

Rules for Observation in the Clinic

1. Sign up for SLP observations in the back of the green notebook with the clinic schedule. One observer per session unless otherwise designated. If you are not going to observe at the scheduled time, remove your name from the sign-up sheet.
2. Only observe the session for which you have scheduled an observation. Watch the session from the observation room or on a monitor in a vacant room set up by the supervisor or program assistant.
3. Check the client cancellation list or check with the in the student room or check with the Clinic Program Assistant if the client and clinician are not in the therapy room at the scheduled time.
4. Quiet in the observation rooms. Only quiet whispering when absolutely necessary.
5. Comply with HIPAA and respect client privacy:
 - a. Maintain confidentiality by speaking about clients in private.
 - b. Do not remove files from the clinic.
 - c. Do not Xerox/reproduce any part of the files.
 - d. Do not transmit client information electronically with identifying information.
 - e. Do not use electronic devices to make photographs or recordings in the clinic.
 - f. Do not use social media sites to discuss or comment on professional activities.
6. No cell phones in use in the clinic or observation rooms.
7. Be courteous to clinicians, mentor, clients, supervisors, and parents/caregivers.

8. Conduct yourself in a professional manner and be respectful of cultural differences.
9. No food or beverages in the clinic.
10. Wear conservative, professional attire and close-toe shoes (no shorts, jeans, Capri pants, sleeveless tops, bare midriff, T-shirts, sandals, or flip-flops).
11. You may request the Tx plan for the session via e-mail. Provide the clinician and supervisor two to three days notice of the request. Names of clinicians and e-mail addresses are posted in the back of the notebook.
12. Ask permission of the supervisor before entering the session of any client.
13. Let the parent/client know that you are an *observer*. DO NOT make comments about what you are observing. DO NOT try to answer questions. Refer any questions or comments to the graduate clinician and supervisor.
14. Replace headphones to the hook in observation room and turn down the volume on the speaker when the observation is finished.
15. Ask questions of the supervisor and clinician to learn more about the therapy and diagnostic process.
16. Ask the supervisor to sign your observation log after the session is over. Do not be surprised if they ask you questions about the session. Supervisor will typically be in the PCD 2008.