



# Speech-Language Pathology Graduate Clinician Handbook Distance Learning Program

The University of Akron  
College of Health and Human Sciences

School Director James Steiger, Ph.D.  
Speech-Language Pathology Graduate Coordinator (Campus Program) Charles Carlin,  
PhD, CCC-SLP  
Speech-Language Pathology Clinic Director Denise Simcox, MA, CCC-SLP  
Distance Learning Coordinator Carlin Perry, MA, CCC-SLP

School of Speech-Language Pathology and Audiology  
The University of Akron  
181 Polsky Building  
Akron, Ohio 44325-3001

Phone: 330-972-6803 for Academic Program  
Phone: 330-972-6035 for the Audiology and Speech Center  
Fax: 330-972-7884

Website: [www.uakron.edu/sslpa](http://www.uakron.edu/sslpa)

Table of Contents:

# Introduction to the University of Akron Speech-Language Pathology Graduate Program

## Introduction:

This handbook is intended to provide information for speech





## Guiding Principles of the ASHA Code of Ethics

What guides the decision making at t



- Select and administer appropriate evaluation procedures, such as behavioral observations, non-standardized and standardized tests, and instrumental procedures.
- Adapt evaluation procedures to meet the needs of individuals receiving services.
- Interpret, integrate, and synthesize all information to develop diagnoses and make appropriate recommendations for intervention.
- Complete administrative and reporting functions necessary to support evaluation.
- Refer clients/patients for appropriate services.

### Intervention

- Develop setting-appropriate intervention plans with measurable and achievable goals that meet clients'/patients' needs. Collaborate with clients/patients and relevant others in the planning process.
- Implement intervention plans that involve clients/patients and relevant others in the intervention process.
- Select or develop and use appropriate materials and instrumentation for prevention and intervention.
- Measure and evaluate clients'/patients' performance and progress.
- Modify intervention plans, strategies, materials, or instrumentation as appropriate to meet the needs of clients/patients.
- Complete administrative and reporting functions necessary to support intervention.
- Identify and refer clients/patients for services, as appropriate

### Interaction and Personal Qualities

- Communicate effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the individual(s) receiving services, family, caregivers, and relevant others.
- Manage the care of individuals receiving services to ensure an interprofessional, team-based collaborative practice.
- Provide counseling regarding communication and swallowing disorders to clients/patients, family, caregivers, and relevant others.
- Adhere to the *ASHA Code of Ethics*, and behave professionally



## Graduate Clinician Clinic Assignment

What do I need to know about clinical assignments?

The coordinator and students work collaboratively to arrange clinical placements in their communities depending upon the graduate clinician's individual training needs as well as upon his/her level of training and competence.

## Graduate Clinical Practicum ~~uses~~

### What do I need to know about the Clinical Practicum Program?

Clinical Practicum experiences are organized so that graduate clinicians meet, at a minimum, licensure requirements of the Ohio Speech and Hearing Professionals Board, certification requirements of the American Speech-Language Hearing Association. (ASHA) and licensure requirements of the Ohio Department of Education. Additional experiences may be required to fulfil a graduate clinician's specialization, interests and/or needs, or out of state licensure. Students who live out of state are responsible for researching their state licensure requirements and communicating this information with the coordinator at the start of the program.

Clinical certification requirements are outlined in ASHA's Certification Handbook for Speech-Language Pathology or Audiology. This may be found on line at <https://www.asha.org/uploadedFiles/SLP-Certification>

SLPA:695  
(6 credit hours)

Medical Extern

Provides graduate clinician

## Externship Information

### What is the purpose of the Externship Experiences

The purpose of the medical and school-based externship experiences is to provide graduate clinicians experience working in the medical setting and the school setting.

### The University of Akron Liaison to the Extern Sites

The Distance Learning Coordinator serves as the liaison between the School of Speech-Language Pathology and Audiology and the medical/school externship sites for the graduate clinician

to the Exiaserntesl

h-0.004 Tc 0

s

### How Graduate clinicians Are Assigned to Extern Sites

The University of Akron School of Speech-Language Pathology and Audiology maintains Affiliation Agreements with hundreds of medical centers, hospitals, clinics, private practices, schools and community organizations in order to provide our graduate clinicians with a wide variety of clinical experiences.

