



Indiana University of Pennsylvania

SPEECH-LANGUAGE PATHOLOGY & AUDIOLOGY PROGRAM CLINIC HANDBOOK

Speech-Language Pathology Program
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Introduction

A Welcome Letter

Dear Student:

The faculty and I welcome you to Indiana University of Pennsylvania's (IUP) Graduate Program in Speech-Language Pathology. We are excited that you have decided to continue your journey to becoming a fully-licensed and certified speech-language pathologist with us. The faculty in our program are dedicated to your success. As such, our program is structured in such a way to allow for close supervision in the beginning stages of your clinical experiences to support and prepare you for the full-time internships that you will undertake during your second year in the program. In addition to the information provided in the Clinic Handbook, you will find a variety of resources and forms on the Desire to Learn (D2L) learning management platform under the Advising page. You will see the D2L platform referenced throughout this handbook for items to include but not limited to, the American Speech-Language-Hearing Association's clinical logs, diagnostic and clinic material lists, documentation templates, etc. Additional information pertaining to our program is available in the IUP Graduate Program Handbook that is available on our website at <https://www.iup.edu/special-ed/grad/speech-language-pathology-ms/>.

Indiana University of Pennsylvania's Master of Science degree will prepare you to work across the lifespan and is designed to teach you the best practices to help individuals with articulation/phonological, voice/resonance, fluency/stuttering, expressive/receptive language and literacy, swallowing/feeding, cognitive-communication, social communication, communication modality, and hearing needs. In addition, students will gain experience with providing services in a wide range of settings including hospitals, rehabilitation centers, skilled nursing facilities, home health, schools, childcare centers, pediatric clinics, and more.

Feel free to contact me with any questions regarding this handbook or your clinical education.

Best,

Erin Clark, MS, CCC-SLP
Clinic Director
Department of Communication Disorders, Special Education, and Disability Services
College of Education and Communications
Indiana University of Pennsylvania

Purpose of the Clinic Handbook

The purpose of the handbook is to serve as a reference and is to be used in conjunction with the American Speech-Language-Hearing Association (ASHA) Standards and Implementation Procedures for the Certification of Clinical Competence in SLP (located at <https://www.asha.org/students/>) and the Pennsylvania licensure requirements, which can also be accessed throughout the ASHA website (located at <https://www.asha.org/advocacy/state/info/PA/licensure/>).

As of January 1, 2020, the 2020 Standards for the Certificate of Clinical Competence in Speech-Language Pathology have gone into effect, and you may see elements of the eight standards referenced throughout this handbook. The Clinical Handbook provides specific information about required day-to-day clinic procedures, expectations of clinical behavior and dress, and expectations for handling of protected health information, documentation, etc.

Purpose of the IUP Speech, Language, and Hearing Clinic

The Speech, Language, and Hearing Clinic is an educational unit of IUP. It functions as a laboratory program of the University to provide the faculty with the means of preparing college students enrolled in the Speech-Language Pathology and Audiology program to become qualified speech-language pathologists. As a teaching program, we are committed to quality services so that the students will become qualified professionals.

Clinic Mission

The mission of the IUP Speech, Language, and Hearing Clinic is to provide the highest quality preventative and (re)habilitative services across our scope of practice to the IUP and surrounding communities. We do this by scaffolding and supporting our students to translate evidenced-based, theoretical knowledge into clinical practice and ensure that patient care is culturally- and linguistically-sensitive across the lifespan. Similarly, we strive to collaborate with other service providers both inter- and intraprofessionally. Lastly, we endeavor to align the mission and goals of our Clinic with the IUP Speech-Language Pathology Program Mission and Vision, the University's strategic plan, and the American Speech-Language-Hearing Association's (ASHA) code of ethics.

Clinical Education Goals per the 2020 Standards and Implementation Procedures for the Certificate of Clinical Competence in Speech-Language Pathology

As of January 1, 2020, students must complete a program of study to achieve the following skills as outlined in Standard V-B with outcomes described as follow:

1. Evaluation

- Conduct screening and prevention procedures, including prevention activities.
- Collect case history information and integrate information from clients/patients, family, caregivers, teachers, and relevant others, including other professionals.
- 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.

Clinical Education Goals (Continued)

2. 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.

3. Identify and refer clients/patients for services, as appropriate.

- 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.

Additionally, the student must have current knowledge regarding:

- Principles and methods of prevention, assessment, and intervention for persons with communication and swallowing disorders (Standard IV-D).
- The principles and rules of the current ASHA Code of Ethics (Standard IV-E)
- The processes used in research and the integration of research principles into evidence-based clinical practice (Standard IV-F).
- Knowledge of contemporary professional issues (Standard IV-G)
- Entry level and advanced certifications, licensure and other relevant credentials as well as local, state, and national regulations and policies relevant to professional practice. (Standard IV-H)
- Demonstrated skills in oral and written or other forms of communication sufficient for entry into professional practice (Standard V-A)

Types of Services Available

The IUP Speech, Language, and Hearing Clinic provides diagnostic and therapeutic services for persons of all ages with speech and language, swallowing, and/or hearing concerns. While this may change in the future, the IUP Speech, Language, and Hearing Clinic is happy to provide services that are free of charge to IUP students and employees, as well as to IUP and surrounding communities.

General Scheduling

Services will be scheduled in accordance with the university calendar and the schedule of courses. The Clinic offers services only when the students are available during the university semesters. During university breaks and between semesters, the Clinic is closed.

Statement of Nondiscrimination

The Indiana University of Pennsylvania (IUP) Speech, Language, and Hearing Clinic does not and shall not exclude, deny services to, or otherwise discriminate against any person on the basis of race, color, religion, national origin, disability, gender identity, sexual orientation, marital status, age, or military status. Student clinicians and other clinic staff are expected to treat clients equally. In addition, the IUP Speech, Language, and Hearing Clinic prohibits retaliation against any person because he or she opposed or reported discrimination in good faith. Likewise, student clinicians and clinic staff shall not be discriminated against based on any of the aforementioned demographic characteristics.

Confidentiality

In general, the rules state that any health care provider or insurance entity that maintains or transmits individually identifiable health information, referred to as “protected information,” about a client/patient is deemed a “covered entity” and is subject to HIPAA. The HIPAA privacy rule is applicable to an entity or device which collects, stores, or transmits data electronically, orally, in writing or through any form of communication, including fax. Additional details regarding the confidentiality safeguards that are in place for client files, submission of documentation to clinical supervisors, communication with other entities, etc. will be discussed in detail later in this handbook.

Documentation of Clinical Requirements

Typhon – Undergraduate Clinicians

The COEC has permitted speech-language pathology undergraduate students to select either CastleBranch or Typhon as the secure, electronic clinical tracking system for maintaining the prerequisite documents required for clinical experiences in the IUP Clinic. Students opting to utilize CastleBranch can obtain instructions specific to IUP through the following link:

<https://portal.castlebranch.com/IH40/spif/IH40/IH40r>. In the event that undergraduate students opt to utilize Typhon, please contact the Clinic Director or Clinic secretary to create an account. Additional instructions for Typhon can be found in the section below.

Typhon – Graduate Clinicians

The Typhon Group Student Tracking system functions as a complete and secure, electronic clinical tracking system. As such, each graduate student will be required to enroll into the Typhon program at the onset of graduate school. Upon entering and beginning the program, an account will be created for each student in Typhon. Students will be notified via email to confirm activation of that account. Please do so in a prompt manner (within 24 hours) as the link will expire 24 hours after the notification. Indiana University of Pennsylvania’s account can be accessed through the following website:

<https://www.typhongroup.net/ahst/index.asp?facility=9113>

This database will be used to track all ASHA clinical hours over the course of the graduate school experience. Graduate students will also use this system to enter and post all clearances and other required documents. Typhon Training will be provided by the Clinic Director during staffing (SPLP 661-001) during the first weeks at IUP.

The cost of Typhon is a one-time fee of \$90. Typhon maintains data and documents for five years meaning that students will have access to the information for three years following graduation. Our alumnae have reported that this is particularly helpful when future employers ask to review a summary of their clinical hours.

Prerequisites for Participation in Clinical Experiences

Speech-Hearing Screening

The College of Education and Communication (COEC) in which the Speech-Language Pathology and Audiology Program resides, requires that all education majors complete a speech and hearing screening. The screening is performed at the IUP Speech, Language, and Hearing Clinic and is typically completed by students during their junior or senior year of their undergraduate program. Students are encouraged to retain a copy of this screening and to provide a copy to their undergraduate advisor to be filed in their student file. In the event that a graduate student did not complete his/her undergraduate degree at IUP, a speech and hearing screening should be scheduled and conducted during his/her first semester of graduate school.

