosis statement is made about the client's potential for improvement and progress. A first draft of the diagnostic report is to be submitted within one week following the date of the evaluation. The diagnostic report is to be completed within 10 working days following the date of the evaluation.

INTAKE FORM/FACE SHEET - Provides initial referral information to clinical personnel, with specific details on the reason for the referral, the name of the referral source, information sent and received, appointment information, and case disposition.

PROJECTED TREATMENT PLAN (PTP) - Provides information on semester goals and the overall treatment plan for each client. Projected treatment plans are typically submitted after a client's fourth clinical session.

RELEASE OF INFORMATION FORM - Authorizes the CDC to release clients' records to a designated individual or agency.

REQUEST FOR INFORMATION FORM - Authorizes the CDC to obtain information on a client from another individual or agency, e.g. referral source, physician, educational facility, or hospital.

SEMESTER TREATMENT REPORT - Provides a final summary of the progress of treatment during the semester. Progress toward semester goals is documented and reviewed. A prognosis for further improvement and specific suggested treatment goals are included. Semester reports are completed prior to the submission of grades for each academic semester.

SESSION PLAN FORM - Provides information on weekly treatment goals, rationales, procedures, criterion, reinforcement type and schedule, and materials to be used. Session plans are submitted on a weekly basis, at least 2 working days prior to the date of the scheduled session.

SOAP NOTE – Stands for subjective, objective, assessment/analysis, and plan. Provides chronological information on progress in each treatment session. Includes dates of canceled sessions.

TREATMENT RESERVATION FORM - Provides the CDC with information regarding a client's availability for treatment and the length and frequency of treatment sessions. Clients are asked to fill out the form following their diagnostic evaluation and then again during each treatment term.

CONFIDENTIALITY POLICY

Clients who attend the Clinic have a right to privacy in obtaining services from the Clinic. All matters concerning client behavior and case management must be kept strictly confidential. It is expected that the clinician will be familiar with and adhere to the CDC's policies and rules regarding confidentiality. Student clinicians are not to discuss a client in the hallways or the waiting room. If discussing a client in the student workroom (Rm. 453), please be certain that the door is closed during the discussion. If information is needed from a parent or client, the clinician should conduct any discussion in the client's treatment room. It is required that the supervisor be informed and/or be present when a student clinician is planning a parent or spouse conference. Supervisors will use their judgment in determining their involvement in the conference.

RECORDS ACQUISITION AND RELEASE POLICY

Reports may be requested on a client from another agency to assist in coordination of services or to obtain background information on previous evaluations or treatment. Prior to requesting information about the client from another agency or individual, it is required that a "Permission to Release Records" form be on file in the client's chart. If this form is not present, is more than one year old, or is not for the agency or individual from whom the information has been requested, the client or his/her designated agent must sign a new form. When information is requested, a notation should be made on the disposition sheet indicating to whom the request has been sent and the type of information being requested. In some cases, clients may provide the Clinic with copies of reports from other individuals or agencies. Copies provided by the client are acceptable and are filed in the client's treatment file.

Information stored in a client's record may be sent to or discussed with an individual or agency, if such information is determined to be helpful in the continued evaluation and treatment of a client. A client's records may be released or discussed only if the "Release of Information" form is in the client's file, has been signed within the last calendar year, and is for the agency or individual requesting the information. If the "Release of Information" form is more than one year old, the client or his/her designated agent must sign a new "Release of Information" form. The information sent and the date, and to whom the information was sent must be entered on the disposition form in the client's folder. A client may specify which portions or parts of his/her file are to be released or discussed. Under no circumstances is information to be released or discussed without the express permission and signed consent of the client. This includes information that an agency or individual may request over the telephone. Should an agency or individual call requesting information about a client at the CDC, the client must be contacted and a signed consent placed in the chart prior to any discussion of that client with an individual or agency. The information discussed, the individual with whom the information was discussed, and the agency or group that the individual is associated with must be entered on the disposition form in the client's folder.

CLINICAL PRACTICUM PROGRAM

PURPOSE

The purpose of the Clinical Practicum is to provide graduate students, majoring in Communication Disorders, with opportunities to observe and receive training in the evaluation and treatment of individuals with a variety of speech/language and/or hearing disorders. Students are trained by University faculty and staff and by speech-language-hearing professionals who practice in a variety of off-campus clinical settings. The Clinical Practicum program provides student clinicians with opportunities to obtain clock hours for the supervised clinical experience required for certification by the American Speech-Language-Hearing Association and for state licensure.

