



MA-SLP Clinic Policies & Requirements

Department of Speech and Hearing Science



THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

Preface

On behalf of The Ohio State University Speech-Language-Hearing Clinic, the clinical preceptors and clinic staff welcome you as you begin your clinical education at The Ohio State University. As you begin your professional preparation in the field of Speech-Language Pathology, we look forward to facilitating your clinical education experiences. We hope to give you many “tools” that will empower you in this process. This handbook is the first of many resources. It is designed to assist you with information related to the clinical aspects of our graduate programs (e.g., Speech and Hearing Science Clinical Seminars in Hearing Disorders, 6751, 6752, 6753, 6754, 6755, 7742, 6844/7844, and 6189) and in your pursuit of meeting standards for state licensure and/or national certifications. The information is intended to outline expectations during Clinical Seminars in Speech and Language Disorders 6751, 6752, 6753, 6754, 6755, or 7742, 6844/7844, and 6189 enrollments as well as the policies, procedures, and clinical operations of the Ohio State Speech-Language-Hearing Clinic. Another specific resource for Clinical Seminars in Speech and Hearing Disorders, (6751, 6752, 6753, 6754, 6755, 7742, 6844/7844, and 6189) courses is the Carmen website.

It is your responsibility to closely review this information and use it to guide your clinical experiences. Doing so will facilitate an excellent experience for clients/patients, will allow for appropriate clinical operations, will provide a good transition from one clinician to another, and promote a successful learning experience.

The Ohio State University Speech-Language-Hearing Clinic provides graduate clinicians the opportunity to obtain clinical experience in a business-oriented environment. This clinical environment allows for professional preparation not only in clinical service provision, but also in related aspects of speech-language pathology and audiology, including managed care, marketing, and quality management. With these learning opportunities come responsibilities and expectations similar to those that will be encountered in other professional work settings. Providing supervised services to clients/patients and their families in this clinic is a privilege afforded to graduate clinicians, and you will be expected to operate in a professional manner at all times. Consequences for violations of clinic policy are enforced uniformly for all clinical personnel and are similar to those that would be encountered in other work settings.

After reviewing this handbook, if you are uncertain about a procedure/policy or if you have a specific concern, you should ask/inform someone who has the ability to address these issues—your clinical preceptor, clinical advisor, or clinical director. The most successful interactions come from being well-informed and maintaining ongoing communication with the clinical staff.

Your clinical preceptors are more than willing to discuss your individual clinical cases with you. Go to them, but be willing to start the discussion with the information that this handbook provides along with other constructive information that you have gathered from your academic courses and previous clinical experiences.

We wish you the best of success in your educational endeavor.

Jodi Baxter, AuD, Clinic Director

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MA-SLP Clinic Policies & Requirements

Clinic Handbook for MA SLP Graduate Students

The guidelines, policies, and procedures in this handbook apply to all clinical settings for the duration of your time in the program. Throughout your clinical experiences, you are under the auspices of The Ohio State University Department of Speech & Hearing Science (SHS) and The Ohio State University Speech-Language-Hearing Clinic (OSU SLHC). You are expected to adhere to all policies and procedures outlined in this handbook, those provided to you in your Speech-Language Pathology Practicum and Clinic Seminars, and those posted on Carmen.

The OSU SLHC is a non-profit university clinic associated with The Ohio State University. It is located on the first floor of Pressey Hall, 1070 Carmack Road, Columbus, OH 43210. The mission of the OSU SLHC is to improve the quality of life of all individuals with communication difficulties, to provide cost-effective services that meet the unique needs of the client and their family, and to promote excellence in clinical training and education of future hearing-speech- language professionals.

The organization of this handbook mirrors the general sequence of events and requirements as students enter and progress through the program, starting with prerequisites for enrollment and moving through active participation in clinical placements. ***Matriculating students are expected to read the entire document prior to beginning the program.*** Please use the Table of Contents to refer to specific sections. The handbook and the checklist are intended to complement one another and aid in keeping track of all requirements for graduation and certification.

Section 1: Prerequisites for Enrollment

1.1 Prerequisite Academic Coursework

All graduate clinicians must complete all required undergraduate-level coursework prior to the start of the program. For students who attended The Ohio State University for their undergraduate education, this includes completing all SHS Clinical Seminars in Speech & Language and/or Hearing Disorders in the sequence offered.

Students who have been admitted on a “conditional” basis or graduate non-degree-seeking students are not eligible to enroll in **Speech-Language Pathology Practicum and Clinic Seminars** (see [Section 3.2](#)) until all of the prerequisite coursework has been completed. For more details, please refer to Volume I of the Graduate Handbook.

MA SLP graduate clinicians wishing to enroll in any audiology coursework must obtain the permission of the instructor.

1.2 Clinical Observation Hours

All graduate clinicians must complete at least 25 hours of guided clinical observation by the end of Autumn Semester, Year 1. Some incoming graduate students will have completed these during the course of their undergraduate degree. For those who have not, guidelines for meeting this requirement will be provided during clinic orientation (aka Bootcamp).

- See [Section 9.1](#) for instructions on how to observe sessions in the OSU SLHC.

Graduate clinicians must keep signed documentation of guided observation hours on file in their Graduate Clinician Folder. See [Section 2.1](#) for more information on the Graduate Clinician Folder.

Appropriate documentation of observation hours must also be logged in the CALIPSO online tracking system by the end of Autumn Semester of Year 1. All graduate clinicians are required to purchase a membership in CALIPSO for a one-time fee of \$100.00.

- Graduate clinicians may create their account by following this link:
- [<https://www.calipsoclient.com/osu/account/login>](https://www.calipsoclient.com/osu/account/login).
- During clinical placements, graduate clinicians will be expected to log clinical hours and submit them to their clinical preceptors each month.
- Further training on how to use the CALIPSO system will be provided at clinic orientation, during clinic advising meetings, and in your meetings with your assigned clinical preceptor.

1.3 Knowledge of OSU Policies, Professional Standards and Administrative Rules

Graduate clinicians enrolled in Speech-Language Pathology Practicum and Clinic Seminars are expected to read, understand, and follow:

- [Ohio State University Student Code of Conduct](#)
- [Ohio State University Non-Discrimination, Harassment, and Sexual Misconduct Policy](#)
- Any complaint alleging a violation of this policy should be brought to the attention of the Clinic Director, Graduate Studies Chair, or Chair of the Department. Please see the reporting structure in

the [Department of Speech and Hearing Science Graduate Student Handbook](#). Students may also submit an anonymous complaint via the [Department Complaints and Grievances Form](#).

- [Ohio State University Graduate School Grievances Procedures](#)
- [American Academy of Audiology Code of Ethics](#)
- [American Speech Language Hearing Association's \(ASHA\) Code of Ethics](#)
- [Ohio Law and Administrative Rules Governing the Practice of Speech-Language Pathology and Audiology](#)
Once accepted into the program, students are required to meet and maintain the standards listed in the [SHS Department Essential Functions](#)

Each student must verify that all Essential Functions can be achieved with or without accommodations. Students who require accommodations are responsible for making their status known to [the Office of Student Life Disability Services \(SLDS\)](#) at The Ohio State University.

- Accommodation requests for clinical placements must be documented on the Accommodation Request Form from the OSU SLDS, discussion with each clinical preceptor and approved by each clinical preceptor.

Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services should inform all instructors and clinical preceptors of their needs each semester.

- Students need to meet with instructors and clinical preceptors to review the proposed accommodations at the start of each term.

1.4 Knowledge of Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The OSU SLHC uses the "Privacy Rule", a provision of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which went into effect on April 14, 2003.

- [HIPAA](#) formalizes expectations for all health professionals to follow regarding patient rights and for safeguarding identifiable health information. >.
- Specific questions or concerns regarding HIPAA compliance should be directed to the Clinic Director, who serves as the HIPAA privacy officer for the clinic.

Graduate clinicians participating in clinical practicum in the OSU SLHC are trained in HIPAA Privacy regulations prior to beginning clinical practicum and will be expected to uphold privacy guidelines thereafter.

- The training will be offered via a BuckeyeLearn online module.
- After completing the BuckeyeLearn online module, the student must download the corresponding certificate and place it on file in their Graduate Clinician Folder or uploaded in Carmen.
- Practicum or externship sites may require that graduate clinicians participate in additional training or site-specific training prior to beginning their practicum placement.

Graduate clinicians may also be required to participate in training in Family Educational Rights and Privacy Act (FERPA) regulations, which apply primarily in public school and University settings.

1.5 Adequate Spoken and Written English Skills

Graduate clinicians must demonstrate adequate spoken and written American English skills and speech/language skills.

- The Ohio State University Graduate School admissions outlines the [English proficiency requirements](#) and minimum test scores for students whose native language is not English; have been educated primarily outside of the US, or who have held US permanent resident, asylee or refugee status for less than one year from the first term of enrollment. Students who fit this category should review the information at the above link.
- For students with marked pronunciation difficulties, tutoring is available through the ESL department. However, dialectal and/or accented variations of English are expected and acceptable in proficient English speakers.
- ASHA recommends that all students consider seeking resources for improving their writing skills, since inadequate writing skills are pervasive and problematic among the student population irrespective of cultural or linguistic background.

All graduate clinicians are expected to use speech and language skills that reflect professionalism, which includes avoiding the use of slang and curse words in clinical settings.

1.6 Technology Skills

All graduate clinicians wishing to participate in clinical practicum must have strong technology skills, particularly with Apple or Windows 10 computers and Microsoft applications (which are used in the OSU SLHC). Documents due to OSU SLHC preceptors should be submitted in Microsoft Word format.

Each graduate clinician will be expected to use technology extensively across clinical settings for report writing, diagnostic, and treatment purposes. It is the graduate clinician's responsibility to acquire appropriate technology skills and equipment prior to enrollment.

Throughout the program, important messages will be conveyed via email (Microsoft Outlook) and via [Carmen](#), OSU's online course management system.

Graduate clinicians may be required to access online training modules to prepare for their clinical placements. Many of these training modules are offered on the [BuckeyeLearn website](#).

1.7 Time Management Skills

Effective time management skills are essential to successful participation in the wide range of clinical opportunities available at OSU and in the surrounding community. The time required to complete coursework and clinical assignments can exceed a standard 40- hour work week, depending on assigned placement(s) and other responsibilities.

In light of this fact, it is strongly recommended that a graduate clinician design a long-term plan for the entire degree program in order to maintain a balance of clinical and academic responsibilities. This long-term plan should include:

- Coursework/course load
- Clinical assignments (including travel time to placements)
- Graduate Research/Teaching Assistant (GRA/GTA) assignments
- Non-department job responsibilities
- Topic specialization/thesis
- Personal needs (e.g., sleep, exercise, meals).

This plan will prove useful when filling out the **SLP Clinic Request Survey** each semester (see [Section 6.1](#)). Specific requests regarding clinical assignments and schedules may be conveyed to the OSU SLHC Placement Coordinator via this form.

Students should be aware that taking on several major commitments (e.g., GRA/GTA assignments, non-department jobs, specialized placements, etc.) may increase the number of academic terms necessary to obtain their graduate degree.

Section 2: Documentation Required to Participate in Clinic

2.1 Summary of Required Documentation

Each graduate clinician will be given an e-version of a Graduate Clinician Folder. They will submit their documentation in Carmen via assignments throughout clinic orientation.