Observations/Undergraduate Clinic

SPLP 310: Observation in Communication Disorders I (Students must achieve junior standing prior to enrollment in SPLP 310):

Includes guided observation of 20 hours of speech-language pathology services.

SPLP 410: Observation in Communication Disorders II (taken after successful completion of SPLP 310):

The purpose of SPLP 410 is to prepare the student for his/her first clinical experience. The student will obtain a minimum of five, guided observation hours by following one client extensively over several weeks. The student will then conduct at least one therapy session with the client he/she has been observing.

SPLP 420: Undergraduate Clinic (student must have overall grade point average of 3.0):

This clinical experience is designed to provide the student with his/her full clinical therapy experience. Each student is assigned a client who is typically seen twice weekly for 1/2 hour to one-hour sessions throughout the semester. This clinic is a literacy-based, clinical experience designed specifically for undergraduate students to learn to begin to develop lesson plans, document services, and practice behavior management skills.

Students are selected to enroll in SPLP 420 based on GPA and professional merit. In addition, they must have successfully completed SPLP 310 and 410. Before enrolling in SPLP 420, each student is required to meet the prerequisites for clinical experiences outlined below.

No more than 50 clinical clock hours completed at the undergraduate level will be counted towards the 375 clinical clock hours required for completion of the graduate program (Standard V-D). ****This is not a required course or prerequisite for completion of graduate-level clinical practicum experiences.****

**NOTE: Students entering the graduate program without the required 25 clock hours of guided observation must complete them before enrollment in the graduate-level clinical practicum experiences.*

Professional Liability/Malpractice Insurance

Although there have been no claims made against the university, a student, or an outside facility as a result of student negligence, the faculty recognize that students have a growing need for protection against such claims. Our program requires that all students engaged in clinical practice purchase comprehensive coverage beginning with their first clinical experience. (This may be at the undergraduate or graduate level.)

Professional Liability/Malpractice Insurance (Continued)

Proliability powered by Mercer Consumer is a commercial insurance carrier has developed a Student Liability Program. This insurance program is approved by the American Speech-Language-Hearing Association, although it is not an ASHA function.

To purchase liability insurance, students must first be a member of the National Student Speech-Language-Hearing Association (NSSLHA). Applications for NSSLHA membership and links for professional liability insurance through proliability powered by Mercer Consumer are available online: <https://www.nsslha.org/> and <https://www.proliability.com/professional-liability-insurance/students-individuals.html>, respectively. Students may also call 1-800-503-9230 to apply for professional liability insurance by telephone.

NSSLHA Membership Dues	\$60/year (\$30 Introductory NSSLHA)
Proliability Insurance	\$32/year
Total	\$92/year

This insurance coverage includes:

\$1,000,000 each claim

\$3,000,000 annual aggregate

Mandated Reporter Training

All IUP clinic students and staff are required to complete mandated reporter (Act 126) training online through the University of Pittsburgh School of Social Work (<https://www.reportabusepa.pitt.edu>) every three years. Students and staff will receive a certificate which must be uploaded onto the Typhon clinical tracking system.

All staff and students serving at Indiana University of Pennsylvania (IUP) Speech, Language, and Hearing Clinic are mandated reporters. Mandated reporters are individuals who have regular contact with vulnerable people (e.g., children) and are required to report any incidences of suspected child abuse or neglect to authorities. This applies not only to observations made during the clinic sessions but also to those made while clients are in the clinic waiting room and hallways. Similarly, all such observations made during field placements must be reported.

All students should immediately report any suspected child abuse or neglect to their clinical supervisor(s). In addition, all such incidents must be reported to the Clinic Director. Reporting can be conducted 24 hours per day, 7 days per week by contacting ChildLine at 1-800-932-0313 or by reporting online at <https://www.compass.state.pa.us/cwis/public/home>.

TB Test

All students who participate in clinical activities in the clinic must obtain at least a one-step Mantoux tuberculin (TB) skin test annually. Other documentation that will also be accepted includes an Interferon Gamma Release Assay (IGRA) blood test or negative chest x-ray. For undergraduate students, this information will be uploaded to either CastleBranch or Typhon and confirmed by the undergraduate clinic supervisor prior to contact with clients. Graduate students are required to upload evidence of their TB test results or other accepted documentation to Typhon. In preparation for internship experiences during the second-year of graduate school, graduate students will be required to complete site-specific requirements which frequently includes a two-step TB test. The Clinic Director will meet with students during the Spring semester prior to their internship experiences to provide information regarding site-specific clearances and deadlines.

Act 151 – Pennsylvania Child Abuse History Clearance

All students who participate in clinical activities in the clinic must provide evidence of completion of the Pennsylvania Child Abuse History Clearance (Act 151) within 60 months prior to contact with clients. For undergraduate students, this information will be uploaded to either CastleBranch or Typhon and confirmed by the undergraduate clinic supervisor prior to contact with clients. Graduate students are required to upload evidence of their Act 151 clearance to Typhon. Some first-year off-campus opportunities require this clearance annually. As a result, if a student is selected for an off-campus opportunity during the first three semester of graduate school, he/she may have to re-apply for this clearance. Specific instructions for applying for Act 151 are available on the D2L Advising page. In addition, internship sites frequently require this clearance to have been obtained within one year of the start and end dates of the internship experience. The Clinic Director will meet with students during the Spring semester prior to their internship experiences to provide information regarding the earliest date for which to re-apply for the Act 151 clearance.

Act 34 – Criminal Record Check

All students who participate in clinical activities in the clinic must provide evidence of completion of the Criminal Record Check (Act 34) within 60 months prior to contact with clients. For undergraduate students, this information will be uploaded to either CastleBranch or Typhon and confirmed by the undergraduate clinic supervisor prior to contact with clients. Graduate students are required to upload evidence of their Act 34 clearance to Typhon. Some first-year off-campus opportunities require this clearance annually. As a result, if a student is selected for an off-campus opportunity during the first three semester of graduate school, he/she may have to re-apply for this clearance. Specific instructions for applying for Act 34 are available on the D2L Advising page. In addition, internship sites frequently require this clearance to have been obtained within one year of the start and end dates of the internship experience. The Clinic Director will meet with students during the Spring semester prior to their internship experiences to provide information regarding the earliest date for which to re-apply for the Act 34 clearance.

Act 114 – Federal Bureau of Investigation (FBI) Criminal History Background Check (Fingerprints)

All students who participate in clinical activities in the clinic must provide evidence of completion of the FBI Criminal History Background Check (Act 114) within 60 months prior to contact with clients. For undergraduate students, this information will be uploaded to either CastleBranch or Typhon and confirmed by the undergraduate clinic supervisor prior to contact with clients. Graduate students are required to upload evidence of their Act 114 clearance to Typhon. Some first-year off-campus opportunities require this clearance annually. As a result, if a student is selected for an off-campus opportunity during the first three semester of graduate school, he/she may have to re-apply for this clearance. Specific instructions for applying for Act 114 are available on the D2L Advising page. In addition, internship sites frequently require this clearance to have been obtained within one year of the start and end dates of the internship experience. The Clinic Director will meet with students during the Spring semester prior to their internship experiences to provide information regarding the earliest date for which to re-apply for the Act 114 clearance.

Act 24 – Arrest/Conviction Report and Certification

All students who participate in clinical activities in the clinic must complete the Arrest/Conviction Report and Certification Form annually and prior to contact with clients. For undergraduate students, this information will be uploaded to either CastleBranch or Typhon and confirmed by the undergraduate clinic supervisor prior to contact with clients. Graduate students are required to upload evidence of their Act 24 form to Typhon. The Act 24 form is available on the D2L Advising page for download and signature.

Additional Requirements

Each internship site has specific requirements which can be located on Typhon in the “Misc. Attachments” or “Comments” sections of the site’s entry. These requirements may also be found in the affiliation agreement uploaded to Typhon. Additional requirements may include but are not limited to CPR certification, titers, a flu shot, and immunizations. It is the responsibility of the student to review the requirements for his/her site once the Clinic Director confirms his/her internship rotations and to meet any deadline for completion of those requirements as established by the Clinic Director. Failure to do so may result in delays in the start date of the internship, reassignment to a different internship, and/or inability to complete internships for that semester.

