Speech – Language Pathology

Clinical Handbook

Center for Communicative Disorders

University of Wisconsin-Whitewater
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Whitewater, WI 53190
Phone 262.472.1301 • Email: comdis@uww.edu

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WELCOME TO THE UNIVERSITY OF WISCONSIN-WHITEWATER CENTER FOR COMMUNICATIVE DISORDERS!

The faculty and staff in the Department of Communicative Disorders maintains high standards for clinical practice, teaching and supervision that meet those prescribed by the Council of Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA).

As you commence your clinical practicum experiences, we hope that this handbook will serve as a valuable reference and guide for you. If you have any additional questions, concerns or ideas, please share them. We value a team approach to clinical supervision and encourage you to participate actively in your clinical education. We sincerely hope that you have successful, rewarding experiences that serve as foundational to your career as a speech-language pathologist!

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REQUIRED DOCUMENTATION

Documentation

- **You must submit certificates of completion for CPR, Blood-Borne Pathogen training, and Mandated Reporter to the Academic Department Associate (ADA). These trainings occur during Orientation Week and certificates must be submitted before engaging in clinical opportunities. Additionally, you will attend Shelter In Place Training offered by the University of Wisconsin-Whitewater.**

Before engaging in the first semester of clinical practicum, each student clinician must sign and return:

- *Authorization for Release of Information* form
- *Technical Standards* form (should be complete at admission)
- *Statement of Understanding* form
- *Confidentiality Agreement* form
- *Protocol for Disinfecting Treatment Rooms and Toys*
- *Off-Site Clinical Placement Agreement*
- *Handbook Statement of Responsibility*

Prior to admittance to the graduate program, you will be required to submit a *Criminal Background Check (CBC)* report. Graduate students will be notified of this requirement upon acceptance into the graduate program.

You may be required to submit documentation related to: health history, immunizations, criminal history, etc…
This paperwork will be provided to your off-site placements as required and will also be placed in your student folder for reference as needed. You will be required to update this documentation throughout your graduate experience and should maintain updated documentation as needed. You have been provided with a Google Folder. You may, if you choose to, upload documents into this folder (not required). You may also submit required documents directly to the ADA via paper copy, scanned copy, and/or emailed for uploading to your student folder on our secure server.

****Recommendation:** Although TB skin tests are not routinely required for first year off-site practicum opportunities, it is a good idea to have a current TB skin test result available as needed for certain clinical placements.

First Year
Prior to commencing clinical practicum, students must submit to the clinic director, appropriate documentation of 25 supervised clinical observation hours or any supervised clinical practicum hours obtained during your undergraduate program (up to 50 hours of supervised clinical practicum obtained during your undergraduate program can be counted toward your total supervised hours). All clinical practicum initiated and completed after January 1, 1994 must be acquired through a CAA-accredited program.

First year students are required to enroll in either Com Dis 661 or 662.

Clinical training in the first year is formative and developmental with increasing degrees of independence as you progress. Your academic course work generally aligns with these experiences. During the first year, department faculty and staff will supervise students working with clients across the lifespan in the University of Whitewater's Center for Communicative Disorders (UWW-CCD). Additionally, graduate students will have the opportunity to participate in a variety of placements including elementary and middle schools; Birth-to-Three; and private practice clinics.

Documentation Expectations for First-Year Off-site Placements:

- Criminal Background Check (CBC)
- Negative TB results (site dependent)
- Blood-Borne pathogen training (completed during Orientation Week)
- Mandated Reporter (completed during Orientation Week)

Potential Placements
You may be placed in a variety of sites throughout the entirety of the program. These sites include: the university clinic, Birth-to-Three and early childhood programs; elementary, middle and high schools; hospitals, rehabilitation centers, and skilled nursing facilities.

- Placement in these sites will depend on your clinical and academic readiness and your clock hour/site needs.
- On-site clinic requires participation in your 1st year provides opportunities to work with clients across the lifespan.
- School placement – full-time placement (4 days per week). DPI requires that graduate students complete a full-time placement and meet requirements for PI-34.
- Your full-time medical placement will serve either children or adults

Faculty in the program and area professionals who supervise the clinical practicum experiences hold the ASHA Certificate of Clinical Competence in speech-language pathology (CCC-SLP) or audiology (CCC-A). Per ASHA, all supervisors must have a minimum of 9 months of full-time clinical experience after earning the CCC *and* have a minimum of 2 hours of professional development in the area of clinical instruction/supervision after earning the CCC. See supervisor requirements at:
https://www.asha.org/slp/supervisionFAQs/#:~:text=Under%20the%202020%20Standards%2C%20supervisors,eligible%20to%20supervise%20graduate%20clinicians.

Faculty members will arrange your off-campus clinical placements. Usually one faculty member is responsible for arranging your off-site school placement while another arranges the off-site medical placement. You must submit a request for a clinical placement in writing to the faculty member responsible for arranging these placements at least six months to one year before the placement begins.

- **Off-Site Placement Agreement:** You will complete a *Student Needs* form at least 6 months – 1 year before your off-site placements. You are expected to review your KASA, Cumulative Evaluation, and hours (located on CALIPSO) to determine your current needs. Students sign the *Off-Site Placement Agreement* at the beginning of the graduate program. This policy outlines the consequences of not accepting a clinical placement opportunity. These consequences include, but are not limited to, extending time to degree completion, incurring additional fees for overload credits, etc.

Practicum Agreement Forms:
You will have a conversation with your off-site supervisor regarding clinical competencies and/or hours that you feel require additional support/improvement. This will be facilitated at the onset of your clinical practicum with use of the *Practicum Agreement* form. Supervisors in off-campus sites will do their best to provide you with the hours and experiences you need but these hours and experiences are not guaranteed. If for any reason you are not obtaining the hours you need, you are responsible to contact the faculty member who arranged your placement as soon as possible. We will work with you to attempt to obtain the hours/competencies in some other way.

Documentation Requirements for Second-Year Off-site Placements (subject to change by site):
***All students must have liability insurance in place for 2nd year off-site placements.**

- **School Placement**
  - Criminal Background Check (completed 30 days prior to your start date) – see instructions below
  - TB test – see instructions below (student is responsible for associated cost with test)

- **Medical Placement (requirements vary by site)**
  - Criminal Background Check
  - TB test
  - Flu shot
  - Liability Insurance
  - Evidence of health history/physical exam
  - Evidence of Hepatitis B vaccination series
  - Verification of chicken pox
  - Two MMR vaccinations

Health and TB Skin Tests

- A physical exam can be conducted by the student's physician or for $20 at the University Health and Counseling Services (https://www.uww.edu/uhcs).
- A TB skin test can be completed at the University Health and Counseling Services for $15. Students must keep copies of health/TB skin test results as they are valid for more than one placement. The university considers TB tests to be valid for 2 years; however, some sites may require more current results (i.e. Some medical placements require a negative TB skin test result dated 30 days before the placement begins).
- It is your responsibility to maintain up-to-date information in your student folder. Submit to the ADA. To ensure privacy of sensitive health information, do not email sensitive information or leave paper copies in public view. Make sure to maintain documentation in one location on your personal computer for easy access and ability to quickly provide required documents.