Current versions of the following documents will be filed by the Graduate Coordinator in the

Graduate Clinician Folder:

- Policy acknowledgement statements, including:
 - Code of Ethics/Employment (see [Section 1.3](#))
 - Essential Functions (see [Section 1.3](#))
 - Absenteeism (see [Section 5.3](#))
 - Child Abuse (see [Section 9.10](#))
- HIPAA training certificate (see [Section 1.4](#))
- Signed record of observation hours (see [Section 1.2](#))
- Signed record of undergraduate client contact hours (if applicable)
- **CF-125: Guided Observation Form** (if applicable)
- Acknowledgement of completed and passed FBI/BCI background check (see [Section 2.2](#))
- Immunization Record (see [Section 2.3](#))
- Health Insurance verification (see [Section 2.4](#))
- CPR certification (see [Section 2.5](#))
- Universal Precautions training certificate (see [Section 2.6](#))

Graduate clinicians are expected to keep all documentation up-to-date and provide required information to clinical placement sites as requested. Failure to do so may delay or preclude clinical assignments.

- Questions and concerns should be directed to the OSU SLHC Placement Coordinator/Clinic Advisor.

2.2 Background Check and Non-Conviction Statement

Graduate clinicians must complete a non-conviction statement as part of the criminal record/ background check conducted by the University (BCI&I and FBI). This statement certifies that the graduate clinician has

not been convicted of or pleaded guilty to child abuse or other crimes of violence set forth in Section 5104.09 of the Ohio Revised Code.

- The non-conviction statement should be included in the **Graduate Clinician Folder**.
- Students who have been convicted or pleaded guilty to child abuse or other crimes of violence are not permitted to participate in clinical practicum.

A state and federal background check (BCI&I and FBI) is to be completed at The Ohio State University/Human Resources in the first several weeks of the program.

- Unless otherwise instructed, to ensure compliance for all clinical placements, this background check (BCI&I and FBI) must be completed on campus at the student's expense three times throughout the program.
- Students will need to get background check clearance for a wide range of patient ages. Because of this background checks could cost up to \$125 per year (this figure is based on 2021 pricing, but is subject to change).

2.3 Health and Immunization Status

Graduate clinicians must provide documentation of their health status and keep it updated on an annual basis for the duration of the program.

- Students must report known exposure to contagious diseases within the 6 months prior to and during their assigned clinical rotations, both to their immediate clinical preceptor(s) and to the OSU SLHC Placement Coordinators/Clinical Advisor.

All immunizations required by Ohio law and recommended by the Centers for Disease Control and Prevention (CDC) must be up-to-date and properly documented prior to beginning the program. This includes immunizations for hepatitis B, measles, mumps, rubella, tetanus, and diphtheria.

- Immunizations can be updated by a personal physician or clinic or at Student Health Services at OSU.
- Immunity may require multiple spaced treatments (e.g., 3 injections of the hepatitis B vaccine distributed over 4 months). In this case, the graduate clinician is responsible for scheduling and attending all necessary appointments in the recommended sequence.
- Documentation of immunizations must be maintained at the Wilce Student Health Center by uploading into the My BuckMD system and filed in the student's Graduate Clinician Folder.
 - A list of required immunizations and tests will be included in the packet of information sent to incoming graduate students during the summer prior to beginning the program.

Students must comply with specific public health requirements (e.g., annual flu shots, annual Mantoux TB tests, annual physicals, toxicology screening, COVID-19) in order to participate in medical and/or educational clinical placements. If the list of requirements above are not met by the second week of the semester, you will be unenrolled from clinic practicum for that semester.

- Some external sites require a current physical examination (within the past 12 months) that states the individual is "in good health and is free from communicable diseases."
- Clinical placements outside of the OSU Speech-Language-Hearing Clinic may have additional vaccination, health screenings, or require a current physical examination (within the past 12 months). It is the student's responsibility to complete the requirements that each outside practicum requests before they start that practicum rotation.

2.4 Health Insurance

It is expected that graduate clinicians will maintain appropriate health insurance coverage. Documentation of this coverage is required by the OSU SLHC and a number of outside practicum sites and must be provided by the graduate clinician prior to beginning placement at these sites.

Proof of health insurance must be placed on file in the student's Graduate Clinician Folder and should be updated yearly.

2.5 Cardiopulmonary Resuscitation (CPR)

Graduate clinicians are required to maintain current certification in basic cardiopulmonary resuscitation (CPR).

- Documentation of current CPR certification must be kept in the student's Graduate Clinician Folder. A photocopy is acceptable.

Training for this course can be obtained outside of The Ohio State University and must include infants, pediatrics, and adults and BLS (basic life support).

2.6 Universal Precautions

Graduate clinicians are expected to be familiar with and practice universal precautions.

- All students will be educated in the proper use, storage, and disposal of personal protective equipment, including gloves, gowns, masks, and goggles.
- Training in universal precautions is available through a BuckeyeLearn online module. It is also covered in the Clinical Seminars and in the Health Requirements Handbook.
- Upon completion of the BuckeyeLearn online module, the student must download the corresponding certificate and file it in their Graduate Clinician Folder.

Graduate clinicians are responsible for obtaining training in specific precautions and regulations for each affiliated site to which they are assigned. They should discuss these requirements with preceptors at assigned sites.

Additional precautions are being taken to ensure the safety of faculty, staff, graduate clinicians, and patients in light of the COVID-19 global pandemic. These precautions and clinic protocols are based on recommendations from the World Health Organization (WHO), Centers for Disease Control (CDC), and the Ohio Department of Health (ODH). These precautions and protocols should be implemented alongside the procedures detailed in [Section 9.6](#) and [Section 9.7](#) of this handbook and will be updated as the science of COVID-19 progresses. Students should also look for up-to-date information about university policies at the [OSU Safe and Healthy Buckeyes](#) site.

2.7 Professional Liability and General Liability Insurance

As of April 2009, the University provides appropriate professional liability and general liability insurance coverage for all students enrolled in our programs.

- For detailed information regarding Aon Risk Services Northeast, Inc., students may request the University's Certificates of Insurance from the Clinic Advisor.
- Of note, policy coverage applies to students while at the OSU SLHC or when working offsite in an internship, practicum, or work study approved by the MA SLP program. Coverage includes Licensed Professional Liability for students on a claims-made basis.

- Given this coverage, students do not need to purchase their own professional liability insurance in order to participate in clinical experiences at the OSU SLHC. However, an external site may require students to provide additional professional liability insurance at their own expense.

2.8 Continuing Education Units (CEUs)

Graduate clinicians are encouraged to obtain continuing education units (CEUs) outside of their academic and clinical classes by attending workshops, live or online courses, and Lunch & Learn opportunities.

Obtaining additional CEUs will allow graduate clinicians to:

- Recognize that additional clinical skills and knowledge must be acquired throughout one's professional career.
- Seek out topic areas of specific interests and needs and increase depth of knowledge in those areas.
- Become acquainted with specific on-the-job knowledge and skills that may not be covered in clinical or academic courses.
- Develop a plan for continually expanding on-the-job knowledge and skills.

Section 3: Speech-Language Pathology Practicum and Clinic Seminars

3.1 Purpose of Graduate Clinical Coursework

Successful completion of graduate clinical coursework and rotations will prepare students to meet the requirements for the State of Ohio Licensure in Speech-Language Pathology and the Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP) from the American Speech-Language-Hearing Association.

Ohio State academic programs are designed to prepare students to apply for applicable licensure or certification in Ohio. If you plan to pursue licensure or certification in a state other than Ohio, please review state and educational requirements for licensure and certification and state licensing board contact information at [State Authorization Reciprocity Agreement \(SARA\)](#). Ohio State makes every effort to ensure state licensure and certification information is current; however, state requirements may change. Students need to contact the applicable licensing board(s) in the state where you may want to pursue licensure or certification before beginning an academic program to verify whether a program meets educational requirements for licensure or certification in the state.

In order to receive the Certificate of Clinical Competence (CCC) from ASHA, graduate clinicians must demonstrate competency 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 (i) structure and function of orofacial myology and (ii) 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
- See [ASHA's 2020 Certification Standards](#), Standard IV-C for more information:
- Current requirements for obtaining an Ohio license to practice speech-language pathology can be found at the [Ohio Speech and Hearing Professionals Board](#). These requirements are similar to those for the ASHA CCCs.
- Graduate clinicians interested in practicing speech-language pathology in other states are encouraged to contact the relevant state licensure boards in order to review state-specific licensing requirements.
- In general, Ohio licensure requirements are similar to those for other states.

3.2 Sequence of Graduate Clinical Coursework

Graduate clinicians are responsible for registering for the correct courses each semester. They are advised to consult [the curriculum information](#). Incorrectly registering for any clinical practicum course (i.e., **6844**, **7844**, and/or **6189**) will result in denial of clinical hours for that semester and may delay progression toward graduation, as the course will need to be repeated.

First-year graduate clinicians will enroll in **6844: Practicum in Communication Disorders (1 credit per semester)** and **6751, 6752, 6753, 6754, 6755: Clinical Seminar in Speech and Language Disorders (2 credits per semester)** during the first three semesters of their graduate education (Autumn, Spring, and Summer of Year 1) in addition to required academic coursework for that term.

- Enrolling in 6844: Practicum in Communication Disorders enables students to be assigned to clients in OSU Speech-Language-Hearing Clinic (OSU SLHC).
- During Year 1, the Clinical Seminar courses (6751, 6752, 6753, 6754, 6755) are designed to help graduate clinicians identify their suitability for and interest in various clinical settings. They provide opportunities to:
 - Visit various facilities in which SLPs work, including adult and pediatric medical facilities, skilled nursing facilities, schools, private practices, and specialty settings.
 - Learn more about the clinic experiences available at each site, the site's expectations of students, and best student fit. Guest speakers will be invited to lecture on these topics.
- Second-year graduate clinicians will enroll in **7844: Advanced Practicum in Communication Disorders (4 credits per semester)** and **7742: Advanced Clinical Seminar (1 credit per semester)** during the remaining three semesters of their graduate education (Autumn, Spring, and Summer of Year 2), unless otherwise advised.
- Enrolling in 7844: Advanced Practicum in Communication Disorders enables students to be placed at outside clinical sites, as well as specialty placements within the OSU SLHC.
- During Year 2, Clinical Seminar courses (7742.01, 7742.02) will provide students with:
 - Additional training in necessary areas (e.g., hearing aids).
 - Opportunities for resume writing and interview practice, with the goal of preparing students to enter the workforce.

Second-year graduate clinicians who opt to complete school certification will need to register for 6189: School Placement/Internship (4 credits) in addition to 7844 and 7742 during the semester in

which they are placed in the schools.

Graduate clinicians are expected to be available for clinical placements from the first day of classes through the last day of finals. Observation of university breaks and how those impact clinical varies in the first and second year. Review the [complete list of clinic placement breaks](#) during both the first and second year of the program.

Section 4: Overview of Clinical Experiences in Speech-Language Pathology

4.1 Clinic Advising

Throughout the program, students will participate in both group and individual advising sessions conducted by the OSU SLHC Placement Coordinators/Clinical Advisor.

The Clinical Advisor's duties are:

- To inform the graduate clinician of the clinical experiences that are available through the Department of Speech and Hearing Science.
- To advise the graduate clinician as to the appropriate sequence of practicum experiences based on the graduate clinician's academic background and previous clinical experience.
- To approve the clinical hours that have been transferred from other training program(s).
- To approve the clinical hours and competencies at the time of graduation.

Although individual advising is always available, it is mandatory for each student in the Autumn, Spring, and Summer semesters of Year 2 to help determine placement needs and interests.

- These meetings provide the graduate clinician with recommendations on the hours and competencies that could be met in that semester's clinical experience.

4.2 Sequence of Clinical Experiences

The clinical program in Speech-Language Pathology at The Ohio State University is designed to be completed in five semesters. This includes the summer semester of the first year. Most students can fulfill all clinical and academic requirements for the MA-SLP degree within this timeframe. However, some students may require more than five semesters to complete their plan of study appropriately. For instance, students who select the thesis option might need to extend their program to an additional summer semester in the second year to complete their research project. Others might opt for a slower pace through the program or choose to take additional coursework to create a specialization or explore related professional areas.

Choosing to stay for a sixth semester and graduate during the summer of the second year is still considered to be on time.

