



**Department of Communications Sciences and Disorders
Doctor of Audiology Program**

Audiology Student Clinic Handbook

2015-2016

INTRODUCTION

The audiology practicum assignments are an essential educational component of the audiology doctoral program. In order to ensure success of clinical experiences for the audiology doctoral student, this handbook was designed as a guide covering all four years of the program. The handbook is organized so that general information is presented first; this is information that is related to students in all four years of the program. This is followed by sections containing information as it pertains to each year of the program.

GENERAL INFORMATION

Non-Discriminatory Policy

Individuals must not discriminate in the delivery of professional services on any basis that is unjustifiable or irrelevant to the need for and potential benefit from services such as: race, sex, age, religion, national origin, sexual orientation, or handicapping condition.

Confidentiality

Students are required to follow departmental policies and Health Insurance Portability and Accountability Act (HIPAA) of 1996 policies regarding confidentiality. The requirements of HIPAA apply to the storage and/or electronic transmissions of patient related information, and are intended to ensure patient confidentiality for all health care related information.

In general, the rules state that any health care provider or insurance entity that maintains or transmits individually identifiable health information, referred to as “protected information,” about a patient is deemed a “covered entity” and is subject to HIPAA. An entity which collects, stores, or transmits data electronically, orally, in writing or through any form of communication, including fax, is covered under the HIPAA privacy rule, as is the information itself.

University of South Florida Standards of Service - the following is derived from the University Of South Florida Standards Of Service Policy.

Service plays a critical role in everything we do at the University of South Florida. All who work at this university are committed to providing quality service in all we do. We commit to serve others and place the needs of others before our own personal needs. Our philosophy of service pertains to students and fellow workers alike. We hold as self-evident that a service does not exist until it is offered. We appreciate that our student body and workforce are diverse and that our diversity gives us strength and adds value to our university. We appreciate

the powerful nature of written and spoken communication and understand that how we communicate with students and one another has a direct impact on the quality of the individual experience at USF. We also realize that each of us serves as an ambassador of this institution and that our attitude and actions reflect on us as individuals, and on USF. We are committed to support the University's strategic plan by providing the very best service we can.

As such, the University of South Florida is dedicated to the following goals and ideals:

- We will treat students, visitors, and fellow workers with dignity and respect and assist them in a caring and helpful manner.
- We will act in a manner that students, visitors, and fellow workers see us as a source of accurate and helpful information.
- We will continually review our policies and procedures in an effort to simplify them and improve service.
- We will continue to improve and update our knowledge, skills and abilities in order to best serve our students.
- We will derive pride and satisfaction from solving problems, not passing them on, as we seek solutions not blame.

Logging Clinical Experiences

Each student clinician is responsible for recording on a daily basis the types of services and related activities completed during their assigned blocks of clinical practica on the **“Audiology Clinical Experience Tracking Form”** (See forms for USF hearing clinic as well as examples of related activities).

Once a student obtains their 25 hours of observation (must be completed prior the end of the first semester in the Au.D. program), they can begin logging hours for their clinical experience. In order for the student clinician to receive credit for clock hours, the student clinician must log the hours in Typhon and then have the supervisor approve each clinical case entered.

If the student clinician's performance was unacceptable during a scheduled block of time, the supervisor will not sign off on those hours.

Typhon

Students will be required to register for an account in Typhon the beginning of their first year. In order to register for Typhon students are required to pay a one-time fee of \$75. Once registered students will be able to then log clinical experiences. This system will keep track of individual semester hours as well as total clinical hours. These hours are important for graduation requirements as well as for applying for ASHA CCC's post-graduation. Student will be able to access their accounts up to three years past graduation.

Grand Rounds

Mandatory Grand Round meetings are held for all first, second and third year students enrolled in the Au.D. Program. Students will be notified of scheduled times and locations. Typically, Grand Rounds are held in PCD 4004 on a monthly basis during each semester. In specific cases, excuses can be given by the Audiology Program Director. This will only be granted on a case by case basis. Each unexcused absence will result in a letter grade reduction. Students are expected to arrive on time to Grand Rounds. However, if two tardies occur, the student's grade will be reduced by a letter grade.