Criminal Background Check

The University of Wisconsin-Whitewater College of Education and Professional Studies requires a criminal background check conducted through Castle Branch for all students working in the field. The comprehensive background check includes a residency check, nationwide criminal background check and national criminal database. DPI requires the initial CBC to be completed upon admission to the graduate program (initial cost through Castle Branch is $43 – student pays fees). Each consecutive background check will cost $19. There is an installment option. The results will be available to the student, the university and other agencies and institutions.

Criminal Background Check Instructions:

1. Visit https://www.castlebranch.com/online_submission/package_code.php
2. In the PLACE ORDER box, indicate UW-Whitewater package code:
   a. Initial Check: UG82
   b. Recheck: UG82re (only to be used for follow up background checks)
3. Review information and check agree to terms. Select CONTINUE ORDER.
4. Enter your personal information. Double-check all information for accuracy.
5. Complete your payment, create a login, and finish your order.
6. An automatic email will be sent to the email address you provided indicating that your background check has been requested.
7. Within two weeks, you will receive an additional email indicating that your background check has been completed.
8. Log back in to view, save and print your results.
9. The UW-Whitewater College of Education and Professional Studies will receive your results from Castle Branch and will distribute them to your field-based site. If there is history present on your background check, you will be notified by the Office of Field Experiences via email with further information in regard to composing a letter to accompany your background check. If you are not contacted, no further action on your part is required.

If you have any questions or concerns about this process, please contact the Office of Field Experiences at (262) 472-1123 or fieldexperiences@uww.edu.

CLINIC FACILITIES

Main Office – Roseman 1012
Hours: Monday through Friday from 8:00 A.M. to 4:30 P.M.
The Academic Department Associate (ADA) manages this office.
Student Office Operations:

- If you notice there are only a few test forms left, please inform the ADA that additional test forms are needed.
- Place an "out" card if you remove any files or materials.
- All client folders and test manuals and forms should be returned to their proper location before you leave.

Workroom (small room off of main office): Only the ADA, faculty, staff and graduate assistants have access to this area.

- **Faculty mailboxes –** messages and/or mail should be given to the ADA to deposit in faculty mailboxes
- **Copier –** request for photocopying should be given to the ADA

Waiting Room – Roseman 1011
Clinicians should arrange to meet their clients in the waiting room before each treatment session unless special arrangements are made in advance.

- Parent conferences or client meetings should not take place in the waiting room.
- Any clinic-related information should be discussed in the privacy of a treatment room.

Materials Room – Roseman 1013
The materials binder, located in room 1013, contains a complete listing of available materials and tests.

- Tests, toys, and clinical materials are housed in this room.
- Student clinicians must complete the sign-out sheet in this binder when removing items from the materials room and obtain a faculty signature for overnight use of materials and tests.
- You may reserve materials or tests by completing the reservation sheets in the binder.
- Please check that no one else has reserved the materials before removing them from the room.

Bulletin Boards

- The master clinic schedule is in the hallway between treatment rooms 1023 and 1027.
- Information about NSSLHA is in the corridor around the corner from Classroom 1040
- Information about WSHA, ASHA, employment, and workshops is located on the wall between 1023 and 1027.
- Information about policies/procedures and the semester master calendar is located on the wall outside of the main office.

Graduate Student Workroom – Roseman 1037
Graduate students are welcome to use this room for study, discussions and meetings.

- All computers are equipped with word processing, spreadsheet, database software, Systematic Analysis of Language Transcripts (SALT) software, Boardmaker software and with UWW Connect software.
- Printer may be used for clinic reports or department related business.
- Course related material may be printed, provided the printing does not exceed five pages.
- Client reports or the student's personal work must be saved to a flash drive or external drive.
- Doors must remain closed; doors should not be ajar with doorstop.
- Graduate students who wish to remain in the graduate student workroom past 5:00 pm (after clinic closes) may do so, however, the door leading to the main clinic hallway will be locked. Students may not have access to faculty offices, the materials room, the copy room, and the main office after 5:00 pm.
- **Under no circumstances should students save any file containing any identifying information regarding their clients on the workroom computers and/or their personal computers.**

Treatment Rooms – 1017, 1019, 1021, 1023, and 1027
After each session, make sure that the room is clean (NO FOOD OR DRINK ALLOWED) and return the furniture and equipment to its original positioning. Please make reservations for room use on the master schedule on the bulletin board between rooms 1023 and 1027. Students may use rooms for reviewing folders and other clinic-related tasks. However, be sure to check the master schedule before using an empty treatment room to confirm that the room is available.

Each room contains:

- A two-way observation mirror
- A camera on the wall for video recording your sessions
- Chairs and tables
- Cleaning materials
- Gloves
- Hand sanitizer
- Tissues
- Whiteboard
- Markers
- Eraser

*****Please make sure to let the ADA know when supplies are low.**

Observation Rooms – adjacent to each treatment room
Treatment sessions may be observed by supervisors, parents and family members, and other students.
Each observation room contains chairs and an audio control box.
Please ensure that the observation rooms are clean before and after your sessions.
While observing:

- Refrain from talking
- Keep door closed
- Stay back from the mirror
- Do not eat or drink
- Turn off lights when not in use

If space is limited, family members, guardians, caregivers, and supervisors take priority. You may observe sessions in the observation rooms or on the computers in the graduate student room. Make sure to turn down brightness of laptop screens. This is distracting for clients. Additionally, no cell phone use permitted.

Mailboxes
Graduate student mailboxes are in the graduate student room (1037). Graduate students should check their mailboxes daily.

Faculty Offices
Faculty maintain office hours as posted on their syllabi. You may also contact a faculty member directly to schedule a meeting. Faculty offices are located in the clinic hallway. Students must:

- Maintain appropriate volume in the clinic hallway
- Use professional language
- Respect boundaries – under no circumstances are students allowed to enter a faculty office without permission and/or without faculty present

Roseman Building Safety and Precautions
Most graduate classes are held in Roseman building RS1040 unless they are online or if an instructor requests another space.

- Enter the department office and clinical areas through RS1011 to find the clinic and faculty offices.

- Graduate students will have access to “swipe” locks to the classroom in RS1040 and to the graduate student room RS1037.
- Offices and clinic spaces must be locked and lights turned off if not in use. **Doors should be closed; never ajar with a doorstop.**
- Students must carry their Hawk card with them at all times to gain entry with swipe locks.
- The clinic hallway and faculty office access through the graduate student workroom (1037) will be locked at 5:00 pm daily. Graduate students should make arrangements to gather all necessary test forms, materials, etc. in 1037 before the door is locked.

