

Manual for Externships in Speech-Language Pathology

Harding University
Department of Communication Sciences and Disorders
Searcy, AR

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I. Introduction:

This manual is intended to be a helpful reference tool for students and supervisors in order to make the externship experience as smooth as possible. There is no way to make this manual thorough enough to answer all procedural questions, but as a supplement to guidance from clinical supervisors and the externship director, it should prove a useful guide.

Please keep this manual with you and review it periodically. If you cannot find the answer to your question in this manual please ask your supervisor or the externship director.

Clinic Director:
Externship Director:

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II. SLP Practicum Requirements for ASHA Certification

ASHA Standard IV-C: The applicant for certification in speech-language pathology must complete a minimum of 400 clock hours of supervised clinical experience in the practice of speech-language pathology. Twenty-five hours must be spent in clinical observation, and 375 hours must be spent in direct client/patient contact (2005).

ASHA Standard IV-D: At least 325 of the 400 clock hours must be completed while the applicant is engaged in graduate study in a program accredited in speech-language pathology by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (2005).

The 2005 Standards of the American Speech-Language-Hearing Association (ASHA) require a total of 400 clinical clock hours for certification (upon completion of the graduate degree). Of that number, 375 hours must be obtained during direct client contact, with the remaining 25 hours spent in clinical observation. The current Standards require observation before direct clinical contact, however the number of observation hours required before a student encounters the initial client is no longer specified. Previously, Harding (and all University Graduate programs) required all 25 hours of observation before a clinician's first client contact. Although this is no longer the case, many graduate schools continue to require this during the transition to the new (2005) standards. With this in mind, the Harding University CSD program requires that each student must obtain 25 observation hours prior to enrollment in CSD 385 (for undergraduates) or CSD 619 (for graduate students). All 25 hours are now required as a part of the undergraduate academic curriculum (CSD 215, 230, 250, 325, and 326). If the 25 hours currently required by some graduate programs have not been completed, students will be expected to sign a release indicating that they were informed about the current Standards and graduate school expectations. This form will be distributed as students begin the clinical experience in CSD 385. What if they come in as graduate students and don't have the required hours?

III. Practicum Requirements: Policies and Procedures

Prerequisites:

Undergraduate clinicians must earn an A or B in CSD 385 and 386 to be eligible for a clinical externship (CSD 421). Graduate clinicians must have earned an A or B in CSD 619 and 629 before enrolling in CSD 639.

The Placement:

Arrangements for the externship placement are made between the Externship Director and the site. Many students will need to commute up to an hour and a half and are expected to provide their own transportation. Once assignments are made, it will not be possible to change placement locations.

If the student wishes to request a specific site they must inform the externship director by e-mail well before assignments are made. The e-mail must include the name of the site, contact person, phone number, and e-mail address. In the event that more than one student has requested the same site, the director will take into consideration several factors including who made the request first and the knowledge, skills, and needs of all students.

A student's practicum does NOT end when he/she has accumulated the minimum number of clock hours for the semester. All clock hours accumulated during a given semester may count towards the student's overall total number of hours.

IV. Roles and Responsibilities

Externship Director Responsibilities:


The Harding University Externship Director is the faculty member assigned to oversee the placement of undergraduate and graduate students in a clinical externship. Specific responsibilities include:

- Establish contact with and secure an affiliation agreement with all graduate practicum sites
- Ensure contracts are prepared and maintained
- Communicate with the supervisors before, during, and after the placement
- Meet regularly with students enrolled in CSD 421, 649, 659 to guarantee quality of off-campus experience
- Assist students with documentation of hours
- Visit the facilities to observe the student's work and confer with the supervisor regarding the student's performance and progress made toward fulfilling objectives. If a site visitation is not possible due to distance this will be conducted over the phone
- Negotiate schedules
- Collect documentation for certification and licensure
- Collect evaluations in order to assign grades

