

Off-Campus Audiology Clerkship Syllabus COMD 893 – Fall 2016 Session

Congratulations on receiving this interesting and challenging clerkship assignment! The School of Communicative Disorders is pleased to be able to work with the staff within a variety of medical, private practice, and educational sites to provide you with this experience. You are expected to fulfill your practicum responsibilities in a way that will enhance this working relationship.

A clinical supervisor from the School of Communication Sciences and Disorders will provide liaison supervision from UWSP. An on-site supervisory visit may occur during the summer, especially if a visit to this site has not recently taken place, and depending on the distance from UWSP to the site. The assigned university liaison supervisor is available throughout the semester for the student and the off-campus supervisor(s), and will be contacting the student and supervisor several times during the semester. UWSP liaison supervisors are also available to discuss concerns or issues relevant to students. Please feel free to contact your assigned university liaison supervisor at any time.

As the semester continues, students may expect the following from their assigned university liaison supervisor:

1. The university liaison will make an initial telephone call or email to the off-campus supervisors during the first week of the semester to introduce him or herself, and to check if the off-campus supervisors have any questions as the student begins his or her clerkship.
2. The university liaison will contact or meet with each assigned off-campus student during the first 1-2 weeks of the semester, to review the syllabus packet and discuss any questions that the student may have.
3. The university liaison will make periodic telephone or email contacts with the off-campus supervisors and students to monitor the student's progress and status. This will typically occur around midterm and the end of the semester, or more often as needed.
4. The university liaison may make a site visit during the clerkship, depending on the distance of the site from UWSP. Off-campus supervisors have indicated that they appreciate the support of the university faculty while supervising students at their sites and enjoy sharing their professional work and expertise with university faculty. During this visit, the university liaison will observe the student for approximately 30-60 minutes if allowed by the site, and confer with the supervisor(s) and/or student as needed.
5. The university liaison will arrange to talk or meet with each of their assigned students after their students have received their final evaluation at the end of each semester from the off-campus supervisors, to discuss the student's performance.
6. The university liaison will be responsible for obtaining all necessary paperwork from the student and the off-campus supervisor at the end of each semester, for entering the grades of their assigned students, and will ensure that all paperwork is submitted to the Clinical Director by the due dates.

GOALS AND OBJECTIVES FOR OFF-CAMPUS AUDIOLOGY CLERKSHIPS:

This course provides students with the opportunity to progress towards **the development of skills and knowledge as specified by ASHA**, for acquiring clinical competence in audiology. The skills and knowledge are acquired across a continuum, with increasing levels of independence, consistency, and problem solving expected to occur over time. Students must take responsibility for documenting experiences that provide evidence of skills. Each student's progress toward meeting the applicable skills will be evaluated with the supervisor during the semester. If skills are not demonstrated at the expected level, an improvement plan will be developed to facilitate progress (*see more information under Evaluation: Improvement Plans below; also see the attached copy of the Improvement Plan for Academic and Clinical Knowledge and Skills*).

Objectives for Off-Campus Clinical Clerkship

ASHA StandardsRefer to specific skills and expected levels of performance cited on the Evaluation of Clinical Practicum in Audiology form****

1. To develop clinical skill in oral and written communication. (*ASHA Stan. IV-A22*)
2. To develop clinical skill in the evaluation of clients with auditory and/or vestibular disorders. (*ASHA Stan. IV-C*)
3. To develop clinical skill in providing intervention to clients with auditory and/or vestibular disorders. (*ASHA Stan. IV-D*)
4. To develop interaction and personal qualities for effective professional relationships with clients, families, caregivers, and other professionals. (*ASHA Stan. IV-A26, IV-A29, IV-D, IV-E*)
5. To adhere to the ASHA Code of Ethics and behave professionally. (*ASHA Stan. IV-A19, IV-A22, IV-A29*)

DPI Standards (For Educational Audiology Placements)

In order to receive a license as a school audiologist in Wisconsin, students must have the following (PI 34.34(12)):

- An educational psychology course, including principles and theories of learning
- Methods and procedures in school audiology programs including the relationship with, and content of school pupil service programs. This requirement may be met by prior experience up on the recommendation of the accredited institution.
- Alternative communication systems including signed language systems, their implications for the social, emotional, and educational development of children, and methods for effective communication with children who use them.
- At least 50 hours of a supervised practicum providing audiology services in a school setting, or equivalent experience while employed as a school audiologist by a public or private school or school district.” Students must also have knowledge of the following Wisconsin Teacher Standards.
 - Content: The teacher understands the central concepts, tool of inquiry, and structures of the disciplines he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for pupils.
 - Methods: The teacher understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.
 - Diversity: The teacher understands how pupils differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of pupils, including those with disabilities and exceptionalities.
 - Instruction: The teacher understands and uses a variety of instructional strategies, including the use of technology to encourage children’s development of critical thinking, problem solving, and performance skills.
 - Management: The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.
 - Communications: The teacher uses effective verbal and nonverbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration, and supportive interaction in the classroom.
 - Curriculum: The teacher organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community, and curriculum goals.
 - Assessment: The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the pupil.
 - Reflection: The teacher is a reflective practitioner who continually evaluates the effect of his or her choices and actions on pupils, parents, professionals in the learning community and others and who actively seeks out opportunities to grow professionally.
 - Professionalism: The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support pupil learning and well being and acts with integrity, fairness and in an ethical manner.