Facilities

Mailboxes – Undergraduate Clinicians

Students selected to participate in SPLP 420: Undergraduate Clinic will be assigned a mailbox in Davis Hall Room 234 (the graduate clinician room) for the semester in which they are enrolled in clinic only. Clinic identification lanyards should be kept in student mailboxes to prevent identification from being lost. Please do not store clinic materials in student mailboxes. Clinic materials should be returned to its proper location at the end of each clinic. Mailboxes should be emptied at the end of each semester, as it will be reassigned to another undergraduate clinician during the following semester.

Mailboxes – Graduate Clinicians

Graduate students will be assigned a mailbox in Davis Hall Room 234 (the graduate clinician room) for the Fall, Spring, and Summer of the first year of graduate school. Clinic identification lanyards should be kept in student mailboxes to prevent identification from being lost. Please do not store clinic materials in student mailboxes. Clinic materials should be returned to its proper location at the end of each clinic. Mailboxes should be emptied at the end of the Summer semester, as it will be reassigned to an incoming first-year graduate student.

Graduate Clinicians’ Room (234)

The graduate clinicians’ room is located within the clinic. Please respect the space by keeping it clean and organized. Please be aware of the topics being discussed at all times, but particularly when clinic is in session. Please be aware of clients and their families who are within listening distance of the graduate clinicians’ room during clinic hours. In addition, please be aware that the clinic recording system may be sensitive enough to capture conversations. As a result, please consider closing the graduate clinicians’ door during clinic hours.

The following items are located in the graduate clinicians’ room (234):

Mailboxes: Undergraduate clinician and graduate clinician mailboxes can be located in Davis 234. See Undergraduate Clinician Mailboxes and Graduate Clinician Mailboxes above for details. In addition, a drawer has been identified in the filing cabinet for NSSLHA. Students may use this drawer to turn in forms, dues, and other requirements to the IUP NSSLHA executive board members.

Client Files: Client files that cannot be returned to Davis 264 because it is locked, may store client files in the filing cabinet labeled “Files.” However, it is expected that students return client files to the “Active Client File” drawer located in the filing cabinet in Davis 264 at their earliest convenience.

Folder System: On top of the mailboxes is a file holder containing labeled folders for each of the clinics (treatment and diagnostic), as well as submission folders for completed and signed case management and case summary report documents.

Clinic Folders:

Treatment Clinic: Located inside each of the treatment clinic folders is a schedule for that clinic. In addition, blank Contact Hours Forms (located on the D2L Advising Page), as well as a sample Contact Hours Form is located in each Treatment Clinic folder. These forms are to be kept in the folders at all times. Client attendance should be recorded as follows:

- Each time the client attends a session, put a check mark in the date column.
- If the client cancels his/her session in advance, write CX on the attendance sheet in the date column.
- If the client does not show up and does not call, write NS in the date column.
- If the University or Clinic cancels the session, write IUP CX in the date column.

The Contact Hours Form: This is used to track client attendance for data reporting purposes. This form should be completed at the end of each clinic. The clinic secretary will collect the Contact Hours Form for each client at the end of the semester.

Off-Campus Treatment Clinic Folder: Located inside the Off-Campus Treatment Clinic folder is the Off-Campus Cheat Sheet with specific instructions related to Typhon entries, ASHA paper logs, and midterm and final documentation. In addition, there is an Off-Campus Practicum Data Collection Form that must be filled out and returned to the clinic secretary at the end of the semester. The information recorded on this sheet will be used for data reporting purposes.

Diagnostic Clinic: Located inside the diagnostic clinic folder are two reporting forms, the Diagnostic Clinic – End of Semester Status Report and the Diagnostic and Audiology Clinic Off-Campus Screens. At the completion of an evaluation, students will record the demographic information of the client to include the diagnosis and recommendations for treatment for each client they assessed. This document will aid the Clinic Director when scheduling treatment sessions during upcoming semesters. The Diagnostic and Audiology Clinic Off-Campus Screens form is to be completed by each student completing screening opportunities at an off-campus location under the supervision of his/her faculty supervisor. Again, this information is used for data tracking and reporting purposes.

Case Management Submission Folder: All completed and signed case management reports should be stapled and placed in the Case Management folder as soon as they are completed. The clinic secretary will retrieve these documents from this folder for copying, mailing, and filing.

Case Summary Submission Folder: All completed and signed case summary reports should be stapled and placed in the Case Summary folder as soon as they are completed. The clinic secretary will retrieve these documents from this folder for copying, mailing, and filing.

Computers: Computers are provided for student use in completing assignments related to clinical and coursework assignments.

Printers: The printers in the graduate clinicians' room is for student use for clinic-related needs. If you need assistance, please contact the Clinic Director or clinic secretary. In the event that the Clinic Director or clinic secretary are unable to resolve the issue, either the Clinic Director or clinic secretary will log an ihelp ticket at ihelp.iup.edu.

Refrigerator/Microwave: In an effort to accommodate the needs of the graduate students, both a refrigerator and microwave are available in the graduate clinicians' room. It is the responsibility of the graduate students to monitor the items in the refrigerator and to discard any expired items. All items not removed from the refrigerator/freezer will be discarded at the end of each semester. If there are any concerns regarding the functioning of the refrigerator or microwave, please contact the Clinic Director or clinic secretary.

Graduate Computer Lab (260)

The following items are located in the graduate computer lab (260):

Computers/Printers: See documentation above regarding rules for use of the computers and printers in the graduate clinicians' room as the same rules apply to the computers and printers in the graduate computer lab.

Laminating Machine: The laminating machine should be used for client-specific or clinic-related materials only. The laminating machine is not for personal use. Laminating sheets are located in Davis Hall Room 264. Please alert the clinic secretary when the supply of laminating sheets is running low so that appropriate purchasing can be completed.

Door Codes – Undergraduate Clinicians

Undergraduate clinicians will be collectively issued one door code at the beginning of the semester in which they are enrolled in SPLP 420. This door code provides the undergraduate clinicians with access to Davis 263 (the Clinic) and 260 (graduate computer lab). This code is not to be shared with any student not enrolled in undergraduate clinic. This code will remain active for only the semester in which the student is enrolled in SPLP 420.

Door Codes – Graduate Clinicians

Graduate clinicians will be collectively issued one door code at the beginning of their first semester of graduate school. This door code provides the undergraduate clinicians with access to Davis 263 (the Clinic), 260 (graduate computer lab), and Davis 440 (SPLP classroom). Students are not to share this code with any student/individual that is not in their graduate cohort. This code will be deactivated when the students graduate.

Clinical Conduct

Code of Ethics

Everyone in our profession is expected to “demonstrate knowledge of, appreciation for, and ability to interpret the ASHA Code of Ethics.” Please read the ASHA Code of Ethics (<http://www.asha.org/code-of-ethics/>). This is the code that students are expected to uphold now and, in the future, when fully-certified as an SLP or audiologist. The principles include items such as not misrepresenting competence, not misrepresenting research or scholarly activities, not making false statements, completing documents honestly, referencing sources when using other people’s ideas, and reporting violations of the Code when observed. (American Speech, Language, and Hearing Association, 2016). Code of ethics [Ethics]. Available from www.asha.org/policy/. In addition, students are expected to uphold the Commonwealth of Pennsylvania’s (PA) Standards of Practice and Conduct as Outlined by the PA State Board of Examiners in Speech-Language Pathology and Audiology available at <http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/049/chapter45/chap45toc.html&d=>.

Attendance – First-Year Graduate Clinicians

Attendance is mandatory for each clinic session. Students are assigned to a specific clinic for the duration of the semester. On occasion, the student clinician may be asked to perform clinical activities during an unassigned time slot (which would not interfere with other assigned classes). Student absence due to medical reasons (yours or your immediate family’s) on a clinic day requires notification provided to the faculty supervisor prior to the session. Written verification of the reason for the absence *may* be requested. In the event that the graduate clinician expects to be late or absent on the day of a session, the student is required to contact his/her faculty supervisor and the clinic secretary at (724) 357-2451 to request cancellation of clients. Additionally, the Clinic Director should be informed of the absence via telephone at (724) 357-5684.

Student clinicians are expected to arrive early for their first scheduled treatment session in order to be prepared to start the session on time. If a client is scheduled to be absent or cancels his/her treatment session, the student clinician is still required to attend clinic.

In addition to mandatory attendance for all clinic sessions, students are required to participate in the staffing portion that corresponds to their assigned clinic. The times for these staffing vary by clinic. Please see your individual clinic syllabi for details.

