



**Department of Communications Sciences and Disorders**

**Speech-Language Pathology**

**Clinical Policies and Procedures Handbook**

**Suncoast Distance Master's Program**

**Fall Semester 2023 - Summer Semester 2024**

**Revised 08/16/2023**

*Note: USF Graduate School provides a [2023-2024 graduate catalog](#) online and all students are expected to adhere to those policies. Policies and procedures described in this Speech Clinic Handbook and specific to the SLP Clinical training program are in addition to the Graduate School requirements.*

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## INTRODUCTION

The speech-language pathology practicum assignments are an essential educational component of the graduate program. This portion of the Student Handbook is designed to acquaint Suncoast students with policies and procedures specific to the practica and externship of the Suncoast Distance Program. It will serve as a reference throughout the clinical experience. The ASHA Code of Ethics serves as the foundation for this information. ASHA Code of Ethics is designed to provide guidance to members, certified individuals, and applicants as they make professional decisions. This **SLP Graduate Student Clinical Handbook** is a guide for policies, procedures and ethical conduct expected throughout your Graduate School career and beyond, with the ASHA Code of Ethics principles as a governing guide. In addition, USF Speech-Language-Hearing Clinic upholds all staff, clinicians and students to a high standard of professionalism.

As stated via Principle of Ethics I, *Code of Ethics (asha.org)*: Individuals shall honor their responsibility to hold paramount the welfare of persons they serve professionally or who are participants in research and scholarly activities.

As stated via Principle of Ethics II, *Code of Ethics (asha.org)*: Individuals shall honor their responsibility to achieve and maintain the highest level of professional competence and performance.

As stated via Principle of Ethics III, *Code of Ethics (asha.org)*: In their professional role, individuals shall act with honesty and integrity when engaging with the public and shall provide accurate information involving any aspect of the professions.

As stated via Principle of Ethics IV, *Code of Ethics (asha.org)*: Individuals shall uphold the dignity and autonomy of the professions, maintain collaborate and harmonious interprofessional and intraprofessional relationships, and accept the professions' self-imposed standards.

### **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 collecting clinical hours in the school district are required to follow the school district's Federal Education Right to Privacy Act (FERPA) guidelines regarding confidentiality. They are also 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 use, storage and/or electronic transmission 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 client/patient is deemed a "covered entity" and is subject to HIPAA. An entity or device 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, along with the information itself.

During the Practicum Prep course (Fall First Year) students must read the Suncoast Clinical Handbook and make a passing grade on the handbook quiz before obtaining clinical clock hours in Practicum. Follow all instructions and deadlines designated by the Clinic Director and Clinical Instructors (supervisors) assigned to your Practicum.

### **Sensitive Material**

**All reports generated as part of the practicum experience will contain no confidential information that could identify the student, including correct name, address, etc.**

Sensitive information will include but will not be limited to **information that could be considered social in nature with an attached social stigma, to include:**

- Family history of mental illness, substance abuse, suicide or suicidal intent.
- Marital discord or marital problems.
- Information about the behavior or personality of another family member not provided by that person (e.g., a mother describing her ex-husband as violent or abusive).

This information should be included in a report only if its inclusion is relevant to the diagnosis. For example, if a child is being evaluated for a communication problem, family history of speech problems, hearing problems, learning disabilities, and mental handicapping conditions are important in making the diagnosis of a communication disorder. The source of this information must always be specified (e.g., According to the mother...). Chatty details and subjective, value-laden interpretations are to be avoided.

Financial information should almost always be excluded from a report unless it is directly relevant to the diagnosis (e.g., financial problems causing the parents to be unable to obtain medical care or a child's reaction to severe financial problems causing a communication disorder).

### **Recording Clients/Patients**

During the semester, students may be required to record and document sessions. The clinical supervisor and the student clinician will identify the method of recording/documenting to be utilized. The clinician must review the client's file to assure that the release form has been read and signed by the client or caregiver. Typical sessions recorded/documentated include, but are not limited to: evaluations, initial measures for treatment, therapy sessions, therapeutic procedures, final measures and client conferences during each semester in a clinical assignment. If the method of recording includes the use of video or audio recordings, the clinician may be required to provide the video and audio recordings to be used during recording. **Under no circumstances will a student clinician retain recorded documentation or review recorded documentation with anyone other than the supervisor or individual(s) approved by the supervisor.** This also applies to video and audio recordings.

**Any recordings are not to be removed from the school site without consent of the site instructor and USF instructor and should be stored in a secure location. All recordings must be given to the site supervisor at the end of the semester or following an evaluation.**

### **Managing Drafts of Reports and Working File Documentation**

All drafts of reports in progress and all documentation stored in the working file must not include identifying information. A code will be developed in consultation with the supervisor and will be recorded on any documentation which is transmitted, stored via any source outside of the Department and stored in the working file.

## DOCUMENTATION OF CLINICAL REQUIREMENTS AND EXPERIENCES

ASHA Code of Ethics is designed to provide guidance to members, certified individuals, and applicants as they make professional decisions. Individuals shall honor and abide by the ASHA Code of Ethics as affirmative obligations under all conditions of applicable professional activity.

### Calipso

The Department will refer students to a specified, professional document storage platform (i.e., Calipso) to electronically manage and store all pre-clinic documentation and certifications including, but not limited to:

- BLS/CPR certification
- Immunization record
- Professional liability/malpractice insurance
- HIPAA training certificate
- Observation hours' records

Thus, a centralized, electronic storage mechanism for critical professional documents may be easily accessed as needed. Students are responsible for updating and maintaining documentation required for participation in clinic at the USF Speech-Language-Hearing Clinic (USF SLHC) and in externship placements. **Students are also responsible for any associated costs. Students are advised to keep an independent record/copy of these documents.**

Prior to beginning the program, you will receive an email with a PIN to create an account in Calipso. Please contact the Clinic Director if you need a new PIN.