Attendance at Grand Rounds is included as a component toward the student's grade for Clinic Lab I and II in the student's first year, Audiology Clinic Practica I, II, & III in the student's second year, and Audiology Clerkship Practica I, II, & III in the student's third year.

Professional Liability Insurance

All students are required to carry Professional Liability Insurance (\$1,000,000/\$3,000,000 coverage). This insurance covers a student should they become injured or something happens at the clinical site (damaged equipment or injury to a patient). Insurance can be purchased through Healthcare Providers Service Organization (HPSO). To begin the process, log on to: www.hpso.com and choose 'Florida' from the drop down box. Next, choose 'Audiologist' in the 'Student' section. The current annual fee is \$37.50. A copy of the verification certificate must be provided to Dr. Carr upon purchase. Professional Liability Insurance must be purchased (renewed) each year the student is enrolled in the Au.D. program. Students are responsible for this cost.

Level 2 Background Check

All students are required to undergo a Level 2 Background Check during the first semester of the Au.D. Program. The Background Check will be conducted through Certified Background. Students will go to: www.Certifiedbackground.com and enter the package code: UE47fp- Fingerprint only. The student will be directed to create a profile account, will be asked to pay the fee, and will then have access to make a fingerprint appointment. The code they entered (UE47fp) tells Certified Background and the FL Dept. of Law Enforcement to email the results to Kathy Wasson, program assistant, at kjwasson@usf.edu. In addition, the student is to upload a copy into the portfolio section in Typhon.

After the first year of the AuD program, students will be required at the beginning of entering their USF practica year, clerkship year, and externship year to sign a

disclosure of conviction form. This form certifies that you disclose any information about existing criminal records.

Professionalism

The USF Hearing Clinic is a recognized service provider in the Tampa Bay area. In addition, it serves as the primary facility for clinical training for graduate students enrolled in Audiology Practicum activities on campus. Students are required to conduct themselves in a professional manner reflected in demeanor, dress, verbal exchanges, and compliance with all policies and procedures associated with clinical assignments.

Audiology is a professional discipline. Professions require certain behaviors of their practitioners. Professional behaviors (which may or may not directly involve other people) have to do with professional tasks and responsibilities, with the individuals served by the profession and with relations with other professions. Included among professional tasks are education and training. The following conveys expectations about the behaviors of those who seek to join this profession.

1. You show up.
2. You show up on time.
3. You show up prepared.
4. You show up in a frame of mind appropriate to the professional task.
5. You show up properly attired.
6. You accept the idea that “on time,” “prepared,” “appropriate,” and “properly” are defined by the situations, by the nature of the task, or by another person.
7. You accept that your first duty is to the ultimate welfare of the persons served by your profession and that “ultimate welfare” is a complex mix of desires, wants, needs, abilities, and capacities.
8. You recognize that professional duties and situations are about completing tasks and about solving problems in ways that benefit others, either immediately or in the long term. They are not about you. When you are called on to behave as a professional, you are not the patient, the customer, the star, or the victim.
9. You place the importance of professional duties, tasks, and problem solving above your own convenience.
10. You strive to work effectively with others for the benefit of the person served. This means you pursue professional duties, tasks, and problem solving in ways that make it easier (not harder) for others to accomplish their work.
11. You properly credit others for their work.
12. You sign your work.