CLINICAL PRACTICUM

ASHA Requirements

- **It is the graduate student's responsibility to utilize CALIPSO to track clinical clock hours for both on and off-campus clinical experiences.** The student must:
  - Record hours accurately and honestly
  - Get required supervisor approval of hours
  - Evaluate progress towards both ASHA and the UWW-CCD requirements (see KASA competencies on CALIPSO).
- **It is the student's responsibility to initiate and maintain ongoing communication with the clinical faculty in working towards meeting these requirements.**

Requirements: Complete a minimum of 400 clock hours of supervised clinical experience in the practice of speech-language pathology. Twenty-five hours must be spent in clinical observation (maximum number allowed), and 375 hours must be spent in direct client/patient contact. The components of this supervised clinical observation and clinical practicum are described in detail in Standard V-C of the Standards and Implementation Procedures for the *Certificate of Clinical Competence in Speech-Language Pathology*. Students are required to read this material carefully so that they fully understand these standards. Briefly, students are required to complete <u>at least</u>:

- 25 hours of supervised clinical observation prior to beginning the initial graduate level clinical practicum
- 375 clock hours of supervised clinical practicum must be spent in direct client/patient contact, involving the evaluation and treatment of children and adults with disorders of speech, language and hearing
- 325 clock hours of clinical practicum must be completed at the graduate level
- UWW-CCD department guidelines suggest that students achieve at least 10 hearing screening hours
- Students may earn up to 75 hours of Alternative Clinical Education (ACE)/Clinical Simulation (CS) through a variety of modalities (e.g. simulation lab, Simucase, etc.)
- Experiences with client/populations across the lifespan and from culturally/linguistically diverse backgrounds
- Up to 20 clock hours may be obtained for activities related to the prevention of communicative disorders and the enhancement of speech, language, and communication effectiveness.
- Time must be recorded in minutes and hours; you can not round up – use exact minutes

- Hours may be obtained in the following nine categories: articulation, expressive/receptive language, fluency, voice, communication modalities, social aspects, cognitive aspects, swallowing, and hearing.

Refer to the *CALIPSO* section on the CANVAS *G*raduate Program Site if you have further questions.

What Clinical Experiences Count Towards Practicum?

According to Standard V-F of the *Standards and Implementations for the Certificate of Clinical Competence in Speech-Language Pathology:*

- <u>**Only direct contact with client or family in assessment, management, or counseling may be counted towards clinical practicum hours. Hours spent on writing lesson plans, scoring tests, analyzing speech/language samples, preparing activities, writing reports, traveling to off-campus sites, and completing paperwork may not be counted.**</u>
- Evaluation refers to those hours in screening, assessment, and diagnosis of language and speech disorders (articulation, voice, fluency, dysphagia) that are accomplished before treatment begins. These hours may also include a formal re-evaluation.
- Time spent in meetings for individualized education plans (IEP) may be counted <u>**if**</u> the student is present during the meeting (no more than 25 hours).
- Meetings with practicum supervisors may not be counted under the 25 hours for staffing.
- If you are participating in a group session, there must be a 1:1 ratio, clinician to client, to count these hours towards clinical practicum.

Off-Campus Practicum Assignments
Graduate students are required:

- To travel to off-campus sites using their own vehicle or if appropriate, public transportation.
- To travel within one-hour of UW-Whitewater. Placements will not be made within one-hour of your home address.
- To maintain good attendance. Frequent absences are highly discouraged and may affect the ability to place a student at that site in the future (see Attendance Policy for details). The graduate student must inform the off-campus coordinator of any absences. **The off-campus supervisor will notify the coordinator if and when a student has more than 2 absences during the placement.**
- To have a commitment to a facility and/or supervisor as evidenced by a high level of professionalism to the supervisor, site, individuals you serve and your university

The UWW-CCD maintains off-campus practicum affiliations in a wide variety of settings: Public schools, Birth-3, Elementary, Middle and High Schools, Private schools/Special Needs Programs, Private Practice, Hospitals (inpatient and outpatient), Rehabilitation facilities and skilled nursing facilities.

All assignments to off-campus sites are made through the department and under no circumstances should the student initiate contact with an off-site supervisor without prior authorization from the on-site coordinator.

You are required to indicate your preference for placements to your on-site supervisor. We integrate many variables (e.g. availability, clinical skills, travel capabilities, coursework completed, etc..) to identify the most appropriate fit for you and our off-site supervisors. The student is expected to accept placements as these are made to ensure the ASHA competencies and clock hour requirements. Requests should be made, in writing, to the practicum coordinator AT LEAST six months in advance.

Telepractice Guidelines
Telepractice as a service-delivery model, is evolving and graduate students' participation in telepractice to gain clinical competencies and hours continues to evolve. The UWW-CCD clinic director and clinical supervisors are monitoring the changing policies/procedures. Currently, ASHA is allowing graduate students to gain competencies and hours via telepractice through December 31, 2020 and will consider extensions as needed. Resources below:
https://www.asha.org/Certification/COVID-19-Guidance-From-CFCC/
https://www.asha.org/practice-portal/professional-issues/telepractice/
https://www.asha.org/practice/telepractice-services-and-coronavirus/

CLINIC PROCEDURES

SCHEDULES

Your classes, your clinical practicum meetings and treatment sessions must receive priority over paid employment in your schedule or family obligations (i.e., child care). You are expected to keep four to five days a week open for client scheduling throughout the semester. Treatment sessions can be scheduled Monday through Friday between 8:00 AM and 4:30 PM. The Center for Communicative Disorders will be closed in accordance with university holidays and semester breaks.

Basic Grad Room Policies

- Do not leave books, papers, materials, backpacks, coats, etc., unattended in the clinic rooms.
- Leave the furniture in its standard location with chairs pushed in surrounding large table and by computers.
- If you bring any other chairs or furniture into the room, return them to their proper location before you leave.
- Never leave the door to the outer hallway unsecured.
- Never use a wedge or any other item to prevent this door's lock from engaging.
- If you turn on the air conditioner, be sure to turn off the air conditioner before you leave.
- Please keep eating and drinking to a minimum. Under no circumstances is eating or drinking allowed at the tables with the equipment.
- Before leaving, make sure all your waste has been discarded and the tables are clean.
- **Misuse of equipment or violation of the above policies may result in the loss of privileges. Discuss concerns about policies or suggestions for policy changes with the ADA.**

Client Assignments

- Students assigned to the university clinic can receive client assignments each semester according to your needs, experience, and the availability of clients, supervisors, and facilities.
- You may be assigned a partner to work collaboratively throughout the semester; You must schedule a time to collaborate with your partner for continuity of care.
- Your clinical caseload will vary and will likely increase as the semester progresses.
- Your supervisor will notify you of your first client and supervisor assignments during the first two weeks of the semester.
- For the remainder of the semester, you will receive any additional client or diagnostic assignments in writing via e-mail or your mailboxes so please check your e-mail and your mailboxes regularly.