ACADEMIC ENROLLMENT

Students majoring in Communication Disorders are required to enroll in SPA 6505, Clinical Practicum in Speech. However, STUDENTS WILL NOT BE ALLOWED TO BEGIN CLINICAL PRACTICUM UNTIL THEY HAVE PROVIDED DOCUMENTATION OF COMPLETION OF THEIR 25 HOURS OF SUPERVISED OBSERVATION, as required by ASHA. Students are also required to purchase professional liability insurance during the first semester of the graduate program. The Clinic Director will have applications for this insurance. Students will have to have a copy of their insurance binders on file before they begin "shadowing"/ treating clients at the FAU-CDC. A required background check must be completed by October 15th of the year in which you entered the program.

Students should not expect to be scheduled for only the number of clients that will provide them with the minimum hour requirement. Since ASHA requires a minimum of 400 hours of clinical experience to be obtained at the graduate level, students pursuing a Master's degree in Communication Disorders are required to enroll for a minimum of 14 semester hours of practicum at FAU. Practicum requirements within the master's sequence will be individually assigned to enable students to comply with ASHA regulations and Florida State licensure regarding practicum.

Students will not be allowed to obtain clock hours by enrolling in practicum for the summer semester, ONLY. Once a student begins clinical practicum, he/she must enroll in practicum for all subsequent semesters, until all clock hours are obtained.

Students who hold a Bachelor's degree in Speech-Language Pathology, have completed their 25 hours of supervised clinical observation, and have provided proof of liability insurance, are eligible to enroll in Clinical Practicum during their second semester in the CSD program. Individuals with an undergraduate degree in another field must complete a series of courses (including the prerequisite core) designed to provide sufficient background on the nature, evaluation, and treatment of communication disorders, before they are eligible to enroll in SPA 6505. It is not possible to begin graduate course work until all prerequisites have been completed.

ON CAMPUS PRACTICUM

All students begin their clinical training at the Communication Disorders Clinic or at designated sites located on the Boca Raton campus of Florida Atlantic University. Supervision at the FAU-CDC is provided by members of the faculty and staff of the Communication Disorders Program or by adjunct faculty. All faculty and staff, who provide practicum supervision at the FAU-CDC, hold the Certificate of Clinical Competence in Speech-Language Pathology, Audiology, or Speech-Language Pathology/Audiology from the American Speech-Language Hearing Association and Florida State licensure.

Successful completion of practicum is considered to be a minimum clinical grade of "B" for each treatment semester. Students who did not receive a "B" in practicum at the end of the treatment semester will be required to repeat the practicum credits. Students will not receive practicum credit or practicum hours for any semester in which they have not received a minimum clinic grade of "B". The student is required to register to take SPA 6505 for the number of credits to be repeated. **Practicum hours completed during the semester for which the student failed to earn a "B" will not count towards the 400 practicum hours requirement and must be repeated completely.**

SCHEDULING PROCEDURES

The Communication Disorder Clinic's treatment schedule is prepared at the beginning of each academic semester by the CDC Director. Students are assigned clients based upon the disorder coursework that they have completed and their levels of clinical competency. The CDC secretary, clinical supervisor(s), and CDC Director maintain copies of the treatment schedule. The CDC secretary maintains a master list of room assignments, which are also posted in the client records room and the student clinician workroom. Treatment sessions are scheduled for 50 minutes, with frequency of sessions dictated by client needs. **STUDENT CLINICIANS ARE NOT TO MAKE CHANGES IN THE TREATMENT SCHEDULE. CHANGES IN THE TREATMENT SCHEDULE ARE MADE BY THE CDC DIRECTOR, ONLY.**

CREDITS AND SCHEDULING OF PRACTICUM HOURS

A Student Schedule Form must be submitted to the CDC Director for every semester of practicum. Students will be scheduled for clients during times they are not in class and according to the schedules of the clinical supervisory faculty and staff. The Communication Disorders Program is not responsible for students who are not scheduled for clients because they have restricted schedules. Students should be aware, however that the time needed to complete practicum requirements will be lengthened or they may be asked to withdraw from practicum.