The externship experiences typically take place during the graduate clinician's final 2-3 semesters in the graduate program. Graduate clinicians who have met all prerequisites for externships consult with the coordinator for possible placements. Graduate clinicians submit a clinical externship application to the coordinator. After consulting with the facility, the coordinator matches the graduate clinician with the appropriate facility.

## SchoolBasedExternship

What do I need to know about the School Externship?

The school-based externship is designed to give graduate clinicians experience in public school settings. It also enables a graduate clinician to be eligible for licensure by the Ohio Department of Education; this licensure is required of all speech-language pathologists who work in a public-school setting in the State of Ohio.

School Externship Handbook is available on the Graduate Program's Brightspace site and the SLP Supervisor site at <https://uakron.edu/sslpa/gslpp/slp-supervisors>

## Medical Externship

What do I need to know about the Medical Externship?

Medical externships are designed to give graduate clinicians experience in adult medical settings. These settings may include: skilled nursing, rehabilitation, acute care, and home health care. It is a requirement of ASHA that graduate clinicians get experience across the lifespan and across disability areas.

## Preferred Practice Patterns

What are the *preferred practice patterns*

Clinical Instructors and Graduate Clinicians are expected to follow and reference *Preferred Practice Patterns of the Profession of Speech-Language Pathology* as outlined by the American Speech-Language Hearing Association (2004) and available at <https://www.asha.org/policy/pp2004-00191/>

Preferred Practice Patterns define universally applicable characteristics of the activities directed towards the recipients of audiology and speech-language pathology services.

Components of Preferred Practice Patterns describe EACH diagnostic or therapeutic procedure:

- Professionals who perform the procedure(s)
- Support personnel who perform procedure(s)
- Expected outcomes
- Clinical indications
- Clinical processes
- Setting/equipment specifications
- Safety and health precautions



## Obtaining and Documenting Clinical Clock Hours

What are ASHA's standards for obtaining and documenting clinical clock hours for certification in Speech-Language Pathology and Audiology?

The graduate clinician is required to log the amount of time spent participating in direct client contact. These clock hours are tracked in the on-line management system, Calipso at <https://www.calipsoclient.com/uakron/account/login>. This system helps to keep accurate records of graduate clinicians' clinical hours that are maintained for graduation, for ASHA certification and state licensure purposes. Graduate clinicians receive instructions on using the Calipso management system when they enter our graduate program.

Prior to supervising a graduate clinician, each supervisor will be emailed instructions and a one-time PIN to register for his/her free supervisor account. Once a supervising SLP has registered, he/she will remain in the Calipso management system for subsequent semesters. Supervisors approve all clinical clock hours within the Calipso management system.

In order to count clinical clock hours toward meeting certification and/or licensure requirements, a graduate clinician must be actively involved in the diagnostic or intervention process.

Active involvement includes the following activities when the client is present and participating:

- Actual service delivery (therapy or diagnostics)
- Recording and analyzing data during the session
- Interviewing and counseling with clients/families regarding treatment recommendations, home programming, etc.
- Managing client's behavior
- Managing technological devices with the client present (speech-generating devices, assistive listening devices, preparing computer programs for sessions)
- Clinical documentation with the client present

- Audiologic screening (i.e. pure-tone air conduction screening and testing, and screening tympanometry) for the purpose of the initial identification and/or referral of individuals with other communication disorders or possible middle ear pathology
- Management of children and adults with central auditory processing disorders

Persons holding the CCC-A may supervise:

- Audiologic evaluation/assessment
- Intervention for central auditory processing disorders
- Amplification (hearing aid selection and management)
- Speech and/or language screening for the purpose of initial identification of individuals who may have other communication disorders
- Aural habilitation and rehabilitation services
- Evaluation and management of children and adults with central auditory processing disorders

## Expectations of Graduate Clinicians

What is expected of graduate clinicians?