## PREREQUISITES FOR PRACTICUM ENROLLMENT

### Speech-Hearing Screening

Each student in the Department must have a speech and hearing proficiency check **prior to enrollment in a clinical practicum and/or participation in direct patient care**. This screening must be completed during the first semester of enrollment as a graduate student (typically completed during orientation). Any student who fails the speech or hearing screening will have to have their site mentor conduct a second screening during the first semester of their graduate program. Results should be placed in the student's digital folder in BOX. If any area is identified as needing intervention, resources and recommendations will be provided. Please see **Addendum A**.

### Level 2 (Live Scan) Background Check, Observation Hours, HIV Course Certification, HIPAA Training, and BLS (CPR) Certification Requirements

Background Check: Because clinicians work with vulnerable populations, all students must complete a Level 2 background check following the instructions provided by the Department for completion and documentation. **Students will need to complete a Level II (Live Scan) Background Check during their first semester of the graduate program while enrolled in their Practicum Prep course**. Please see **Addendum B**. Also, when applying for off-campus externships, a professional license and/or teaching certificate, clinicians are often asked to disclose information about any existing criminal records. Medical settings, school districts and health care boards have the right to know about any arrests, pleas of nolo contendere, adjudications withheld, or convictions that applicants may have sustained. When applying for professional licensure and certificates after graduation, applicants will be required to supply this information to the health care board. **Students are responsible for any costs associated with the background check process**.

Basic Life Support (BLS)/Cardio Pulmonary Resuscitation (CPR): All students must have documentation of a training course - in basic life support (BLS) for infants, children, and adults, and a course related to HIV and Bloodborne Pathogens. The 1-hour course can be found at: <https://www.consultantsforthefuture.com/> . The BLS certification must be current during the summer of the second year (Lakeland Regional Rotation or Externship) and during summer of the third year (Externship placement). Students are highly encouraged to maintain their BLS certification throughout the duration of the program. Students are responsible for any costs associated with these. Current proof of certification must be uploaded to Typhon.

HIPAA Training: Students must complete the self-study program designated by the Department and must upload a copy of the certificate of completion to their personal account on Typhon in order to initiate clinical assignments. All Suncoast graduate students enrolled in the program are required to have completed and to maintain a current HIPAA training certification which is provided through an online training. Go to: <https://www.csudh.edu/son/info/hipaa-precautions/>, click and read "Health Insurance Portability and Accountability (HIPAA) Education (PDF)". Click and take "HIPAA Test". Follow all instructions and deadlines designated by the Suncoast Program Director and Suncoast Instructors.

Professional Liability/Malpractice Insurance: USF Self-Insurance now covers all CBCS students for professional liability insurance, including all CSD graduate students both in the university clinic and in outside settings such as externship, advanced practicum clerkship, etc. Given the cost of equipment and to ensure coverage in all circumstances, **we require students carry their own professional liability insurance (\$1,000,000 per occurrence/\$3,000,000 aggregate coverage) when obtaining clinical hours outside their school setting.** The preferred vendor is Healthcare Providers Service Organization (HPSO). To begin the process, go to: [www.hpso.com](http://www.hpso.com) **Students are responsible for all associated costs.** The insurance covers malpractice, designated damages and injury to client/patients for which the student clinician may be liable. Many externship sites will also require professional liability insurance.

Observation Hours: All students should have documentation of a minimum of 25 hours of observation **experience upon entering the program and no later than the end of the first semester (Fall Semester).** Students are responsible for uploading the hours into Calipso and to their personal Box folder during the first few weeks of the program, as directed by the Clinical Instructors. Documentation must be in the form of an observation log or letter, on letter head, from the program confirming the observation hours. Documentation must be an **original, not a photo copy**, with the name and ASHA number of the person who guided the observation hours. If the observation hours have not been completed prior to entering the graduate program, students are responsible for completing the hours by the end of the first semester of the program of study. If the student requires additional observation hours, they may contact the Suncoast Program Director and be given an alternative option to use the Master Clinician Network (<http://www.masterclinician.org>). **Students are responsible for all costs associated with subscription to this site.**

NOTE: If the observation hours were completed via Master Clinician with the USF Speech-Language Clinic Director, please print a Master Clinician report detailing 25.0+ completed and approved guided observation hours and collect the Suncoast Program Director's or Clinical Instructor's signature of approval to certify the guided observation hours. Upon completion of collecting signature on those guided observation hours, upload the form to Calipso.

If the observation hours have NOT been completed prior to entering the graduate program, contact the Suncoast Program Director.

See **Addendum C** for a log to record observation hours. Instructions for completing observation logs can be found in **Addendum D. At least the minimum of 25 hours of observation must be completed by the end of the first month of the first semester of the masters program.**

### **Practicum III/Externship Requirements**

During Practicum II, students will receive additional information regarding requirements and documentation needed prior to Practicum III on Lakeland Regional Hospital Campus or at an Externship site.

Students should be aware that additional background checks, immunizations, certifications/training and other site requirements will be necessary for some externship placements and Practicum III at



Lakeland Regional Hospital. These requirements will be posted on Canvas during your Practicum II course. These requirements are set by the externship sites and compliance is mandatory. Expenses related to completing site requirements are the responsibility of the students.

The Department of Communication Sciences & Disorders cannot guarantee a placement for externships or eligibility for professional licenses and certificates following graduation. Students may contact the Florida Department of Health, Board of Speech-Language Pathology and Audiology and the Education Standards Commission of the Florida Department of Education for additional information. In addition, the Department of Communication Sciences & Disorders cannot guarantee that the states with which Florida has reciprocity will issue a professional license or teaching certificate. Students are advised to contact the district(s) and state(s) in which they wish to seek future employment as a speech-language pathologist to investigate their respective personnel hiring procedures.

## **CLINICAL CONDUCT**

### **Consequences of Misconduct**

The following subsections of Clinical Conduct outline clinical conduct expectations of students. Should a student violate these expectations and/or demonstrate misconduct, the Clinical Instructor of record will report the misconduct to the Suncoast Program Director who will confer with the Chair. Any violation or misconduct could result in immediate dismissal from a clinical placement and impact academic standings in the Suncoast Master's Speech-Language Pathology clinical program.