Consideration is taken to provide each clinician with exposure to as wide a variety of communication disorders as possible while advancing the clinician's completion of ASHA requirements and meeting the needs of clients/families. Schedules of clients, clinicians and clinical faculty are additional variables that affect how the assignments are made.

Master Treatment Room Schedule

Master clinic schedule and information about client cancellations of treatment sessions, is located on the wall in the hallway between treatment rooms 1023 and 1027. Students are required to reserve a room by blocking the time on the schedule. Please write clearly your name, and your client's initials. Each week these schedules will be updated by the graduate assistants. **Please see the clinical supervisor if any room scheduling conflicts occur.**
****If your room reservation will be recurring, please write the session information in pen; if your reservation is for one-time, please write the session information in pencil.**

Semester Calendar

At the beginning of the semester, the clinic director and clinical supervisor will distribute a syllabus and semester calendar specifying due dates for submission of paperwork and other important events or meetings. A copy of the syllabus and calendar will be made available on CANVAS. You are responsible for adhering to the due dates on the semester calendar and any additional due dates provided by your clinical supervisor. Students are responsible for any changes in the schedule announced in meetings, via email, in writing, or on CANVAS.

CLIENT FOLDERS AND FORMS

Location
Client and treatment folders are kept in the filing cabinets on the left side of the office entrance. Client folders are filed by their identification numbers in numerical order. A card catalogue of all clients is located to the left of the filing cabinet. This catalogue contains demographic and identification information of each client. The cards are filed in alphabetical order by the client's last name.

Removal and Handling of Folders
Any folders removed from the filing cabinets must be replaced with an "out" card, located on the left shelf, indicating who has the material and when it was removed.

- **Under no circumstances are the folders or portions of the client's folder to be removed from the clinic. You may read the folders in the clinic only.**
- When reviewing the folders, please do so discretely and away from public view.
- **You are not permitted to photocopy any documentation from the file but you may take notes.**
- All files should be returned to the main office during the same business day in which they were signed out. If any of the folders are damaged or in need of repair, please inform the ADA. If any information is missing from the folder, contact the clinic coordinator immediately.

Content
The documentation for each client exists in two folders: a client folder and a treatment folder. Contents for each folder provided below:

Client Folder

Left Side	Right Side
Top	Top
Initial Evaluation/Diagnostic Report	*Tests*
	Test Forms or Protocols
Hearing	*UWW Forms and Letters*
Hearing Screen	**Need to be Updated Every Semester**
Hearing Screen Report	Contact Log
	Permission to Record Form
Oral Mech	Clinic Policies Form
Oral Mech Form	**Need to be Updated Every Fall Semester**
Oral Mech Report	Authorization for Disclosure Form
	Client Information Form
	Need Once at Initial Referral
	Application for Services Form
	Correspondence (Outside Sources)
	Reports from other agencies
	Insurance/Billing
	Clinic Fee Agreement (included only for clients paying a reduced fee)

Treatment Folder

Left Side	Right Side	
Top	Top	
Semester Reports (Most Current to Least Current)	SOAP Notes/ Progress Summaries (Most Current to Least Current)	
	Put Corresponding Color on Top of Most Current Plan	
	Fall Semester Paper	Spring Semester Paper
	Date and Initial Current Semester	
	Fall 20___	
	Spring 20___	
	Fall 20___	
	Spring 20___	
	Fall 20___	
	Spring 20___	
	Fall 20___	
	Spring 20___	

Authorization/Permission Forms

Each folder contains authorization or permission forms. Student clinicians should ensure that these forms are signed by the client or by the parent/legal guardian of the client and placed in the client folder prior to the beginning of treatment:

- ***Application for Services*** form acknowledges permission for supervised students to conduct evaluations and therapies and specify preferred times for sessions.
- ***Authorization for Disclosure and Hold Harmless Agreement*** allows the client's records to be sent to other professionals and to obtain specific information from other referral sources.
- ***Clinic Policies Agreement*** notifies clients, families, and/or guardians of payment practices, parking, cancellation notices, etc.

Fee and Billing Policy

All clients are charged for treatment and diagnostic sessions as indicated in the *Fee and Billing Policy*.

- All new clients receive a fee policy when they first register for clinic services
- Student clinicians will provide the individual responsible for payment of fees with another copy fee policy at the beginning of the semester.

In keeping with our mission as a student training facility, we maintain our fees at reasonable rates and require payment of fees at the end of each semester. We are unable to process any claims for third party reimbursement or any inquiries arising from such claims. If the client is unable to pay the full amount, refer them to the clinical supervisor. A bill will be forwarded to the individual responsible for payment of fees at the end of the semester.

Additional Forms

Parking Permits and Maps

Campus parking permits are available free of charge for all clients attending UWW-CCD. The student clinician must fill out the *Parking Memo* and mail to their client **at least one week prior to their first appointment**.

Effectiveness / Satisfaction Survey

At the end of each semester or at the termination of treatment (whichever occurs first), the client and/or the individual who accompanied the client to treatment or who is familiar with the client's treatment will fill out a written *Satisfaction/Effectiveness Survey* and return it to the clinic. The student clinician is responsible for providing the survey to the appropriate recipient.

End of Semester Disposition Form

At the end of each semester, the client will fill out the *End of Semester Disposition Form* to indicate whether they would like to return for services during the next semester. If a client is dismissed from therapy, the graduate student clinician should indicate this on the *End of Semester Disposition Form*.

Client Contact Log

After any correspondence with the client and/or the client's caregiver(s), document the date, method of correspondence and the communication on the *Client Contact Log form*. At the end of the semester, file this document in the client's folder in the Main Office.

Client Attendance Record

After every session with your client, document the date and obtain client or caregiver's signature on the *Client Attendance Record*. At the end of the semester, file this document in the client's folder in the Main Office.

Additional Clinic Policies

Cancellation/No Show Policy

Please remind your clients that they should call the department office (262) 472-1301 if they need to cancel or reschedule an appointment. The ADA will contact the student clinician by phone or email. If you know your client will be absent from clinic, inform your supervisor and co-clinician, and document the absence on the *Client Contact Log*.

If the assigned clinician must cancel last-minute, call and email the clinical supervisor assigned to the case so that alternative arrangements can be made. It is the graduate clinician's responsibility to make direct contact with their respective supervisors (this includes both on and off-campus practicum assignments).

Inclement Weather Policy

In the event that the University of Wisconsin Whitewater's classes are cancelled for reasons of inclement weather, the UWW-CCD will also be closed. Graduate clinicians are responsible to contact their assigned clients via email and/or phone call to advise on campus closure.