- All clinical coursework and rotations are designed to meet ASHA Certification requirements and Ohio state licensure.
- Graduate clinicians will participate in a variety of screening, diagnostic, and treatment opportunities across all areas of clinical competency (see [Section 3.1B](#) for a list of the ASHA "Big 9" areas).
- Assigned caseload may vary from semester to semester, depending on the quantity and nature of clinical placements. As graduate clinicians progress through the program, they can expect an increase in their clinic load.

Sequence of planned clinical experiences:

- Semester 1:
 - Completion of 25 guided observation hours
 - Client(s) with OSU SLHC preceptors. Locations can include but are not limited to: OSU SLHC (housed in Pressey Hall), local preschools, and local private schools.
- Semester 2:
 - Client(s) with OSU SLHC preceptors. Locations can include but are not limited to: OSU SLHC (housed in Pressey Hall), local preschools, and local private schools.
- Semester 3:
 - Clients with OSU SLHC preceptors, possibly in specialty clinics. Locations can include but are not limited to: OSU SLHC (housed in Pressey Hall), local preschools, and local private schools.
- Semester 4:
 - Medical OR Public Schools Rotation. Typically, half the class will do a medical rotation and half will do a school rotation.
 - Other settings (e.g., private clinics, specialized programs in schools).
 - Clients with OSU SLHC preceptors in specialty clinics.
- Semester 5:
 - Medical OR Public Schools Rotation. Typically, the groups switch from Semester 4. Those who had a school rotation move to a medical rotation, those who had a medical rotation move to a school rotation.
 - Other settings (e.g., private clinics, specialized programs in schools).
 - Clients with OSU SLHC preceptors in specialty clinics.
- Semester 6:
 - An additional rotation in an area of interest. Placement priority is given to graduate clinicians who need to complete various hours and/or competencies across the nine disorder areas, as defined by ASHA Standards (see [Section 3.1B](#)) to qualify for graduation and eligible for certification.
 - Clients with OSU SLHC preceptors in specialty clinics.
 - Additional and/or specialized clinical experiences, as designed by the graduate clinician in consultation with the Clinic Advisor/OSU Placement Coordinator.

As graduate clinicians accrue competencies, students will earn outside placements. Placements will rotate each semester to enable students to gain a variety of experiences.

- During the 2nd year of the program, the majority of clinic experiences will be outside of the OSU SLHC. However, graduate clinicians may be responsible for regular clients and/or placed in various specialty clinics at the OSU SLHC.
- To augment academic and clinical experiences all graduate clinicians are required to create and maintain an account in [Simucase](#) during the first year of the program.
 - Simucase is a training program consisting of simulated client cases to help students practice gathering case histories, requesting documents from other professionals, selecting assessments, making treatment recommendations, and providing intervention for a variety of virtual patients.
 - Incoming students must pay an annual fee of \$99 (12 months, price subject to change) to participate in Simucase.

4.3 – Speech, Language, Hearing, and Cognitive Screenings

Graduate clinicians will be offered opportunities to participate in various speech, language, hearing, and/or cognitive screenings at off-campus sites throughout the program. These opportunities are generally announced via email and will be governed by the same guidelines as other SHS Clinical Seminars and

Practicum Experiences in Speech-Language Disorders placements.

Students who choose to participate in outside screenings will be supervised by OSU clinical preceptors or by speech-language pathologists or audiologists in the community.

- Time spent participating in outside screenings may only count toward the clock hour total required for graduation if the site preceptor holds their ASHA CCC's.
- If the site preceptor does not hold their CCC's, those hours cannot be counted toward the clock hour total. However, they may be counted toward equivalency and competency experiences. Appropriate documentation must be completed and submitted in CALIPSO (see [Section 1.2C](#) and [Section 6.4A-C](#) for more information on the CALIPSO online tracking system).
- Occasionally, a graduate clinician may be contacted directly by a speech/language pathologist or audiologist to assist with a screening opportunity. The graduate clinician should discuss this opportunity with their clinical advisor to assure that the person providing the screening has appropriate licensure and/or certification status.

If a graduate clinician commits to a screening opportunity—either by contacting the clinical preceptor or by following the stated sign-up protocol—then they are expected to fulfill that commitment.

- If the student cannot attend due to an illness or emergency, the student must notify the relevant preceptor in advance of the screening.
- In the absence of a valid excuse, failure to fulfill a screening commitment may limit opportunities to participate in future screenings and may impact future clinical placements.

4.4 Adding New Clinical Sites and Managing Existing Ones

Once a preceptor has been identified at a new clinical site, the clinical practicum coordinator ensures that the preceptor's administration is willing to support clinical education and that the facility and SLP meet certain requirements described below. This occurs through meetings with SLP preceptor and/or administration to:

- Identify which of ASHA's nine areas of clinical practice will be available for the student at that site.
- Determine the approximate number of clinic hours in each of the nine practice areas the student would probably accrue at that site.
- Establish a back-up plan if the facility has an inconsistent census to ensure that the student obtains the needed experience in that semester.
- Ensure that any possible SLP preceptor holds a state license, ASHA certification, and has obtained two hours of CEUs in supervision.
- Provide additional resources to the facility regarding additional CEU opportunities in clinical supervision through the Council of Academic Programs in Communication Sciences and Disorders (CAPCSD).
- For existing sites, experiences are monitored using the following data:
 - Feedback about SLP preceptors obtained from students placed with that preceptor.
 - Feedback about the site obtained from students placed there.
 - Check-ins with the preceptor and facility (in-person or over the phone) by the clinical practicum coordinator.
- Verification of the types of hours and experiences obtained by students, as entered in **CALIPSO**.

Section 5: Planning for Clinical Placements

5.1 Clinic Calendar

The OSU SLHC follows the [academic calendar](#). Students are responsible for clinical obligations from the first day of classes through the last day of finals. Please refer to the Clinic Calendar and/or 6844/7844 syllabus for exact dates. To aid in planning time off, review the [complete list of clinic placement breaks](#) during both the first and second year of the program.

- Graduate clinicians may need to contact OSU SLHC clients/families and/or practicum placement coordinators during break times in order to be prepared for the first day of clinic as designated by the Clinic Calendar.
- Although the last day of clinic is often prior to the last day of finals, students are expected to be on campus through the last day of finals in order to participate in final conferences and complete any residual documentation.
- First-year graduate clinicians are granted the Autumn and Spring semester breaks.
- Second-year graduate clinicians participating in clinical placements outside of the OSU SLHC are not granted the Autumn and Spring semester breaks. Instead, graduate clinicians are expected to follow the calendar for their assigned clinical site.
 - Depending on the assigned clinical site, second-year graduate clinicians are expected to work throughout the Autumn and Spring OSU semester breaks and may be required to work on some holidays (e.g., Labor Day, MLK Jr. Day, Veteran's Day).
- Attendance on holidays and the day before and after Thanksgiving is determined by site preceptors. It is the responsibility of the graduate clinician to discuss this obligation with individual preceptors and to make the OSU SLHC Placement Coordinator aware of any deviations to the schedule.
- Graduate clinicians are expected to make all travel and needed time off plans to accommodate the academic calendar and clinic placements. This includes, but is not limited to, family events, weddings, reunions, vacations, etc.
- Graduate clinicians are to refer to the syllabus for the current semester requirements. Due dates will also be posted on Carmen.
- It is recommended that students check these documents throughout the semester to be aware of any changes.

5.2 Scheduling Requirements

The Department of Speech and Hearing Science attendance policy applies to all classes associated with clinical practicum (classes: 6844, 7844, and 6189). Since these classes involve working with both preceptors and clients/patients, additional scheduling requirements are noted in this section. For your review, the attendance policy for academic classes is listed here:

- Each student is expected to attend every class in order to learn the content, actively engage with the material, and participate in class discussions and labs. Penalties apply to unexcused absences and excessive late arrivals. Final course grades will be reduced 1% for each unexcused absence or excessive late arrival. If a student will miss class due to an unexcused absence (e.g. attending a wedding, travel, etc), please let the instructor know ahead of time. Get notes from another student in the class and let the instructor know if you have any questions about the material. Only religious holidays, deaths and illnesses will be excused. If a student misses more than three classes due to illness, they will be required to provide a doctor's note for each additional absence due to illness.

Professors may also choose to require a doctor's note for specific classes, such as those that contain labs where students practice administering assessments (this will be conveyed by each professor at the start of the semester). Fraudulent use of excused absences will result in a decrease

of the student's final grade by one letter grade. More than one fraudulent use of excused absences will result in dismissal from the program. For every excused absence, the student will turn in a 300-400 word reflection integrating the content of the lecture and readings for the missed lecture. This is due one week after the missed class.

- Arriving to class late is disruptive to the learning environment and is unprofessional. Students should consult with the course instructor if you have extenuating circumstances (vacations, car trouble, picking up people from the airport are not considered extenuating circumstances).
- **For clinical practicum**, extended absences can result in a slower rate of skill development and delayed progression through the program. A doctor's note is required after two absences due to the weekly, continuous nature of clinic work. Fraudulent use of excused absences will result in an unsatisfactory grade (U) in the clinical practicum. Makeup assignments will be at the discretion of the preceptor. Prompt attendance includes early arrival at clinic block meetings as well as preparedness for clients' designated appointment times.

All graduate clinicians are expected to be available for clinic assignments Monday through Friday, 8am to 5pm during Autumn and Spring of Year 1. During the first summer semester and all subsequent semesters, clinical placements may extend beyond these times (especially in medical settings).

Graduate students are required to report scheduling constraints on the SLP Clinic Request Survey each semester (see [Section 6.1](#)).

- The OSU SLHC Placement Coordinator will work with graduate clinicians to accommodate GRA/GTA positions within the Department Speech and Hearing Science and any additional coursework (i.e., Master's thesis or topic specialization).
- GRA/GTA positions outside of the Department of Speech and Hearing Science may place an additional constraint to clinical schedules. The OSU Clinical Advisor/Placement Coordinator will make every effort to work with the student and the GRA/GTA/GAA coordinator to find appropriate placements that work with this schedule.
- Any changes to a graduate clinician's schedule must be communicated to the OSU SLHC Placement Coordinator, as placement changes may occur throughout the semester.

5.3 Clinical Practicum Attendance Policy

Regular attendance for practicum is mandatory. Graduate clinicians are expected to be at their assigned site on their assigned days/times, from the arranged day of orientation through the last day of the University's finals week.

- Graduate clinicians should not plan on participating in clinical placements if they have a contagious/communicable disease (e.g., influenza; see [Section 9.7](#)). Preceptors should be contacted and made aware of the illness as soon as possible.
- Graduate clinicians are also expected to adhere to all additional guidelines regarding the COVID-19 global pandemic. These guidelines will be provided in a separate document and updated as the epidemiological study of COVID-19 advances (see [Section 9.6](#)).
- In case of illness or emergency, procedures for canceling clients and notifying the appropriate preceptor are determined by the particular practicum site. It is the responsibility of the graduate clinician to inquire about appropriate procedures and to follow them. In addition, the OSU SLHC Placement Coordinator is to be notified of the absence as soon as possible.
- Emergency messages may be left in the clinic office (614-292-6251) or the department office (614-292-8207) for Pressey Hall classes and assignments. Graduate clinicians should ask their

preceptor about the preferred mode of communication (e.g., email vs. phone) in the event of an emergency.

- If assigned to OSU SLHC clients, the graduate clinician should consult the preceptor to determine cancellation. Clients should not come to the clinic if the clinician is absent and alternative arrangements have not been made.
- Graduate clinicians are encouraged to contact their outside site preceptors to determine appropriate policies and contacts for emergency situations in those settings.

Should an extenuating circumstance necessitate a planned absence from a clinical placement (e.g., professional conference, academic commitment, job interview), **a letter of petition** must be submitted to the appropriate OSU SLHC Placement Coordinator for consideration and approval.