Attendance – Second-Year Graduate Clinicians

Second-year graduate students participating in their full-time internships will follow the academic calendar with respect to semester start and end dates. However, students are expected to follow the schedule of their site for the remainder of the semester, meaning that students do not observe Fall or Spring Break. Students are expected to participate in the internship experience Monday through Friday or per the schedule of their respective supervisor(s). This may include evening, weekend, and holiday requirements. Students are expected to participate per the direction of their supervisors. In the event that a student is ill, the student must contact his/her site supervisor, as well as his/her faculty supervisor to inform them of the absence. Written verification of the reason for the absence *may* be requested. Internship supervisors are encouraged to allow their graduate clinician a reasonable number of excuses for professional activities, such as conference attendance, job interviews, etc. However, the student should respectfully make these requests in advance. The student should also notify his/her faculty supervisor of absences for professional activities.

Dress Code / Personal Hygiene Policy – On-Campus Clinical Experiences

The faculty and staff of Indiana University of Pennsylvania's Speech-Language Pathology Program believe it is imperative that students dress professionally at all times when observing and/or working in any clinical setting on and off-campus. **Students in the clinical area, not in proper dress will not be permitted to observe and/or perform client care.** Development of the Dress Code / Personal Hygiene Policy was informed by the requirements of many of the second-year sites in which our students are frequently placed.

The following general guidelines should be followed:

Student Identification Badges: Prior to the first clinical sessions during the Fall semester for undergraduate and graduate clinicians and in the Spring semester for undergraduate students, students will receive an ID badge and lanyard. Students are expected to wear their ID badges at all times when providing services. The American Speech-Language-Hearing Association requires that student clinicians wear an ID badge that specifies their professional status as a student. As such, graduate student badges specify "Graduate Clinician" and undergraduate student badges state "Undergraduate Student." All students who are participating in off-campus clinical experiences or second-year internships will wear identification badges that conform to the requirements of their specific sites.

Clothing: Should be professional in nature. It should be clean, in good repair (clothing with holes or tears is not acceptable), and appropriate in size and length. Clothing must cover the student's shoulders, back, chest, midriff, buttocks, and undergarments at all times regardless of body movement or position. Undergarments should never be visible. Examples of appropriate attire for female students include slacks, blouses or sweaters, dresses/skirts, and casual or dress shoes, while appropriate attire for male students include casual or dress pants, golf shirts, sweaters, or dress shirts with ties, and casual or dress shoes. Examples of clothing that should not be worn during clinical experiences include jeans, exercise clothing to include leggings, shorts, tank tops, see-through blouses or tops, tops that show cleavage, flip flops, high heels, or sneakers. Please note that the aforementioned list is not exhaustive. Please use your best judgement when selecting clothes for clinic.

Jewelry, Tattoos and Body Piercings: Excessive jewelry or jewelry that poses a health or safety risk, i.e., multiple rings, necklaces, or bracelets is not permitted. Earrings are limited to two per lobe. Large-gauge earrings or gauges are not permitted. Facial and oral jewelry are not permitted. Tattoos must be covered.

Hair, Make-Up, and Fingernails: Hair should be natural colors, be groomed, and well-maintained. If necessary, hair may need to be tied back to prevent it from coming in contact with clients. Beards and/or mustaches must be neatly groomed. Those without beards or mustaches must be clean shaven daily. Perfumes or colognes are not recommended due to allergies. However, if worn, the scent must be minimal and non-offensive. Fingernails must be neatly groomed and clean to prevent causing harm or posing an infection risk to others. Nails must be natural and no longer than $\frac{1}{4}$ of an inch.

Dress Code / Personal Hygiene Policy – Off-Campus and Second-Year Clinical Experiences

Students are reminded that dress codes may vary from clinical site to clinical site. It is the responsibility of the student to obtain information regarding the specific dress code requirements of his/her internship site prior to the first day. Students are expected to conform to the requirements of their sites as a stipulation of their continued acceptance for placement at that site.

Cell Phones and Smart Phones

Cell or smart phones should not be used in client care areas. Other materials, such as timers, Clinic iPads, and Clinic laptops are available for graduate clinician use during therapy. The use of a smart phone or personal laptop may be approved on a case-by-case basis by the faculty supervisor. Students are to communicate with their supervisor regarding the rationale for why a personal device is required. In the event that the faculty supervisor approves use of a personal device, i.e., smart phone or laptop, the student does so with the understanding that he/she is not to make or take personal phone calls or text messages during treatment sessions. Similarly, the student must be aware that use of his/her cell phone must not be used in a way that breaches the client's confidentiality.

Recording Clients

All clinical sessions are recorded using the IVS Vault digital recording system installed in the clinic. At the beginning of each semester, students should review their client files to ensure that "Clinical Services Consent Form" which contains information pertaining to recordings, is signed and filed in each client's paper chart. Recordings for the semester will be scheduled in the IVS Vault system at the beginning of each semester. Each client will be identified in the video recording system by his/her client number (available on his/her paper chart) and by his/her initials. The student will be provided access to the recordings of the treatment sessions that he/she conducted with each client. In addition, each student will be provided with access to recordings from the previous semester and/or the recording from the diagnostic evaluation from a previous semester in an effort to ensure continuity of care. To view the recordings, students will access the IVS Vault cloud-based system via the following link: slp.coe.iup.edu. At the initial log in screen, students will use their IUP login credentials (four or five letter username and personal password) and will use the login type "SSO" in the dropdown menu. Students will be required to enter their credentials a second time in the IUP single sign on (SSO) page. Access to the IVS Vault is restricted via IP address to the computers on the second floor of Davis Hall, i.e., the computers in the graduate clinician lab (Room 260), computers in the Vault Room (236), and the graduate clinicians' room (234). When reviewing sessions, please wear headphones and make every effort to protect the client's privacy. Under no circumstances are the sessions to be downloaded and saved for viewing outside the clinic. If a student requires access to a client's recordings to which he/she is not assigned for the purposes of a class assignment, the student should communicate with the faculty supervisor for that class or the Clinic Director to request access.

During the treatment sessions or diagnostic, a student or team of students may be required to record a session or diagnostic evaluation using a digital, audio recorder. In the event that the use of an audio recorder is required, the student clinician(s) are required to provide the audio recorder to be used during recording. Once an audio recording has been obtained, the digital, audio recorder is not to be removed from the Clinic and must be stored in the student's mailbox. Review of recorded information must be conducted on the second floor of Davis or in a clinical supervisor's office, either of which must provide protection of the client's privacy. Under no circumstances will a student clinician retain recorded documentation or review recorded documentation with anyone other than the faculty supervisor, graduate clinicians that are a part of his/her team, or individual(s) approved by the faculty supervisor.

Client Care Areas

Graduate clinicians are not permitted to consume food or liquids or chew gum while interacting with clients or a client's family in any capacity.

Clinical Procedures

Inclement Weather Policy

Indiana University of Pennsylvania's Inclement Weather Policy can be found at:

<https://www.iup.edu/humanresources/policies/inclement-weather-policy-and-procedures/#policy>. Per this policy, students will be notified via e-mail if the University President has made modifications to the schedule or cancelled classes. In the event that all classes prior to 10:00am have been cancelled, Clinic will also be cancelled that day. The clinic secretary will attempt to call clients to inform them of the cancellation. In addition, the answering machine message in the clinic will be changed to indicate hours of closing and/or operation as a way to notify clients. There may be additional times that the Clinic Director will cancel clinic in the interest of safety of our clients and their families. In the event that the Clinic Director cancels clinic due to weather conditions, the Clinic Director will e-mail all supervisors and graduate clinicians to inform them of the cancellation. The clinic secretary will attempt to call clients to inform them of the cancellation. Similarly, the answering machine message in the clinic will be changed to indicate hours of closing and/or operation as a way to notify clients. Students are expected to be in clinic as scheduled unless it is unsafe to do so. Students should develop an agreed upon system of contacting supervisors in the event that the student determines that it is unsafe for him/her to travel.

During the full-time, second-year internship experience, should follow the inclement weather policy in place for that site or an agreed upon system/protocol to follow during hazardous inclement weather. In addition, students are encouraged to use their best judgement with respect to travelling.

IUP Emergency Plan

All faculty, students, and staff of the IUP Speech, Language, and Hearing Clinic will follow the procedures outlined in the IUP Emergency Plan which is detailed at the following website: <http://www.iup.edu/emergencyplan/default.aspx>. This information is meant to provide university employees and students with basic information so that they are more prepared for any of the types of emergencies outlined (medical, fire, weather, terrorism, bomb threats, psychological crises) and can aid their clients in following the outlined procedures.