EVALUATION AND TREATMENT

Recording Treatment/Evaluation Sessions

Student clinicians are required to record each evaluation and treatment session. Each treatment room contains a camera which, when activated, records your treatment session using a clinical observation recording system (VALT). The VALT system can only be accessed using UWW WiFi. ***You cannot access VALT outside of the department due to HIPAA and security concerns.*** Please refer to the *VALT Talking Points* for protocol on recording/reviewing your sessions.

Evaluations/Diagnostics

New Referrals

Individuals from the university and local communities are referred for services at the UWW-CCD from a variety of sources (e.g. surrounding healthcare agencies and hospitals, local area physicians, schools, friends, and relatives, etc.). After new referrals are received, the clinic director determines their eligibility for evaluation services.

Student clinicians are responsible for sending a welcome packet to new and returning clients via USPS or email containing the following forms:

(1) *Welcome Letter & Clinic Policies,(fall)*
(2) *Authorization for Disclosure and Hold Harmless Agreement, (fall)*
(3) *Clinic Policies Agreement, (fall and spring)*
(4) *Map and Directions, (fall and spring)*
(5) *Permission to Record, (fall and spring)*
(6) *Parking Pass Instructions/Parking Memo. (fall and spring)*

The letter or email should also contain an introduction of the student clinician(s), session starting dates and times, and instructions for obtaining a parking permit. When the forms are completed and returned to the clinic, a new client folder is created and a client number is assigned and entered into the database.

** You can not start seeing your client until this paperwork is returned. For instances where paperwork is incomplete or clients refuse to sign, refer to your clinical supervisor.

Determining an Evaluation Plan

Your supervisor will guide you in developing an evaluation plan. You will need to review the *Child Client Information Form or Adult Client Information Form*, to determine what further information is needed from significant others or the client, and determine the clinical questions you are hoping to answer and the procedures you will use to answer those questions.

Tasks and Responsibilities Prior to the Evaluation

Before evaluation, the student clinician is required to attend to the following responsibilities:

- Review information acquired in academic coursework
- Read articles or book chapters
- Learn standardized tests or informal procedures
- Review oral mechanism exam and hearing screening procedures
- Contact family members or significant others for further information
- Review information acquired from other agencies
- Learn how to use audiovisual equipment
- Prepare the room and materials for the evaluation

Scheduling the Evaluation

After the appointment is scheduled, students should ensure that the client receives an appointment confirmation email or letter. The number, length and type of evaluation sessions are influenced by a number of factors (e.g. age of client, type of problem, etc.) and will be determined by your supervisor during your planning meetings. As soon as the evaluation session is scheduled, please reserve your room on the master schedule.

Conducting the Evaluation

- Greet your client and those accompanying your client in the waiting room.
- Introduce yourselves and invite the client and others to the evaluation room; Make sure to ask permission from your client to speak with family, caretakers, etc.
- Review the evaluation agenda with the client and others if appropriate
- Conduct the evaluation as planned
- You may also be conducting a parent interview prior to or during the evaluation.

When scoring a standardized assessment, ask a colleague to score the assessment after you to ensure consistency of results.

After the Evaluation

Your supervisor will specify the procedures and due dates for the completion of the following post-evaluation tasks: (1) the analysis of assessment data (2) sharing of assessment findings, (3) the submission of first draft of report, (4) the report editing process, and (5) the completion, copying and filing of the evaluation report.

Clinical Report Writing

You will be expected to write a variety of different types of clinical reports during your graduate program. Report writing is a challenging and critical part of your training. At the beginning of your clinical practicum experience, you will probably need to write several drafts of a single report before the final copy is approved but the first draft should be the student's best effort.

Your supervisor will provide you with copies of sample reports. A sample template can be found on CANVAS. In general, your report should contain the following information (generally due two weeks after the initial evaluation session):

- Identifying Information
- Reason for Referral
- History Relevant to Communication
- Evaluation Results
- Summary
- Recommendations

INTERVENTION

Process

- Prior to beginning treatment, you will be asked to review your client's folder and the information therein.
- Your supervisor may ask you to answer a set of questions as you review the information.
- After meeting with your supervisor, the treatment process begins with establishing the client's current level of functioning using formal and informal procedures.
- Based on this assessment, semester goals and benchmarks or objectives are identified.
- Baseline data is collected for each goal specified and treatment begins.
- You will then implement your treatment plan using appropriate techniques and procedures.
- You must collect and submit accurate records of client performance and progress, which will be reviewed regularly by your supervisor.
- Generally, most clinical supervisors expect the documentation outlined in the table below. Submission guidelines may vary among the supervisors. Some supervisors may expect submission of documentation in paper and/or digital form. See CANVAS for examples of these forms.

Step in Documentation	Submission Guidelines	Process
Initial Paperwork	Notify clinical supervisor of complete and/or missing paperwork	Must have all intake paperwork signed/completed prior to evaluation
Determining the Evaluation plan	Evaluation plan outlining procedures, quantitative measures, materials, etc.	Prior to Evaluation
Conducting Diagnostic/Evaluation	Diagnostic/evaluation report summarizing findings and recommendations	First draft during the week following the evaluation
Determining Semester Treatment Plan	Semester Treatment Plan outlining long-range goals and benchmarks or short-term objectives – Plan to gather baseline data	Submitted after establishing client's current level of functioning at the outset of treatment
Implementing Treatment Plan	Lesson/Treatment plans outlining short-term objectives or benchmarks and procedures	Prior to each session
Recording client performance	Response sheet displaying client responses during treatment – data should be taken on quantitative and qualitative information	Completed during each session
Measuring and Evaluating Treatment Effectiveness	Progress/Soap Notes recording observation or interpretation of status, objective measure of progress, effectiveness of session, summary of skilled intervention, support provided to increase accuracy, any modifications needed	Following each session – within 24 hours of the session
Semester Progress Report	Summarizing semester treatment plan, procedures, and progress	Submitted one week prior to parent/client conference
Closing with Clients	End of Semester Disposition form, Client Satisfaction Survey	Given to parent/client one week prior to last session

ROOM PREPARATION AND CLEANUP

Before the session

Please adhere to the following procedures:

- Prepare the treatment room by wiping tabletops, mirrors and chairs with disinfectant solution (located on the shelf or in rack on the back of the room door).
- Arrange chairs, tables and materials to meet client and observer needs.
    - Inspect the treatment and observation rooms for safety by checking:
        - all electrical outlets for protective coverings
        - for loose wires, mirrors, chalkboards or table/chair legs
        - that the hallway is free of all furniture, materials, and equipment
        - for inoperative lights or amplifier
- Wash hands and/or use hand sanitizer before gathering your client

After the session

Please adhere to the following procedures:

- reposition all furniture in standard arrangement
- immediately remove all materials and equipment to proper location
- disinfect table tops and any compromised materials with disinfectant solution
- turn off microphone and amplifier

SUPERVISORY PROCEDURES

Supervision

SUPERVISION IS A COLLABORATIVE PROCESS. The supervisory relationship is a working relationship through which you can develop your professional skills with clients and colleagues. We encourage you to be an active participant in this process. All clinical supervisors hold the Certificate of Clinical Competence from ASHA and a Wisconsin license. **Clinical teaching styles vary among supervisors but we maintain certain expectations and standards for supervision, including those specified by ASHA.** Throughout your clinical practicum experience, you will:

- develop the intra-personal and professional-technical clinical skills necessary for the practice of speech-language pathology.
- apply your academic knowledge base in the clinical context.
- demonstrate appropriate professional behavior while working with clients, colleagues and supervisors
- acquire clinical problem-solving skills while providing supervised speech, language and hearing services to persons with communicative disorders.