STUDENTS DO NOT DECIDE WHETHER THEY WILL ACCEPT A CLIENT. STUDENTS WILL BE SCHEDULED FOR CLIENTS DURING THEIR TIMES OF AVAILABILITY AND DEPENDENT UPON THE DISORDER COURSES THAT THEY HAVE COMPLETED.

Any student refusing to accept a client during a stated time of availability will be invited to discontinue practicum for the semester. Practicum hours are assigned as much as is possible to meet student hour needs. However, the FAU-CDC is a full service, professional clinic and will not turn away clients because of a student's unwillingness to comply with practicum requirements. Further, students should not consider doing the "minimum" number of practicum hours as satisfactory. The more practicum hours students accumulate, the more attractive they are to prospective employers. In the event that ASHA disputes hours earned, it is always prudent to have more practicum hours than the minimum required.

The Communication Disorders Program, the faculty and staff, and the FAU-CDC will not be held accountable for students who fail to earn adequate hours due to an unwillingness to comply with practicum requirements. There will be NO GRADES of "Incomplete" given for practicum. Failure to complete practicum hour requirements will result in an immediate "F" for the semester. The Clinic Director will evaluate extenuating circumstances on a case-by-case basis.

Students are to provide schedules that meet the following credit/practicum hour requirements:

- **ON-CAMPUS** practicum is two credits for each of three semesters. Students registering for practicum will be scheduled to treat clients once or twice a week. These hours are in addition to the weekly 2 hour clinical practicum class and scheduled diagnostic evaluations. Questions about scheduling should be directed to Mrs. Hess.
- **Students are required to establish a weekly supervisory session, generally ½ hour long with each of their supervisors.**
- Students who cannot comply with clinical practicum requirements are advised not to register for clinical practicum. Those who fail to comply and register will not be assigned clients. Please remember, however, that enrollment in clinic must be continuous. If a student cannot enroll in **five** consecutive semesters, or if the student feels that an exception to the above scheduling guidelines is warranted, that student must present the matter, in a formal written petition to the CSD petitions committee Dr. Ali Danesh is the chair of the petition committee.

Screenings & Diagnostic Evaluations: The diagnostic schedule is prepared by the Clinic Director and clinical secretary. Updated copies of the diagnostic schedule are posted in the student work room. **It is the responsibility of each clinician to monitor the schedule for changes.** Generally, diagnostic sessions are scheduled for one to two hour periods. If an evaluation can not be completed within the scheduled appointment time, additional sessions may be scheduled.

SPEECH AND LANGUAGE PRACTICUM

Once the client assignments are made, students **MUST** arrange a meeting with their clinic supervisor or (supervisors) to discuss client treatment plans. Students will not be allowed to begin treating their clients until this meeting has occurred and treatment plans have been approved. **Students should plan to meet with their supervisors one week prior to the client's initial appointment.**

AUDIOLOGY PRACTICUM

Dr. Ali Danesh

Audiology Clinic Coordinator

All students enrolled in clinical practicum (SPA 6505) are required to participate in audiology practicum as part of their clinical experience. Audiology practicum sessions are an integral part of the clinical practicum experience. Students are required to earn 20 hours of audiology practicum prior to going off-campus for their first externship experience. The 20 hours of audiology practicum are in addition to the 100 speech and language hours required for an off-campus placement.

There are 2 sections of audiology practicum. The sessions meet twice a week and are limited to five students per session. Each section runs for the entire clinic semester. You will be assigned to an audiology section. Third semester students will be given preference for scheduling. You will be notified of your audiology section when you receive your clinic assignment. Students will receive a grade for audiology practicum that will be figured into their total clinical practicum grade for that semester. All of the audiology hours must be earned under the supervision of a certified audiologist.

DRESS CODE

As with all other aspects of conduct related to the student clinician's role as a CDC staff member, the student is expected to dress appropriately for treatment sessions. Clients will judge the professionalism of the CDC staff by both student clinician's behavior and appearance. In many cases, such as in a diagnostic session, there may be only one contact between a client and the CDC.