- These letters of petition should only be proposed in special circumstances.
 - Multiple planned absences could affect future clinical placements and/or delay completion of requirements for graduation.
 - The academic calendar affords “time off” during semester breaks. Graduate clinicians are encouraged to schedule events during these times (e.g., family vacations, weddings, etc.).
 - Letters of petition should be submitted as soon as the event is known—even if the event will not take place for another 6 months or a year—and must include an “absence plan” for making up the missed clinical time.
 - Graduate clinicians should not discuss the petition with the outside site preceptor until they receive approval from the OSU SLHC Placement Coordinator.
 - The OSU SLHC Placement Coordinator will reach out to the site preceptor to determine whether the absence plan described in the letter is acceptable.
- Following an absence, the graduate clinician must contact their preceptor to arrange a make-up session or clinic day, depending on the assignment. This make-up is required, unless the site preceptor decides otherwise.

If a graduate clinician demonstrates chronic tardiness and/or absence from a clinical assignment, action will be initiated by the assigned preceptor and OSU SLHC Placement Coordinator.

Consequences will be determined on a case-by-case basis and may include, but are not limited to:

- Formal documentation of the attendance pattern and concern.
- Denial of clinical hours.
- Termination of clinical placement.
- Requiring additional time in the program to complete required hours and competencies.

If a site preceptor is unavailable for a period of time due to the preceptor’s personal schedule, the graduate clinician should inform the OSU SLHC Placement Coordinator. Additionally, the graduate clinician should request if there is another opportunity at the site (e.g., shadowing another professional, working with another clinical preceptor) during that time period.

If no such opportunities are available, the graduate clinician should contact the OSU SLHC Placement Coordinator for an assignment/project or other work that will allow for the continuation of their clinical education.

5.4 Transportation to Practicum Sites

Graduate clinicians are responsible for providing their own transportation to and from assigned practicum sites, including any travel required to the assigned site's auxiliary locations.

Clinical sites are in the greater Columbus area, including possible placements in facilities that are approximately a one-hour drive from the OSU SLHC.

It is recommended that graduate clinicians have the following in place:

- A valid driver's license
- A road-worthy vehicle to provide safe and prompt transportation.
- Sufficient funds to support costs of travel and parking.
- A well-defined time management plan to allow for travel time.

Students are responsible for all liability connected to their independent travel to and from their clinical sites. The Ohio State University is not liable for any injury, illness or death that may occur. The Department of Speech and Hearing Science advises each graduate clinician to obtain liability insurance for any travel to and from practicum sites (see [Section 2.7](#)).

Any graduate clinician who chooses to limit their participation at clinic sites due to transportation availability, mileage concerns, travel time, or parking may delay their progression to graduation.

5.5 Clinic Name Tags and/or Badges

Every graduate clinician is to wear a name tag while involved in clinical activities at the OSU SLHC or at any event sponsored by the Department of Speech & Hearing Science.

Name tags will be provided to each student upon arrival to campus. If this name tag is lost or the name needs to be changed, the graduate clinician is required to purchase a new name tag as soon as possible. Outside placement sites may also require the display of a name tag or ID badge. Each graduate clinician is responsible for addressing this requirement with the assigned preceptor.

5.6 Expenses Related to Clinical Placements

Graduate clinicians may incur additional expenses for participation in clinical rotations. These may include, but are not limited to:

- CALIPSO membership (see [Section 1.2C](#))
- Simucase membership (see [Section 4.2D](#))
- Background checks (see [Section 2.2](#))
- Scrubs
- Parking passes
- Transportation costs (see [Section 5.4](#))
- Replacement name tags or badges (see [Section 5.5](#))
- Replacement OSU SLHC keys if initial keys provided are lost

Section 6: Participating in Clinical Placements

6.1 Clinic Request Procedures

Students are to complete a SLP Clinic Request Survey each semester. This document provides students with the opportunity to:

- Describe their class and/or work schedules (see [Section 5.2](#));
- List their clinical areas of interest (e.g., populations, skill areas, facility types);
- Request hours and competencies needed to meet the requirements for graduation and certification.

The **SLP Clinic Request Form** must be submitted to the OSU SLHC Placement Coordinator by the date provided on the clinic calendar and/or 6844/7844 syllabus. Late submissions may delay or preclude clinical assignments for the following semester or cause the student to be considered for placement after other graduate clinicians have been placed.

- The **SLP Clinic Request Form** must be filled out completely and correctly prior to submission. If a form is returned for corrections, this may also delay or preclude clinical assignments for the following semester.

Students also use the **SLP Clinic Request Form** to indicate their interest in participating in specific placements that may require additional procedures. Those include:

- The **Leadership Education in Neurodevelopmental Disabilities (LEND) interdisciplinary training program** at the OSU Nisonger Center. Students may apply and interview for a placement as part of the training grant.
- The **OSU Wexner Medical Center**. During their 3rd semester in the program, students may state their interest in various hospital placements and participate in an interview process with future clinical preceptors.
- **Nationwide Children's Hospital**. During their 3rd semester in the program, students may state their interest in specialty areas of the hospital (e.g., craniofacial anomalies, AAC, ASD, pediatric swallowing) and participate in a phone interview.
- **School placement and licensure**. Students who elect to participate in a public school placement may request a population specialty or age range. The Clinic Placement Coordinator will attempt to honor these requests when possible.

6.2 Receiving Clinic Assignments

The OSU SLHC Placement Coordinator considers many factors when determining placements for graduate clinicians. A non-comprehensive list of these factors may be found below. Additional questions about the process for determining placements should be directed to the OSU SLHC Placement Coordinator and/or the Clinic Director.

- Successful completion of prerequisite academic courses
- Number of observation hours completed
- Need for specific hours and/or competencies, as noted in CALIPSO
- Overall clinical performance average
- As a reminder, all graduate clinicians must maintain grades of "S" in SHS Clinical Seminars and Practicum Experiences in Speech-Language Disorders to continue in practicum courses and be assigned to clinical experiences outside the OSU SLHC.
- Successful progression of skills as noted in CALIPSO formative and summative assessments, clinical educator comments on evaluations, and whether the student is on a clinic intervention plan (see [Appendix C](#))
- Timely completion of the SLP Clinic Request Survey and other required documentation to participate in clinic
- Consistent demonstration of adherence to Essential Functions as well as timely completion of all lesson plans, SOAP notes, progress reports, and other requests from preceptors during clinical experiences
- Participation in group and individual clinic advising meetings
- Availability of external site and appropriate preceptor for the student that meets the student's clinical education and supervisory style needs
- Consultation with OSU SLHC clinical educator/preceptors and academic faculty with regard to specific disorder knowledge skill outcomes
- Input from outside site preceptor interviews indicating the site's interest in the student

- Student interest in various practice areas of the field, as indicated through the CF-02 and one or more advising meeting with the clinical practicum coordinator
- Schedule of graduate clinician
- Appropriate accommodations for graduate clinicians with disabilities
- Location of sites

During finals week of each academic term, clinical assignments for the upcoming semester will be provided to the graduate clinicians. Graduate clinicians must follow all instructions in the email and notify OSU SLHC Placement Coordinator regarding any conflicts/concerns.

- Failure to adhere to these instructions and/or failure to provide any needed documents may result in a delayed start or termination of the clinical placement.
- Information regarding outside placement site requirements and contact information will be provided by the OSU SLHC Placement Coordinator and/or site preceptor. It can also be found on the CALIPSO website (see [Section 1.2C](#) and [Section 6.4A-C](#) for more information on the CALIPSO online tracking system).
- Graduate clinicians preparing for outside placements must refrain from contacting outside site preceptors until they receive permission to do so.

Once clinical assignments are made, graduate clinicians are responsible for following all announcements regarding clinical assignments. These will be posted on Carmen and/or conveyed through email.

- Graduate clinicians assigned to clients in the OSU SLHC must attend a pre-treatment conference with their clinical preceptors prior to beginning treatment. They are expected to review a client's record in CounselEar thoroughly prior to the conference.

Certain clinical assignments (e.g., AAC Clinic, Nationwide Children's Hospital) require graduate clinicians to attend specific protocol sessions, usually scheduled the first week of each academic term. Attendance is mandatory.

- Graduate clinicians should take these protocol sessions into account when planning their semester breaks.
- Those assigned to outside placements will be informed of any other necessary protocol sessions by their preceptor.

6.3 Practicum Clock Hours and Certification

Graduate clinicians pursuing certification and/or state licensure must meet the following clock hour requirements as specified by ASHA:

- 400 clock hours of total supervised clinical experience
 - 25 hours must be spent in clinical observation, while 375 must be spent in direct client/patient contact
 - 325 of the 400 clock hours must be completed while the graduate clinician is engaged in graduate study
- Only hours earned at the graduate level can be evaluated to document competency across the 9 practice areas of speech-language pathology
- Up to 20% (i.e., 75 hours) of direct contact hours may be obtained through alternative clinical education (ACE) methods. ACE may include use of standardized patients and simulation technologies.

- [ASHA's certification standards](#) were updated in January 2020. Find them at this link:

Graduate clinicians are encouraged to participate in a wide range of clinical experiences and observations, but hours can **only** be obtained when the OSU SLHC Placement Coordinator has arranged the placement.

Graduate clinicians **cannot** accumulate practicum hours for compensated professional services rendered in a facility, home, school district, or similar entity (e.g., babysitting a child with a communication disorder). Provided that the graduate clinician is not compensated for professional services, clinical hours may be counted under the following conditions:

- The graduate clinician is enrolled in Speech-Language Pathology Practicum and Clinic Seminars.
- The clinical site is deemed acceptable by the OSU SLHC Placement Coordinator.
- The on-site preceptor is an approved OSU-affiliated preceptor.
- The clinical caseload is prescribed by the approved OSU-affiliated preceptor.
- Written evidence of the financial agreement is provided by the employer.

Clinical experience obtained through courses other than **6844/7844** and/or **6189**, as a stipend requirement, or as part of an employment contract generally will not be counted toward the total required clinical hours.

However, a graduate student receiving a traineeship, scholarship, or stipend from a practicum site may accrue clinical hours while working at the site, provided that:

- The graduate clinician is enrolled in Speech-Language Pathology Practicum and Clinic Seminars.
 - The clinical site is deemed acceptable by the OSU SLHC Placement Coordinator.
- If graduate clinicians are aware of a potential new preceptor or site, the graduate clinician is encouraged to convey that contact information to the OSU SLHC Placement Coordinator.

6.4 Tracking Clinical Clock Hours

Graduate clinicians are responsible for maintaining ongoing records of their accrued clinical hours during each assigned rotation.

- Hours will be divided out into areas of competency (see [Section 3.1B](#)). For instance, if you spent 40 minutes on articulation therapy and 20 minutes on language therapy, you should record time obtained in each of these KASA areas.
- Preceptors will approve all hours submitted by the established due date in CALIPSO (usually the last business day of the month).
- If students participate in speech-language-hearing screenings at an outside site, they should request that the clinic coordinator for that site contact the OSU SLHC Clinic Placement Coordinator to confirm the student's attendance. Clinical hours should be submitted to the OSU SLHC Clinic Placement Coordinator unless directed otherwise.

Section 7: Guidelines for Professional Behavior in the Clinical Practicum

7.1 Graduate Clinician Responsibilities

Graduate clinicians who are assigned clients in the OSU SLHC are responsible for performing the following functions:

- Accessing the Counsel Ear electronic medical record system to view client records and document services.
- Understanding the cost of services and conducting appropriate billing procedures.
- Conducting screenings, consultations, and evaluations as required.
- Choosing a therapy room that meets the client's needs.
- Informing the client and/or client's parents of the results of testing, treatment objectives, post-treatment progress, referrals, etc.
- Enrolling clients in and/or discharging clients from therapy services as appropriate.
- Contacting clients and their families via email, phone, and/or U.S. mail.
- Completing all documentation associated with the client's care, including diagnostic reports, lesson plans, progress notes (i.e., SOAP notes), and progress reports.
- Attending all required meetings with their assigned clinical preceptors.
- Recording client contact hours in CALIPSO to track progress toward graduation.