Attendance:

Graduate Clinicians Attendance Professionalism is always required, and good attendance is one



## Clinical Supervision Guidelines

What are the clinical supervision requirements for graduate clinicians?

ASHA

Graduate Coordinator for academic support plans) will assist with development of the Support Plan.

### Procedures

Support plans can be either academically or clinically based. The instructor(s) and/or supervisor(s), along with the appropriate coordinator(s) are responsible for creating a plan based on knowledge, skill, or ability deficiencies demonstrated by a graduate clinician with the academic or clinical setting. Once a plan has been devised, the instructor/supervisor must review and discuss the plan with the graduate clinician. After doing so, the graduate clinician, instructor/supervisor, and coordinator must sign and date the plan, acknowledging the goals created, and the anticipated completion date/deadline. A copy of the signed support plan must be provided to the graduate clinician, the graduate clinician's graduate file, the supervisor/instructor, and the Clinic Director (clinic) or Graduate Coordinator (academic).

Prior to the start of a new clinical semester, the graduate clinician's supervisor(s) will be notified and receive a copy of the graduate clinician's plan from the Coordinator.

The instructor(s) and/or supervisor(s) will assist the graduate clinician with development of knowledge, skill, and/or ability area(s) specified on the Support Plan. This assistance may include strategies including but not limited to: written feedback, verbal feedback, modeling of a skill, clinician self-assessments, research into a disorder, audio taping, videotaping, skill proficiency checklists, review of policies/procedures, in-services, supplemental readings, regular supervisory conferences, data collection by supervisor or the graduate clinician.

Until the plan is completed, the graduate clinician must meet with their instructor(s) and/or supervisor(s) on a pre-determined schedule to discuss progress made toward accomplishing the specified plan goals. The plan goals must be achieved no later than the end of the subsequent semester.

If an instructor(s) and/or supervisor(s) observes minimal to no improvement and/or failure of the graduate clinician to meet the plan deadline, the instructor(s) and/or supervisor(s) must inform the Distance Learning Coordinator. In this situation, the Coordinator will set up a meeting with the graduate clinician to discuss potential plans of action, e.g., delay externship placement, repeating a course, extension of a graduate clinician's program, etc.

Completion of the clinical support plan goals will be verified by the Coordinator; this verification will be provided by the graduate clinician's current or subsequent supervisor once the plan is in place. Once the plan has been completed, the Coordinator will document the graduate clinician's attainment of goals on the original plan or as a written addendum.

Completion of the academic support plan goals will be verified by the Graduate Coordinator; this verification will be provided by the graduate clinician's current or subsequent instructor once the plan is in place. Once the plan has been completed, the School Director will document the graduate clinician's attainment of goals on the original plan, or as a written addendum.

**Clock Hours:**

If a graduate clinician receives an average of 3.9 or lower as their final clinical grade on any Calipso evaluation, the graduate clinician will not be granted the hours for that clinical experience.

## Student Summative Assessment

All candidates for the Master of Arts in Speech-Language Pathology must complete and pass an end of program comprehensive examination of learning outcomes, including acquisition of knowledge and skills, at the culmination of course work and at the culmination of the program. Content If a student fails to achieve a grade of 80% or higher, then the student will be offered a “retake” opportunity within 2 weeks. The “retake” opportunity will be centered on the areas in which the student did not achieve competency (i.e., 80% or higher). In order to focus the student’s preparation of the “retake”, the graduate program coordinator will provide the student with guidance on areas to restudy. If the student fails to achieve a score of 80% in their weak area, then a case-based assessment will be created.



## The Code of Student Conduct

It is each student's responsibility to know what constitutes academic misconduct. The Code of Student Conduct defines academic misconduct as any activity that compromises the academic integrity of the student and university and undermines the educational process. Academic misconduct includes but is not limited to cheating, plagiarism, and/or engaging in any behavior specifically prohibited by a faculty member in the course syllabus or during class discussion. Allegations of academic misconduct will be resolved following the [academic misconduct procedure](#) outlined in the [Code of Student Conduct](#). For additional information or resources concerning academic misconduct or the Code of Student Conduct please contact the Department of Student Conduct and Community Standards by phone at (330) 972-6380, by email at [studentconduct@uakron.edu](mailto:studentconduct@uakron.edu), or online at [www.uakron.edu/studentconduct](http://www.uakron.edu/studentconduct)

26

C

the SLP faculty. The graduate clinician may provide a written statement prior to this meeting addressing any issues they feel are pertinent to the proceedings. Should a determination be made that the graduate clinician has made insufficient clinical progress to warrant continuing in the program, dismissal may be recommended.