### **Code of Ethics**

Students in Speech-Language Pathology are regarded as professionals and are expected to adhere to the ASHA Code of Ethics (<http://www.asha.org/Code-of-Ethics/>). During their first semester, students will be required to sign a statement confirming their knowledge of the Code and their agreement to adhere to the Code (see Addendum E). Further, students are expected to review the Code of Ethics at the onset of each new clinical rotation or semester and/or when working with a novel patient population.

### **Professionalism and Cultural Sensitivity**

The academic and clinical faculty members of the USF Speech-Language Hearing Clinic and the Department of Communication Sciences and Disorders value and maintain high expectations of the utmost professionalism including student demonstration of consistent, professional behavior.

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 school district in which they work. Student clinicians should remember they are practicing under the licenses of the speech-language pathology supervisors and clinical supervisors. That relationship may result in supervisors being particularly exacting in their requirements for completion of documentation and performance of clinical duties. When in the on-campus clinic, academic environments, and community-based settings, students must comply with all policies and procedures associated with USF clinical assignments and academic contexts; therefore, attire and behavior should reflect professionalism. Students are also expected to comply with the policies associated with sites

external to USF (e.g., externship sites). Adherence to professional expectations will be taken into consideration when calculating individual student grades on assignments or assessments as well as the overall course grade. Students will sign a professionalism contract in their first semester enrolled in the program (see [Addendum F](#)) and may be asked to review and sign it again in the second year of the program.

The use of non-sexist, person-first and professional language is expected in written assignments and in class discussion. Guidelines are available in the Publication Manual of the American Psychological Association (APA).

## Attendance

If for any reason you cannot attend a class or practicum/externship session(s) due to illness, emergency, or other extenuating circumstances, notify your professor, supervisor(s) and/or your school as soon as possible. **Written verification** of the reason for the absence may be requested. **Absences are not excused unless they are specifically acknowledged by the respective professor/supervisor on a case-by-case basis. In the case of an illness that prevents attendance for clinical assignments, a note from your physician must be submitted to your supervisor(s).**

Absence(s) Due to Medical Reasons: Student absence due to medical reasons (yours or your immediate family's) on a clinical day, or a day that an assignment, is due requires notification provided to your Professor/Site Supervisor prior to class/session. Written verification of the reason for the absence may be requested. If written verification is requested the documentation must be on physician letterhead or prescription paper and should include a "fit to perform clinical duties" statement before the student is allowed to return to clinical/academic assignment activities.

Absence(s) Due to Religious Observances: Students are expected to notify their Professors/ Site Supervisors at the beginning of each academic term if they intend to be absent for a class or announced examination due to a religious observance

Refer to the syllabus for procedures specifically designed for each clinical practicum.

*Note: Student clinicians are required to attend a minimum of 80% of completed client/patient sessions to demonstrate competencies for KASA standards, and thus receive a passing grade for each semester. If a student does not meet this minimum, an "I" grade (i.e., Incomplete) will be assigned pending completion of makeup sessions. Any exceptions to this policy must be approved by the Clinic Director and SLP Program Director.*

## Dress Code

As students are working in a professional educational setting, they are expected to behave professionally and to dress professionally, following guidelines set forth by their school district.

If students are ever on the second floor of the Tampa Campus where the Speech and Language Clinic is located, you are required to wear approved attire during participation in any clinical activities in the clinic and at off-campus assignments.

When on clinic floors (1<sup>st</sup> and 2<sup>nd</sup> floors) of the Tampa campus, students must dress appropriately during clinic hours as this is a professional environment and attire during clinical hours should reflect professionalism. Questions regarding dress should be directed to the clinical supervisor.

Scrubs and student badges are mandatory for students in the clinical program. Students are responsible for any costs associated with compliance with the dress code. Students must wear the approved scrub tops AND bottoms. Supervisors will indicate if there are practicum activities when scrubs will not be worn. The following guidelines must be followed.

### **Mandatory Scrubs for Lakeland Regional Hospital Campus (Practicum III and/or Externship)**

The following is a list of the approved Cherokee and Greys Anatomy scrubs sold through **Discount Uniform** in University Plaza on Bruce B Downs/Fletcher in the Target shopping center. Students will receive a 10% discount (be prepared to show your student ID). The approved tops must have a USF Speech-Language Pathology logo monogrammed on them (inform the staff at Discount Uniform that you are with the USF Speech-Language Clinic and they will choose the monogram logo they have on file). Colors may NOT be mixed and matched. Pants (bottoms) can be ordered Petite, Regular, or Tall.

*Approved Colors:* Hunter (both brands) and khaki (Cherokee only)

<u>Cherokee Brand Tops</u>	<u>Cherokee Brand Pants</u>
Item CK4700	Item CK4200
Item CK610	Item CK110
Item CK620	Item CK120
Item CK4777 (men's)	Item CK4000 (men's)
Item CK670 (men's)	Item CK140
(men's) Item CK690 (men's)	

  

<u>Grey's Anatomy Tops</u>	<u>Grey's Anatomy Pants</u>
Item GA4153	Item GA4232
Item GRS079 (men's)	Item
GA558 Item GA091 (men's)	

\*Note: Men's Grey's Anatomy not available in store, can be ordered.

Shoes: Due to the fast-paced nature of healthcare, it is important to wear shoes that are in good condition (e.g., NO visual wear and tear or holes). They must be clean, soft-soled, closed toe flat shoes. If a clinician is unable to wear flat shoes due to a medical condition, please provide the Practicum Instructor with written doctor's clearance for alternate footwear. Backless shoes are not to be worn. **Color choices for shoes should coordinate with your scrubs. CLEAN ATHLETIC SHOES ARE APPROVED FOR CLINIC.**

Hose/socks: Must be worn at all times during off campus placements or when providing any clinical services on the Tampa Campus. Hose and socks should complement the colors of your uniform.