7.2 Engaging in Evidence-Based, Supervised Clinical Practice

During all clinical placements, graduate clinicians are expected to:

- Use resources provided in academic and clinical practicum classes and clinic block instruction to plan and administer diagnostic and therapy sessions.
- Turn in all clinical documentation on time and in the manner requested by each clinical preceptor.
- Implement preceptor feedback on all clinical practicum assignments.
 - If unsure about instructions, graduate clinicians are expected to review notes, emails, and ask questions of their clinical preceptors.
 - Clinical preceptors are licensed professionals who are ultimately responsible for client care. Therefore, graduate clinicians should discuss all recommendations and treatment decisions with their clinical preceptors *prior* to taking action.
- If an OSU SLHC client cancels a session, the graduate clinician is responsible for notifying the preceptor via the preceptor's preferred mode of communication (e.g., email or phone).
- If a client misses multiple sessions, the graduate clinician is responsible coordinating the next appropriate step with their clinical preceptor.

7.3 Client Record Keeping/Filing Procedures

Client records may only be accessed by authorized clinical personnel (preceptors, graduate clinicians, office personnel, and/or faculty).

- Per HIPAA privacy rules, graduate clinicians should only access records belonging to their assigned clients. They should not access other client files, whether out of curiosity or as a favor to another graduate clinician.
 - Failure to comply will result in disciplinary measures.
- When consulting client records in the OSU SLHC, graduate clinicians must:

- Stay within specific areas of the clinic (129, 141a, 142, 146, 148, other appropriate rooms in the OSU SLHC) when working on client records when possible. Client records may be accessed on the student's CounselEar account on their computer; however, guidelines for confidentiality and HIPAA must be followed (e.g. not opening client files in public places, such as a coffee shop or around people who are not authorized to have access to this information, such as roommates).
- Never leave written client documents unattended.

Clinicians must record each instance of contact with client (e.g., emails, phone call, text messages) in Counsel Ear as instructed by their clinical preceptor

- Printing, photocopying or photographing the contents of client record is **strictly** prohibited unless a graduate clinician obtains the express approval of their clinical preceptor. If permission is given, all identifying information must be deleted from the photocopied report before the copy is removed from secured areas.
- Sharing electronic copies of clinical documents that contain identifying information is also **strictly** prohibited unless explicitly instructed by the preceptor.

The OSU SLHC has a zero-tolerance policy on failure to safeguard client information. Violation could result in dismissal from the program.

7.4 Dress Code

The OSU Speech-Language-Hearing Clinic dress code guidelines are designed to be inclusive and functional while promoting a safe and sanitary environment. These guidelines were developed based on the mission of the Clinic. Students should follow these guidelines when observing or delivering clinical services in the OSU SLHC.

- **Business casual attire:** casual slacks/non-denim pants and skirts, collared shirts, blouses, sweaters, shirts with sleeves that cover midriff, free of holes, tears, and other significant signs of wear. No sleeveless shirts or tank tops.
- Name tag/badge
- Closed toed shoes

There are placements within the OSU Speech-Language-Hearing Clinic where the dress code varies from the general policy and include some local preschool placements that are outreach from our clinic, and the Swallowing Clinic and the Vestibular Clinic at the Ohio State University Speech-Language- Hearing Clinic. Currently, preceptors for these placements will give you specific dress code options/requirements. Additionally, there may be specific assignments (e.g. children's camp type of placement during the summer), where preceptors will communicate recommended dress code for that activity.

Dress Code Variations. Variations from the dress code for clinic practicum due to weather and/or physical requirements of the setting will be communicated to students as these situations arise. The preceptor for that experience will provide dress code requirement modifications, as appropriate.

Requests to cover tattoos and/or remove facial piercings may be made if they interfere with the delivery of clinical services (e.g., tattoos that are distracting to the patient, or a piercing that interferes with modeling of speech sounds). This is up to the discretion of the preceptor.

Please consult your clinical preceptor for any questions you have regarding the dress code requirements for your assigned clinical experience.

- External placement will have their own dress code requirements that may include specific attire (i.e. scrubs, limiting choice of hair color/style, tattoos, and piercings).

7.5 Guidelines for Communicating about Clients in the OSU SLHC

Graduate clinicians should only discuss clients with clinical preceptors or other professional staff. Conversations should be limited to speech, language, and/or hearing problems (or related matters).

Conferences between preceptors, graduate clinicians, clients, and/or parents should be conducted in treatment rooms.

- Individual clients/cases should not be discussed in hallways, Room 35, or the Clinic office area (i.e., Rooms 139 and 141).
- Graduate clinicians are advised to be discreet when discussing clients, as anyone has access to treatment and diagnostic rooms by way of a video system (CORS) and one way mirrors with sound systems.

Clients are not to be discussed with individuals who are not part of the clinic staff, including other professionals, without written permission from the client or the client's parents. This includes phone calls, emails, and personal meetings, as well as written reports and correspondence.

If it is necessary to obtain additional information from other agencies or professionals in order to provide optimal client care, graduate clinicians must discuss these procedures with their clinical preceptor prior to raising the issue with clients/caregivers/other professionals. Once a plan of action has been determined, the graduate clinician is responsible for initiating and following through. This may involve scheduling conferences, e-communication, telephone contacts, letters, and so on.

7.6 Maintaining Open Lines of Communication

Graduate clinicians should use surnames and appropriate titles (Prof., Dr., Ms., Mrs., Mr., etc.) when addressing clinical faculty and staff, adult clients/patients, and parents of clients/patients (unless an individual requests otherwise).

Graduate clinicians are expected to respond in a timely manner to email, phone calls, and other means of communication with clients, caregivers, clinical preceptors, and clinical advisors.

If extenuating circumstances arise that may interfere with the completion of any aspect of the program, graduate clinicians must inform their clinical advisors and/or OSU SLHC Placement Coordinator as soon as possible.

Students are likewise encouraged to inform the OSU SLHC Placement Coordinator regarding any issues or concerns at outside clinical practicum sites.

When seeking either verbal statements or written letters of recommendation from faculty members or clinical preceptors, graduate clinicians are required to provide the form ["Authorization and/or Waiver for Letter or Statement of Recommendation"](#) to the person(s) providing the recommendation.

- This is a requirement of The Ohio State University and was put in place to protect student confidentiality.

7.7 Social Media Policy

Patient Privacy. As the use of social media continues to evolve, it is vital that clinic personnel maintain confidentiality by following HIPAA guidelines (see [Section 1.4](#)).

Social Media and Clinical Practicum. Graduate clinicians are to refrain from using social media when in clinical rotations unless it directly relates to service delivery interaction. If an assigned clinical rotation has and uses social media, graduate clinicians are to keep this site's related social media separate from their personal accounts.

- If social media interactions related to professional practice become antagonistic, students are advised to disengage from the dialogue in a polite manner and seek the advice of a preceptor.

7.8 Telephone Usage Policy

It is preferred that graduate clinicians make telephone calls pertaining to clinical matters using designated phones in the clinic office and/or client's preceptor's office phone. Personal phones may also be used. Conversely, graduate clinicians are not permitted to use clinic office phones to make personal calls.

Use of audible signal alerts on cell phones and pagers is prohibited during class, meetings, presentations, and clinical assignments.

If used as a clock, timer, or calculator, cell phones are to be discreetly visible during delivery of services.

7.9 Copier and Printer Use

Copiers and printers at clinical placements, including the OSU SLHC, are for clinic use only. They may be used to print reports, client insurance information, therapy materials, etc.

- Students may not use copiers/printers to print personal documents, class notes, journal articles, etc.
- Graduate clinicians found in violation of this policy will be asked to stop using the copier. Ongoing violations may result in denial of clinical hours.

Section 8: Evaluation of Clinical Skills/Performance

8.1 Feedback from Clinical Preceptors

Clinical preceptors are responsible for providing feedback to assigned graduate clinicians regarding clinical competency development throughout each academic term.

- At a minimum, pre-treatment, midterm, and final conferences will be conducted to monitor the client's progress and the graduate clinician's performance with the client.
- Feedback on a graduate clinician's skills/competencies are provided weekly; however, formal grades are assigned at midterm and final conferences with the clinical preceptor. If the grade at midterm is unsatisfactory, the graduate clinician will have the remainder of the term to improve upon skills following the above plan of action.
- During final conferences, clinical preceptors evaluate each graduate clinician's clinical competencies using an evaluation form in CALIPSO. They will review the electronic form(s) with the graduate clinician during a face-to-face meeting. At this review, the graduate clinician should append their electronic signature to the evaluation form.
- See [Appendix B](#) for the complete Evaluation and Performance Rating Scale that is posted in CALIPSO. See [Section 1.2C](#) and [Section 6.4A-C](#) for more information on the CALIPSO online tracking system.

Clinical preceptors are expected to help graduate clinicians identify and adhere to professional standards across settings. This includes following facility protocols and policies relevant to each practicum site.

8.2 Clinical Practicum Performance and Grading

Clinical Practicum courses (6844/7844, 6189) are graded on a “Satisfactory”/“Unsatisfactory” basis. To receive a grade of “Satisfactory” (“S”), students must comply with the department’s Essential Functions and earn the following minimum scores from their assigned clinical preceptors out of a 5-point rating scale (See [Appendix B.1](#)):

- Semesters 1 & 2: 2.5
- Semesters 3 & 4: 3.0
- Semesters 5 & 6: 3.5

The increased minimum score required to pass each semester conveys the expectation that graduate clinicians will demonstrate a forward progression of skills in the nine disorder areas of speech-language pathology throughout their practicum experiences.

Graduate clinicians must complete self-assessments throughout their clinical education. This information is intended as a starting point for review with each preceptor during the orientation meeting at the beginning of each semester for clinical placement at a given site.

- A “Self-Evaluation” in CALIPSO must be completed at the end of every semester and submitted by the date provided on the clinic calendar and/or 6844/7844 syllabus to receive a grade in 6844/7844, 6189.
 - See [Section 6.4A-C](#) for more information on the CALIPSO online tracking system.
- Failure to complete the “Self-Evaluation” may result in the denial of clinical hours and/or receiving a “U” in the 6844/7844 clinical practicum course.

Students should note that a passing grade of “S” in a specific course does not necessarily imply that all required clinical or knowledge skills outcomes have been attained and appropriately demonstrated in the clinical setting.

- Earning an unsatisfactory grade (“U”) in a given practice area (articulation, language, voice, fluency, etc.) may result in the denial of clinical hours. Advancement and/or completion of the program will be delayed until the identified skill outcomes are satisfactorily demonstrated. If a student earns a “U” or is noted not to be meeting all of the Essential Functions, the Clinic Advisor will inform the Clinic Director and the Clinic Director will be actively involved in all decisions regarding next steps.
- A pattern of insufficient progress (e.g. a grade of “U” in clinical skills, not meeting Essential Functions, or progressing with acquiring clinical practice skills) in the acquisition of knowledge and/or clinical skills outcomes may require the implementation of a remediation plan, probationary term, and/or denial of further enrollment in SHS Clinical Seminars and Practicum Experiences in Speech-Language Disorders. This will be done in collaboration with the Clinic Director.
- Those who have been placed on a clinic remediation plan may not be eligible for all placement options in the current or subsequent semester.

If a graduate clinician is not functioning at an expected clinical competency level based on formative and summative feedback (i.e. information in section 8.2, Calipso evaluations scores lower than the required minimum for that semester, documentation in Calipso, therapy planning notes, emails, other documentation), is not meeting Essential Functions, or is behaving in an unprofessional manner, the clinical preceptor will inform the clinic advisor and the following will occur:

- Meet with the graduate clinician to develop a remediation plan.
- The plan is to be designed by the graduate clinician with input from clinical advisor and clinic director. The final version of the action plan must be approved by all parties.