If the graduate clinician is non-compliant with the support plan, is unable to complete the plan or additional issues arise, discussion by the Faculty will determine the next course of action:

- Education/Counseling
- Continue/revise current support plan
- Referral to Graduate clinician Judicial Affairs
- Dismissal from the program
- Contacting appropriate authorities

At any time if it is determined by the faculty that a graduate clinician's behavior poses a risk to the health or safety of clients, faculty/supervisors, staff or fellow graduate clinicians, clinical practicum may be terminated, and the case will be referred by the School Director to the Office of Judicial Affairs or the proper authorities. The Dean of the College of Health Professions will be notified of this referral.

#### **Termination of a Clinical Experience:**

A graduate clinician may be removed/terminated from a clinical site at any time for safety reasons. Following a removal from a clinical site a meeting will be held with the graduate clinician to discuss the removal and the appropriate next steps.

## What is covered during orientation?

Every graduate clinician is encouraged to participate in orientation during the fall leading up to their first year of graduate school. Information will be provided in person or on-line. At the end of the orientation, the graduate clinician should be comfortable with the following protocols and procedures unique to this work setting:

- ASHA Code of Ethics
- Technical Standards
- Informed Consent
- Release of Information
- Clock hours management (Calipso)
- Graduate clinician obligations/responsibilities; academics and clinic
- Professional behavior

## Graduate Clinician Contact Information

It is essential that accurate home address, e-mail address, and home/cell phone numbers are filed in MyAkron and with the Graduate Coordinator. If your address, phone number, or e-mail address changes, it is the graduate clinician's responsibility to update this information with the Academic Administrative Assistant, the Graduate Coordinator and all clinical supervisors.



- Perceive and demonstrate appropriate non-verbal communication for culture and context.
- Modify communication style to meet the communication needs of clients/patients, caregivers, and other persons served.
- Communicate professionally and intelligibly with clients/patients, colleagues, other healthcare professionals, and community or professional groups.
- Communicate professionally, effectively, and legibly on patient documentation, reports, and scholarly papers required as a part of course work and professional practice.
- Convey information accurately with relevance and cultural sensitivity.

## 2. Sensory/Observation Skills

A student must possess adequate sensory skills of vision, hearing, tactile, and smell to:

- Observe client's/patient's activity and behavior to visually and auditorily identify normal and disordered communication during assessment and treatment procedures.
- Identify the need for alternative modalities of communication
- Visualize and identify anatomic structures
- Read, comprehend, and interpret information (text, numbers, tables, and graphs) accurately from diagnostic test, equipment, and client records.
- Accurately monitor through both visual and auditory modalities, materials and equipment used for assessment and treatment of patients.
- Visualize, identify, and discriminate imaging findings
- Recognize when a client's/patient's family does or does not understand the clinician's written and/or verbal communication

## 3. Psychomotor Skills

A student must possess adequate motor skills to:

- Attend and arrive on time to lecture and laboratory classes, and access laboratories, classrooms, and work stations.
- Attend clinical internships/externships in assigned locations.
- Sustain necessary physical activity level in required clinical and academic settings.
- Have the fine motor coordination to accurately and efficiently use materials/equipment used for assessment and treatment of patients.
- Respond quickly to provide a safe environment for clients/patients in emergency situations including fire, choking, etc.
- Manipulate patient-utilized equipment (e.g. durable medical equipment to include AAC devices, hearing aids, etc) in a safe manner
- Access technology for clinical management (i.e. billing, charting, therapy programs, etc).