Supervisor requirements:

- Individuals who hold current ASHA certification in the relevant area must supervise all observation and clinical hours.
- **A supervisor with current ASHA certification must be on site at all times.**
- **As of January 2020, supervisors must complete at a minimum of two hours of continuing education on the topic of supervision (one-time requirement).**
- **As of January 2020, supervisors must complete one hour of continuing education on the topic of ethics (one hour every three years – ASHA maintenance interval)**

STUDENT PERFORMANCE EVALUATION PROCEDURES

Initial Supervisory Conference

In this meeting, the supervisor and student will discuss:

- Schedule for observation
- Method for supervisory feedback
- Expectations for self-evaluation by student, and determine a schedule of conference and meeting times.

Your supervisor will review the CALIPSO evaluation form with you and discuss student goals and expectations for the semester.

At midterm and at the end of each semester in clinical practicum, the clinical faculty/instructors and the student clinician complete a self-evaluation in CALIPSO. The student will be asked to email, submit via CANVAS, and/or bring their self-evaluation to their mid-semester and final conferences. Supervisors may ask for additional self-reflections throughout the semester. **The evaluation form serves as a tool to structure supervisory conferences and identify opportunities for continued learning and growth.**

Conferences

You will receive oral and/or written feedback on your performance during conferences with your supervisor. Your supervisor will determine the frequency of conferences. In addition, you may be required to attend group meetings in which you will discuss with your colleague's procedures, techniques and issues relevant to the types of clients with whom you are working. Your supervisor may expect you to conduct some type of self-evaluation of your performance by reviewing and critiquing your videos. Information gathered from the self-evaluation will help develop insights about your own strengths and areas of growth.

Direct Observation

Each supervisor will review your experience, strengths, and challenges to determine the amount and type of supervision you will need. Your supervisor will observe, either in the observation room or through VALT, at least 25% of your total contact time with each client in treatment and at least 25% of your time in each evaluation.

Supervisor Feedback Form

At the end of the semester, the student clinician will be asked to complete a *Supervisor Feedback* form in CALIPSO for each clinical faculty/instructor with whom they have worked (this will be completed for each on and off-campus supervisor). This feedback is used to improve the clinical practicum experience and to help clinical faculty continue to develop supervisory skills.

Final Evaluation

Your supervisor will complete a final clinician evaluation on CALIPSO. You should complete a final self-evaluation and bring to your final conference. During your final conference with your supervisor, supervisor/graduate student clinician evaluations will be compared and discussed. Your supervisor's evaluation and comments can be viewed on CALIPSO any time after the final conference date. Supervisors will use CALIPSO scores to determine grades for clinical practicum. See *Practicum Grading* section for details.

End-of-Semester Tasks
Toward the end of the semester, you will complete the tasks listed below. All necessary forms are contained in CANVAS.

Task	Guidelines for Submission
Complete *End-of-Semester Disposition* sheet	Complete with supervisor and bring to exit interview with clinic supervisor
Ensure that billing sheet is signed	By final conference
Give effectiveness survey to client/parents	Complete at final parent/client conference and ask parent/client to give form to ADA
Complete *Semester Report*	Date determined by Clinic Supervisor
Complete Clinical Supervisor evaluation for each supervisor	Submit *Supervisor Feedback Form* on CALIPSO prior to final supervisory conference
Submit hours for evaluation and treatment under correct modality in CALIPSO	Prior to final supervisory conference
Participate in final conference with supervisor	Date determined by supervisor review and sign final clinician practicum evaluation on CALIPSO
Audit and review client folders	Prior to final supervisory conference – Graduate Assistants will complete folder audits to ensure accuracy/completeness of client folders

Exit Interviews and Survey Completion
Prior to graduation you will meet with the graduate program director and clinic director for a final exit interview to review completion of the KASA competencies (on CALIPSO), complete licensure applications, review the portfolio memo, and review your cumulative evaluation. In addition, you will receive two online surveys to complete (1) School of Graduate Studies Survey, and the (2) Department Exit Survey. The survey specific to our department provides the opportunity for our students to give feedback to our graduate program.

PRACTICUM GRADING

Off-site rotation supervisors and on-site clinical supervisor will provide quantitative feedback via CALIPSO. The CALIPSO assessments are available to the primary on-site clinical instructor as contributing information to student grades. The on-site clinical instructor will determine grades based on the average of on-site and off-site CALIPSO evaluations.

In addition to CALIPSO scores, an individual grade can be adjusted upwards or downwards by a site supervisor and/or by the faculty supervisor in consideration of the following: (1) Clinical process information from supervisor, (2) clinic coordinator and/or student, personal qualities summary information, (3) difficulty of clinical assignment(s) or setting/environment, and (4) length of clinical rotations which may impact the mastery of skills.

CALIPSO utilizes a performance rating scale of 1-5 – Score between 1 and 5 in .25 increments (i.e. 1.25, 1.5, etc…)
Earning a score of 3 or above demonstrates an acceptable level of clinical competence
1 = Not evident - Skill not evident most of the time. Student requires direct instruction to modify behavior and is unaware of need to change. Supervisor must model behavior and implement the skill required for client to receive optimal care. Supervisor provides numerous instructions and frequent modeling (skill is present <25% of the time).
2 = Emerging - Skill is emerging, but is inconsistent or inadequate. Student shows awareness of need to change behavior with supervisor input. Supervisor frequently provides instructions and support for all aspects of case management and services (skill is present 26-50% of the time).
3 = Present - Skill is present and needs further development, refinement or consistency. Student is aware of need to modify behavior, but does not do this independently. Supervisor provides on-going monitoring and feedback; focuses on increasing student's critical thinking on how/when to improve skill (skill is present 51-75% of the time).
4 = Adequate - Skill is developed/implemented most of the time and needs continued refinement or consistency. Student is aware and can modify behavior in-session, and can self-evaluate. Problem-solving is independent. Supervisor acts as a collaborator to plan and suggest possible alternatives (skill is present 76-90% of the time).
5 = Consistent - Skill is consistent and well developed. Student can modify own behavior as needed and is an independent problem-solver. Student can maintain skills with other clients, and in other settings, when appropriate. Supervisor serves as consultant in areas where student has less experience; Provides guidance on ideas initiated by student (skill is present >90% of the time).
Students are graded on a variety of clinical skills, dispositions and expectations across three content areas in CALIPSO: Evaluation skills, treatment skills and preparedness, interaction and personal qualities.