- Consult the OSU SLHC Placement Coordinator (if necessary).
- If the graduate clinician's performance remains unsatisfactory at the end of the semester, all clinical preceptors currently assigned to the graduate clinician will meet with the clinic director and determine the extent and nature of the graduate clinician's difficulty and any needed intervention.
- If a preceptor is not available for the meeting, written input regarding the graduate clinician's performance will be submitted.
- If egregious and/or consistent violations of guidelines or protocols occur (e.g. not maintaining client confidentiality, not adhering to OSU SLHC or outside site policies), the Clinic Director, Chair of Graduate Studies, and/or the Department Chair will be notified of the noncompliant behavior and disciplinary action will be taken. Disciplinary action could include, but is not limited to, denial of clinical hours, removal from clinical practicum site, repetition of a practicum placement, and/or delayed graduation status.
- If the student is on a remediation plan, all formal interactions between the student and their clinical preceptors will be documented in a written record (e.g., a record of memorandum describing the meeting and its outcome).

8.3 Maintaining Eligibility for Enrollment

Students must remain in good academic and clinical standing to be eligible for clinic placements. Enrollment in Speech-Language Pathology Practicum and Clinic Seminars is restricted to MA SLP degree-seeking graduate students with a cumulative GPA of 3.0 or above.

If a graduate student receives a "U" ("Unsatisfactory") or does not meet Essential Functions in any Practicum (6844, 7844, 6170) clinical clock hours for that semester will be denied and the student will be placed on an intervention plan to improve performance in the subsequent semester.

If a graduate student receives a "U" in a Clinical Seminar course (6751, 6752, 6753, 6754, 6755), continuation in the clinical program will be determined by the Clinic Director and an appropriate remediation plan will be put in place.

Competency may be achieved by repeating the failed course and by completing a corrective plan of action outlined in an intervention plan.

- This corrective plan of action will be detailed on the CF-69: Clinic Intervention Plan (see [Appendix C](#)), which is completed by the clinical preceptor, clinical advisor/OSU SLHC Placement Coordinators, and Clinic Director. This plan will be completed by the student and approved by the clinical advisor, and Clinic Director. The plan should include the following.
- A copy of the CF-69 will be provided to the clinician and a record of the meeting will be placed in the student's permanent file.
- The student's academic advisor will be informed of the student's status.
- If a student receives a "U" for two semesters (non-consecutive), the Graduate School will be notified, and the department will make a recommendation to the Graduate School that the student be denied further enrollment in Speech-Language Pathology Practicum and Clinic Seminars.

A graduate student must maintain a 3.0 graduate cumulative point-hour ratio for all graduate credit hours taken at this University in order to graduate (Graduate School Handbook, Section 5.1). Moreover, a student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, including those regarding Essential Functions and misconduct, can be denied further registration in the program upon the recommendation of the Graduate Studies Chair to the Graduate School and after the Graduate School has formally warned the student that if the problems are not corrected by

the end of the next semester, action will be taken. (Graduate School Handbook, Section 5). For the MA-SLP program, a student is deemed not to be making satisfactory progress if:

- The student has obtained an unsatisfactory grade (i.e., a “U” or a “C+” or lower) in the same required course two times; or
- The student has obtained an unsatisfactory grade (i.e., a “U” or a “C+” or lower) in two different required courses; or
- The student has a cumulative GPA of less than 3.0 for two consecutive semesters or
- The student has been determined to have failed to meet Essential Functions.
- If a graduate student receives a grade of C+ or lower in one required academic course, the student will be prohibited from participating in any clinical rotation that requires mastery of the clinical practice area or special disorder population covered by the course.
 - In this instance, the student is to complete the form Status of Course/Knowledge Competencies (see [Appendix A](#)). A copy of this form is submitted to the student’s academic advisor, clinical advisor, and OSU SLHC Placement Coordinator within 3 days of the grade’s posting and before the first day of classes for the subsequent semester.
 - The student will be given an opportunity to repeat the course with a C+ or poorer grade the next time the course is offered.
 - Until the student achieves a grade of B- or better, the course is not considered completed. Ongoing participation in the clinic program will be specific to disorder types with which the student has achieved B- or better. Participation in clinic with disorder types addressed by the course(s) that do not have B- or better will be restricted.

Receiving a grade of C+ or lower in two or more required academic courses in the same semester will result in prohibition from enrollment in all Speech-Language Pathology Practicum courses (6844/7844 and/or 6189).

- The student may re-enroll in Speech-Language Pathology Practicum and Clinic Seminars after retaking the required courses and achieving a grade of B- or better.
- An unsatisfactory grade in 7844 Clinical Practicum during the final semester will delay graduation, as the graduate clinician will need to repeat the clinical practicum.
- Graduate clinicians are advised to review the student evaluation procedures listed in the Graduate Handbook, Volume I as well as Section 5 of The Ohio State University Graduate School Handbook.

8.4 Guidelines for Withdrawal from Speech-Language Pathology Practicum and Clinic Seminars

Given the highly unique nature of Speech-Language Pathology Practicum and Clinic Seminars, dropping or withdrawing from these courses is only recommended in circumstances dictated by personal need, illness, or other extenuating circumstance. Dropping or withdrawing from these courses will delay progress to graduation.

If a graduate clinician wishes to drop or withdraw for any reason, they should schedule an appointment with their academic and clinical advisor to discuss their intent.

The reason for withdrawal (i.e., a health concern, the untimely death of an immediate family member, change in desired career path, etc.) must be documented appropriately.

- If the graduate clinician is requesting to drop or withdraw for medical reasons, they must provide a letter from their healthcare provider documenting the need for leave from the program and the

anticipated length of leave required. They will also be required to collaborate with the Office of Student Life Disability Services to ensure all appropriate accommodations are in place to withdraw with the appropriate grade and/or develop a plan to return to the program.

After a plan is developed with the Clinic Director and clinic advisor, the student should adhere to the following guidelines:

- Notify clinical preceptor(s) of the intent to withdraw so that clients can be promptly reassigned.
- Provide updated documentation regarding the status of the assigned client(s) to ensure that client(s) will continue to receive quality care.

Any written evaluation from the graduate clinician's preceptor(s) for the drop/withdraw academic term will be retained in the student's academic file and/or in CALIPSO.

8.5 Guidelines for Re-Enrolling in Speech-Language Pathology Practicum and Clinic Seminars

If a graduate clinician wishes to re-enroll in the clinical program following a leave of absence or withdrawal, they must successfully complete agreed-upon and required competency assignments. The content of these assignments is determined by the OSU SLHC Placement Coordinators/Clinical Advisor and shared with the graduate clinician with specific timelines for completion provided.

If the withdrawal constituted a medical leave of absence, the graduate clinician must provide a letter from a healthcare provider documenting that the student is again able to participate in the rigors of a full-time clinical schedule including number of hours per day and week the graduate clinician can be expected to participate in clinical activities. If the graduate clinician requires accommodations, we strongly recommend they register with the Office of Student Life Disability Services to ensure they can meet the Essential Functions of the program with accommodations.

The clinical assignment for the subsequent academic term will be based upon the graduate clinician's clinical competencies at the time of drop/withdrawal from clinic, as well as performance on formative and summative assessments.

Section 9: Additional OSU SLHC Policies and Procedures

9.1 Guidelines for Observing Sessions

Only individuals who have a formal affiliation with OSU SLHC (students, faculty, staff; clients' spouses, parents, and/or legal guardians) may observe clinical sessions.

Before observing a session, it is necessary to obtain permission from the client's clinical preceptor. Clients and/or legal guardians must be informed that the observation is taking place. Furthermore, the client may request that observations be restricted to specific people.

Observation rooms are Pressey 142, 146, and 148. Select the room in which to observe on the basis of availability and need for parent observation. If you are to be observing in audiology, report to the 147 suites to obtain a room number.

One-way mirror observation in 124b, 126b, 128, 140b, and 140e are restricted to clinical staff. Members of the client's family may use these rooms only with specific approval.

Anyone participating as a clinical observer must adhere to the following guidelines:

- Priority for using the video monitoring system is given to the clinical preceptor.

- Earphones should be used if there is only one observer watching a specific session. Groups of observers may observe without earphones.
- Only one group is permitted to observe the same clinical session per hour.
- Observation rooms are not to be used for study, casual reading, eating, or drinking.
- When observing, keep talking to a minimum and keep the doors closed. No comments should be made about either person (client or clinician) outside observation rooms, class instructors' offices, or preceptors' offices.
- HIPAA guidelines apply to observations. This means that clients should be referred to only by their initials in written notes and reports.

9.2 Clinic Forms and Test Protocols

Fewer paper forms are needed in the OSU SLHC; however, there are some that are still needed. Also, all standardized tests use paper test protocols.

Preceptors will inform graduate clinicians which forms or protocols must be completed over the course of client care.

Clinic forms are kept in a file cabinet in the Clinic Office. Graduate clinicians should report to the Clinic Office Manager when only a few forms remain. Do not take the last form.

- In case you need to print fresh copies, the majority of these forms can be found in the "MA SLP Program Guide" Box (or other current OSU preferred storage option) folder on your computer.

Test protocols are in Room 143 in the cabinet or in the box/bag with the other testing materials.

9.3 Treatment Materials, Tests, Test Protocols, and Equipment

A variety of resources are available for students, faculty, and staff at the OSU SLHC:

- Suite 147 contains hearing equipment and materials, including audiometers and immittance screener.
- Rooms 128 and 129 contain treatment equipment and materials.
- Room 143 contains assessment materials, including standardized tests and test booklets.
- Room 129 contains a clinical reference library.

Clients and their siblings are not permitted in the materials room (i.e., Room 129), either accompanied or unaccompanied. The only exception is if the clinician is in the middle of a session, has responsibility for a pediatric client, and has forgotten a material. The clinician and client may then enter 129 to obtain what is needed. Graduate clinicians are expected to obtain needed materials prior to the start of their session.

Clients' siblings may not use therapy materials. Parents are responsible for bringing toys/activities from home to occupy siblings during a client's therapy session.

It should be noted that during the COVID-19 global pandemic, protocols for the number of people in the materials room and other clinic areas may change.

All materials are to be signed out before they are removed from the premises. The sign out sheet is located on the file cabinet.

- Overnight loan is from 4:30pm to 8:00am the following day. It is essential that all materials are returned prior to 8:00am so they are available for diagnostic and/or therapy sessions. If materials are not returned promptly, graduate clinicians may lose overnight loan privileges.

- Permission to check out equipment (e.g., audiometers) must be obtained from the Clinic Director.

Treatment materials, tests, test protocols, and other equipment are not permitted to be taken to outside sites.

Prior to using an audiometer for a hearing screening, graduate clinicians must remember to check the following:

- Thresholds for all pure tones through earphones
- Attenuator linearity
- Electronic crosstalk
- Bone vibrator output
- The integrity of cords
- Speaker function

Any missing or damaged materials and malfunctioning equipment should be reported immediately to the Clinic Director.

9.4 Clinical Research Guidelines

Faculty, staff, and students who are conducting research at the OSU SLHC or outside sites are to coordinate their needs and plans with the Clinic Director and primary investigator of the research project.

After a satisfactory schedule is approved, the investigator is to submit a written outline of facility, equipment and material needs along with dates and times of planned usage. Expendable materials are to be purchased by the researcher.

9.5 Emergency Procedures

Graduate clinicians are responsible for their clients during emergency situations.