Dress for all clinicians should be appropriate for a professional setting. Male clinicians are required to wear a dress shirt with a collar (t-shirts and tank tops are not acceptable) and a pair of slacks. Male clinicians may wear jackets or sweaters, if they choose. Female clinicians may wear dresses, suits, skirts, dress slacks, jumpsuits, blouses, and sweaters. Tops that reveal cleavage, (eg. halter tops, sheer blouses, tank tops, tube tops) and overly short skirts are not acceptable. **UNDER NO CIRCUMSTANCES ARE CLINICIANS PERMITTED TO WEAR JEANS, GYM OR SPORT SHORTS, BEACH ATTIRE, FLIP FLOPS, OR WARM UP SUITS.** Footwear should be appropriate for a professional setting.

ATTENDANCE

Student clinicians are required to arrive at the CDC AT LEAST 30 MINUTES BEFORE a clinical session. This time is to be used for preparation and/or meeting with the supervisor. Tardiness will be taken into consideration by the supervisor when evaluating a clinician's performance on the practicum evaluation form. Students who are consistently late (more than 2 late arrivals) for their treatment sessions will be docked one clinical hour for each subsequent late arrival. Continued tardiness may result in re-assignment of the client to another clinician and dismissal from the practicum for the remainder of the semester. The student will be required to continue the clinic seminar.

Student should keep a list of their supervisors and their clients contact information. Student who find it necessary to cancel a treatment session should take the following actions:

1. Notify client of cancellation
2. Notify supervisor
3. Notify the CDC secretary

If the student is unable to make direct contact with the client the student must notify the CDC secretary. All sessions cancelled by the student clinician or supervisor MUST be made up at the end of the semester. The student should contact any client who misses a treatment session without notifying the CDC.

A client who misses three consecutive sessions and does not notify the CDC of absences will be sent a letter from the CDC Director, informing him/her that treatment has been discontinued. A copy of the letter will be placed in the client's file and the file will be placed in the Inactive File. A semester treatment report will be prepared if six or more clinical sessions have been held. If less than six sessions have been attended, a detailed S.O.A.P. note should be entered in the file.

SIGN OUT PROCEDURES FOR CLIENT FOLDERS

Each student clinician is responsible for keeping his/her clients' files current and in order. The CDC format for file organization (see Appendix) must be followed and is posted on the bulletin board in the Student Work Room (Rm. 453). A demo file is also available in Room 424. Anytime a client file is examined, the person reviewing the file must sign it out using the sign-out cards located on top of the file cabinet. The clinician should place his/her name, date, and time of sign out on the card and place the card in the file cabinet where the client's file would be. Upon returning the file to the Records Room, the student should remove the sign-out card and log the time of return on the card.

DIAGNOSTIC PROCEDURES

Students will receive several diagnostic assignments, based upon their availability and the client pool, as part of their practicum experience. The student will be notified by the Clinic director of the day, time, client, primary disorder, and supervisor for each evaluation. Once a student has received a diagnostic assignment, he/she should locate the client's file in the "TO BE EVALUATED" file drawer and thoroughly review all referral and case history information. The student should then schedule an appointment to discuss his/her plan for the evaluation with the clinical supervisor. STUDENT CLINICIANS should call the client 24 hours in advance of their appointment to confirm the appointment and to obtain any additional information, which may be required prior to the evaluation. An inventory of tests is available in Room 424. Student clinicians may check out tests to review procedures for administration and test interpretation with the permission of the Clinic Director or the Clinic supervisory staff. The Clinic Director or clinical supervisors may, in certain instances, approve signing out a test OVERNIGHT after ascertaining that the test has not been scheduled to be used prior to its return. Student clinicians should make certain that they are familiar with all tests that they are planning to administer to a client.

The student clinician is required to arrive at least 30 minutes prior to the time of the evaluation session to allow sufficient time to prepare the treatment room and discuss the diagnostic plan with the supervisor.

When the client arrives, the clinician must be available to greet him/her. The diagnostic plan is briefly discussed with the client or parent, depending on the client's age. At the discretion of the supervisor and the student clinician, the client's parent(s), spouse, caretaker, or significant other may accompany the client into the treatment room. If the parent(s), spouse, or other individual accompanying the client is not to be in the treatment room, the student clinician should be certain that the individual accompanying the client knows where to observe and how to use the observation equipment.