Practicum grading varies between sections (weighted according to advancement of clinical skills). Grades are calculated as follows:

CALIPSO Grading 661 and 662	
4.00-5.00	A
3.66-3.99	A-
3.35-3.65	B+
3.04-3.34	B
2.73-3.03	B-
2.42-2.72	C+
2.11-2.41	C
1.80-2.10	D
1.00-1.79	F

CALIPSO Grading 782 and 783	
4.27-5.00	A
3.96-4.26	A-
3.65-3.95	B+
3.34-3.64	B
3.03-3.33	B-
2.72-3.02	C+
2.41-2.71	C
2.10-2.40	D
1.00-2.09	F

TECHNICAL SUPPORT

Simucase - *https://www.simucase.com/*
Students will be enrolled in Simucase with an associated fee (student responsibility). Simucase is an online tool that allows graduate clinicians to practice the assessment and treatment process with virtual patients. Instructors may also incorporate use of Simucase into their courses as a teaching tool, it can be used in the clinical courses, and/or can be used for remediation as appropriate. ASHA allows up to 75 hours of clinical simulation to be counted towards required hours. Graduate students must achieve 90% or better on assigned cases in assessment mode to receive clinical clock hours.

Additionally, students with unmet competencies may be required to work with clinical staff to complete Simucase assignments appropriate to their needs. Students should expect that mastery will vary based on individual learning styles and abilities. Therefore, each student should anticipate that mastery will take an average of 2-25 hours. If a student does not reach mastery in case-based instruction, they may be required by the program faculty to extend their program to allow for additional clinical placements with real patients. Students must submit their CALIPSO hours within 24 hours of the debriefing session.

To be awarded the hours, you must follow these directions:

1. For each case, you must complete the Learning Mode two times. After you complete the Learning Mode twice, then you may complete the Assessment Mode for the case. In the Assessment Mode, you must achieve 90% accuracy. This may require that you complete the Assessment Mode several times to achieve 90%.

2. For each case, after you achieve at least 90% in the Assessment Mode, download the PDF proof of your passing score.

3. Submit your completed Assessment scores in PDF format to the GoogleDrive (instructor will provide link). Each graduate student has their own folder to submit required PDF's as proof of a passing score.

4. You must submit the PDF proof of passing the assigned Simucase at least one day prior to the debriefing date listed above.

5. To be awarded hours, you must complete the Student Debriefing Template **FOR EACH ASSIGNED SIMUCASE** and participate in the debrief session with the assigned faculty member.

6. Upload your completed Student Debriefing Template for each Simucase to your folder in the GoogleDrive at least one day prior to the debriefing date.

***Note: Supervisors have access to your Simucase participation transcripts in all modes (learning and assessment). Any evidence of academic dishonesty will be reported and treated accordingly following UWS Chapter 14 Student Academic Disciplinary Procedures (https://www.uww.edu/dean-of-students/uws-chapter-14-student-academic-disciplinary-procedures).**
This includes, but may not be limited to:

- **'Clicking through' (aka 'gaming') cases numerous times in an attempt to achieve a better score without understanding the material**
- **Helping others or seeking help from others while working through the Assessment Mode**
- **Falsifying documents related to score/performance**

VALT

Access and Use of VALT

Each treatment room contains a camera which, when activated, records your treatment sessions using a clinical observation recording system (VALT). The VALT system can only be accessed using UWW WiFi and should not be accessed outside of the UWW-CCD for privacy and HIPAA compliance. Students should use the UWW-CCD computers to access VALT. On a UWW-CCD computer, go to an internet browser and type in the following IP address: 140.146.21.232. This address is confidential information and may not be posted anywhere in the clinic. Usernames and passwords will be distributed at the beginning of your first semester. When you are brought to the home page, you will have three options: *Schedule*, *Observe,* and *Review.*

- **Scheduling a Session**
  - It is your responsibility to schedule your session recordings. To schedule a new session recording with a client:
    - Click the *Schedule* option on the home page.
    - Select *New Schedule* in the upper left-hand corner.
    - A box will appear with three tabs (i.e., Information, Schedule, and Control). Complete the Information tab with your room number, recording name, patient ID, supervisor name, student clinician name, session type, client type, session format, and disorder category.
    - Complete the Schedule tab with the start date, session start time, session duration, and recurrence.
    - On the Control tab you will select the camera preset.
      - For example, if you have an adult client, you will likely use the *table* preset; if you have a child client, you might use the *floor* preset.
    - Once all three tabs are completed, select *Save Schedule* on the bottom right-hand corner.
- **During a Session**
  - Make sure your table is appropriately placed in the room.
  - There should be tape on the wall designating where tables go.
  - Make sure your VALT settings reflect where your table is going to be during a session (e.g., floor, large table, etc.).
  - Make sure your client is sitting on the appropriate side of the table; this means the client's face should be facing the camera.
  - If you need the small table, swap position of the small and large table.
  - Make sure the short end of the table is against the wall and your client is facing the camera.
  - If you are sitting on the floor, stay in the center of the room near the taped marking.
  - **You must make sure the room microphone is turned on.**
- **Observing a Session**
  - To observe a session in real time, click the *Observe* option on the home page.
  - Select the room you wish to observe from the left sidebar.
  - To observe more than one session at a time, select the grid option at the top right corner of the video screen.
  - Drag rooms from the left sidebar into each screen.
  - For audio, click on the video.
- **Reviewing a Session**
  - To review a recorded session, click the *Review* option on the home page.
  - You have access to review any recorded video.
  - **Please use your discretion, as these videos are confidential and private.**
  - To see all of the recorded videos, you must click *search* in the upper right-hand corner and specify search dates.
  - You can search for a recording by entering on of the following criteria into the search bar: supervisor name, room number, recording name, session type, or client type.
  - You can also sort the recordings alphabetically or chronologically by clicking on the title of the desired column (e.g., Recording Name, Room, Date, and Time).
  - You have the ability to view notes from your supervisor on your video recordings. A red line will occur on the timeline where your supervisor has left you a note. Click on the red line to view the note.

- **Editing a Session**
    - You have the ability to create clips of recorded videos and may be asked to do so as part of an academic assignment.
    - To create a clip, select the video you wish to use.
    - There will be three tabs below the video: *Markers*, *Information*, and *Tools*.
    - Select *Tools.* Move the cursor on the video timeline where you would like your video clip to begin.
    - Select “Cue In” to mark the beginning of your clip.
    - Move the cursor on the video timeline where you would like your video clip to end.
    - Select “Cue Out” to mark the end of your clip.
    - Select “Create Clip.” You will see “Clip Saved: *Video Name (Clip)”*.
    - Your video clip will appear in the archive of videos under *Review.*
    - To rename the clip, select the options tab next to the video, select information, then click update to save any changes you made.