Supervisor Responsibilities (adapted from ASHA Clinical Supervision in Speech-Language Pathology and Audiology position statement www.asha.org):

- Establish and maintain an effective working relationship with the supervisee
- Assist the supervisee in developing clinical goals and objectives
- Assist the supervisee in developing and refining assessment skills
- Assist the supervisee in developing and refining clinical management skills
- Demonstrate for and participate with the supervisee in the clinical process
- Assist the supervisee in observing and analyzing assessment and treatment sessions
- Assist the supervisee in the development and maintenance of clinical supervisory records
- Interact with the supervisee in planning, executing, and analyzing supervisory conferences
- Assist the supervisee in evaluation of clinical performance
- Assist the supervisee in developing skills of verbal reporting, writing, and editing
- Share information regarding ethical, legal, regulatory, and reimbursement aspects of professional practice
- Model and facilitate professional conduct
- Demonstrate research skills in the clinical or supervisory processes

Student Roles and Responsibilities:

 Complete a Clinic Notebook: Students will complete an independent clinical notebook that will include the following:

- Curriculum Plan (undergraduate only)
- Request for Degree (undergraduate only)
- Degree Audit (undergraduate only)
- Observation Hours *
- Diagnostic Hours Form*
- Daily Clock Hours *
- Semester Summary Hours *
- Final Summary Hours *
- Course Syllabi
- Examples of Written Work
- Professional Goals
- Clinic Manual
- KASA
- Exit Interview

Note: Students must submit their clinic notebook to the Externship Director for review each semester before receiving a grade in practicum.

* Copies of these forms can be found in Appendix A

Confidentiality/HIPAA:

Clinicians need to be aware of the client's right to confidentiality, as stated in the ASHA Code of Ethics, Principle I (see Appendix B). Clinicians should monitor both written and verbal communication to ensure those rights are upheld. The following guidelines will help ensure client confidentiality:


- Never discuss clients by name except with clinical supervisors, clinic staff, or as necessary during clinical meetings. Use the term "my client" or "#13" for all other occasions.
- Never discuss clients in a public area.
- Never leave reports, therapy plans, or other written information containing client information unattended or uncovered. The clinic rules regarding checking out and returning client folders should be strictly followed.
- Never take a client folder home and do not remove information from a client folder.
- Never discuss your client with other professionals or agency staff unless your client has approved the communication in writing.

At the beginning of each semester of clinical practicum, students will be asked to sign a form stating that they have read the ASHA Code of Ethics and fully understand repercussions for not following it. This form can be found in Appendix B

Note: Failure to maintain client privacy will result in being removed from practicum.

 Communication:

- Your University e-mail address is the University's official means of communication with you. You must check your e-mail on a regular basis.
- Home Contact Information: The University will NOT release the student's contact information (other than the University e-mail address) to supervisors. If the student would like to provide that information to the supervisor they may do so. If the student does not want to give out the information they must inform the Externship Director.

 Name Tags: Each student is to wear their Harding University nametag at all times during practicum in order to maintain HIPAA compliance. Students will not engage in clinical activities unless they are wearing their nametag.

 Attendance:

- Students are expected to attend every day of their practicum.
- Students should not request an absence except for significant illness or other urgent negative circumstances.
- Should a student need to be absent they must contact the externship director and supervisor immediately.
- Unexcused absences are grounds for removal from practicum and will result in a failing grade.
- Be punctual! Arrive in plenty of time to complete any responsibilities and/or preparation for the day.
- Do NOT ask for special accommodations for your personal schedule.
- Do NOT use cell phone for any reason during your practicum unless during a designated break time. Non-compliance will result in a lowered practicum grade!!

Appearance:

- Adherence to the dress code, official identification, and personal hygiene are imperative.
- Ask your supervisor about appropriate dress before your first day.
- Being a student is not an excuse for not following dress code.
- Low-rise pants and shirts that expose the midriff are unacceptable in all clinical settings. Be cognizant of how your clothes fit while you sit, bend, reach and lean across a table. Be conscientious of your dress and the amount of skin exposed.
- Do not wear perfumes, aftershaves, or other scented products.
- Clothing should be completely smoke free.