13. You take responsibility for your actions, your reactions, and your inaction. This means you do not avoid responsibility by offering excuses, by blaming others, by emotional displays, or by helplessness.
14. You do not accept professional duties or tasks for which you are personally or professionally unprepared.
15. You do what you say you will do, by the time you said you would do it, and to the degree of quality you said you would do it.
16. You take active responsibility for expanding the limits of your own knowledge, understanding, and skill.
17. You vigorously seek and tell the truth, including those truths that may be less than flattering to you.
18. You accept direction (including correction) from those who are more knowledgeable or more experienced. You provide direction (including correction) to those who are less knowledgeable or less experienced.
19. You value the resources required to perform duties, tasks, and problem solving, including your time and that of others.
20. You accord respect to the values, interests, and opinions of others that may differ from your own, as long as they are not objectively harmful to the persons served.
21. You accept the fact that others may establish objectives for you. Although you may not always agree with those goals or may not fully understand them, you will pursue them as long as they are not objectively harmful to the persons served.
22. When you attempt a task for the second time, you seek to do it better than you did the first time. You revise the ways you approach professional duties, tasks, and problem solving in consideration of peer judgments of best practices.
23. You accept the imperfections of the world in ways that do not compromise the interests of those you serve.
24. You base your opinions, actions, and relations with others on sound empirical evidence and on examined personal values consistent with the above.
25. You expect all the above from other professions.

Adapted from Chial, Michael. (1998). *Audiology Today*, 10, pg 25.

Cell Phones

Cell phones must be turned off when students are in clinic. Under no circumstances should a student's cell phone ring when attending to a patient. If the student has special circumstances regarding receipt of a phone call, the supervisor must be made aware of this.

KASA Competencies

Student Learning Outcomes:

Upon completion of this course, students will achieve growth in clinical competencies that will allow them to become audiologists who are able to apply knowledge and demonstrate skills in the following KASA competencies listed below:

KASA Standards:

KASA Standard	How achieved?	How assessed?
Audiology IV-C: Assessment Refer to the 2011 Audiology Standards on the ASHA website for specific details.	Direct clinical experience via assigned clinical time	Formative Assessment: Daily verbal, written feedback & midterm evaluation Summative Assessment: Clinical Practical *year 2 Case Presentation *year 3,4 End of semester evaluation
Audiology IV-D: Intervention (Treatment) Refer to the 2011 Audiology Standards on the ASHA website for specific details.	Direct clinical experience via assigned clinical time	Formative Assessment: Daily verbal, written feedback & midterm evaluation Summative Assessment: Clinical Practical *year 2 Case Presentation *year 3,4 End of semester evaluation

Minimum Grade Policy

All students are required to earn a B- or better grade in all clinical practica. Grades less than a B- are considered as unsuccessful completion of the practicum. In addition, clock hours earned during the semester will not be awarded. If a grade of B- or better is not earned, the student must repeat the practica.

The professionalism component of the evaluation form is graded based on exceptional, satisfactory, or unsatisfactory performance. Should any student earn an unsatisfactory (U) in any of the professionalism responsibilities, their clinic practica grade will automatically drop by one letter grade. If more than 1 U is earned throughout the second year, a student will not be permitted to register for clerkship I and will be placed on a Clinical Assistance Program (CAP) focusing on professionalism.

Clinical Assistance Program (CAP)

The CAP program is designed to provide clinical supervisory support and remediation to those students identified by their supervisor(s) as demonstrating difficulties/weaknesses/inconsistencies in clinical performance and/or professionalism at any time during the student's practica. The following procedures will be implemented:

1. Initial identification of an at-risk student will be officially documented during the designated semester. Depending on when the official documentation is received, a CAP will be established.
2. Criteria for initiating a CAP include the following, but may not be limited to:
 - a. A grade equaling a C+ or less in any of the skill areas assessed utilizing the relevant clinic/clerkship/externship student evaluation forms.
 - b. Other documentation of a concern that a student will not be successful in the clinical practica.
3. The student is notified in writing, via the Clinical Assistance Form (CAF) by the supervisor of Record for the clinical course of the recommendation/requirement for completion of a CAP.
 - a. The student and supervisor(s) are required to sign and date the CAF.
 - b. The date indicated on the CAF becomes the official start date for any CAP. Be aware, the CAP may begin at the start of the following semester.
 - c. A copy of the CAF will be forwarded to the Audiology Clinic Director/Externship Coordinator and the Audiology Program Director. A copy will be placed in the student's academic program file.
4. An individualized Clinical Intervention Plan (CIP) Conference is scheduled to establish the CAP criteria. The criteria for a CAP must include the following, but may not be limited to:
 - a. Specific skill areas targeted for intervention.
 - b. Documented specific competencies to be developed within each skill area.
 - c. Cooperative development of specifically targeted competencies.
 - d. Documentation of whether or not the criteria for each competency was met, utilizing the CAP coding system (see CAP legend) by CAP supervisor.
5. The following are criteria for Completion of a CAP:
 - a. Completed criteria must reflect a + (met criterion) for each competency goal identified in the CIP.
 - b. A final rating of greater than or equal to 80 (B-) in each of the applicable areas on the relevant grading form.
6. If these criteria are not met and the student receives a grade of "C+" or lower in the designated practica the student will be required:
 - a. For Second Year Students - To repeat the designated practica. Remember that clinical practica are only offered once a year.

