UNIVERSITY OF SOUTH FLORIDA

Department of Communication Sciences and Disorders

**Guidelines for Third Year Clerkship Preceptors**

**1.** **Attendance**

Students register for 3 credit hours and are on site for a minimum of 16 hours per week for 12 to 14 weeks in fall and spring, and 10 to 12 weeks in summer. In fairness to the student attempting to meet ASHA/Graduation requirements, this must be enforced. If a student is sick or needs to miss for an excused absence (audiology conference, externship interview, or other approved absence) they are to notify both the clerkship preceptor and clerkship coordinator. Attendance is closely monitored and if students are missing clerkships regularly, please notify the clerkship coordinator. Students are expected to make arrangements to make-up any days missed due to absence. The contract/placement approval form must be met as agreed upon.

**2. Amount and Type of Supervision**

Supervision of the student must be appropriate to the student’s level of training, experience, and demonstrated competency. This supervision must ensure the welfare of the patient and the student in accordance with the ASHA Code of Ethics. Preceptors should provide direct observation and guidance to the student, as necessary. A person holding current Audiology licensure, preferably for two or more years, must provide supervision. A qualified preceptor must be on site **at all times** when a student is directly involved in any professional duty.

Students should log clinical experience hours into Typhon, the designated online tracking website on a weekly basis. Clinical practicum experience includes clinical and administrative activities directly related to patient care. Preceptors will be contacted via email with log in information as well as detailed instructions for how to approve and sign off on clinical hours.

**3. Level of Expectation**

The most valid predictor of the student’s later success seems to be the rapport established between the student and the preceptor. Discussions of techniques, strengths, weaknesses, and general professional relationships are necessary. **Please remember these are not trained professionals. They are students in training.** This clerkship is a vital component of their educational program. Your instruction and model are critical components of their professional development.

Please refer to the evaluation form for more information regarding level of expectation for clerkship students. If you are having any difficulties with students in terms of not meeting level of expectation or concerns about professionalism, please notify the clerkship coordinator. As the preceptor you are welcome to provide the student constructive feedback, however it is ultimately USF’s responsibility to manage our students in terms of meeting audiology competencies so please don’t hesitate to reach out if you feel we need to intervene.

**4. Evaluation of the Student**

The student should be evaluated twice during the term, using the University of South Florida Audiology Evaluation Form (this form was developed for use the Summer of 2016). This form should be completed at midterm (if necessary) and at the end of the term with the original Evaluation Form submitted to the USF Clerkship Coordinator at the end of the semester.

When completing the evaluation form please follow the directions on the instruction sheet. We ask that you evaluate students on both professionalism and clinical skills competencies. If you feel a particular competency is not something done in your clinic, then simply mark **X**. Students in the clerkship year should at a minimum have clinical skills that are present for all basic audiology competencies. Some competencies (counseling, vestibular testing and interpretation, cochlear implant programming) may just be emerging.

When evaluating the student, if they are meeting the competency at the expected level per the grading form, then they should be assigned a 4. However, if they are not meeting the expected level then please assign an appropriate numeric value. You **DO NOT** need to calculate a final grade, this will be done by the Clerkship Coordinator based on this evaluation form and additional requirements required by USF.

Review the Evaluation Form with the student at midterm, to enable him/her to correct any weaknesses. Both the student and preceptor must sign the form. The ultimate responsibility for assignment of the final grade is assumed by the Clerkship Coordinator. In order to meet USF Registrar’s deadlines, evaluation forms **must be received** by the Coordinator one week prior to the end of the term/during the last week of classes. Students are responsible for providing the due date to preceptors in advance.

1. **USF Support**

The Clerkship Coordinator serves as the liaison between the University and the clerkship placement. Please contact Dr. Devon Weist (813.974.9828 or dlweist@usf.edu) **immediately** if you have any questions or concerns.

1. **Tuition Waiver for Preceptor**

The University offers tuition waivers to Clerkship Preceptors who complete a minimum of 100 hours per semester totaling 300 cumulative hours of student supervision. It is imperative that the goldenrod form be completed accurately for each semester of supervision. Each preceptor is to print or type his/her name, social security #, agency name and address. List the names of each student supervised and the dates (month/year) of supervision. For “Hours of Supervision” put the total number of hours the student was at your site. If more than one preceptor is responsible for one student, decide which preceptor is to get the credit. You must have a total of 300 hours to get a fee waiver. The 100 hours per term may be accumulated over unlimited time. Return the form to Devon Weist, Clerkship Coordinator, Department of Communication Sciences and Disorders, PCD 1017, 4202 E. Fowler Avenue, Tampa, FL 33620-8100 at the end of each term.

**7. CEU Opportunities**

USF will periodically offer CEU opportunities to clerkship preceptors at a reduced cost or at no charge, when possible. The university hosts seminars and workshops featuring local and nationally known researchers in the field of audiology and speech/language pathology. Notification will be sent out via postal or electronic mail.

1. **COVID Considerations**

Should USF policies for students placed in clinics off-campus change at any time this semester you will be notified immediately. All students are required to complete daily “check-in” surveys for USF and should they become ill, feel symptomatic, or feel they have been exposed to COVID, they are to notify the clerkship coordinator and their preceptor to discuss how to proceed.

All students will adhere to USF and clerkship site policies for COVID safety measures. Students were provided clear masks and face shields; however they are aware if procedures at individuals clinics differ they should adhere to those specific policies.

Students were also counseled and encouraged to consider ethical healthcare provider practices in regard to minimizing public social interactions, wearing masks when in public, and avoiding risky situations (large group events or places were masks are not regularly worn such as public gyms). Should you have any concerns at any time with students not following these practices, please contact and discuss with the clerkship coordinator.

**IF YOU ARE UNABLE TO MEET ANY OF THE ABOVE REQUIREMENTS FOR ANY REASON, PLEASE LET US KNOW IMMEDIATELY.**

**USF Clerkship Contact:**

Devon Weist-Clerkship Coordinator

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