## 4. Cognitive Abilities

A student must possess adequate intellectual and cognitive skills to:

- Comprehend, integrate, synthesize, infer, evaluate, and apply a large body of information/knowledge in a short period of time.
- Identify significant findings from history, evaluation, and data to formulate a diagnosis and develop a treatment plan



program. The technical standards are tied to all academic and clinical coursework and are included in the syllabi of all faculty.

***These standards were approved by the faculty of the School of Speech-Language Pathology & Audiology in the Spring 2018.***



Dismissal from the program

Contacting appropriate authorities

- At any time if it is determined by the faculty that a student's behavior poses a risk to the health or safety of clients/patients, faculty, supervisors, staff or fellow students, the case will



- *Being disciplined by a licensing or disciplinary authority of this or any other state or country or convicted or disciplined by a court of this or any other state or country for an act that would be grounds for disciplinary action under this section.*
- *If any person has engaged in any practice which constitutes an offense under the provisions of this chapter or rules promulgated thereunder by the board, the board may apply to the court of common pleas of the county for an injunction or other appropriate order restraining such conduct, and the court may issue such order*

The full text of these Rules and Regulations may be found at:

<http://slpaud.ohio.gov/lawsandrules.htm>

Graduate clinicians will be required to complete clinical rotations at public schools or health care facilities. The clinical sites will review the background checks for confirmation that a graduate clinician would not be barred under the clinical sites rules and regulations or under state or federal law. Clinical sites may bar graduate clinicians with certain types of convictions, which could negatively impact a graduate clinician's ability to successfully complete the academic program.



## Universal Precautions for Infection Control

What procedures are utilized for infection control in the Audiology and Speech Center?

### Person Protection:

WASH HANDS when arriving on duty for clinical practicum activities, before leaving, before and after eating, after using the restroom, between clients, before handling clean supplies, after handling dirty items, and as needed.

Use gloves when handling blood, saliva, cerumen, and any other body fluids and/or anytime you are in contact with mucous membranes or broken skin.

Wear a cover if any clothing is likely to be soiled.

Use face protection if spraying is possible.

Wear a mask for suspect respiratory illnesses.

### Treatment Rooms and Materials

Each treatment room is equipped with Infection Control materials including: gloves, alcohol wipes, hand sanitizer, tissues, disinfecting wipes, and paper towels.

Clean all surfaces and materials with disinfectant solution after each session. This includes but is not limited to the following: tables, chairs, windows, doorknobs, light switches, mirrors, treatment/diagnostic materials, and toys.

Throw away all contaminated material including tissues, tongue blades, cups, q-tips, gloves, therapy materials etc.

Become familiar with standard precautions taken at various work sites and share these procedures with your clinical instructors and fellow graduate clinicians.



## Health Forms

### What do I need to know about health forms, TB tests, and immunizations?

Graduate clinicians entering our graduate programs are expected to comply with all health requirements. This includes a physical examination by a licensed physician, current tuberculosis (TB) test, and updated immunizations as required by State of Ohio law.

As you are entering a healthcare or educational profession, there are certain public health requirements to which our programs expect you to adhere. All State of Ohio immunizations that are required by State law and recommended by the Centers for Disease Control and Prevention (CDC) must be up to date when you enter our program. People who are not correctly immunized pose a significant public health risk to their client/patients, co-workers and themselves.

The CDC and State of Ohio requirements are as follows: Two doses of MMR and one dose of Tdap (Adacel). The Tdap is the most recent Tetanus/diphtheria/pertussis vaccine containing the pertussis (whooping cough) which has been on the rise. Most health care facilities and our program also require the 3 dose Hepatitis B vaccine.

Seasonal flu shots are being required by many external clinical sites and will not accept graduate clinicians who have not had this immunization. Flu shots are available in the Fall of each year and can be obtained through UA Graduate clinician Health Services, the Akron Health Department, your personal physician's office, local pharmacies, and other flu shot clinics in the area.

The State of Ohio has specific guidelines on all immunizations; consult with your primary care physician or The University of Akron Student Health Center to make sure that you are up to date. Complete information on immunizations may be found at <http://www.cdc.gov/vaccines/recs/schedules/downloads/adult/mmwr-adult-schedule.pdf>.