Graduate-Level Clinic Rotations

During the first three semesters of graduate school, students will rotate through the following clinics:

SPLP 661: Treatment Clinic – (taken twice) During these two clinic rotations, students will conduct ongoing therapy over the course of a semester with clients of a variety of ages and diagnoses. While the majority of services will be provided in the IUP Speech, Language, and Hearing Clinic, additional off-campus opportunities may also be available and may include clinical opportunities in the local school districts either under the supervision of an IUP faculty member or under the supervision of a fully-licensed and certified SLP employed by that district or in local medical facilities.

Due to the variety across the various clinics with respect to location, clientele, etc., specific procedures for each clinic will be outlined in the syllabus for that practicum.

SPLP 662: Diagnostic Clinic – During the diagnostic rotation, students will conduct evaluations in the IUP Speech, Language, and Hearing Clinic. Additional screening opportunities may also be conducted at an off-site location under the supervision of an IUP faculty member.

SPLP 663: Hearing Clinic – During this rotation, students will provide audiological screenings in the IUP Speech, Language, and Hearing Clinic or at off-campus sites under the supervision of an IUP faculty member. In accordance with ASHA’s 2020 standards that took effect on January 1, 2020, “supervised activities must be within the ASHA Scope of Practice in Speech-Language Pathology in order to count towards the student’s ASHA certification requirements. As a result, students may only count hearing screening activities that are within the scope of practice of an SLP towards their clinical clock hours. For more information, visit: <https://www.asha.org/Certification/2020-SLP-Certification-Standards/#2>.

SPLP 664: Simulation Clinic – During this rotation, students complete acute care and other medically-based asynchronous and synchronous simulation activities utilizing computer-based simulations, as well as simulations involving manikins and standardized patients, respectively. Debriefing is provided following both asynchronous and synchronous simulation activities. Clinical simulation activities are provided in accordance with ASHA’s standards which can be located at <https://www.asha.org/Certification/Certification-Standards-for-SLP--Clinical-Simulation/>.

During the second year of graduate school, students will complete two, full-time internship experiences.

SPLP 796: Adult Internship & SPLP 798: Pediatric Internship – In consultation with the IUP Speech, Language, and Hearing Clinic Director, eligible students will be assigned to one internship in an organization servicing adult and geriatric patients/clients and one internship servicing pediatric students/clients/patients. The Clinic Director will e-mail all first-year graduate students eligible for fall internships during Winter break. Attached to the e-mail will be the Internship in Healthcare Organizations and Internship in Schools documents which outline the expectations of the intern, as well as specific restrictions with respect to placements. Lastly, the students will receive the Internship Placement Preference Form. This form will be used to gather information regarding the student’s desired experience. By signing the bottom of the Internship Placement Preference Form, the student attests that they have read the Internship in Healthcare Organizations and Internships in Schools documents and agree to comply with the information contained therein. While efforts will be made to accommodate individual preferences for location (general or specific), supervisor, etc., providing the student with high-quality internship placements, tailored to the student’s desired experiences, is the first priority. The Clinic Director will set a deadline each year for return of the Internship Placement Preference Form.

Student rotations for the entire year will be completed by the Clinic Director prior to the start of the Fall semester. However, information pertaining to the rotations will be provided to the students each semester prior to the beginning of the registration window.

Client Scheduling

Admitted graduate students will be surveyed via a Google Forms link provided to them via their D2L Advising page. This survey will collect information regarding each students' areas of experience and interest, specialized skills, i.e., proficiency with American Sign Language, and future career aspirations. The information collected during this survey is used to help assign students to a specific clinic rotation sequence. In addition, this information informs the Clinic Director's assignment of clients to specific clinicians to ensure the care of the clients served at the IUP Clinic. Lastly, this information assists in ensuring that students are receiving a variety of experiences (to the extent possible) during their first-year clinic rotations. During client assignments across the duration of the semesters and clinics, every effort will be made to ensure that each student has the opportunity to treat an adult client with a neurogenic communication disorder and to complete at least two diagnostic evaluations with clients of differing diagnoses.

Location of Client Paper Files

Client folders are stored in the lateral file cabinet in the "active client folders" drawer inside Davis 264. Students are permitted to access client files during clinic office hours, Monday through Friday 8:30 a.m. to 4:00 p.m. This room will be locked outside of the business hours of clinic and anytime that the clinic secretary and Clinic Director are out of the office. Faculty supervisors can access to this office using their faculty-specific code at any time. Client files are to be reviewed within the Clinic or in a faculty supervisor's office only. No client folder is to leave the second floor of Davis Hall for any reason. Once a student is finished using a client folder, the folder should be replaced alphabetically in the file drawer in Room 264 Davis Hall. In the event that Room 264 is locked, the client file may be placed in the filing cabinet in Room 261 (the graduate clinician's room) in the filing cabinet labeled "Files." Under no circumstances are client files to be left out.

Client File Organization

Client paper files contain the client's name, date of birth, and the assigned client number used for video recording purposes. Client files are organized into five, color-coded sections. All material must be filed in the appropriate order. All reports and other material are filed in chronological order from oldest (on bottom) to most current (on top) in each section. The organizational sections and colors of the backings are, in order from top to bottom:

Purple: Management and Summary

This section contains the finalized and signed case management and case summary reports form each semester.

Green: Diagnostic

This section contains the evaluation reports and corresponding assessment test forms for diagnostic evaluations completed at the IUP Speech, Language, and Hearing Clinic. Pre-interview and case history forms will also be located in this section.

Yellow: Medical

This section may contain documentation from a hospital, rehabilitation center, or outpatient clinic, i.e., modified barium swallow study results, discharge summaries, current plans of care, etc.

Orange: IEP & Education

This section contains any reports or documents received from outside agencies involved with the client, i.e., Individualized Family Service Plans, Individualized Education Plans, diagnostic reports, etc.

Client File Organization (Continued)

Red: Consent & Release Forms

This section contains the Clinical Services Consent Form which authorizes IUP to provide services, explicitly states that the services will be provided by student clinicians under the supervision of qualified faculty and staff and provides consent for video recording. In addition, this section may contain release forms to permit the faculty supervisor and/or the graduate to share information with identified entities. Students are required to verify this documentation prior to releasing information to any individual or entity.

Paper Record Retention

Client records are retained for ten years after the last entry. After the specified time period, client records will be destroyed via Central Shredding. Paper records for clients who are not receiving treatment will be archived in Davis Hall Room 227. This is a locked room. Students do not have access to this room unless they are provided access by a faculty member or faculty supervisor.

Exchanging Clinic Documentation with Faculty Supervisors

At a minimum, students will be required to complete a Case Management and Case Summary for each client that they are assigned per semester in the IUP Speech, Language, and Hearing Clinic. General templates for Case Management and Case Summary documents can be located on the D2L Advising page. In addition, faculty supervisors may have additional documentation requirements with respect to SOAP notes, progress notes, data forms, etc., that may be required. Faculty-specific requirements will be detailed in syllabi for each clinic.

Please note that all records and reports concerning a client that are identified are considered confidential and will remain in the client's permanent folder. Students will ensure patient privacy by utilizing deidentified correspondence with faculty supervisors when referring to clients and will deidentify all documentation, i.e., SOAP notes, case managements and summaries, etc. Students will redact names, addresses, telephone numbers, specific medical information, etc. from all documentation exchanged with faculty supervisors. During student revisions to semester documentation, case management plans and summaries will be exchanged with supervisors through mediums such as Google Docs and IUP e-mail. Once the faculty supervisor has indicated that the final draft has been completed of case management and summary documents, students may identify the document using a computer on the second floor of Davis. The document must be printed using either the printers in Davis 260 (graduate computer lab) or Davis 234 (graduate clinicians' room). The printed, identified documents must be signed by both the student and the faculty supervisor, stapled, and placed in the corresponding file in the Folder System located on the mailboxes in Davis 234. An authorized individual, i.e., the Clinic Director, clinic secretary, clinic graduate assistant, or clinic federal work study student will retrieve the documents from this folder for copying, filing, and mailing.

Treatment Room Sign Up

After the client assignments have been provided to the faculty supervisor for each clinic, the faculty supervisor will work with the students to select rooms. The students will provide the room assignments to the clinic secretary. The clinic secretary or clinic graduate assistant will update the treatment schedules to contain the room numbers and will update the room schedules files located on the O drive prior to the first day of clinic each semester. The room schedules will be blocked using the name of the graduate clinician assigned to that room. Once updated, the room schedules will be printed and placed outside of each treatment room in the Clinic. This information will be used to schedule recordings in the IVS Vault system for the entire semester. In the event that a treatment room changes during the semester, it is the responsibility of the student to inform either the clinic secretary or the Clinic Director of the change so that the IVS Vault recordings and printed schedules can be updated accordingly.