Safety:

- The client's welfare comes first. If you pose a risk to clients in any way you will be asked to leave the practicum site and could receive a failing grade.
- Learn the emergency procedures in your facility
- Do NOT attempt to transfer a client (ie bed to chair; sitting to standing)
- Verify permission from your supervisor if you are using food in your session
- NEVER leave a child alone
- Be familiar with the site's policy on taking children to the restroom
- Students will be CPR certified
- Students will participate in a criminal background check
- Students will be required to pass a T.B. skin test
- Students are encouraged to receive an immunization for hepatitis.
 - Please note that some sites require specific immunizations/documentation
- Students will receive training in universal precautions during boot camp orientation
 - See Appendix C for hand washing, cleaning, and disinfection guidelines
- Students must read and be familiar with the National Center for Infectious Disease guidelines found at www.cdc.gov/ncidod/dhqp/guidelines.html

✚ Supervisor/Supervisee Relationship

- Be an active participant in your relationship with your supervisor
- Ask questions!!
- If you do not feel like you are getting enough feedback from your supervisor, ask for it!
- If you encounter a problem, talk with your supervisor in a professional, nonjudgmental manner. You may need to use examples to help communicate your problem.
- Do not perform a task if you feel it is an unethical task or a task you do not feel qualified to perform. Talk with your supervisor about the situation. If the issue remains unresolved you must report this to the externship director.
- Be sure you feel comfortable with clearly defined levels of expectation and responsibilities. Ask for clarification if needed!

✚ Students who speak English with Accents and Nonstandard Dialects:

- In compliance with ASHA Code of Ethics, the Harding University Communication Sciences and Disorders department will not discriminate against students who speak English with an accent or nonstandard dialect. It is expected that the student be able provide modeling of target phonemes, grammatical features, and any other aspect speech and language that is essential in the treatment of a client. Per ASHA recommendations, writing skills and other competencies will not be altered for students who speak with a dialect or accent.

V. Clinical Remediation Plan:

A graduate student failing to earn a grade of A or B in CSD 639, 649 or 659 (offsite placements) will not be able to count the clock hours accumulated during that semester toward ASHA's required minimum (375). The student will be provided with a remediation plan designed to address the deficits that kept the student from earning a satisfactory grade and will repeat the course.

Appendix A Clinic Forms

Harding University Speech Clinic Observation Report Form

Client: _____ Age: _____ Therapy Type: _____

Hours: _____ Date: _____ Clinician: _____

Did the session begin and end on time?

What appeared to be the goal(s) of the session?*

How did the clinician make the best use of the time for therapy?*

What would you have done differently?

Give an outline of the session:*

What materials, tests, etc. were unfamiliar to you? You should take the time to look at these materials.*

Observer's Signature* _____

SLP's/Supervisor's Signature* _____

ASHA # (8 digit)* _____

**denotes required entries*

**Harding University Speech Clinic
Semester Summary of Observation Hours**

Last Name: _____ **First Name:** _____

H Number: _____ **Semester:** _____

Course Number: _____ **Instructor:** _____

	child	adult
Articulation	_____	_____
Language	_____	_____
Fluency	_____	_____
Voice	_____	_____
Dysphagia	_____	_____
Hearing	_____	_____
TOTAL	_____	_____

My signature verifies these hours to be correct.