SUPERVISION REQUIREMENTS:

According to ASHA standards for audiology:

- Supervision must be sufficient to ensure the welfare of the patient and the student in accordance with the ASHA Code of Ethics.
- Supervision of clinical practicum must include direct observation, guidance, and feedback to permit the student to monitor, evaluate, and improve performance and to develop clinical competence.
- The amount of supervision must also be appropriate to the student’s level of training, education, experience, and competence.
- Supervisors must hold a current Certificate of Clinical Competence in the appropriate area of practice.
- The supervised activities must be within the scope of practice of audiology to count toward certification.

ACCOMMODATIONS:

- Reasonable accommodations are available for students who have a documented disability. Please notify your supervisor and the Clinical Director during the first week of classes of any needs based on a disability that may require a reasonable modification in order for you to participate fully in this course. All accommodations should be approved through the Office for Students with Disabilities in the Student Services Center.
- The Clinic Director and supervisors will accommodate religious beliefs according to UWS 22.03 if they are notified within the first week of the semester regarding specific dates for which you require accommodations. Discuss this with your off-campus and UWSP liaison supervisors.

PROFESSIONAL MANNER, CONDUCT, ACCOUNTABILITY, AND DRESS CODE:

Credibility as a professional is influenced by appearance and conduct; note that performance evaluation will take into account the following responsibilities. A pattern of unprofessional conduct in any of the following will result in grade reductions:

- Adhere to facility policy & procedure and ASHA code of ethics.
- Demonstrate awareness of safety issues/infection control in facility.
- Professional appearance and conduct is required at all times. Refer to your off-campus site and UWSP’s dress code policies.

CONFIDENTIALITY:

Protected Health Information (PHI) and other clinic/facility information must be kept confidential. Students must follow their off-campus site's requirements regarding patient confidentiality and HIPAA procedures.

INFECTION CONTROL AND UNIVERSAL PRECAUTIONS:

All students are required to follow the Center's infection control policies and procedures as outlined in the Audiology Clinical Procedures and Practicum Manual to maintain a clean, healthy environment for patients and staff. Students are responsible for following their off-campus site's procedures regarding infection control and universal precautions. Training on communicable diseases, policies, and procedures has been provided to all staff and students prior to their participation in practicum.

EVALUATION:

Evaluations will be provided for the student at midterm and at the end of each semester. Please refer to the *Evaluation of Clinical Practicum in Audiology Form* which will be used for these evaluations.

General Description of Grading: The specific grading scale is given on the *Evaluation of Clinical Practicum in Audiology Form*. Below are general descriptions of the type of effort and performance that correspond to each letter grade.

Letter	UWSP %ages	Description
A	95.51-100	The clinician is consistently exhibiting extra effort and outstanding clinical skills for his/her level of training.
A-	91-95.5	The clinician is exhibiting clinical skills and effort that meet expectations for his/her level of training in some areas, and exceed expectations in other areas.
B+	88-90.99	The clinician is exhibiting clinical skills and effort that, overall, meet expectations for his/her level of training.
B	84-87.99	The clinician is exhibiting clinical skills and effort that meet expectations for his/her level of training in many areas, but has a/some limited area(s) of below-standard performance that require improvement. An Improvement Plan may be considered.
B- & below	83.99 & below	These are failing grades representing clinical skills and/or effort that are below expectations for the clinician's level of training. An Improvement Plan will be implemented.

Improvement Plans: If skills and/or professionalism are not demonstrated at the expected level, an improvement plan will be developed to facilitate progress. An improvement plan may NOT be necessary if a student performs slightly below expectations in a few specific areas (see *Evaluation of Clinical Practicum in Audiology Form*), AND if the student is appropriately responding to supervisor input and demonstrating sufficient improvements in those areas. On the other hand, an improvement plan IS necessary if a student consistently performs below expectations, and is not demonstrating sufficient improvement in response to feedback.

The supervisor should contact the university liaison if he or she believes an improvement plan may be necessary.