- b. For the Third Fourth Year Students – To successfully repeat the designated practica before proceeding to the next practica.
- c. To receive counseling by the CAP supervisor, Audiology Clinic Director/Externship Coordinator and the Audiology Program Director.

Cerumen Management

In addition to the assigned clinical rotations and expected competencies, students will also be required to complete a cerumen management practicum. This practicum involves completing/attending a required lecture, assigned readings with a quiz, observation hours, lab, and hands-on experiences. Further information will be given during clinic orientation prior to entering USF clinic. Cerumen management opportunities will present themselves throughout the four years of graduate clinical rotations with the expectation that all necessary components be completed prior to applying for graduation.

FIRST YEAR STUDENT INFORMATION

Prerequisites for clinic enrollment

Speech-Hearing Screening

Each student in the Department must have a speech and hearing proficiency check prior to beginning Clinic Lab I. Typically, this screening is completed during new student orientation held in August of each year.

Observation Hours and CPR Certification

All students should have documentation of 25 hours of observation experience before being enrolled in clinic practicum. Documentation of the completion of these hours must be submitted to the student's portfolio on Typhon by the end of the first semester of the first year of the audiology doctoral program. Documentation must be in the form of an observation log or letter, on letterhead, from the program confirming the observation hours. It must contain the signature of the person who certified the hours as well as his/her ASHA number.

In addition, all students must have documentation of training in community CPR (infant, child, and adult) and HIV or must complete training prior to initiation of practicum. Documentation must be submitted to the student's portfolio on Typhon by the end of the first semester of the first year of the audiology doctoral program.

Clinic Attire

Students must select from the following options for clinic attire for all clinic assignments on and off the USF campus:

Attire when in the clinic: Affordable scrubs to be purchased by the student from I.Q. Outfitters located at 2554 E. Fowler Avenue, Tampa, Florida. Phone: (813) 631-7778. Pants: Cherokee brand in black or khaki. Top: Cherokee brand v-neck tunic in black or khaki to be embroidered with the Audiology USF logo

If a student is not wearing appropriate attire, he/she will be asked to leave the clinic and will not receive clinical hours.

SECOND YEAR STUDENT INFORMATION

Attendance Policy

Attendance is mandatory at each clinical assignment for which the student is scheduled. The student is assigned to these time slots for the entire semester. On occasion, the student clinician may be asked to perform clinical activities during an unassigned time slot (would not interfere with other assigned duties the student may already have); this would occur in cases in which the student needed further experiences or to facilitate patient continuity.

If for any reason the student cannot attend a session(s) due to illness, emergency, or other extenuating circumstances, notify your supervisor(s) directly ASAP via cell phone. Written verification may be requested. Absences are not excused unless they are specifically acknowledged by the respective supervisor on a case-by-case basis. In the case of an illness of greater than two days, a note from your physician will need to be submitted to your supervisor(s). Discuss missed assigned clinic sessions with respective supervisor(s); missed sessions will need to be made up.

If a patient(s) is not scheduled in your assigned time slot(s), the student clinician is still required to attend clinic. The time will be spent performing clinic-related duties. See your supervisor for suggestions.