CALIPSO
What is CALIPSO?
CALIPSO is a web-based application that manages key aspects of academic and clinical education designed specifically and exclusively for speech-language pathology and audiology training programs. It was created by a Communication Sciences and Disorders University Clinical Director and has demonstrated proven success. CALIPSO offers the unique feature of interactive and customized data dashboards that enable knowledge management between the clinical administrator, supervisor, and student.

- You will be provided with a PIN number via email to register for CALIPSO. The PIN number provided is valid for 40 days. Please register as a student as soon as possible after receiving the PIN number.
- To register and login, navigate to this address: https://www.calipsoclient.com/uww/account/login
- Refer to CALIPSO instructions on the CANVAS Graduate Program site for a “how to” tutorial

****User Guides for All Required Technology Located on the Graduate Program CANVAS Site.**

INFECTION CONTROL POLICY AND PROCEDURE

The UWW-CCD has implemented an infection control policy based on regulations set by the American Speech--Language-Hearing Association (ASHA) and Universal Precautions. Universal Precautions consider all individuals to be potentially infectious. Air and blood borne infections are always considered as potential hazards. The purposes of the policy are to prevent the transmission of infection(s) between the clinicians and clients and to maintain health standards set by ASHA.

Supplies

- Each therapy room and all other department rooms are equipped with disinfectant wipes, hand sanitizer, gloves, and tissues.
- Bottles of disinfectant are kept in the graduate room.
- Additional supplies such as a first aid kit, band aids, and extra supplies are located in the Main Office or in the Graduate Assistant room.
- Red biohazardous waste containers are located in **the bathrooms outside of the clinic**.

Environment

- Clinicians should clean therapy rooms, including table and chairs, before and after each session.
- Wipeable materials (e.g., games, toys, supplies, assistive devices) must also be cleaned and/or disinfected after each session.
- After your session is complete, tables and chairs should be put back in their marked spots in the clinic room.
- Supervisors should monitor the completion of these procedures when they take place during clinic sessions.
- Surfaces that are soiled with blood or bodily fluids must be cleaned up immediately and then disinfected before anyone touches them again.
- Dispose of gloves, towels, and any other contaminated items in the red biohazardous waste containers.
- Eating and/or drinking in the treatment and observation rooms are not allowed unless it has been approved as part of a lesson plan.

Personal Hygiene

Universal Precautions require that clinicians wash their hands before and after each client contact.

- Hands should be washed for at least 15 seconds with friction using hot or cold water.
- All clinic personnel should cover breaks in their skin with band-aids or gloves.
- Those personnel who have an infectious disease should take appropriate precautions so that others are not infected.
- The Hepatitis B vaccine is recommended for all supervisor and clinicians.
- Clients with breaks in their skin should be offered band-aids or gloves, as appropriate.

Protective Equipment

Universal Precautions require that gloves be worn when touching blood or bodily fluids (e.g., saliva, cerumen, mucus). Although nasal secretions, tears, sputum, vomit, sweat, urine, and feces are not named in the list, gloves should be used as a precaution when coming into contact with these potentially dangerous bodily fluids.

Gloves should be worn during physical examinations and removed correctly to avoid contacting the skin. Contaminated gloves should not contact eyes, eyeglasses, or therapy table surfaces. All gloves and tongue depressors and any items exposed to a client’s blood (i.e., if the client has a nose bleed) or body fluid should be placed in a red biohazard container. Tissues, cups, wipes, and utensils should be disposed of in a regular trash container.

Cleaning vs. Disinfecting

Cleaning a surface means removing gross contamination. **Disinfecting** a surface meaning cleaning the surface first, and then killing the germs. The clinic supplies two types of materials for cleaning and disinfecting: 1) pre-moistened wipes and 2) bottles of disinfectant spray. To clean, wipe or spray the surface with one of the two materials and wipe dry with a paper towel, if necessary. To disinfect the same surface, wipe or spray again and allow to air dry.

In most cases, clinic personnel will use the following procedures to clean and disinfect. **To clean a surface** (e.g., therapy tables, toys), wipe the surface thoroughly with a pre-moistened wipe and then dry with a paper towel. **To disinfect**, take a new wipe and wipe the surface again, but this time allow the surface to air dry.

UWW-CCD Graduate Room Cleaning Schedule

Each student clinician is charged with cleaning of the clinic's graduate room. This includes always following infection control procedures. The weekly cleanup schedule is posted in the graduate room (RS1037). Students will complete their tasks at the end of the assigned week (Thursday or Friday), then initial and date the posted schedule in the graduate room. Inquiries about supplies, damaged items, or other concerns should be brought to the attention of the Academic Department Associate or Graduate Assistant.

Additional Responsibilities

If it becomes evident that a client has an infectious illness (e.g., chicken pox, flu) the appointment should be cancelled after consultation with the clinic supervisor. Likewise, individuals who accompany a client should not remain in the clinic waiting room or observation room if they have an infectious illness. Sessions may be resumed when the illness is no longer a potential threat.

ADDITIONAL POLICIES AND PROCEDURES

Bloodborne Pathogen Training

During Orientation Week, you will be required to complete the *Bloodborne Pathogen* training. Upon completion, the certificate should be printed and given to the ADA or sent to the ADA via email. A copy of this document will be placed in your student folder.

Risk Management

You will receive training during orientation week regarding what to do in case of emergency (e.g. fires, client injury, clinician injury, etc.). There is a quick-reference guide for emergency procedures located on the bulletin board upon entering the clinic and one copy located in the copy room. Campus police can be reached at: (262) 472-4660

There are regularly scheduled fire drills and the egress is at the building entrance near RS1040. Our interior clinic corridor serves as a tornado shelter and there are regularly scheduled tornado drills. The defibrillator is located on the second floor of the Roseman building.

Additionally, you will participate in *Active Shooter* training. This will occur during Orientation Week.

Mandated Reporter

Speech-language pathologists have a professional and ethical responsibility related to mandated reporting of child/elder abuse and neglect. You will participate in training to learn about mandated reporting as a speech-language pathologist. This is completed during Orientation Week and you will receive a certificate after completion of this training.

Accident/Incident Report Policy and Procedure

It is the policy of the UWW-CCD to document and track accidents that occur in the clinic space. All UWW-CCD students, faculty, and staff are responsible for reporting all accidents or incidents that result in injury or illness, regardless of the severity.

If an accident or incident occurs in the UWW-CCD, it is the responsibility of all clinicians, students, or other faculty/staff members to fill out the *Clinic Accident/Incident Report.* Fill out the form, place a copy in the client's file, and give a copy to the Clinic Director and ADA.

UW-Whitewater Campus Identity Standards

Any materials, clothing, etc. made by students that uses the UW-Whitewater logo, must be approved by the University Marketing and Communications department and must follow the campus identity standards: https://www.uww.edu/identity-standards