The following is important general and clock hour information:

1. Your supervisor will inform you of the site's policies and procedures regarding client/patient files, and you are responsible for following these procedures.
2. The **off-campus supervisors will be giving you directions** regarding the tasks that you are to do with clients. As the semester goes on, you should assume more responsibility for planning and direct involvement in appointments. However, this issue is at the discretion of each individual supervisor.
3. **The on-site supervisors will be providing you with feedback at midterm, and assigning a grade at the end of each semester using the Evaluation of Clinical Practicum in Audiology Form.** You will receive feedback throughout the semester regarding your performance, including verbal and/or written feedback and one final grade. The final grade recommendation from the on-site supervisor is due to the Clinical Director by the end of each semester.
4. You are responsible for logging all of your clinical hours every day. Your supervisor must initial and sign off on your daily log forms, as well as the end-of-semester clock hour summary form. You may want to ask your supervisor to initial or sign off on your **log form** daily or weekly. **Note that you can complete the log form electronically; the minutes that you enter into each cell will be totaled at the bottom of each page, and the hours will be calculated from the minutes.** At the end of the semester, your supervisor will need to **sign off on your clock hour summary forms, as well as any log forms from the semester that have not yet been signed. Clock hour and log forms are due to the liaison by the end of each semester.**

5. **Be sure to count all of your clinical clock hours**; give yourself credit for all of the work you're doing and experience you're gaining! **Even if you have exceeded or will exceed the ASHA-required 1820 hours, you must document all of your hours in case you ever need additional documentation** for state licensure, ABA Board Certification, or for any other credential or employment. ASHA clearly states, on their website that lists the CCC-A requirements, that the following activities all can be counted as clinical hours: "Acceptable clinical practicum experience includes clinical and administrative activities directly related to patient care. Clinical practicum is defined as direct patient/client contact, consultation, record keeping, and administrative duties relevant to audiology service delivery. Time spent in clinical practicum experiences should occur throughout the graduate program." **Therefore, be sure to count time spent:** writing reports, making entries in the electronic medical record, dictating, reviewing/discussing a case with your supervisor, preparing and planning for a patient's care (e.g., reviewing the patient's history, pre-setting a patient's hearing aids, preparing materials or preparing a test ahead of time for a patient, reviewing and evaluating evidence that is directly related to a patient's care, etc.), and following up or coordinating a patient's care (e.g., making a phone call to the patient or to another professional about the patient's care, etc.). If you have any questions about whether you should count a certain activity, be sure to ask your UWSP liaison.
6. **A copy of the "Facility Status" form is attached. ASHA requires that programs obtain this information from each off-campus supervisor for the School of Communication Sciences & Disorders. The student and on-site supervisor must complete this form and return this paperwork to the Clinical Director by the end of the semester.**
7. **Please ask the on-site supervisor if he/she would like you to have her/his home or cell phone number, in case you get sick and need to contact your supervisor at home. Note:** If you become ill and are unable to go to the site, you need to call the on-site supervisor the NIGHT BEFORE. If your illness comes on suddenly, contact the site and/or your supervisor **within a timeframe and using a means of communication that you have both agreed on ahead of time.**
8. **Communicate with your supervisor about his/her expectations for you during inclement weather. You are expected to make a reasonable effort to report to your site whenever possible, but you are NOT expected to jeopardize your health or safety.**

Paperwork Due Dates for Fall 2016

Midterm (Due by October 24, 2016)

From Supervisor

- a. Improvement Plan (Only if applicable): Midterm completion of the Improvement Plan for Academic and Clinical Knowledge and Skills, if the student is not meeting expectations. See additional explanation in the syllabus.
- b. Midterm Evaluations (Optional): If there are concerns regarding the student's performance, OR if there have not been sufficient opportunities to communicate feedback verbally, a midterm evaluation should be completed to communicate your concerns or feedback to the student so that he or she can improve in a timely manner.

End of Semester (Due no later than December 9, 2016, unless this date is before the student's last clerkship day, in which case an alternate due date must be arranged with the liaison)

From Supervisor

- a. Improvement Plan (Only if applicable; see additional information in the syllabus): Documentation of whether the student met the plan or if they need to continue to address concerns on the Improvement Plan for Academic and Clinical Knowledge and Skills.
- b. Evaluation Forms:
 - i. Evaluation Summary form
 - ii. Final Evaluation of Clinical Practicum in Audiology Form
- c. Facility Status form (one is needed each academic year).
- d. Copies of ASHA card and state licenses for each supervisor at the site (copies are needed each calendar year)
- e. Supervisor's Exit Questionnaire for Off-Campus Supervisors (optional).

From Student

- a. Completed Clock Hour Forms signed by supervisor and Log forms for the semester.
- b. Student's Exit Questionnaire and Evaluation of Clerkship Site

Please send or give the information directly to the assigned university liaison (scan/email, fax, or hard copy are all acceptable), or send to the liaison at the following address:

University liaison's name
College of Professional Studies
1901 Fourth Ave.
UW-Stevens Point
Stevens Point, WI 54481
Fax #: 715-346-2157