In the case of a medical emergency (e.g., fainting, falling, chest pain, profuse bleeding):

- Do not leave the person alone.
- Ask the Clinic Office Manager or clinical preceptor to call 9-1-1.
- Request a First Aid kit and/or assistance with CPR.
 - First Aid kits are located in the clinic office (in the cabinet above the graduate administrative assistant's desk), in room 129, and in 147e (audiology area).
- Initiate CPR as appropriate until professional help arrives.
- Automatic defibrillators are located on the first floor of Pressey Hall (cabinet next to the women's restroom near the Department office) and in the basement in a cabinet across from room 99. Obtain the defibrillator and follow the verbal instructions given when the device is opened. This is an easy device to use and can support/take the place of manual CPR.

In the case of an emergent situation (e.g., patient trips in the parking lot, cannot get up from a chair without assistance, seems disoriented but declines offers of assistance):

- Provide assistance requested by the patient/client (e.g., help them get up if they have tripped) as deemed safe.
 - "Good Samaritan" laws provide protection in this situation, particularly when the patient/client is able to express their wishes.
- Provide basic first aid (e.g. band aid for a cut, etc.) from first aid kits located in the clinic office (in the cabinet above the graduate administrative assistant's desk), or in room 129, and in 147e (audiology area).
- Ask about current or chronic health conditions (i.e. diabetes, seizure disorder, etc.) to help assess the situation and to report to healthcare providers, family, and/or Public Safety, as necessary.

- If there is concern about releasing the patient/client from the clinic (e.g., the person seems disoriented but does not want to call 9-1-1), ask the Clinic Office manager or clinical preceptor to contact OSU Department of Public Safety (614-292-2121).
- The Department of Public Safety will assess the situation, either by phone or by sending Public Service personnel, and provide a “safety check.”
- The “safety check” will determine the person’s ability to leave campus safely and of their own accord.

In the case of a fire alarm or drill:

- All clinicians and clients on the first floor of Pressey Hall should proceed to the north lobby and exit the building. Once outside, they should reunite clients with family members as quickly as possible.
- All clinicians and clients on the lower level must avoid using the elevator. They should instead proceed to the north staircase and access the emergency exit on the north side of the building.
- Non-ambulatory clients on the lower level of the OSU SLHC should be escorted to the north stairwell outside the fire doors. The accompanying clinician should then exit the building and inform firemen and/or policemen of the client’s location.

Fire extinguishers and hoses can be found in multiple locations.

- First floor:
 - Southeast corner between rooms 110 and 110a
 - Hallway between suites 126 and 130
 - Northwest wall across from 139 (waiting room)
- Lower level:
 - North stairwell
 - North wall across from room 23
 - Southeast corner
 - Southwest corner around the corner from room 1
 - South stairwell

Preceptors are responsible for verifying that specific rooms have been cleared.

- The preceptor/staff member in Room 115 is responsible for checking and assisting those in Room 120 and the 124 suites.
- The preceptor/staff member in Room 119 is responsible for checking and assisting those in the 126 and 130 suites.
- The preceptor/staff member in Room 123 is responsible for checking and assisting those in Room 129 and the 140 suite and providing a backup for those leaving the parent observation rooms and clinic waiting area.
- The preceptor/staff member in Room 145 is responsible for assuring that the parents/accompanying adults in the observation rooms and clinic waiting areas are escorted to the north exit of the building, where they must remain until their loved ones arrive. This step is vital to the smooth, calm evacuation of the clinic. Any graduate clinicians and all staff in the clinic office area should assist with this task.
- The preceptor/staff member in Room 147b is responsible for checking and assisting those in the Audiology Suites (147 suite) and also providing a backup for those leaving the parent observation rooms and clinic waiting area.

In the case of a tornado warning:

- Clinicians should quickly accompany clients to the waiting room and, if possible, reunite clients with caregivers before moving to the lower level of Pressey Hall by way of the north staircase.
- It is recommended that the client, client's parents, and clinician remain in the lower level hall until the danger period has passed.

If a graduate clinician discovers a fire, gas leak, bomb, etc., they should activate one of Pressey Hall's two fire alarms to initiate evacuation procedures.

- The first-floor fire alarm can be found at the southeast corner of the building, between Rooms 110 and 110a.
- The lower level fire alarm can be found at the southeast corner of the building in the east hallway.
- If time allows, the person who discovered the emergency should also call 9-1-1. If unable to call prior to evacuation, proceed out of the building and place the call from a cell phone.

9.6 Infection Control Procedures

Purpose: In accordance with OSHA'S Bloodborne Pathogens Standard 29 CFR 1910.1030, this protocol is established to outline the procedures implemented in the speech-language pathology clinic for the purposes of minimizing the potential transmission of infectious organisms among patients, employees, or other individuals in the clinic.

Universal precautions will be standard for all patient contact and it will be assumed that all blood and bodily substances are infectious and hazardous.

This document's purpose is to ensure and maintain the Speech-Language-Hearing Clinic's commitment to a safe and healthful environment for its staff, students, and patients and to ensure compliance with OSHA's standard on occupational exposure to blood borne pathogens (29 CFR 1910.1030).

All employees and students in the clinic are responsible for reviewing this plan once annually and implementing the outline protocols.

Employee Classification (29 CFR 1910.1030)

- Speech-language pathologists and student clinicians in speech-language pathology are classified as Category 1 meaning their role within the clinic exposes them to cross infection with bloodborne disease and other potentially infectious microbes.
- Those serving in the front office in an administrative role are classified as Category 3 meaning their job requirements do not expose them to blood or bodily fluids.

Hepatitis Vaccine

- All students entering the MA SLP program are required to provide documentation of immunizations including the Hepatitis B vaccine. Please refer to the Speech-Language Pathology Handbook Vol. II, Section 2 for additional information.

Training and Record Keeping

- In compliance with OSHA, all clinicians and students will take a Bloodborne Pathogens online training course offered via The Ohio State University prior to starting patientcare and on an annual basis
- Documentation of this training will occur through OSU's online portal (currently BuckeyeLearn)

Students are expected to have reviewed this document outlining the clinic's infection control procedures and be able to implement the procedures outline in this document upon entering the clinic.

Hand Hygiene

- Hand hygiene is critical in preventing the spread of pathogens and infections in a healthcare setting. Including, but not limited to:
- The CDC Guideline for Hand Hygiene in Healthcare Settings recommends:
 - When cleaning your hands with soap and water, wet your hands first with water, apply the amount of product recommended by the manufacturer to your hands, and rub your hands together vigorously for at least 20 seconds, covering all surfaces of the hands and fingers. Rinse your hands with water and use disposable towels to dry. Use towel to turn off the faucet. Avoid using hot water, to prevent drying of skin.
- Hand hygiene should be performed:
 - Upon entering the clinic
 - Before and after each patient contact
 - After contact with blood or bodily fluids
 - After glove removal
 - Before and after touching facial coverings or masks or any other form of PPE
 - When hands are visibly soiled
 - Before and after eating
 - After using the restroom
 - Before or after smoking
- NOTE: Antibacterial hand sanitizer (i.e., without water needed) can be found in each clinic room; this can be utilized in cases when a thorough hand-washing procedure is not possible.

Gloves

- Gloves are provided are available in every patient care room and workroom. Extra gloves are located in the temporary room and should be restocked by any/all clinic personnel as needed.
- Wear examination gloves while performing procedures that may involve exposure to blood or body fluids. In speech-language pathology this includes:
 - when open wounds, visible blood, or infectious debris is present
 - handling used audiology probe tips or inserts, hearing aids, or earmolds
 - handling oral motor examination materials (i.e., tongue depressor)
 - during the disinfection of contaminated area and cleaning of any therapy materials
 - Unnecessary touching of equipment and other surfaces with dirty gloves should be avoided to avoid cross-contamination.
- Gloves should be removed or changed between patients.
- Proper glove removal will be reviewed by all clinicians. Please refer to the [World Health Organization: Glove Use Information Leaflet](#).
- Hand hygiene must be performed washed immediately upon glove removal
- Do not wash or disinfect sterile examination gloves for reuse.

Disinfection Procedures

- Following patient visit all areas where patient and clinician was present will be cleaned with disinfectants that are for healthcare settings prior to next patient. This is the responsibility of the clinician.
- This includes high touch surfaces such as countertops, chairs, door handles, keyboards, mouse, and ALL equipment (including therapy materials) used by the clinician or patient.
- Audiowipes should be reserved for hearing devices and audiology equipment otherwise Caviwipes

and/or Sanihol spray should be used. The surface should be cleaned in entirety and allowed to dry.

- Gloves should be worn during disinfection as these products are not intended to come in direct contact with the skin.
- Environmental spills of blood (e.g., nosebleeds, vomitus, feces, or other body fluids)
- While wearing gloves, wipe up with a disposable towel, wash objects coming in contact with the fluid with soap and water and clean with disinfectant spray/wipes.
- Dispose of the gloves in one of the waste containers that is specifically contained until daily trash removal is available.
- For nosebleeds or injuries that result in bleeding, the person assisting should wear gloves whenever possible.
- Wash hands or use antibacterial hand sanitizer immediately after disposal of gloves.
- Staff members and students will only eat and drink in the appropriate eating areas to prevent migration of contamination beyond the work area.
- Staff members and students will only apply make-up, handle contact lenses, or perform other grooming in appropriate Department restrooms to prevent contamination beyond the work area.

Sterilization Procedures for Audiology Items

- MA SLP students may use these items during hearing screenings. If there are any questions about how to clean the equipment, please use this and refer to your preceptor.
- Reusable items such as otoscopic specula (both handheld and video otoscope), immittance tips, ear light tips, manual cures and other cerumen management tools should be sterilized at the completion of clinic each day.
- Instruments are placed in the tray containing the sterilant solution soak overnight (a minimum of 10 hours) with the lid closed. Instruments should be fully immersed.
- In the morning, students will remove the tools from the solution by way of the tray and rinse the instruments while still in the tray.
- The tools will be removed from the tray with gloved hands to air dry on a dry paper towel. Once dry, the tools will be returned to their storage location.
- Sterilant solution must be changed every 28 days.
- Any item that comes in contact with blood or known infectious debris must be discarded

Clinic Exposure Plan

- In the rare event that a staff member or student experiences an exposure to blood, blood products, or other potentially infectious body fluids by way of contact with broken skin, mucous membrane, eye, or other identified exposure, the following procedures will occur:
- The exposed staff member or student will immediately take appropriate first aid actions (if feasible), including but not limited to washing the affected area with soap and water and/or flushing the mucous membranes or eye (Eyes must be flushed for a minimum of 15 minutes).
- The staff member or student will then immediately report the incident to his or her immediate preceptor or another preceptor if that person is not available. The clinic director will also be notified.

- The staff member or student will receive necessary immediate first aid and will be referred for medical treatment.
- If an exposure incident occurs during business hours, the employee should report to University Health Services, located on the 2nd Floor of McCampbell Hall, 1581 Dodd Dr., Columbus campus (phone: 293- 8146) for an immediate medical evaluation.
- If an exposure incident occurs after hours, the employee should report to the Wexner Medical Center Emergency Department, located at 450 West 10th Avenue, Columbus campus (phone: 293- 8333) for evaluation.

University Health Services will provide follow-up care to employees.