For warmth: Student clinicians may wear a short-sleeved or long-sleeved shirt under scrub tops and/or a solid colored cardigan or scrub jacket over the scrub top. **Color choices for shirts include**: black, white, dark brown, khaki, green or other color that compliments the color of the uniform. **Hooded jackets and hooded sweaters are NOT** to be worn with your scrubs. Matching scrub jackets can be purchased but are not mandatory. Cardigans or light jackets without hoods are permitted. Any sweaters/jackets worn off campus or on campus should be fitting and not pose a hazard while working with clients and/or equipment. **Lab coats are NOT part of the student clinician uniform. Students are responsible for making sure the uniform tops and bottoms do not leave skin exposed (e.g., cleavage, tops of undergarments at the waist, etc.).**

Headwear: Student clinicians may wear headwear that is required for religious reasons.

Personal Hygiene: Student clinicians are expected to maintain good personal hygiene, including hair that is tidy and clean. Hair longer than shoulder length must to be pulled back into a single ponytail or secured neatly in a style that keeps hair from falling onto the face. A variety of hairstyles are permitted, provided student and client safety is ensured, and the style is not a distraction during clinical activities.

Jewelry and body adornment: Piercing to the ears only is preferred during clinical activities. Piercings to articulators (e.g., lips, tongue studs) or other facial areas that interfere with clinical services are NOT allowed during clinic activities. For safety purposes and to reduce client distractions, jewelry should be minimal and/or not too large (e.g., large hoop earrings that may be pulled, multiple bracelets that may clang on a table). **Clinical Supervisors reserve the right to request that students remove piercings or jewelry, or to cover tattoos. This includes student pictures on Microsoft Teams, our telehealth platform.**

Fragrances, make-up, and nails: Due to client allergies and sensitivities, perfumes/colognes and fragrances are NOT permitted. Make-up should be understated. Nails should be kept clean and short to allow for adequate hand hygiene and use of gloves without tearing. Nail polish is permitted if properly maintained (i.e., not chipped). **Determination of excessive make-up, nail appearance, and/or adornments will be made at the discretion of the Clinical Supervisor and/or USF Suncoast Practicum Coordinator.**

*Students who do not comply with the Dress Code Policy may be asked to leave clinic until these concerns are addressed, and any violations will be reflected in professionalism grades.*

### **Cell Phones/Smart Phones**

Cell phones may be used as timing devices to track time during the sessions, but may NOT be used for texting, photos/videos or phone calls when completing a clinical assignment. The only exception is when the approved treatment plan for the client specifies therapeutic use of phones. Student clinicians are not to make or take personal phone calls or text messages during treatment sessions.

### **Student Name Changes**

For registration, record keeping, and compliance purposes, students need to inform their Clinical Supervisor, the USF Program Director and Practicum Coordinator of any name changes as quickly as possible. Not doing so can have implications for registration, Canvas access, email, etc.

### **Student Accommodations**

Students are encouraged to request and address accommodations through the Student Accessibility Services (SAS) office before the start of the semester. Students should also note that they must notify their SAS contact that they are in a clinical program as clinic and academic accommodations differ.

### **Student Learning Outcomes for Clinical Practica**

#### KASA knowledge and skills areas (2020 standards):

The student will demonstrate at least minimal competence in KASA knowledge and skill areas (2020 Standards IV E, H; V A, B, C, D, E, F). The student will complete the minimum requirement of 400 clock hours of supervised clinical experience in the practice of speech-language pathology including 25 hours in guided clinical observation and 375 hours in direct client/patient contact by the end of the program of study (Standard V-C).

Up to 20% (i.e., 75 hours) of direct contact hours may be obtained through Clinical Simulation (CS) methods. Only the time spent in active engagement with CS may be counted. CS may include the use of standardized patients and simulation technologies (e.g., standardized patients, virtual patients, digitized mannequins, immersive reality, task trainers, computer-based interactive). Debriefing activities may not be included as clinical clock hours.

### **Procedure Changes**

*Procedures for each practicum are subject to change for a variety of reasons including availability and presenting diagnosis of clients as well as natural disasters and local and global pandemics. Please refer to the most current syllabus for each practicum for details.*

## EVALUATION OF STUDENTS AND PRACTICUM EXPERIENCES

### Grades

Grades are based upon demonstration of minimal or better competence on the ASHA KASA standards as well as additional oral and written work. See each course syllabus for specifics regarding how the final grade is computed. Opportunities for intervention may be provided if needed during the semester if competence is not demonstrated by midterm. The evaluation of students incorporates the numeric grade and the successful demonstration of KASA competencies when assigning a final letter grade. **Students must meet KASA competencies to earn a passing grade. Regardless of the numeric grade, if a student has not demonstrated at least minimal competence for the targeted KASA standards (including a period of intervention or a decline in performance after the midterm evaluation), a grade of C or lower will be assigned as the final grade. Students must meet SLP Standards to earn a passing grade.** Grades of C or lower will require that the course be repeated, and could result in academic probation or dismissal from the program (see the 2 C rule, section E).

Any grade less than a B- is considered unsuccessful completion of the practicum and demonstration of lack of clinical competence, therefore clock hours will not be awarded. Students who earn a C+ or lower must repeat the practicum. Upon successful completion, some clock hours from the initial experience may be awarded at the discretion of the supervisor in consultation with the Suncoast Director. Failure to complete a practicum successfully will likely result in a delay in further practicum assignments. The student must meet with the Suncoast Program Director to reschedule all remaining practica. Grades are typically not rounded up. See the syllabus for specific information about the grading scale for each practicum.

### Incompletes

A grade of incomplete can only be assigned if the criteria established by USF have been met. An incomplete in a practicum must be resolved to the satisfaction of the clinical instructor(s) on site and the USF clinical instructor assigned to the practicum or the student may not be eligible for subsequent practica. A contract following the terms designated by the University and outlining the time-frame and terms of completion of a grade of "Incomplete" must be developed by the supervisor and student, in consultation with the Suncoast Program Director. The contract must follow the guidelines established by USF. Clock hours will not be awarded until successful completion of the practicum assignment according to the terms of the contract.

### Evaluations

Students are evaluated by both their on-site public school supervisor and the USF instructor assigned to the practicum. Students will receive oral feedback and written feedback from both instructors during the semester following on-site and/or online observations of performance. This feedback in addition to the students' clinical discussions and interactions with the supervisors, will be used to evaluate performance. Students receive a midterm and final evaluation in all clinical practica. Student success is a priority for the program, so students' performance may be evaluated and discussed by the on-site public school supervisor, the USF instructor assigned to the field supervision, and the Suncoast Program Director to facilitate the learning experience and to provide feedback, constructive suggestions, and additional support. The evaluation will be completed on the

SLP Clinical Grading Form. See **Addendum G**. A detailed explanation of each category is included on the SLP Clinical Grading Form.