Observer's Signature _____

Instructor's Signature _____

Harding University Speech Clinic Record of Diagnostic Hours

Clinician: _____

Semester: _____

Date	Client Age	Type	Hours	Supervisor
1. _____	C/A	_____	_____	_____
2. _____	C/A	_____	_____	_____
3. _____	C/A	_____	_____	_____
4. _____	C/A	_____	_____	_____
5. _____	C/A	_____	_____	_____
6. _____	C/A	_____	_____	_____
7. _____	C/A	_____	_____	_____
8. _____	C/A	_____	_____	_____
9. _____	C/A	_____	_____	_____
10. _____	C/A	_____	_____	_____
11. _____	C/A	_____	_____	_____
12. _____	C/A	_____	_____	_____

Totals	Child	Adult
Articulation	_____	_____
Language	_____	_____
Fluency	_____	_____
Voice	_____	_____
Dysphagia	_____	_____
Hearing	_____	_____
Social	_____	_____
AAC	_____	_____
Cognitive	_____	_____
TOTAL	_____	_____

Supervisor's Printed Name _____

ASHA # (8 digit) _____

Supervisor's Signature _____

Harding University Speech Clinic Semester Hour Summary

Last Name: _____ **First Name:** _____

H Number: _____ **Semester:** _____

	Intervention		Assessment		Total
	Child	Adult	Child	Adult	
Articulation	_____	_____	_____	_____	_____
Language	_____	_____	_____	_____	_____
Voice	_____	_____	_____	_____	_____
Dysphagia	_____	_____	_____	_____	_____
Fluency	_____	_____	_____	_____	_____
AAC	_____	_____	_____	_____	_____
Audiology	_____	_____	_____	_____	_____
Social Aspects	_____	_____	_____	_____	_____
Cognitive	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____

My signature verifies these hours to be correct.

Student's Signature _____

Supervisor's Signature _____

Appendix B

ASHA 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

Individuals shall provide all services competently.

Individuals shall use every resource, including referral when appropriate, to ensure that high-quality service is provided.

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.

Individuals shall not misrepresent the credentials of assistants, technicians, support personnel, students, Clinical Fellows, or any others under their supervision, and they shall inform those they serve professionally of the name and professional credentials of persons providing services.

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.

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.

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.

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.

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.

Individuals shall not guarantee the results of any treatment or procedure, directly or by implication; however, they may make a reasonable statement of prognosis.

Individuals shall not provide clinical services solely by correspondence.

Individuals may practice by telecommunication (e.g., telehealth/e-health), where not prohibited by law.

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.

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.

Individuals shall not charge for services not rendered, nor shall they misrepresent services rendered, products dispensed, or research and scholarly activities conducted.

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.

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.

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.

Rules of Ethics

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.

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.

Individuals shall engage in lifelong learning to maintain and enhance professional competence and performance.

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.

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.

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.

Rules of Ethics

Individuals shall not misrepresent their credentials, competence, education, training, experience, or scholarly or research contributions.

Individuals shall not participate in professional activities that constitute a conflict of interest.

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.

Individuals shall not misrepresent research, diagnostic information, services rendered, results of services rendered, products dispensed, or the effects of products dispensed.

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.

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.

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.

Principle of Ethics IV

Individuals shall honor their responsibilities to the professions and their relationships with colleagues, students, and members of other professions and disciplines.

Rules of Ethics

Individuals shall uphold the dignity and autonomy of the professions, maintain harmonious interprofessional and intraprofessional relationships, and accept the professions' self-imposed standards.

Individuals shall prohibit anyone under their supervision from engaging in any practice that violates the Code of Ethics.

Individuals shall not engage in dishonesty, fraud, deceit, or misrepresentation.

Individuals shall not engage in any form of unlawful harassment, including sexual harassment or power abuse.

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.

Individuals shall not engage in sexual activities with clients, students, or research participants over whom they exercise professional authority or power.

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.

Individuals shall reference the source when using other persons' ideas, research, presentations, or products in written, oral, or any other media presentation or summary.

Individuals' statements to colleagues about professional services, research results, and products shall adhere to prevailing professional standards and shall contain no misrepresentations.

Individuals shall not provide professional services without exercising independent professional judgment, regardless of referral source or prescription.