The client is then given the test battery (informal and formal) as indicated in the diagnostic plan. Diagnostic evaluations may require more than one visit to the Communication Disorders Clinic, depending upon the age and cooperation of the client. If additional testing is necessary, the Clinic Director or clinical supervisor should be consulted about scheduling diagnostic treatment or another evaluation session.

At the conclusion of testing, the clinician(s) meet(s) with the supervisor to discuss the results and recommendations for client management. A conference is held with the client and/or parent(s)/spouse to summarize the general findings of the evaluation immediately following the student's conference with the clinical supervisor. Appropriate recommendations and/or referrals are made at that time. The client or parent/spouse is informed that the evaluation will be mailed within two weeks. A request can be made for additional copies of the report to be sent to the referral source or designated agents.

The supervisor will meet with the clinician(s) after the evaluation session to discuss the areas to be addressed in the evaluation report, including test findings and recommendations. During the evaluation, the supervisor will evaluate the clinician's performance. A copy of the diagnostic evaluation form is included in the Appendix.

DIAGNOSTIC CHECKLIST (TO ACCOMPANY EVALUATION ASSIGNMENT)

1. Students must come to their planning session with their supervisor and bring:
 - A. Choice of test (s)
 - B. Rationale for each test
2. Two days prior to evaluation students telephone call to parents or individuals to confirm the appointment.
3. If case history form is not in file complete it on the day of evaluation.
4. Rough draft of diagnostic report is due to supervisor within 1 week.
5. When draft of report has been corrected students have ONE WEEK to make changes and re-submit to the supervisor for signature.
6. Students responsible for sending approved copy to parents or individual immediately. Please ask Maria for FAU stationary for the approved copy. When the report is ready give it to Maria for mailing.
7. Students responsible for placing final copy of report, (also on FAU stationary) in client's file. Notify the Clinic Director, in writing, the date the secretary received your report as well as whether or not the client was recommended for therapy.
8. Follow up phone call by student clinicians and supervisor to parents or (individual) to discuss test results and recommendations in a conference call.

DIAGNOSTIC REPORT

Following completion of the evaluation, a report is prepared with recommendations regarding client management. If treatment is recommended, the client's name is submitted to the Clinic Director, who will assign the client to a clinician and a supervisor on a space available basis. If there are no openings available in the Clinic schedule, the file is placed in the "Waiting for Treatment" file cabinet in the Records Room.

A rough draft of the diagnostic report **MUST** be submitted to the supervisor no later than one week after the completion of the evaluation. The CDC format for diagnostic reports **MUST** be followed. The diagnostic report guidelines can be located in the Appendix of this document. The clinician's draft should be left in the supervisor's mailbox. Once approved the final draft **MUST BE NEATLY** typed on FAU stationary, resubmitted to the supervisor for final review before it is signed, filed, and given to the secretary for mailing.

DESCRIPTION OF PROCEDURES

As a client progresses from the initial referral to termination of habilitation/ rehabilitation services, the individual's record may be filed as follows:

IN-TAKE FORM/FACE SHEET FILE - contains all in-take form/face sheets arranged chronologically according to the date of in-take. Following the receipt of the client's case history information and reports from other agencies, a file is created for the client and the in-take form/face sheet is placed in the first section of the client's file.

CURRENT TREATMENT FILE - contains the folders of clients who are currently receiving services at the FAU-CDC. Folders are arranged alphabetically and located in a locked file cabinet in Room 416 of the CDC.

INACTIVE FILE - contains the folders of all clients for whom services are not recommended or for whom services have been terminated or discontinued. Folders are arranged alphabetically.

WAITING FOR EVALUATION FILE - contains the folders of all clients who are on the waiting list for an evaluation. These folders are located in a locked file cabinet in room 416 of the CDC. The folders remain in this file until an opening for an evaluation becomes available.

WAITING FOR TREATMENT FILE - contains the folders of all clients who are on the waiting list for treatment. These files are located in a locked file cabinet in room 416 of the CDC. The folders remain in this file until an opening on the CDC's treatment schedule becomes available.

SECURITY OF RECORDS

All client records, active cases and those waiting for treatment and evaluation appointments are kept in a locked file cabinet in the Records Room (room 416) at the CDC.