### **Clinical Intervention Program Suncoast**

**Purpose:** To provide extra clinical supervisory support to those students identified by their on-site public-school supervisors or clinical practica instructors as needing extra assistance.

**Criteria for initiating a CIP:** include, but may not be limited to: A score less than 3.1 (below a grade of B-) in any of the 5 skill areas assessed (INTERACTION AND PERSONAL QUALITIES, ADMINISTRATIVE/WRITING FUNCTIONS, EVALUATION, INTERVENTION, ETHICAL CONDUCT/CLINICAL PROBLEM- SOLVING).

**Procedures:** Initial identification of an at-risk student should occur and be officially documented by midterm evaluation week.

The on-site public-school supervisor/mentor of the student who requires the CIP will contact the USF Practicum Coordinator by midterm evaluation time to discuss student progress and initiate procedures for a CIP, if needed.

- The clinician will be notified in writing, via the Clinical Intervention Form (CIF) by the on-site public-school supervisor and USF Practicum Coordinator. The CIF indicates the primary clinical areas (Interaction and Personal Qualities, Administrative/Written Documentation, Evaluation, Intervention, and/or Ethical Conduct/Problem Solving) noted on the SLP Grading Form at midterm, in which the student is not succeeding and requires additional support and that a Clinical Intervention Plan is necessary. The clinician and supervisors are required to sign and date the CIF.
- The date indicated on the CIF becomes the official **start date** for any CIP.
- A copy of the CIF will be forwarded to the USF Clinic Director and the Suncoast Program Director. The USF Clinic Director will determine, at her discretion, whether to attend the Clinical Intervention Plan (CIP) Conference to establish the criteria for successful completion. The CIP Supervisors and/or the student may also ask the Suncoast Program Director to attend the meeting.
- An individualized Clinical Intervention Plan (CIP) Conference will be scheduled to establish the CIP criteria. The criteria for a CIP must include the following, but may not be limited to:
  - Specific skill areas targeted for intervention, e.g., Dx or Tx.
  - Documented specific competencies to be developed within each skill area.
  - Cooperative development of specifically targeted competencies.
- Documentation of whether or not the criteria for each competency was met, utilizing the CIP coding system (see CIP legend) by the CIP Supervisor (**See Addendum H**).

**Criteria for Completion of a CIP:** Completed criteria must reflect a + (met criterion) each competency goal and competency rating of greater than or equal to 3.1 (B-) in each of the applicable areas. Any student failing to meet this criterion may:

- Receive a grade of "C" or lower in the designated practicum.
- Be required to repeat the designated practicum.

- Be counseled by the CIP Supervisors, Center Director, and/or the appropriate Suncoast Director, regarding future options.

### **Failing Student Policy**

If a student earns a “C” or less in a practicum, the student must repeat the practicum. If the student cannot complete the second attempt of the practicum successfully, it will be considered the student’s 2<sup>nd</sup> “C” and the student will be dismissed from the program.

### **Required interim intervention.**

- Intervention will be offered as a practicum section (1 credit hour) and should be taken during a semester prior to externship or off campus practicum.
- The student may be allowed to take the next scheduled practicum if deemed appropriate by the Suncoast Program Director.
- If intervention is not completed successfully, then this will be considered the student’s 2<sup>nd</sup> “C” and the student will be dismissed from the program. Under no circumstance should a practicum be split into two semesters.
- ASHA clock hours should **normally** be awarded ONLY for the semester in which the student completes the practicum with a passing grade successfully passes the CIP.
- Areas that are not passed with a “B-” or better would not be considered areas of competence.

## **DOCUMENTATION OF CLINICAL EXPERIENCES**

### **Student Information Sheet**

Prior to beginning any clinical practicum, students must have a current Student Information Sheet on file in their digital student folder on BOX. If there are any changes in school placement or on-site public-school supervisor assignment students are required to complete and submit a new Student Information Sheet (**Addendum I**).

### **Documentation of Clinical Experiences and Clock Hours**

Emphasis should be upon obtaining minimal knowledge and skills (KASA) standards across the age span (Preschool, School-Age, Adult, and Geriatric) and across the nine ASHA areas, including language, articulation, fluency, swallowing, modalities, hearing (aural rehabilitation), social, and voice. There is no minimum number of hours in each of the areas, but students should work with the supervisors to schedule therapy so that they obtain hours in as many areas as possible during each practicum. Students may receive credit for any intervention sessions that are supervised 25% of the time and for any diagnostic sessions that are supervised 50% of the time when supervised in person and all teletherapy sessions must be supervised 100% of the time the student is counting toward clinical clock hours. Student Learning Outcomes for Clinical Practica

KASA knowledge and skills areas (2014 & 2020 Revisions): The student will demonstrate at least minimal competence in KASA knowledge and skill areas (2014 Standards IV E, H; V A, B, C, D, E, F). The student will complete the minimum requirement of 400 clock hours of supervised clinical experience in the practice of speech-language pathology including 25 hours in guided clinical observation and 375 hours in direct client/patient contact by the end of the program of study (Standard V-C). It is the sole responsibility of the student to obtain the required documentation of clinical hours and supervision.



**Revision 2: Implementation Language to Standard V-C (additions to paragraph 2) – Acceptance of Alternative Clinical Education for up to 20% (75 hours) of direct client/patient hours:** Up to 20% (i.e., 75 hours) of direct contact hours may be obtained through alternative clinical education (ACE) methods. Only the time spent in active engagement with the ACE may be counted. ACE may include the use of standardized patients and simulation technologies (e.g., standardized patients, virtual patients, digitized mannequins, immersive reality, task trainers, computer-based interactive). Debriefing activities may not be included in the total time earned; however, pre-briefing and de-briefing should occur as part of the clinical learning experience.

