

OFF-CAMPUS CLINICAL PLACEMENT GUIDELINES
Idaho State University Department of Communication Sciences & Disorders
FALL/SPRING/SUMMER SEMESTER PLACEMENTS
(Part time practicum)

I. Introduction

This information is provided as a resource for the speech-language pathologists who provide clinical placements for graduate students from the Department of Communication Sciences & Disorders in various off-campus settings. The following sections provide some general information about the department, ASHA guidelines in supervision, supervisor responsibilities, student responsibilities, and the faculty responsibilities.

The Department of Communication Sciences & Disorders is located in the School of Rehabilitation and Communication Sciences at Idaho State University. The main campus of the department is located in Pocatello with an innovative, equal in size satellite program in the Meridian area, as well as an online program. The department at the campus in Pocatello offers an associate's degree in Sign Language Studies, and bachelors' degrees in Sign Language Interpreting and Communication Sciences and Disorders with an emphasis in Pre-Speech-Language Pathology or Pre-Audiology. In addition, the Pocatello site offers master's degrees in Speech-Language Pathology and a doctoral program in Audiology. The satellite program in Meridian offers a bachelor's degree in Communication Sciences and Disorders with an emphasis in Pre-Speech-Language Pathology or Pre-Audiology, and a master's degree in Speech-Language Pathology. The ISU Meridian program has been in existence since 1990 and continues to expand. Both sites have a speech-language clinic within the department and the Pocatello site has an audiology clinic. In addition, both programs have extensive off-campus clinical practicum sites to provide students with clinical experiences that are not available at the on-campus clinics. The online Master's Program includes off-campus placements, an 8-week intensive summer clinical experience on-campus, and a one week intensive adult program experience in Meridian (Meridian Intensive Adult Program – MIAP). The speech-language pathology and audiology academic and clinical programs prepare students to meet the requirements for American Speech-Language-Hearing Association (ASHA) certification and Idaho public school certification. Finally, the programs in speech-language pathology and audiology are accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association.

Off-Campus Clinical Placements

The purpose of placement of speech-language pathology graduate students in clinical placements outside the university setting is two-fold. Through the placement, the student receives experience in other clinical settings while accruing clinical hours to be

applied to the certification/graduation requirements. These placements provide the student with a variety of client experiences they may not have the opportunity to be exposed to within the ISU clinics, as well as providing exposure to other aspects associated with professional practice within the particular clinical setting. These aspects include working within the team setting, specific clinical experiences and service delivery models associated with the setting, and exposure to the many roles of the speech-language pathologist in the professional setting.

II. Criteria for Student Clinician Participation

The determination for a student to be placed in a clinical setting outside the university is based on the following:

1. The student has completed course work within the graduate program with passing grades (B- or better).
2. The student has completed clinical practicum experiences at the ISU Speech and Language Clinic under the supervision of an ISU faculty member with satisfactory performance (B- or above).

III. Site Supervisor Responsibilities

The site supervisor will:

1. Hold the Certificate of Clinical Competence in the area in which the student clinician is accruing hours.
2. Completed a minimum of two hours of ASHA approved continuing education in supervision training as required by ASHA.
3. Inform the student of the professional responsibilities expected in the workplace (i.e. attendance, professional appearance, confidentiality, site policies and procedures, HIPAA policies, and site requirements for student placement).
4. Provide the student with information on supervisor expectations and style.
5. Register for an account with the documentation tracking system, **CALIPSO**. Upload state licensure and ASHA certification documentation and complete Site Information Forms on the **CALIPSO** website at www.calipsoclient.com/isu for departmental use in meeting ASHA accreditation requirements.
6. Be on-site or available for consultation whenever the student clinician is involved with client contact activities.
7. At a minimum, directly observe 25% of the student clinician's treatment and assessment time with each client. (Medicare and Medicaid require 100% supervision for billing purposes.)
8. Provide ongoing supervision and guidance with written and/or verbal feedback to the student regarding those sessions observed.
9. Provide feedback on levels of student clinician's clinical performance at approximately the midpoint of the placement and at the end of the placement.
10. Be familiar with and complete the **Speech-Language Pathology Student Performance Evaluation Form** (on CALIPSO) at the midpoint and at the end of

the placement to assign the final grade. Grades assigned are satisfactory (**S**) or unsatisfactory (**U**) based upon the tabulation of ratings provided in each area. Midterm grades are especially important for documenting concerns or areas which the clinician needs to improve. Midterm grades are not required for part-time summer placements due to the short time frame of the placement.

11. Schedule a conference with the student to review his/her clinical performance at the end of the placement.
12. In CALIPSO, approve and electronically sign off on clock hours the student submits to the CALIPSO website.
13. Be familiar with the **ASHA Statement on Clinical Supervision**.
14. Comply with guidelines contained in the **ASHA Code of Ethics**.
15. Contact the ISU Clinic Director/Coordinator if there are any concerns or questions regarding the placement and/or student performance.