Treatment Materials and Equipment

All clinic materials have been organized according to type of material, identified by a coding system, and catalogued. A list of clinic materials is available on the D2L Advising page. Pediatric treatment materials can be located in Davis 246 and 244. Adult-focused treatment materials can be located in Davis 238. In addition, additional treatment materials are located in the toys and games tunnel in Davis 233. Additional electronic equipment, i.e., CD players, timers, clinic-owned digital recorders, etc. can be located in Davis 236. Student clinicians may pull materials on the day of their scheduled sessions prior to session and store them in the graduate clinicians' room (Davis 234). However, all treatment materials must be returned at the end of the treatment day. No treatment materials or equipment may remain in treatment rooms or in the graduate clinicians' room at the end of the day.

Diagnostic Materials

The diagnostic test closet is located in Davis 263. A diagnostic test list and screening inventory is kept on the back wall of the test room and is available on the D2L Advising page. Tests are categorized by diagnosis and alphabetized within each diagnosis category. For example, all articulation tests are designated by a yellow label and alphabetized.

All tests are to be signed out and back in on the sign-out sheet located on a clipboard in the closet. The diagnostic test should be reviewed within the clinic and returned the same day. Permission to check out materials overnight may be obtained through joint permission from the faculty supervisor and the Clinic Director. Under these circumstances, tests must be returned in the morning of the following day.

Original test record forms are located in Davis 264 in the lateral file cabinet drawer labeled "Test Forms." Original test forms must be used when administering a diagnostic evaluation. Please notify the clinic secretary if the test forms are in low supply so that appropriate ordering can be completed in a timely fashion. Please **do not** use the last original record form without informing the clinic secretary or Clinic Director.

Indi Kids Protocol

The IUP Speech, Language, and Hearing Clinic cooperates with the Indiana County Child Day Care Program, Inc., also known as Indi Kids located on the ground floor of Davis Hall. For undergraduate clinic and some graduate treatment sessions, children are retrieved from Indi Kids prior to their session and returned to their classroom at the end of their sessions if signed permission is documented. Only children with signed permission slips may be released to the clinic secretary, the Clinic Director, a faculty supervisor, undergraduate clinicians, graduate clinicians, or an assigned clinic graduate assistant (referred to as designated individual below). The clinic secretary, Clinic Director, and/or undergraduate clinic supervisor will provide permission slips for children scheduled to participating in services in the Clinic each semester. The permission slip will contain the days and time for the scheduled appointments. A copy of the signed permission slips will be kept in the child's paper file (for intervention provided at the graduate level) and in a folder labeled "Undergraduate Clinic" in the lateral filing cabinets in Davis 264.

When retrieving a child from Indi Kids, the designated individual will sign out a key fob (labeled #1-#4) on the sign out sheet, both of which are located in the top drawer of the graduate assistant desk located in Davis 263. The designated individual will use the key fob in the elevator prior to selecting the ground floor. The ground floor cannot be accessed via the elevator without use of the key fob. Once in Indi Kids, the designated individual will locate the child's room (documented on the child's permission form), identify themselves to the classroom teacher, and escort the child to the Clinic via the elevator. Once in the Clinic, the designated individual will return and sign in the key fob.

Indi Kids Protocol (Continued)

When returning a child to his/her Indi Kids classroom after a session, the designated individual will follow the same procedure documented above regarding signing out and using a key fob to access Indi Kids via the elevator. The child's classroom teacher should be verbally notified that the child has returned to his/her room.

NOTE: If other students, faculty, staff, or adults are on the elevator when a designated individual enters the elevator to access Indi Kids, he/she must wait until no unauthorized individuals are on the elevator so as not to compromise the security of Indi Kids.

NOTE: All designated individuals retrieving or returning children to/from Indi Kids must carry their cell phone in case of an emergency.

Clinical Supervision

All clinical supervisors hold both their Certificate of Clinical Competence, as well as their Pennsylvania license from the State Board of Examiners in Speech-Language Pathology and Audiology in their respective disciplines. In addition, in accordance with Standard V-E of the 2020 Standards and Implementation Procedures for the Certificate of Clinical Competency in Speech-Language Pathology effective January 1, 2020, all clinical supervisors at a minimum have nine months of full-time clinical experience and have completed a minimum of two hours of professional development in clinical instruction/supervision. Evidence of each supervisor's professional development in clinical instruction/supervision is uploaded to Typhon.

In addition, in accordance with Standard V-E, "the amount of direct supervision must be commensurate with the student's knowledge, skills, and experience; must not be less than 25% of the student's total contact with each client/patient; and must take place periodically throughout the practicum. Supervision must be sufficient to ensure the welfare of the individual receiving services."

To provide sufficient supervision to safeguard the welfare of our clients, no more than four students will be assigned to any one clinical supervisor during the same clinic section. This is to meet the minimum requirement of 25% supervision for each client during the course of the semester.

However, a student will require additional supervision if his/her current level of clinical skill is not sufficient to meet the client's needs with the amount of support typically provided. In this case, support will be provided to the extent required. Either, the remaining students in that section of clinic will be provided with additional supervision from another faculty supervisor to meet the minimum 25% standard or another faculty supervisor will support the student who requires greater than 25% supervision. To accomplish this, other faculty supervisors, to include the Clinic Director may be recruited to assist with that section of clinic to meet the minimum both the minimum 25% standard, as well as to ensure that each student is receiving supervision and feedback relative to his/her "knowledge, skills, and experience."

The Big 9 Disorder Areas: How to Classify Observation Hours or Clinical Contacts

Effective January 1, 2020, Standard IV-C is revised as follows:

The applicant must have demonstrated knowledge of communication and swallowing disorders and differences, including the appropriate etiologies, characteristics, and anatomical/physiological, acoustic, psychological, developmental, and linguistic and cultural correlates in the following areas:

- Speech sound production (to encompass articulation, motor planning and execution, phonology, and accent modification)
- Fluency and fluency disorders
- Voice and resonance, including respiration and phonation
- Receptive and expressive language, including phonology, morphology, syntax, semantics, pragmatics (language use and social aspects of communication), prelinguistic communication, paralinguistic communication (e.g., gestures, signs, body language), and literacy in speaking, listening, reading, and writing)
- Hearing, including the impact on speech and language
- Swallowing/feeding, including
 - Structure and function of orofacial myology and
 - Oral, pharyngeal, laryngeal, pulmonary, esophageal, gastrointestinal, and related functions across the life span
- Cognitive aspects of communication, including attention, memory, sequencing, problem solving, and executive functioning
- Social aspects of communication, including challenging behavior, ineffective social skills, and lack of communication opportunities
- Augmentative and alternative communication modalities (AAC)

Clinical Contact Hours

According to ASHA, clinical contact hours are defined as time spent in direct contact with the client or the client's family during tasks involving assessment, management, and/or counseling. As such, only the aforementioned can be counted towards the 375 clinical hours requirement. While students are assigned to one-on-one, treatment sessions in most cases, we do assign teams of students to provide evaluations during Diagnostic Clinic. During these sessions, students count only those hours of direct engagement with the client or the client's family. For example, during a diagnostic evaluation, Student A may begin administering the standardized assessment to a child while Student B conducts a case history interview with the child's parent or guardian. Each student can only count the time for the activity that they completed meaning that Student A may not count the time Student B spent obtaining case history information and vice versa. Similarly, while it is not uncommon for both students to be documenting responses to a diagnostic in the corresponding test forms, only the student administering the test or subtest can count the time as clinical contact hours. The student recording responses only cannot count this documentation time as clinical contact hours. Similarly, students involved in Individualized Education Plan meetings may count only the portion of the meeting where he/she was providing direct counseling to the student or the student's family. For example, if the meeting was 60 minutes long but the student participated directly for 15 minutes with the client or family present, then the student may count 15 minutes of clinical contact rather than 60 minutes.

For more information regarding clinical contact requirements, visit

<https://www.asha.org/Certification/Certification-Standards-for-SLP--Clinical-Practicum/#activities>.