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.

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.

Individuals who have reason to believe that the Code of Ethics has been violated shall inform the Board of Ethics.

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.

Confidentiality and Ethical Conduct Statement
for students enrolled in the
Communication Sciences and Disorders Program
Harding University
Box 10872
Searcy, AR 72149-0872

As a student in the Communication Sciences and Disorders program at Harding University, I understand the following to be a rule of confidentiality set forth by the program. Permanent client files and file contents must never leave the Harding University Speech Clinic or an extern practicum site building. Students shall maintain the confidentiality of all client records to which they have access. Further, all client information, client family information, and data to which the student becomes privy to as a result of their experience in practicum will be kept confidential and will not be discussed outside of the site placement or the Harding University Speech Clinic.

I, _____ have read carefully the current ASHA Code of Ethics and agree to follow the Principles listed to the best of my abilities.

Infection Control Policy

Although each facility will have its own individual policy regarding infection control the following policies are recommended. Be sure to know and abide by your facilities specific policies.

All blood and bodily substances must be regarded as infectious or hazardous. Universal precautions will be standard for all client contact to prevent contact with potentially infectious substances. Therefore, precautions used to prevent transmission of potentially infectious organisms are to be practiced on all clients. These recommendations are consistent with the recommendations from the Centers of Disease Control, Joint Commission for Accreditation, and Occupational Safety and Health Administration.

Bodily substances include all bodily fluids, excretions, secretions, tissues, sputum, or any other drainage from a patient or colleague. Every student and supervisor is required to execute cautionary procedures in preparation for any possible eventuality of bodily substance contact.

The purpose of this plan is to prevent transmission of infectious organisms among clients and clinicians. In accordance with OSHA's Bloodborne Pathogens Standard (29 CFR 1910.1030), this plan has been developed to minimize the risk of exposure to bloodborne pathogens, as well as, other potentially infectious bodily substances. While direct exposure to blood is unlikely, this plan is written to protect the clinicians and clients from that possibility and to reduce exposure of personnel to nonbloodborne pathogens as well.

Environmental infection control and basic housekeeping practices will be implemented to protect clients and clinicians. The following infection control protocols are organized via the two sources of contamination: Environmental and Human.

ENVIRONMENTAL

You should be equipped with antibacterial hand sanitizer.

Each student clinician is responsible for:

- A. Cleaning table and chair surfaces with disinfectant following each therapy session
- B. Cleaning all toys and therapy materials with disinfectant following each therapy session
- C. Cleaning audiometric equipment with disinfectant following each use

HUMAN

1. Handwashing: Hands will be thoroughly cleaned before and after each client. When water is not available, a no rinse antibacterial hand disinfectant will be used.
2. The hand washing procedure to be followed is: remove jewelry, start the water, and lather the soap, scrubbing palms, the backs of hands, between fingers, under fingernails, over wrists, and onto the forearms for a minimum of 30 seconds. Rinse the soap off with running water; dry the hands using a paper towel, then turn off the water using the damp towel- not your clean hands.

Wash hands after removing gloves, applying cosmetics, using the toilet, and routine cleaning. Also, wash hands before eating and adjusting contacts.

3. Gloves: Gloves will be worn when any therapy or evaluation procedure may create exposure to bodily substances. Hearing screenings and immittance screenings will begin with a thorough inspection of the ear and surrounding scalp and face. A determination of the need for gloves will be made. If the client has visible ear drainage, sores, or lesions, gloves will be worn before performing the screening.
4. Waste Management: Potentially contaminated waste material will be disposed of in a manner which reduces the risk to clients and clinicians and the outside environment. All trash containers will contain disposable plastic bags serving as a liner. Waste contaminated with cerumen, drainage, saliva, etc. will be placed in a plastic sealable bag then placed in the regular trash. Diapers, or materials used to clean up vomit or any bodily substance other than blood, will be handled in this way, as well.