**Procedures for each practicum are subject to change for a variety of reasons including availability and presenting diagnosis of clients as well as natural disasters and local and global pandemics. Please refer to the most current syllabus for each practicum for details.**

At the end of each semester of school-based clinical experience, students are responsible for reviewing the contact minutes with the Practicum Instructor, as recorded throughout the semester on Calipso. Calipso instructions will be provided by the Practicum Instructor. **Report clock minutes in actual time, NOT rounding to the nearest quarter hour.** The School Site Supervisor will review and approve the documented minutes student throughout the semester. The Practicum Instructor will review the electronic entries during the check-out meeting with the student.

Off-site rotations: For off-campus placements such as Lakeland Regional Hospital and Externships, students are responsible for recording the minutes in Calipso and having the on site supervisor approve the entries. At Externship check out, the Externship Coordinator or Clinic Director will review the electronic documentation.

Students might be asked to complete a survey/evaluation of their off-site clinical site at the end of the semester. This is helpful feedback for the program for future semesters and is designed as a method of collecting information for the purposes of Quality Improvement. The information is kept secure and will be used to improve policies, procedures, and processes.

USF must also have copies of proof of the supervisor's ASHA verification on file. Verification can be obtained at: <https://www.asha.org/eweb/ashadynamicpage.aspx?webcode=ccchome> . This documentation must be complete and in the student's USF digital BOX file in order to complete the degree and graduate.

### **State Licensure Requirements (Specific to Florida)**

**The Department of Communication Sciences & Disorders cannot guarantee eligibility for professional licenses and certificates following graduation.** Students may contact the Florida Department of Health, Board of Speech-Language Pathology and Audiology and the Education Standards Commission of the Florida Department of Education for additional information. In addition, the Department of Communication Sciences & Disorders cannot guarantee that the states with which Florida has reciprocity will issue a professional license or teaching certificate. **Students are advised to contact the district(s) and state(s) in which they wish to seek future employment as a speech-language pathologist to investigate their respective personnel hiring procedures.**

## CLINICAL SUPERVISION

The minimum percent of direct supervision required by USF CSD is 25% for treatment and 50% for diagnostics when supervising in person and 100% when supervising teletherapy. The level of supervision is commensurate with the student's abilities and experience. The supervisor will adjust the level needed as the semester progresses for each practicum. Supervisors and students are jointly responsible for compliance with this requirement.

On-site public-school supervisors use a variety of observation summaries/checklists to provide feedback on clinical sessions. Please check with individual supervisors to review comments and suggestions. Timely implementation of supervisory feedback is critical to the student's professional growth and development.

## ASHA/USF CLINICAL REQUIREMENTS FOR SLP

Up to 50 clock hours at the undergraduate level **may be** applied toward the minimum of 400 clock hours required by ASHA. A minimum of 375 clock hours in the major area must be in direct client/patient contact and 25 hours in clinical observation. The number of hours accepted by the Department will be determined by the Suncoast Program Director. The Suncoast Master's Program students should request a review of undergraduate hours with the Program Director. For students who have no previous clinical clock hours, the following practicums will be required:

### Practicum Assignments in Speech-Language Pathology

Semester	Practica	Total hours to be collected (minimums)	Hours type (direct/ACE/Simucase)	# Simucase total	Credit hours
Fall, Year 1	Practicum Prep	45	<b>30 hours direct</b> (dx, tx) 15 hours of Simucase	15	2
Spring, Year 1	Practicum 1	60	10 hours of Simucase/ACE <b>50+ hours of direct</b> (Dx/Tx)	10	3
Summer, Year 1	N/A	0*	*Permitted to collect as possible	0	0
Fall, Year 2	Practicum 2	60	10 hours of Simucase/ACE <b>50+ hours of direct</b> (Dx/Tx)	10	3
Spring, Year 2	N/A	0*	*Permitted to collect as possible	0	0
Summer, Year 2	Externship 1/ Practicum 3	55	<b>50+ hours direct</b> 5 hours ACE/Simucase	5	5

Fall, Year 3	Practicum 4	55	5 hours of Simucase/ACE <b>50+ hours of direct (Dx/Tx)</b>	5	3
Spring, Year 3	Practicum 5	55	5 hours of Simucase/ACE <b>50+ hours of direct (Dx/Tx)</b>	5	3
Summer, Year 3	Externship 2	70	<b>70+ direct</b>	0	5
	<b>TOTAL:</b>	<b>400</b>		<b>50</b>	
	<b>Plus 25 observation</b>	<b>425</b>			

### Overview of Clinical Rotations

Year, Semester within the Program		Practicum	Experience Level	Notes
1	Fall	Practicum Preparation	Beginner	Some clinical clock hours collected; Simucase required
1	Spring	Practicum 1: School-based site, pediatric	Beginner	Collect clinical clock hours; Simucase required
2	Fall	Practicum 2: School-based site, pediatric	Intermediate by midterm	Collect clinical clock hours, ; Simucase required
2	Summer	Practicum 3: adult/geriatric	Beginner	First medical, adult/geriatric experiences
3	Fall	Practicum 4: School-based site, pediatric	Intermediate	Collect clinical clock hours; ACE in adult, geriatric provided
3	Spring	Practicum 5: School-based site, pediatric	Advanced	Collect clinical clock hours; ACE in adult, geriatric provided
3	Summer	Externship	Advanced	Collect Clinical clock hours

Note: Students will utilize Simucase during practica in the first and second years at minimum. Students will purchase Simucase annual membership (\$99 per year) at <https://www.simucase.com/pricing>.

#### Practicum III on-site at Lakeland Regional Hospital, Lakeland, Florida or at a local Externship Site.

Students will be required to complete one clinical practicum at Lakeland Regional Hospital in Lakeland, Florida, or at a local externship site during the second summer of their program of studies. If assigned to Lakeland Regional Hospital, students will have to be on site one to two days a week for a six-week period and make arrangements for housing during that time. Students will also be required to schedule an exit meeting with their supervisor(s) after completion of the practicum. This clinical practicum will provide students the opportunity to complete a minimum of 50 clock hours

working with adults with communication disorders. It will allow the Lakeland Regional supervisors to determine if students have met the minimal competencies for working with this population prior to completing their last practicum at an externship site outside of the school system. See **Addendums L-O** for information regarding Lakeland placement. If assigned to an externship site, students will be expected to obtain a minimum of 50 hours during that practicum.