- The medical facility will be informed of all known information about the exposure incident, including but not limited to:
 - type and site of the exposure route and all known information relating to the incident
 - HBV and HIV antibody status of the source person, if known
 - Hepatitis B vaccination status of the person experiencing the exposure
- With signed authorization (consent) by the person exposed, a baseline will be obtained on his or her blood for HBV and HIV current status, with emphasis on the maintenance of all confidentiality issues.
- Staff members and students have 90 days following the baseline blood collections to decide if they wish to have HIV serological testing done. Therefore, the employer must make provisions with the medical provider to hold a sample of blood from the occupationally exposed person for a minimum of 90 days.
- An employee accident report should be completed and submitted to University Health Service as quickly as possible. This allows University Services to provide the appropriate follow up treatment. The person sustaining the exposure will complete the first portion of an "Accident Report" form, paying attention to completing the form in detail, identifying the source individual or other source (if feasible), then signing and dating the form. The completed form will then be given to the preceptor.
- The preceptor who has been notified of the exposure will complete the second portion of the Accident Report form, paying attention to identifying the type and route of the exposure; identifying the source of exposure or the unfeasibility of identifying the source; documenting the HBV and/or HIV antibody status of the source individual, if known; documenting the circumstances and cause of the exposure, including conditions and actions related to the incident; identifying engineering and work practice controls utilized or not utilized; identifying personal protective equipment utilized or not utilized; identifying actions by other staff members and/or students that may have contributed to the incident; identifying the immediate action taken (if applicable); describing actions that will be taken to prevent this type of exposure in the future, including retraining if necessary; initiating any disciplinary action if appropriate; and signing and dating the [Accident Report form](#).
- The exposed staff member is responsible for submitting the Accident Report form to Employee Health Services University Hospital Clinics 2A 456 W. 10th Ave. (293- 8146) within four (4) days of the exposure. Typically, treatment must be initiated prior to the seventh day following exposure in order to be viable.
- If the source individual can be determined, the HBV and HIV status is unknown, and consent is obtained from either the source individual or legally authorized representative, collection and testing of the source individual's blood to determine presence of HIV or HBV infection will be done. Results of the laboratory test of HBV and HIV status must be kept confidential and shared only on a strict "need to know" basis.
- Every effort should be made to detain the source individual in the facility on the day of the exposure

in order to discuss the exposure incident and obtain consent for blood testing. The source individual should arrange to be tested by the physician of choice. The physician and the physician testing the exposed individual should consult with one another to determine the type and extent of testing. Costs of testing for the source individual will typically be borne by the source individual.

- If consent is not obtained, this fact must be documented in writing, with the date and time noted and signed by the individual preceptor seeking the consent. An explanation of the unfeasibility or inability to obtain the consent must be documented, as well. When the source individual's consent is not required by law, the source individual's blood, if available, will be tested and the results documented. Results of the source individual's testing will be made available to the exposed staff member or student, and that person will be informed of applicable laws and regulations concerning disclosure and confidentiality of the identity and infectious status of the source individual.

Post Exposure Follow-Up Requirements

- For the exposed staff member follow-up requirements will adhere to the current guidelines as provided by Employee Health Services. The employer will make every effort to assure that all applicable laws and standards of confidentiality will be applied to both the source individual and the occupationally exposed person. Costs of follow-up testing and treatment will be the responsibility of The Ohio State University. Should the staff member contract a disease, costs will be submitted to Worker's Compensation.
- For the exposed student it is the responsibility of the Speech-Language-Hearing Clinic to document that medical services have been rendered. Due to confidentiality of medical records, the Clinic will not maintain records of any treatment or follow-up care for exposed students. It is the responsibility of the student and the Student Health Center's medical providers to ensure that appropriate procedures are followed and records kept. If the student is currently enrolled as a student at Ohio State, the Wilce Student Health Center will cover the cost of the initial examination. The student is responsible for all other costs.

Record Keeping Requirements

- The Employee Health Service will establish and maintain an accurate record for each staff member who has an occupational exposure incident, in accordance with 29CFR 1910.29.
- The accident medical and related records (the medical and worker's compensation portion of the medical file) will be maintained according to the guidelines of the Ohio State University's Employee Health Service.
- The Employee Health Service will ensure that the employee's medical records are kept confidential and are not discussed, disclosed, or reported without the employee's express written consent to any person within or outside the workplace except as may be required by this standard (29CFR 1910.1030) or as may be required by law.

9.7 Personal Safety

If a graduate clinician remains in the OSU SLHC after 5:00 p.m., they should let someone know where they are and what time they will be leaving.

Relock doors upon entry into a clinical area. Do not let others in the building through locked doors when exiting the building.

Do not walk alone at night. Call a friend or the campus escort service (2- 2101) instead. Avoid shortcuts and dimly lit areas. Keep a good grip on your belongings and walk purposefully. Be ready to run and scream if necessary.

Cars should always be locked with windows closed. Do not leave valuable items in view. If at all possible, park in a well-lit area. Have keys ready to unlock and relock the doors. They can also be used as a weapon, if needed.

If in need of emergency help, use an Emergency Help Phone, located around campus, or call 9- 1-1 on any other phone (for city-wide emergency services).

9.8 Crime Prevention

Theft is the greatest security problem on campus. Graduate clinicians should follow these guidelines to help prevent and/or respond to theft:

Never leave personal belongings (books, purses, jackets, electronics) unattended. Either ask a friend to watch them or take them with you.

Remember to always close the door to the grad lounge, even if you will only be gone for a few minutes. It is often unoccupied, and anyone can walk in.

Be alert to unfamiliar persons loitering or wandering in the Speech and Hearing area. Greet them and ask them if you can be of help.

- If they are clients, direct them to the clinic office.
- If not, you have indicated that you are aware of their presence. Get in the habit of noticing appearance and dress of unfamiliar persons in the event a report needs to be filed.

If a theft does occur, report it to a faculty or staff member and call Campus Police (2- 2121) immediately.

If you wish to remove clinic equipment, tests, and materials from the clinic, be sure to sign them out first and return them to their proper places after use. Report missing items to a preceptor or the Clinic Office Manager immediately. (See [Section 9.3](#) for more information.)

9.9 Reporting Child Abuse

Any professional working with children is required by law to document and report all incidences of suspected child abuse. It is punishable by law not to report a suspected case.

If a clinician suspects any form of child abuse, they are to notify their preceptor immediately. The preceptor and the clinician will document the allegation together.

The preceptor will then contact the clinical director and department chairperson to notify them of the report.

A call will be made to Franklin County Board of Children's Service or the Ohio Child Abuse Hotline (if the child resides outside of Franklin County). The call can be placed anonymously or identifying information may be given.

It is not the responsibility of the clinician or the preceptor to investigate further.

Documentation of evidence and comments should continue on an ongoing basis. This information will remain under lock in the chairperson's or director's office for a period of 5 years.

9.10 Service Animal Policy

The only animals permitted in the OSU SLHC facility (halls, offices, and service delivery rooms) are service animals acting in an official capacity.

Appendix A: Status of Course/Knowledge Competencies

To: Academic Advisor: _____

Clinical Advisor: _____

SLP/Au.D. Coordinator: _____

Re: Notification of failed (C+ or poorer) course grade

Student's Name: _____

Course Information:

Course Number:

Course Title:

Course Instructor:

Semester Enrolled:

Course Grade:

Student's Signature: _____

Date: _____

Submit notification of a failing grade to the SHS personnel listed above by placing a copy of the form in each of their mailboxes. The form is to be submitted within 3 days of the grade's posting.

Appendix B: CALIPSO Evaluation and Performance Rating Scale

B.1 Rating Scale for Student Performance in Clinic

1: Failing Expected Performance: Skills are present <25% of the time

Student needs specific direction from supervisor. Student does not alter unsatisfactory performance and does not make changes. Student does not execute protocol correctly. Student has poor understanding of testing and intervention. Supervisor provides numerous instructions and frequent modeling. Maximum supervision required.

2: Emerging: Skills are present 26-50% of the time

Student shows awareness of need to change behavior with supervisor input. Student needs specific direction and/or maximum demonstration from supervisor to perform effectively. Supervisor frequently provides instructions and support for all aspects of case management and services. Moderate to maximum supervision required.

3: Present: Skills are present 51-75% of the time

Skills need further refinement and development for consistency across settings. Supervisor provides ongoing monitoring and feedback focusing mostly on increasing the student's critical thinking on how/when to improve the skills. Student is aware of need to modify behavior, but does not do this independently. Moderate supervision is required.

4: Consistent: Skills are present 76-90% of the time

Skills are developed/implemented most of the time as appropriate at the graduate student level. Demonstrates ability to understand, apply, and analyze most aspects of testing and intervention. Student is aware and can modify behavior in-session and can self-evaluate. Student needs general direction from supervisor to perform effectively. Student readily adjusts performance and is beginning to generalize knowledge to other clients and settings. Moderate to minimal supervision required.

5: Excelling: Skills are present more than 90% of the time

Student can modify own behavior as needed and is an independent problem solver. Student can maintain skills with other clients and in other settings as appropriate for a graduate level student moving toward independence. Student demonstrates independent and creative problem solving. Student shows excellent knowledge of various aspects of testing and intervention. Supervisor acts as a collaborator to plan and suggest possible alternatives. Minimal supervision required.

B.2 Clinical Evaluation Skills

You can view the areas scored in the clinical evaluation in the SHS 6844 syllabus and [here](#).

Appendix C: Clinic Intervention Plan (CF-69)

Student Name: _____

Date: _____

Clinic Advisor: _____

Academic Advisor: _____

Clinical Supervisor: _____

General expectations of SLP student performance for clinical tasks and clients are listed in CALIPSO.

As a reminder: Each semester the student must meet the “Minimum Performance Score for Satisfactory Grade” to pass the 6844/7844 class. **PLEASE NOTE:** Students must also be showing forward progression toward the minimum overall competency rating of 3 to be eligible for graduation on the cumulative evaluation in CALIPSO.

You are being placed on an Intervention Plan for Autumn / Spring / Summer Semester 20____.

This Intervention Plan is based on the following (circle applicable items):

- Student is not meeting Essential Functions consistently.
- Student received a “U” grade in 6/7844.
- Student did not meet the “Minimum Performance Score for Satisfactory Grade” during the Autumn / Spring / Summer Semester 20 .
- On the Performance Evaluation’s “Met/Not Met” section in CALIPSO, one or more items was/were not met.
- Student needs improvement in clinical skill areas (clinical performance and/or documentation); see additional information.
- Not adhering to clinic deadlines – including, but not limited to, submission of required scheduling documents, lesson plans, SOAP notes, requested meetings with supervisor, etc.
- Consistent concerns from outside site supervisor about clinic performance; see additional information.
- Other; see additional information.

Additional Information (attach additional documentation as necessary):

You are being placed on Clinic Probation for Autumn / Spring / Summer Semester 20 . This probation (see [Section 8.2](#) and [Section 8.5](#) of the Graduate Handbook, Volume II) is based on the following (circle applicable items):

- Student is not meeting Essential Functions consistently.
- Student received a “U” grade in 6/7844.
- Student did not meet the “Minimum Performance Score for Satisfactory Grade” during the Autumn / Spring / Summer Semester 20 .
- On the Performance Evaluation’s “Met/Not Met” section in CALIPSO, one or more items was not met.
- Student needs improvement in clinical skill areas (clinical performance and/or documentation); see additional information.
- Not adhering to clinic deadlines – including, but not limited to, submission of required scheduling documents, lesson plans, SOAP notes, requested meetings with supervisor, etc.
- Consistent concerns from outside site supervisor about clinic performance; see additional information.
- Other; see additional information.

Additional Information (attach additional documentation as necessary):

As a result of the above notation(s) (circle applicable bullets):

Student must demonstrate improvement that shows successful forward progress over the course of the next semester. This progress must include (circle appropriate action items):

- A plan of action written by the student and approved by the Clinical Advisor and Clinical Supervisor for the semester to foster acquisition of identified skills outcomes.
- Improvement in the above areas will be evidenced by:
 - Evidence of improvement noted in OSU SLHC Session Feedback form from Clinical Supervisor.
 - Scores of at the midterm performance evaluation.
 - Scores of at the final performance evaluation.
 - Other:
- Student is placed with additional supervisors in your next clinical assignment for supplemental input.
- Student received a “U” grade in semester SHS 6/7844 and is placed on academic probation. Student must follow up with Academic Advisor for next steps.
- Student is dismissed from the SHS MA SLP Clinical Program.

Cc: Student: yes / no

Clinical Advisor: yes / no Student Signature & Date Academic Advisor: yes / no
Graduate Studies Chairperson: yes / no