The In-Take Form/Face Sheet File and the diagnostic schedule and appointment book are maintained by the CDC secretary.

All records are available to faculty, staff, and student clinicians during the operating hours of the CDC. Records must be signed out before they can be removed from the Records Room. Client records may be reviewed in the student workroom or an empty treatment room ONLY. FILES, TEST FORMS OR PROTOCOLS, CASE HISTORY FORMS, AND REPORTS OR CORRESPONDENCE CONTAINED IN THE CLIENT'S CHART ARE NOT PERMITTED TO LEAVE THE BUILDING! Anyone found in violation of this rule will receive a grade of "C" for that treatment semester and will be required to repeat the practicum and the practicum hours.

TREATMENT PROCEDURES

All clients must have a speech and language evaluation prior to enrollment in treatment. Individuals who can provide the Clinic with a copy of a speech/language evaluation completed within the last six months do not need to be scheduled for a diagnostic evaluation and can be enrolled in treatment immediately, when there is an opening.

A PROJECTED TREATMENT PLAN (PTP) must be prepared after baselining measures are obtained and the clinician has seen the client four times. The student clinician should meet with the supervisor to discuss the specific semester goals prior to preparing the rough draft of the PTP. A rough draft of the PTP is then submitted to the supervisor for review. The CDC format must be used. A copy of the form is included in the Appendix, along with guidelines for preparing the PTP. The final approved PTP is placed in the client's file. A conference **MUST BE** held with the family (with the supervisor present) to share the treatment plan and to answer questions.

SESSION PLANS for each client are to be submitted to your supervisor each week on the Clinic's session plan form. The plan should include the session goals/objectives, rationales, appropriate procedures, criterion level, reinforcement type and schedule, and materials to be used. Your plan must be approved by the assigned supervisor prior to the treatment session.

An example of the Session Plan format is included in the appendix. It is the responsibility of the clinician to plan and implement therapy sessions. Written plans will aid the student clinician in the development of independent problem-solving skills and self-analysis. They also provide a vehicle for supervisory feedback.

SOAP NOTES for each client are to be submitted to the clinical supervisor after each session for the previous week's treatment sessions. These notes provide information regarding the efficacy of treatment techniques, materials, reinforcement, analysis of client performance, clinician performance and how the latter affects client responses. SOAPS are submitted throughout the semester.

WORKSHEET FOR ANALYSIS OF CLINICAL SESSION is submitted weekly to a clinical supervisor by each clinician on the client of her choice to analyze one session per week in depth.

A DISPOSITION FORM is kept in each client's record. This should reflect all significant phone calls, parent/spouse conferences, referrals recommended, re-evaluation dates, consultations, and sessions canceled by the client or clinician. If additional diagnostic procedures are performed, they should be entered here as well.

A SEMESTER TREATMENT REPORT is prepared for each client at the end of each semester, at the time of the client's discharge from treatment, or before a client is transferred to another student clinician or outside agency.

A rough draft must be submitted to the supervisor in accordance with the clinic paperwork schedule and due dates distributed at the start of each semester. The NEATLY typed final copy of the approved Semester Treatment Report must accompany the student to his/her final supervisory meeting. In addition, the student is expected to give the supervisor a completed Treatment Reservation Form if the client is going to continue treatment for the next semester.

Discharge from therapy may occur for the following reasons: achievement of goals, a plateau in client progress that does not change following a reasonable trial period, a change in the client's medical status, a patient decision to terminate treatment, chronic client absenteeism as described in the attendance section of this manual, or other documented reasons. Decisions regarding discharge are made by the case supervisor and the student clinician. Follow-up procedures may be recommended by the supervisor to meet the needs of the client. If it is recommended that the client be discharged, the file is placed in the Inactive Files.

Throughout the semester, student clinicians are required to organize the client's file as indicated on the chart organization form that is posted in the student workroom. A demo file can be found in Room 424. A copy of the file organization form is also included in the Appendix of this manual. Clinicians are responsible for assuring that all client records are correctly organized and filed.

WEEKLY LOG OF PRACTICUM HOURS

STUDENT CLINICIANS ONLY RECEIVE HOURS FOR DIRECT CLIENT CONTACT!