Current documentation of all immunizations and TB testing must be submitted to the program coordinator in August of each year. You will not be permitted to begin your clinical rotations until the documentation is provided. If a graduate clinician has commenced a clinical rotation and these requirements are found to be undocumented or expired, he/she will not be allowed to continue at the site until all requirements are met.

If immunizations and TB tests are not up to date, we cannot guarantee that you will be accepted at medical and/or educational clinical rotation sites. This could impact your timely progression through the program, prevent you from participating in a variety of clinical experiences and ultimately prevent you from graduating.

## Report Writing

What do I need to know about report writing?

### Types of Reports:

Speech-language pathology graduate clinicians will be exposed to several types of reports including but not limited to reports for speech-language assessments, speech-generating device





should follow specific procedures set forth in The University of Akron Bylaws section 3359-13. Complaints evolving from serious student misconduct may be directed to the Assistant Provost and Dean of Students.

Should the student desire, he/she may also contact

American Speech-Language-Hearing Association: Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA).

Website: <http://www.asha.org/academic/accreditation/accredmanual/section8>

#### Contact Information

National Office Staff: 1-800-498-2071 (members) or 1-800-638-8255 (non-members)

**STUDENT COMPLAINT FORM**  
The University of Akron College of Health Professions  
School of Speech Language Pathology and Audiology

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Course: \_\_\_\_\_

Faculty Member: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

School Director: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

1. If this complaint involves an instructor or supervisor have you sought resolution with that individual? \_\_\_\_\_  
I have \_\_\_\_\_ I have not

2. Detailed description of the complaint (use a second page, if necessary):

Graduate clinician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL LEVEL**

Action:

School Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Family Educational Rights and Privacy Act (FERPA)

What do I need to do if I want The University of Akron to provide a copy of my education records to a third party?

Federal regulations (34 C.F.R. 99.30) state that students who wish the University to provide a copy of their education records, in whole or in part, to a third party must consent to the release of records in a signed and dated writing that specifies the person(s) to whom the records should be released, the records to be released, and the purpose of the release. A writing of this nature may be required before the University may provide a copy of student records to the student's parents or a potential employer. For your convenience, The University of Akron has created an authorization form for this purpose. A copy of this form is available online at: [www.uakron.edu/ogc/docs/FERPARelease.pdf](http://www.uakron.edu/ogc/docs/FERPARelease.pdf). Students may use the University's authorization form or draft their own writing.

The University of Akron  
Akron, Ohio 44325  
330-972-7111

Authorization for Release of Information

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ IDD: 169 (r)-4 (of 7) | T | J | 10.13 0 Td(6)TjEM04 70 85%0610 1 BDC11.0



## Important University of Akron Contact Information

Audiology and Speech Center Administrative Assistant	330-972-6035
Audiology and Speech Center fax	330-972-7884
Audiology and Speech Center Billing Coordinator School of Speech-Language Pathology and Audiology	330-972-5894

## Emergency Procedures

What are the emergency procedures?

University of Akron Campus Police:  
3309727123 Non-emergency  
3309722911 Emergency



1. Determine the extent of the injuries and make the person as comfortable as possible.
2. Call or have someone call University Security at extension 911
  - Inform the dispatcher that there has been an accident at the Audiology and Speech Center.
  - If the individual is seriously injured request that the dispatcher call an ambulance.
3. Notify the Director of the Audiology and Speech Center and/or School Director of the injury.
4. Fill out an Incident Report Form located in the file cabinet documenting the circumstances of the accident and procedures followed. Place one copy of the report in the client's chart and give one copy to the Director of the Audiology and Speech Center.
5. Document the incident on the client's contact notes.

**Field Trips:**

The policy of the Audiology and Speech Center is that no client can be t (a)42qiscl that no cl the no clca ( )-10 (f



5. Why did you place the bomb?
  6. Who is calling?
- Describe the caller's voice.
    1. Male or Female?
    2. Young, middle age, or old?
    3. Accent?
    4. Tone of voice?
    5. Did the voice sound familiar? If so, who did it sound like?
  - Record a description of any background noise.
  - Record the time the caller hung up.
  -