Student clinicians **must arrive 30 minutes** prior to their assigned clinic block to accomplish all pre-patient responsibilities, to include calibration, preparation of all materials and supplies, and any other duties required preparing for patients.

Weekly Review Meetings with Clinic Supervisors

All student clinicians are required to schedule and attend weekly meetings with respective supervisors for all clinic assignments each semester. Students are to consult with their supervisors to arrange these meetings prior to the first day of clinic.

This time is valuable to both the student and the supervisor. These meetings are important to the success of the students' clinical sessions. As a result clinical sessions run more smoothly and a more professional atmosphere is created for the student clinician, supervisor, and patient.

Prior to attending the weekly meeting each student is to review patient files, develop plans of action to be discussed, and review clinic equipment, procedures and programs that may be needed for the patient. In addition, the student's performance on patients previously seen may be discussed. Supervisors will provide guidance and assistance as needed.

End of the Semester Practical Exam

Each student will be given a practical exam to assess application of knowledge gathered from both classroom and clinical coursework to case management and case interpretation. The exam includes a written portion and an oral portion presented by the audiology clinic supervisors. The level of each case is in accordance with that of the clinic completed. The student is notified of the exam date at the beginning of the semester. Feedback of exam performance will be provided to the students within one week of the exam date.

Clinic Hours – Year 2 on-campus (Clinic I, II, III)

Students will be assigned to clinic slots in the USF Speech Language and Hearing Center. Prior to this assignment, students MUST successfully complete Clinic Lab I, Clinic Lab II, AND the end of the first year examination. Failure to successfully complete all three of these pre-requisite requirements will delay on-campus clinic assignment by one year.

Summer Semester	8 weeks at 6 hours/week	48 hours on site
Fall Semester	12 weeks at 6 hours/week	72 hours on site
Spring Semester	12 weeks at 6 hours/week	72 hours on site
	Total minimum hours on site	192 hours on site

Voluntary Clinic during Semester Breaks

During the breaks between semesters, supervisors continue to see patients. Students are strongly encouraged to participate. This participation is voluntary, but it is seen as part of the professional responsibility of “doctors of audiology.”

Efforts will be made to accommodate student needs, and no student should have to volunteer more than two to three times at most, even during the longest break between summer and fall semesters.

THIRD YEAR STUDENT INFORMATION

Clinic Hours – Year 3 off-campus (Clerkship I, II, III)

Students will rotate through a specific sequence of clinical settings designed to provide a variety of clinical experiences (e.g., adult diagnostics, pediatric diagnostics, adult hearing aids, pediatric hearing aids, vestibular evaluation/treatment).

Each of the three clerkship experiences will take place in different settings. VA traineeships or other paid clerkships may only be counted as one of the three clerkship experiences. Only one clerkship assignment will be approved per semester.

The minimum number of clerkship hours is listed below for each semester as well as for the entire year. Please be aware that an individual site may expect more hours than are listed.

Summer Semester	10 weeks at 12 hours/week	120 hours on site
Fall Semester	12 weeks at 12 hours/week	144 hours on site
Spring Semester	12 weeks at 12 hours/week	144 hours on site
	Total minimum hours on site	300 hours on site

FOURTH YEAR STUDENT

Clinic Hours – Year 4 off-campus (Externship I, II, III)

Students are responsible for identifying potential fourth year externship sites. Paperwork for this placement must be submitted by the student to the Audiology Externship Coordinator by the end of the spring semester prior to summer placement.

All other program requirements (excluding the ADP) must be completed and externship site paperwork must be processed before the Audiology Externship Coordinator will approve registration for Externship I.

The three-semester externship sequence is typically completed during the summer, fall and spring of the 4th year of the Au.D. program. This sequence must consist of 30-40 hours/week. The entire clinical practical component of the Au.D. program (including Clinics, Clerkships, and Externships) must comprise a minimum of 1820 hours. This hour requirement must be reflected in Typhon by the beginning of April of the last semester to be eligible for graduation.