

CD 894 Audiology Fourth Year Externship Syllabus

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Congratulations on receiving this interesting and challenging externship assignment! The School of Communicative Disorders is pleased to be able to work with the staff within a variety of 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 Communicative Disorders will provide liaison supervision from UWSP. During the summer 2016 session, the liaison will be Dr. Becky Henning, Associate Professor and Director of Clinical Services in Audiology. The liaison may change in subsequent semesters. An on-site visit by the liaison will most likely occur once during the externship, only for externships located in Wisconsin or within a 3-3.5 hour drive of Stevens Point. It is not possible to make a site visit to more distant locations. Regardless of the externship location, the assigned university liaison supervisor will be available to discuss any concerns that off-campus supervisors might have about the university students. 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 email or telephone call to the off-campus supervisors during the first 1-2 weeks of the externship to introduce himself or herself, and to check whether the off-campus supervisors have any questions.
2. The university liaison will continue to make periodic email or telephone contacts with the off-campus supervisors to monitor the student's progress and status.
3. The university liaison will make a site visit during the externship, if the externship is located in Wisconsin or within approximately 3-3.5 hours of Stevens Point. 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, and confer with the supervisor(s) and student as needed.
4. The university liaison will contact each of their assigned students, at minimum, at the beginning of the semester, at midterm, and at the end of the semester, to discuss the student's performance and any questions or concerns. The liaison will also be available to meet with students at other times as needed.
5. 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 student's grade, and for ensuring that all paperwork is submitted to the Clinical Director by the due dates.

GOALS AND OBJECTIVES FOR OFF-CAMPUS AUDIOLOGY EXTERNSHIPS:

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 within 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 Externship

ASHA Standards *Refer 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.
2. To develop clinical skill in the evaluation of clients with auditory and/or vestibular disorders.
3. To develop clinical skill in providing intervention to clients with auditory and/or vestibular disorders.
4. To develop interaction and personal qualities for effective professional relationships with clients, families, caregivers, and other professionals.
5. To adhere to the ASHA Code of Ethics and behave professionally.

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, and should never be less than 25%.
- Supervisors must hold a current Certificate of Clinical Competence in the appropriate area of practice, if the student's clinical clock hours are to count toward earning his/her CCC-A.
- The supervised activities must be within the scope of practice of audiology to count towards certification.
- Only the supervisor who actually observes the student is permitted to verify the credit given to the student for the clinical clock hours.

ACCOMMODATIONS:

Reasonable accommodations are available for students who have a documented disability. Students must 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. Students must 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. 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:

I. **Formal evaluations** (utilizing the *Evaluation of Clinical Practicum in Audiology Form*) will be provided for the student at the end of each semester. Feedback will also be provided throughout the 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 student is consistently exhibiting extra effort and outstanding clinical skills for his/her level of training.
A-	91-95.5	The student 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 student is exhibiting clinical skills and effort that, overall, meet expectations for his/her level of training.
B	84-87.99	The student 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 overall below expectations for the student's level of training. An Improvement Plan will be implemented.

ii. 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:

- Your supervisor will inform you of the site's policies and procedures regarding client/patient files, and you are responsible for following these procedures.
- 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.
- The on-site supervisors will be assigning grades to you by the end of each semester.** A copy of the Evaluation of Clinical Practicum in Audiology Form is attached. The on-site supervisor's assessment of your performance will determine your grade. 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.**
- 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.**
- 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 on-site supervisor must complete this form and return this paperwork to the Clinical Director by the end of the first semester of the externship assignment.**
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 Externship

A. Midterm: Optional / Only if Necessary or Desired (Due July 18, 2016; October 14, 2016; March 10, 2017)

1. 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 concerns or feedback to the student so that he or she can improve in a timely manner.

B. End of Semester (Due August 5, 2016; December 9, 2016; May 9, 2017)

1. 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).

2. 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

C. End of Externship (Due within at least 1 week after completing the externship).

- a. Completed Clock Hour Forms signed by supervisor and Log forms.

Please send or give the information directly to the assigned university liaison supervisor 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