**Procedures for each practicum are subject to change for a variety of reasons including availability and presenting diagnoses of clients. Please refer to the most current syllabus for each practicum to ensure that procedures are being followed.**

### **Practicum Meetings**

Practicum meetings may be held via Microsoft Teams. Microsoft Teams meeting notices will be sent to students before classes begin. The Canvas site also provides students with video and audio lectures on various topics relative to the practicum.

Students must have regular access to a *reliable* Internet connection, one that is capable of uploading and downloading documents without timing out or crashing their computer. Students will need a USF NetID for access to Canvas.

### **Canvas Resources:**

The following resources show you how to use the features in Canvas. You will find information about how to navigate your course, submit your assignments, access the course content, work in groups, and more.

[Canvas Student Quickstart Guide: \(Links to an external site.\)](#) This guide provides information on how to start, customize, and participate in your course.

[Canvas Student Video Guide: \(Links to an external site.\)](#) These videos provide detailed overviews of topics within a course.

[Canvas Student Guide: \(Links to an external site.\)](#) This guide provides short instructions on specific topics within Canvas.

### **Technical Requirements:**

Check out [this page \(Links to an external site.\)](#) for specific hardware requirements to access this course

Please see the syllabus for each course for specific dates/times. Attendance at the practicum meetings is mandatory. Meetings consist of discussions about clients, sharing therapy ideas, getting help for problems encountered in therapy, literature reviews, and announcements. A client presentation also may be required during the term. Externship practicum meetings are variable. Technology and equipment requirements are listed in detail on each practicum syllabus.

## INTERVENTION PROCEDURES

### Baseline Measures

Initial testing and completion of baseline measures for one student each practicum (excluding Practicum III and ext) is required. A final report is then written and submitted to the USF supervisor for approval. Any variations in the schedule will be announced by the supervisor. **Report writing and necessary revisions are time consuming; therefore, be prepared to set aside sufficient time to complete, make required changes and receive approval for the report.**

### Treatment Plans

A copy of the treatment plan outline to be used will be posted on Canvas. Students are responsible for writing one treatment plan per semester. The plan will typically be written for an individual or group of students to be observed on the site visit.

### Report Writing

A **Final Report** is completed by the end of each semester. It summarizes the work with each client as well as final measures taken. The supervisor will provide an outline for the report. Clinicians submit a rough draft, via email, of the report (**all rough drafts are to be double-spaced**) on which the supervisor writes comments for revisions.

## EXTERNSHIP PROCEDURES

### Application Process

During Practicum III (on campus), students must attend the **required** orientation meeting to obtain an application packet for externships from the Externship Coordinator or the Virtual Meeting during the Fall of Practicum IV. Meeting date, time and location will be coordinated with clinic schedule and will be announced. **In order to be eligible for an externship, the student must attend the meeting, must be in good academic standing (must not have an active CIP or must have successfully exited the CIP before the end of the semester; must not be on academic probation), and must have successfully completed or be in the process of completing all school-based or in-house practica.** Procedures for selecting and scheduling a placement will be explained in detail at the meeting.

### Completing the Application

1. Complete the application included in the packet by listing all courses and practica completed, the term taken, grade achieved, or term course will be taken.
2. Upload a copy of liability insurance, immunizations, HIPAA, HIV, and a copy of BLS (CPR) card (documenting that certification will be current throughout the placement).
3. List at least 3-5 preferred sites from the sites with current Affiliation Agreement listed on the SLP Externship Site List posted on Canvas. A current Affiliation Agreement must be completed and on file in order for a student to initiate the externship experience.

## Selecting Sites

Students interview with externship sites and offers are made by the sites for placements. Placements must be approved by the Externship Coordinator and SLP Program Director. Externship I must be completed at a facility which offers experience with adult/geriatric populations and in the disorder area of swallowing. Prior to completing the application, students should review the KASA standards, clinical experience already completed across the life span and the nine disorder areas, and the total clock hours already completed. Sites must be selected that will provide experience to enhance the student's education, meet the requirements for graduation and fulfill the requirements for completion of KASA standards. Review the site list for current information about available sites and specific requirements of each site. Sites with current Memorandum of Agreement are listed. The site list is available on Canvas under "My Organizations." Additional sites may be considered however, Memorandum of Agreement must be completed before the site can be approved for externship (see the Externship Coordinator for additional information concerning procedures to establish a Memorandum of Agreement).

Applicants may choose up to two sites for interviews. Site reviews are posted on Canvas. Previous externship students have completed reports and evaluations which summarize placements at sites each semester. These reports provide information about the physical facility, staff, client/patient population(s), supervision, responsibilities of the student clinician, unique features of the site and additional requirements. **Students must not contact externship sites unless directed to do so by the Externship Coordinator.**

## Completing the Placement Process

Applications will be due at the beginning of the Spring Semester (before the Summer Semester in which the placement will be completed). When the application is completed and approved by the Externship Coordinator, the application will be returned with a memo stating that it has been approved. Instructions will be provided for proceeding with the interview process. Schedule an interview with each approved site. Take a copy of the application and your portfolio to the interview.

When both student and Externship Supervisor are in agreement regarding the terms of the placement, the Externship Placement Approval Form is completed and signed by the student, the Director of the Speech-Language Pathology Academic Program, the Externship Coordinator, and the Externship Supervisor. The original is placed in the student's permanent file, one copy is given to the student, and the other copy is kept by the Externship Coordinator.