Clinicians must keep a weekly record of all practicum hours obtained in the Clinic and at externship placements. This log should be signed each week by your supervisor(s), and must be turned in to the Clinic secretary at the end of each semester. **It is strongly recommended that each clinician keep his/her own copy.** Copies of the logs of practicum hours are included in the Appendix. A minimum of 400 clock hours (this includes the 25 clock hours of supervised observation) must be obtained for ASHA certification. Three hundred seventy-five (375) of these clock hours must be obtained at the graduate level. A copy of the ASHA guidelines for certification is also included in the Appendix. At least fifty (50) clock hours must be obtained in each of three distinctly different settings/populations.

SEMESTER AND CUMMULATIVE PRACTICUM HOURS

At the end of each semester, the student clinician must submit a summary of clock hours earned during the semester. This summary must be signed by the clinic director before a copy is placed in the student's file. Student clinicians are urged to keep a copy for their records. A copy of this form may be found in the Appendix. **PLEASE NOTE: NO PRACTICUM GRADES WILL BE SUBMITTED UNLESS THIS FORM HAS BEEN CHECKED IN BY THE CLINIC SECRETARY.**

SEMESTER PRACTICUM EVALUATION

Each student clinician is observed by a certified Speech-Language Pathologist or Audiologist for a minimum of one out of every four clinical sessions and for at least half of each diagnostic session, in accordance with ASHA certification requirements. The evaluation of student progress and the assignment of grades for clinical practicum are performed by the supervisor(s) and Clinic Director. After conferring with the supervisor(s), the Clinic Director will determine the student's final grade. Students are evaluated weekly, mid-semester and at the end of each semester. Samples of the evaluation forms are included in the Appendix. Student clinicians will not receive a grade for the semester, if their clients' files are not complete and/or if an insufficient number of hours were earned.

CLINIC ANNOUNCEMENTS

Student clinicians are assigned mailboxes, which are in the Test Room (Room 424). Students are responsible for checking their mailboxes, frequently, for messages, announcements, new policies and procedures, and the return of their clinical paperwork.

PRACTICUM CLASS

Two practicum classes will be scheduled, one for on-campus students and one for students doing their externships. The on-campus class meets weekdays for two hours. The off-campus class meets every other week for two hours. **EVERY STUDENT CLINICIAN IS REQUIRED TO ATTEND THEIR APPROPRIATE CLASS.** Failure to maintain regular and punctual attendance will be reflected in your final practicum grade that semester.

PENALTY FOR VIOLATION OF CLINIC POLICIES

Violation of any of the policies discussed in this handbook may result in penalties ranging from grade reduction to loss of privileges at the CDC. All supervisors and student clinicians are expected to comply with the ASHA Code of Ethics in the provision of services at the Communication Disorders Clinic at Florida Atlantic University. A copy of the ASHA Code of Ethics is included in the Appendix.

SPECIAL STUDENT ACCOMMODATIONS

In compliance with the Americans with Disabilities Act (ADA), students who require special accommodations due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD), located in Boca, SU 133, 561-297-3880 and follow all OSD procedures.

EXTERNSHIP PROCEDURES

A student is eligible to apply for an externship placement after successfully completing a minimum of **THREE SEMESTERS** of speech/language treatment, involving a minimum of 150 contact hours, on campus, at the FAU-CDC. It is required that students earn 20 hours of audiology practicum in addition to the 100 speech/language hours prior to off-campus placement. Selection of an externship site is determined by the Clinic Director. After reviewing a student's externship application and following an interview with the Externship site, the student will be notified whether he/she has been accepted for a practicum placement. Externship applications must be submitted by the due date listed in the Clinic Schedule & Paperwork Due Date form distributed at the first clinic practicum seminar. **UNDER NO CIRCUMSTANCES ARE STUDENTS TO SET UP OR ARRANGE FOR THEIR OWN EXTERNSHIP PLACEMENTS.** Students failing to follow procedure will not be assigned to a practicum site for the semester in which the practicum is requested. Students not submitting an application by the specified due date may not receive a placement.