Clinical Contact Hours (Continued)

Students are to record all clinical treatment, diagnostic, and hearing clinical contact hours, on the appropriate forms daily and are encouraged to enter clinical hours into Typhon at least weekly. Both first- and second-year graduate students are encouraged to follow the above guidelines. First-year graduate students are required to turn in their **original** clinical hours paper sheets to the faculty supervisors for signature at the end of the semester. Paper hour log sheets that have whiteout or have items crossed out will not be signed by the faculty supervisor and must be updated and reprinted before signatures can be obtained. If corrections are not made before the end of the semester, the student will **receive an incomplete for the course** until the correction is made and the grade may drop by one letter grade. In addition, paper hour log sheets must contain the signature line and ASHA number for each sheet. Faculty supervisors will approve the hours in Typhon, sign the paper logs, and turn in the paper logs to the clinic secretary for filing. Full instructions and training on the Excel clinical hour logs and the Typhon system are provided by the Clinic Director during the Fall staffing. The clinical contact hour logs are available on the D2L Advising page.

Infection Control Policies and Procedures

This infection control plan outlines those procedures to be implemented in the IUP Speech, Language, and Hearing Clinic to eliminate or minimize potential transmissions of infectious organisms among clients, clients' families, students, and faculty.

Containers containing materials for cleaning to include gloves, disinfecting wipes, paper towels, and biohazard bags have been strategically placed throughout the Clinic for easy access. These containers can be located in Davis 257 (the conference room), Davis 236 (the Vault room), Davis 234 (the graduate clinicians' room), and Davis 264, (the Clinic office).

Standard Precautions (ASHA: <http://www.asha.org/slp/infectioncontrol.htm>)

The Centers for Disease Control and Prevention (CDC) recommends certain practices for infection prevention which include both standard precautions (which constitute the minimum practices that must be used for all clients/patients) and transmission-based precautions (which constitute the use of additional practices to prevent the spread of infectious agents). Training in standard precautions will be completed during a Fall staffing. Standard Precautions include the following practices: hand hygiene before and after client contact, use of personal protective equipment, reprocessing of reusable instruments and equipment, routine environmental cleaning, and waste management procedures, to name a few.

Hand Hygiene

Experts agree that hand washing is the single most important step in eliminating the possibility of infection or cross contamination. There are two women's restrooms located at either end of the second floor of Davis Hall. In addition, hand sanitizer is located in each treatment room, as well as other locations throughout the clinic, i.e., in the Clinic waiting room, supervisors' rooms, etc. To minimize the exposure to infectious material, faculty, staff, and students in speech-language pathology shall implement the following hand hygiene procedures:

- Use of hand sanitizer or hand washing will be completed before and after each client
- Hand washing will be completed upon contamination or potential contamination with blood or bodily fluids
- Use of hand sanitizer or hand washing will be completed before donning (putting on) and after doffing (removing) gloves

Infection Control Policies and Procedures (Continued)

CDC Guidelines for Hand Washing

- Wet hands with clean running water (warm or cold) and apply soap.
- Rub hands together to make a lather and scrub them well; be sure to scrub the backs of the hands, between the fingers, and under nails.
- Continue rubbing hands for at least 20 seconds.
- Rinse hands well under running water.
- Dry hands using a clean towel or air dry.
- Turn off the water using the towel.

If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Alcohol-based hand sanitizers can quickly reduce the number of germs on hands in some situations, but sanitizers do **not** eliminate all types of germs. In addition, hand sanitizers are not effective when hands are visibly dirty.

CDC Guidelines for Handrubbing

- Apply the product to the palm of one hand.
- Rub the product over all surfaces of both hands and fingers until hands are dry.

Personal Protective Equipment (PPE)

Gloves should be worn when there is potential contact with a patient's blood, bodily fluids, or non-intact skin. In addition, gloves should be worn when the clinician has an open wound/nonintact skin or when the clinician is completing any of the following: oral-peripheral examinations, dysphagia management, feeding therapy, or any procedure involving manipulation or contact with the articulators.

Proper Gloving Procedure and Disposal

- Apply hand sanitizer or wash hands prior to donning gloves.
- Doff gloves by rolling the contaminated outer portion in as the glove is removed.
- Dispose of gloves in the appropriate receptacle. (See instructions for biohazardous material below.)
- Apply hand sanitizer or wash hands after doffing gloves.

Eye Protection is required when there is risk of splash or splatter of potentially infectious materials. Eye protection will be purchased by the IUP Clinic as necessary.

Types of Eye Protection

- Goggles
- Face shields
- Safety glasses

Masks prevent the spread of infections that are carried via droplets, i.e., the flu.

Proper Masking Procedure and Disposal

- Masks are single use.
- Masks should be placed snugly over the nose and mouth.
- Masks should be removed via the ties. Do not touch the contaminated surface of the mask.
- Dispose of masks in the appropriate receptacle.
- Perform hand hygiene immediately after removal.

Processing of Reusable Instruments and Equipment

iPad Disinfection Protocol – Between clients or before returning the iPad to Room 263 for charging, wipe the iPad with an alcohol wipe and let dry.

Infection Control Policies and Procedures (Continued)

Toy Disinfection Protocol – Glove and wipe all surfaces of toy with a disinfecting cloth and let dry.

Routine Environmental Cleaning

Room Disinfection Protocol – Glove and wipe table surfaces, keyboards, backs of chairs, doorknobs, light switches and other surfaces or objects touched by the client or clinician with disinfecting wipes and let dry.

Waiting Room Disinfection Protocol – The waiting room to include the chairs, tables, and other surfaces will be wiped down at least weekly or more frequently if visibly soiled. The protocol for ‘Room Disinfection’ above will be followed.

Waste Management Procedures

Incidents involving contamination of objects or items involving blood and/or other body fluids will be handled utilizing the following protocol:

- The clinical supervisor will be contacted immediately.
- The object will be isolated using standard infection control procedures while wearing gloves.
- The contaminated item(s), area(s), object(s) will not be used until disinfected with a hospital-grade disinfectant according to infection control guidelines.
- If the surface is an irremovable item, the room will be closed until the time that University janitorial services appropriately treats the item with a hospital-grade disinfectant.
- The clinical supervisor will notify the building manager (Mr. Christopher Barber at CBarber@iup.edu).
- The building manager will contact janitorial services at IUP to request appropriate clean up using hospital-grade disinfectant.
- If the item(s) or object(s) must be discarded, they will be placed in the appropriate, red biohazard container.
- The red biohazard bag will be placed in Davis 254 and the door will remain shut until janitorial services removes the biohazard bag.
- The student must wash his/her hands with soap and water following removal of gloves.

Specific Infection Control Practices for Audiologic Procedures:

Otoscopy –

- If upon reviewing the external ear, drainage is noted, place gloves on both hands.
- Complete otoscopic procedure.
- Remove specula and dispose of in trash receptacle. If the tip is contaminated with blood or bodily fluids, place in a red, biohazard bag and follow “Waste Management Procedures” documented above.
- If the tip is contaminated with blood or bodily fluids and the external ear did not denote drainage, glove before removing specula and dispose of it following “Waste Management Procedures” documented above.

Infection Control Policies and Procedures (Continued)

Tympanometry –

- If otoscopy revealed drainage, infection, blood or foreign body, place gloves on both hands.
- Administer test.
- Remove disposable ear tips and place in jar labeled “dirty.”
- If the tip is saturated with a significant amount of wax, throw away in the trash.
- If the tip is contaminated with blood or bodily fluids, place in a red, biohazard bag and follow “Waste Management Procedures” documented above.
- Disinfect any hard level surface surrounding the equipment with disposable germicidal pre-moistened cloth.

Headphones –

- Administer pure tone screening.
- Glove.
- Disinfect with disposable germicidal pre-moistened cloth.
- Wipe headband.
- Wipe headphone cushions (being careful not to wet the speaker component of the headphone).
- Hang in designated area and let dry.
- Discard disinfectant cloth and gloves in trash receptacle. If cloth or gloves are contaminated with blood or bodily fluids, follow “Waste Management Procedures” documented above.

Specific Infection Control Practices for Speech-Language Pathology Procedures:

Oral-Peripheral Examination –

- Wash hands prior to procedure.
- Glove.
- Dispose of tongue blade or other disposable object used within the mouth.
- Wipe flashlight with disinfecting wipes.

Protocol: AAC Speech Generating Device (SGD) Management Computer Access/Speech/Voice Instrumentation –

Glove and disinfect materials (touch screen, mouse, adaptive peripherals, device) as per direction detailed in the “Room Disinfection Protocol.”