IV. Student Clinician Responsibilities

The student clinician will:

1. Provide a professional resume to the site supervisor prior to, or on the first day of placement outlining clinical experiences and coursework thus far in the program.
2. Discuss with the supervisor previous clinical and academic experiences, professional goals, and goals for the current placement.
3. Be aware of and carry out the responsibilities and practicum requirements as outlined in this document and the Manual of Clinic Policies and Procedures of the Department of Communication Sciences & Disorders.
4. Know and adhere to the professional responsibilities of the practicum site. These professional responsibilities include but are not limited to the following: site policies and procedures, attendance, promptness, professional appearance, and confidentiality.
5. Comply with the supervisor's directives to fulfill the professional responsibilities expected of a student (e.g. write lesson plans, write reports, attend meetings).
6. Demonstrate the ability to establish and maintain appropriate professional interpersonal relationships with the site supervisor and clients.
7. Provide quality intervention and assessment for clients under the guidance and supervision of the site supervisor.
9. Comply with all guidelines contained in the **ASHA Code of Ethics**. (Available in CALIPSO)
10. Read the Affiliation Agreement for your site and sign the Confidentiality Understanding form and the Statement of Non-Disclosure and submit in Moodle, indicating that you have read the agreement.
11. Contact the ISU Clinic Director/Coordinator with any concerns and/or questions regarding the placement (e.g. contact time, schedule, ethical concerns, etc.)

12. Complete **all** placement requirements and ensure the items listed below have been posted in CALIPSO no later than one week after the completion of the placement or the last day of the semester, whichever comes first.
Grades will not be assigned unless all items are submitted.
 - a. Accrued clock hours submitted to supervisor on CALIPSO and approved by supervisor.
 - b. All Site Information Forms and certification/licensure documentation completed by supervisor on CALIPSO.
 - c. Completed Supervisor Evaluation through Survey Monkey link sent near the end of placement.

V. Student Attendance Responsibilities

1. The student will be on time for all practicum experiences.
2. The student will attend all set practicum time periods unless absence is unavoidable.
3. In the case of an unavoidable absence, the student clinician must notify the site supervisor as early as possible.
4. Cancellations due to student clinician absence and other reasons should be made up by the end of the session placement by arrangement with, and at the convenience of, the site supervisor.
5. If the site supervisor must cancel a scheduled day, the day should be rescheduled if possible prior to the end of the placement.

VI. Student Process of Reporting of Hours Accrued

1. Use the Daily Hours Summary Form to record daily clock hours.
2. Enter clock hours per instructions on CALIPSO.
3. At the end of the semester, follow instructions on CALIPSO to submit clock hours for supervisor approval.

VII. Clinic Director/Coordinator Responsibilities

1. Assign all students to the off-campus practicum placements.
2. Process the formal requirements to establish and maintain off-campus clinical practicum sites.
3. Provide the student and site supervisor with a copy of the *Off-Campus Clinical Placement Guidelines*.
4. Consult with the supervisor and/or student at their request.
5. Review the students' clinical performance evaluations at the end of the placements.
6. Monitor the completion of all end-of-placement requirements and record final grades when all is completed.

VIII. Suggested Progression of Clinical Responsibilities for Part-time Clinical Placements

The following progression schedule for a part-time clinical placement is suggested only. The determination of the schedule of assimilation of the student into direct treatment and assessment procedures is the supervising clinician's decision. However, if the student has not assumed primary responsibility for all planning and implementation of treatment and assessment procedures for the clients assigned by the third week of the placement, please inform the appropriate clinical coordinator (contact information listed within your letter, and at the end of this manual.)

Initial responsibilities (Week 1)

1. Student clinician observes treatment and/or evaluation of assigned clients.
2. Student clinician reviews pertinent information from clients' records and/or supervising clinician's records.
3. Student becomes familiar with the setting assigned and procedures
 - a. Tour of facility
 - b. Record keeping procedures of supervising clinician
 - c. Introduction of student to key persons in facility
4. Discussion of assigned clients' goals/objectives.

Assuming responsibility for the direct treatment and evaluations (Week 2)

1. Student begins participating in direct treatment and/or evaluation as directed by the supervising clinician. The degree of participation should be to a level at which the supervising clinician feels is appropriate for the student clinician and clients assigned.
2. Student clinician begins participating in the clinical record keeping for assigned clients as directed by the supervising clinician.
3. Student writes necessary reports as deemed appropriate by the supervising clinician.
4. Student clinician attends all clinical activities as directed by supervising clinician (e.g. child study team meetings, staffings).

Continuing through the end of semester (Week 3 through remainder of placement)

1. Student clinician assumes responsibility for the planning and implementation of assessment and treatment procedures for assigned clients.
2. Student clinician should be involved with and assume major responsibility for any clinical activities as deemed appropriate by the supervising clinician.

If any questions or concerns arise after reading this document or throughout the assignment, please contact:

Clinical Director, Meridian: Shauna Smith @ (208) 373-1720, shaunasmith@isu.edu

Clinical Coordinator, Pocatello: Wendy Morgan @ 208-282-2219, wendymorgan@isu.edu

Clinical Coordinators, Online Program: Robin Falslev @ 208-282-3809,

robinfalslev@isu.edu; or Amy Hardy @ 208-373-1724, amyhardy1@isu.edu

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