Students receive clinical training at a variety of externship sites in southern Florida. The Clinic Director will consider out of area practicum requests. The establishment of practicum sites and the placement of students at these sites are the sole responsibility of the Clinic Director. The Department of Communication Sciences & Disorders maintains contracts for practicum placements with area agencies, hospitals, schools, and individuals. New practicum sites are added on a regular basis. The Clinic Director will investigate the feasibility of a practicum site with which a student is interested in affiliating and with which the Department does not currently hold a contract. The student should contact the Clinic Director regarding the establishment of a new off-campus practicum site. The Clinic Director will then determine whether the site will be able to provide practicum experiences and supervision in accordance with ASHA guidelines and regulations. Students should not take it upon themselves to "negotiate" a contract with an off-campus site. The University and the Communication Disorders Program maintain strict regulations and procedures in establishing off-campus practicum locations to assure that students are insured for professional liability in their practicum settings and that they are receiving appropriate and well-balanced practicum experiences under the supervision of certified, licensed, and qualified individuals. Regular contact is maintained with all off campus supervisors.

Students planning to do **OFF-CAMPUS** practicum must have completed 100 hours of speech and language practicum as well as twenty hours of on-campus audiology practicum. Students registering for off-campus practicum must register for four credits in each of their two semesters of practicum. As part of practicum, students may be required to provide services at the FAU-CDC as needed. Students may elect to do practicum hours at the FAU-CDC in addition to their off-campus placement and should notify the Clinic Director of their needs and availability. Assignments for off-campus practicum sites are at the discretion of the Clinic Director and the practicum facilities.

A full time commitment is defined as 35 to 40 hours per week is required for an extern practicum. Students with restricted schedules must petition the FAU CDC faculty if they cannot meet the practicum requirements and will therefore delay graduation. Graduate student externs must have and maintain a minimum of B+ to be considered on track for clinical therapeutic and diagnostic growth. An averaged final grade below a B+ will constitute rationale for further, direct patient clinical as well as diagnostic contact time at an externship site and/or the FAU-CDC without exception.

STUDENT CODE OF CLINICAL BEHAVIOR FOR THE EXTERNSHIP EXPERIENCE

- You can expect to find variability in the clinical demands, including hours, at individual sites. Some sites may require more hours than others.
- Your externship is not about hours for ASHA. It's about maximizing your clinical learning experience at your site.
- You are expected to contact your liaison supervisor of any changes effecting your schedule or clinical demands.
- Professional behavior has to be part of **EVERYTHING YOU DO** at your site.
- You need to remember that you are a student. You will be expected to take direction from a variety of experienced professionals at your site.
- You need to keep in mind that your behavior reflects back on FAU and its relationships with the many externship sites that have been established. Unprofessional behavior at a site can negatively impact future students' clinical opportunity.
- You may NOT independently renegotiate start or end dates of your externship.

STUDENTS WILL NOT BE PERMITTED TO GRADUATE UNTIL ALL
ACADEMIC AND PRACTICUM HOUR REQUIREMENTS ARE COMPLETED

APPENDIX DIRECTORY

Forms appear in the Appendix in the following order:

1. Case History Cover Letter
2. Prospective Client Letter and Treatment Reservation Form
3. Clinic Operation & Fees Sheet
4. File Organization Sequence
5. Disposition Form
5. Speech/Language Case History - Adult Form
6. Speech/Language Case History - Adult Form (Neuropathologies)
7. Speech/Language Case History - Child Form
8. Diagnostic Report Format
9. Projected Treatment Plan (PTP) Guidelines
10. Session Plan
11. Data Collection / SOAP Note
12. Worksheet for Clinician Analysis of Session
13. Semester Treatment Report Format
14. Client / Parent / Spouse Conference Report
15. Telephone Log
16. Clinical Observation Authorization
17. Authorization to Photograph/Videotape
18. Confidentiality of Records
19. Release of Information Form
20. Permission to Obtain Records Form
21. Student Schedule Forms
22. Audiology Schedule Form
23. Weekly Diagnostic Log
24. Weekly Treatment Log
25. Audiology Log
26. Semester Summary
27. Semester and Cumulative Practicum Hours Summary
28. Rules for Observers
29. Confidentiality Reminder
30. Observation Hour Verification
31. Infection Control in the Clinic
32. Method of Hand Washing
33. Clinical Evaluation Forms of Students
 - A. Weekly Feedback Form
 - B. Mid Semester Review
 - C. Final Evaluation Knowledge and Skills Assessment
34. Code of Ethics - ASHA