Protocol: Presentation of Foods/Liquids or Food/Liquid Trials

- Wash hands prior to procedure.
- Glove.
- Use sanitized dishes. (client specific or disposable utensils and plates)
- Dispose of all foods (liquids and solids) in appropriate receptacle.
- Wash dishes and let dry and lay on appropriate surface.
- Disinfect any hard level surface surrounding food/beverage items using germicidal pre-moistened cloth.

Documentation of Incidents

All incidents will be reported immediately to the clinical supervisor.

Human Bites – Anyone who receives a human bite is and will be advised to seek immediate medical care with their physician or University Health Services.

Student or Visitor Injury – In the event of a minor injury, basic first-aid (ice, bandaids, etc.) should be applied and the parent or guardian should be notified. In the event of severe injury, the faculty supervisor should immediately call 911 and contact University Police at (724)-357-2141. All incidents involving the injury of non-employees, i.e., students, clients, or clients' families is required to be documented on the Student or Visitor Injury Report which can be located at <https://www.iup.edu/police/student-or-visitor-injury-report/>. The completed interactive PDF should be e-mailed to studentorvisitor-injury-report@iup.edu. Students may seek non-emergency treatment for injuries and illnesses at the Center for Health and Well-Being located at 901 Maple Street, Indiana, PA 15705.

Client Survey

At the end of each semester, all clients who received treatment services are mailed an optional, anonymous survey with a copy of their Case Summary Report. This survey is designed as a method of collecting information for the purposes of quality improvement. Only aggregated data may be shared with the Clinic and Program Advisory Board and will be used to improve policies, procedures, and processes.

Evaluation of Practicum Experiences

Grading Procedures for Clinical Experiences

Students performance across all treatment clinics both first and second year will be assessed utilizing the same form as it is structured to account for the student's level in the program, i.e., novice/intermediate level and advanced level. Student performance for diagnostic clinic, hearing clinic, and simulation clinic will each be graded on the corresponding form. All forms are located on the D2L Advising page.

At mid-semester, and at the end of each semester, or more often if deemed appropriate, the clinical faculty complete the "Clinic Rating Scale" (see Speech-Language Clinic Handbook for rating scales for each clinic including diagnostic, treatment, hearing, and simulation) to evaluate each student's performance. (All grading forms are located on the D2L Advising page.) Evaluations will be made with reference to expected skills at each semester of practicum. The expected ratings for each skill at each practicum level are included on rating scale form for clinician reference. Individual evaluation meetings are then held to provide students with information about their clinical work. Grades of 'B' or better will indicate attainment of the appropriate KASA standards and professional competencies, clock hours will be accrued, and practicum privileges will be continued. These student clinicians will also receive a specific list of recommendations for improvement of their clinical skills. The students are expected to transfer skills learned in one clinical practicum to the rest of their clinical practicum experiences. Students must meet with their Clinical Supervisors at the start of each semester and discuss their strengths, weaknesses, and goals from the previous semester.

If a student clinician demonstrates skills below minimum expectations for their current practicum level (i.e., earns a final grade of C or lower in the clinical practicum), the following procedures will be taken:

- a. The clock hours for that specific clinical assignment will not be counted toward the required 400 hours (as per ASHA regulations)

- b. A Remediation Plan will be developed (see above)
- c. Privileges of participating in further clinical practicum may be suspended until the student completes remediation plan activities.

Grading Procedures for Clinical Experiences (Continued)

Obtaining a final semester grade of C or lower in clinical practicum for two semesters is considered to be evidence of inadequate performance and results in ineligibility to continue in the program. If the student fails to meet any of the Technical Standards and Professional Dispositions (available in the Program Handbook) during clinical practicum, including any threat to the welfare of the clients/patients (See the ASHA Code of Ethics), the student is referred to the Student Review Committee. The Clinic Director, in consultation with the clinical faculty, may terminate participation in practicum at any time that client/patient welfare is considered to be jeopardized. The student is given specific written recommendations for remediation of all skill areas, along with a timeline by which they must be accomplished (see Remediation Plans available in the Program Handbook).

Participation in Externship Placements is also considered a privilege not a right. To be eligible to participate in an externship, students must be currently enrolled in the SLP graduate program and must meet the following requirements:

- a. Students must have successfully completed all didactic coursework and clinical practicum. Students must have grades of B or better in SPLP 661 (2 times), 662, 663, 664 in order to be approved for externship placement. Students with a grade of “C” in coursework will need approval of the Clinic Director and Graduate Coordinator prior to being approved for externship placement. Students with a grade of “F” in coursework will need to repeat the course and achieve a better grade before being approved for an externship placement. Remember that only one course or clinic may be repeated (and only one time) during the program.
- b. Students must have a cumulative GPA of 3.25 or higher before beginning the externship, and they must have completed five clinical practicum courses (SPLP 661 two times, 662, 663, 664) with a grade of B or higher.
- c. Students must have successfully completed any remediation plans put into place to address deficiencies.

Moving from the first externship placement to the second externship placement is a privilege not a right. Successful completion of the first externship is required before the student may begin the second externship. If the first externship is not completed successfully, the student may be required to complete some or all of the following before being placed in a second externship:

- a. Complete a remediation plan under the supervision of the IUP faculty. This may include the requirement that the student complete an additional semester of on-campus SPLP 661, 662, 663, or 664.
- b. Repeat an externship experience similar to that of the first externship.

If the second externship is not completed successfully, the student may be required to complete some or all of the following before graduating with a clinical MS-SLP degree:

- a. Spend a semester or more in the IUP clinic until a remediation plan has been successfully completed.
- b. Repeat an externship experience similar to that of the second externship. For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Grading Procedures for Clinical Experiences (Continued)

It is important to note that in addition to a site supervisor, each second-year graduate student will be assigned a faculty supervisor. Given his/her knowledge of the graduate clinician's performance, each site supervisor is asked to complete the grading form at midterm and final and to recommend a grade. However, the faculty supervisor is the supervisor of record and as such, is responsible for grade assignment and entry. Faculty supervisors also monitor the adequacy of the placement to ensure students' knowledge and skill development, and aid in the site supervisor's development and implementation of good supervision practices.

COVID-19 Policies and Procedures

Students are required to review and comply the Health and Safety Plan established by IUP and available at <https://www.iup.edu/news-events/coronavirus-information/health-and-safety/#testing>. The IUP Health and Safety Plan provides information pertaining to methods for preventing COVID-19, self-reporting symptoms and exposure, testing, and information pertaining to quarantining requirements and response following a positive COVID-19 test. In addition, students are directed to review the university's policies regarding returning to campus available at <https://www.iup.edu/news-events/coronavirus-information/returning-to-campus/> for information pertaining to face coverings, social distancing within the classroom, etc.

In keeping with the Center for Disease Control (CDC) guidelines (available at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>) and IUP's policies cited above, the IUP Speech, Language, and Hearing Clinic will operate for services in which social distancing and necessary precautions can be achieved. Any individual receiving services or accompanying a person receiving services in the Speech, Language, and Hearing Clinic will be screened using the CDC COVID-19 Screening Tool available at <https://www.cdc.gov/screening/paper-version.pdf> upon arrival to the clinic and prior to service provision. Clients and their families will be informed of the Speech, Language, and Hearing Clinic procedures, i.e., health screening and requirements, i.e., the use of a mask prior to arrival. The Speech, Language, and Hearing Clinic will provide masks and other supplies, such as hand sanitizer to clients, when necessary. Students providing face-to-face services to clients will also be asked the screening questions by the faculty supervisor upon arrival to the Speech, Language, and Hearing Clinic on the day of their scheduled diagnostic evaluation.

When face-to-face services are prohibited by social distancing requirements or other IUP policy restrictions, telehealth treatment services will be offered to clients for whom it has been determined that this mode of health care service delivery is appropriate and at least as effective as face-to-face treatment. This service delivery model is supported by the Pennsylvania licensing board and the American Speech-Language-Hearing Association (ASHA). Telehealth services will be provided via a HIPAA-compliant version of Zoom and will be provided to clients who provide informed consent.

The IUP Speech, Language, and Hearing Clinic will continue to monitor the CDC guidelines and IUP policies, as well ASHA's guidelines regarding best practices to guide decisions pertaining to service delivery.

Off campus placements: Students who are scheduled to be off-campus for any first- or second-year internship experience are expected to follow IUP's Health and Safety Plan, at a minimum. In addition, students are expected to follow any additional requirements set forth by their internship site. If no specific training is required or provided by the internship site, it is the responsibility of the student to request information regarding the specific COVID-19 policies and procedures of their site.