\*It is important to note that externship placements will be determined based on the following: student preferences, previous experiences, needed areas of experience, review of clock hour summary and KASA competencies by the Clinic Director, Clinical Instructors feedback, student performance in clinical practica rotations, and availability of sites. ***Preferred sites are not guaranteed, and final placement decisions will be made at the discretion of the Externship Coordinator and Suncoast Program Director.***

Background Checks in Externship: Typically, all sites serving medically fragile and vulnerable clients require fingerprinting and background checks for compliance with state legislation. These are

requirements of the site and compliance is not optional. **Students are responsible for any costs associated with compliance with these requirements. The Department of Communication Sciences & Disorders cannot guarantee a placement for externships or eligibility for professional licenses and certificates following graduation.** Students may contact the Florida Department of Health, Board of Speech-Language Pathology and Audiology and the Education Standards Commission of the Florida Department of Education for additional information.

Other Externship requirements: Review the site list to identify additional requirements of the site (such as immunizations, professional liability insurance, drug screen, etc.). **Students are responsible for any costs associated with compliance with these requirements.**

State Licensure Requirements (Specific to Florida): **The Department of Communication Sciences & Disorders cannot guarantee eligibility for professional licenses and certificates following graduation.** Students may contact the Florida Department of Health, Board of Speech-Language Pathology and Audiology and the Education Standards Commission of the Florida Department of Education for additional information. In addition, the Department of Communication Sciences & Disorders cannot guarantee that the states with which Florida has reciprocity will issue a professional license or teaching certificate. **Students are advised to contact the district(s) and state(s) in which they wish to seek future employment as a speech-language pathologist to investigate their respective personnel hiring procedures.**

### **Terms of the Placement**

To meet USF and/or ASHA requirements, students are required to complete at least 90 clock hours in the externship. A minimum of 400 clock hours of supervised practicum is required by ASHA: 375 hours (minimum) of direct client/patient contact in the nine disorders areas and across the life span, and 25 hours (minimum) in clinical observation. Of the 375 contact hours, a minimum of 325 hours must be completed at the graduate level. Of the remaining required hours, 50 may have been completed at the undergraduate level and accepted at the discretion of the graduate program. These requirements must be met in order to be certified for graduation and to be eligible for ASHA CCC.

Students are required to be at the externship site a minimum of four hours a week per credit hour (24 hours) for 6 weeks or the equivalent (144 hours at the site, minimum). It is anticipated that 50 – 75% of the time at the site will be in direct client contact. Only direct client contact (Tx and Dx) counts as clock hours. In addition, students complete an alternate mode of meeting/communicating with the Externship Coordinator during the semester of the placement. Depending upon the location of the placement, students may attend the on-campus externship meetings during the term of the placement.

The Placement Approval Form will specify beginning and ending dates, name of externship supervisor, his/her ASHA ID number, days per week, hours per week and contact information for the supervisor. The terms of the agreement cannot be modified unless approved by the student, the Externship Coordinator and the Externship Supervisor. It is the student's responsibility to confirm that the Externship Supervisor has current CCC with ASHA. Instructions for completing this confirmation will be provided by the Externship Coordinator. Only supervisors with current CCC are eligible to supervise students.

## **Evaluation of Performance**

There will be a mid-term and final evaluation completed by the Externship Supervisor, discussed with the student and signed by both. A copy of the midterm evaluation must be mailed or faxed to the Externship Coordinator. The completed final evaluation form which documents competence for KASA standards must be submitted to the Externship Coordinator prior to the end of the semester. These evaluations will furnish the majority of data by which the final grade is assigned. However, points will be deducted from the final grade for failure to attend practicum meetings OR complete alternative method of routine communication with Externship Coordinator, and failure to complete the Externship Report and Site Evaluation (see syllabus).

## **EQUAL OPPORTUNITY**

The University of South Florida is a diverse community that values and expects respect and fair treatment of all people. USF strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. USF protects its faculty, staff, and students from discrimination and harassment based on sexual orientation, as well as gender identity and expression. USF is also committed to the employment and advancement of qualified veterans with disabilities and veterans protected under the Vietnam Era Veterans' Readjustment Assistance Act, as amended (VEVRAA). Please refer to the webpage maintained by the Diversity, Inclusion & Equal Opportunity Office for more information: <https://www.usf.edu/diversity/>

Furthermore, the SLP program complies with all applicable laws, regulations, and executive orders prohibiting discrimination towards students, faculty, staff, and persons served in the program's clinics. This includes prohibitions on discrimination based on any category prohibited by applicable law but not limited to age, citizenship, disability, ethnicity, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

## **STUDENT COMPLAINT PROCEDURES**

Students who have a complaint are encouraged to begin by speaking directly to the instructor in question or an academic advisor. If an issue arises that cannot be resolved through direct communication with an instructor or advisor, students should contact the Program Director or Clinic Director, as appropriate, to schedule a meeting to discuss the issue. If the Program Director or Clinic Director is not able to resolve the situation, the student will be referred to the Departmental Chair. For cases that are not resolved at this level, the student may file a grievance with the USF Office of Graduate Studies. For more information, please see the following:

- USF 10.002 Student Academic Grievance Procedure- <https://usf.app.box.com/v/usfpolicy10-002>
- USF 30-053 Student Grievance Processes and Non-Academic Grievance Policy - <https://usf.app.box.com/v/usfpolicy30-053>

For concerns that are clearly related to the Graduate SLP program's compliance with accreditation standards that cannot be resolved at USF, a complaint may be filed with the Council on Academic Accreditation (CAA) via the complaint process described here:

<https://caa.asha.org/programs/complaints/>.

Please note that the CAA cannot intervene in disputes between individuals and programs, and cannot affect outcomes such as grade changes, reinstatement to the graduate program, employment, etc., as



part of this complaint process. Before filing a complaint with CAA, it is strongly recommended that you read Chapter XIII: Complaints in the Accreditation Handbook, located here: <https://caa.asha.org/wp-content/uploads/Accreditation-Handbook.pdf>.

## ADDENDUMS

### A. Graduate Student Screening Form

Dear Graduate Student,

Today you participated in a speech, language and hearing screening as a new student enrolled in our Masters of Science program. We appreciate your patience with receiving the screening and salute you on your commitment to providing best practices to the clients/patients that you will serve throughout your career.

During the screening you were asked to perform several tasks that serve as a baseline to assist with determining your readiness for clinical practice here in our clinic as well as externally. This screening reflects various requirements from standard V-B of the SLP Certification Standards through ASHA.

Our findings and recommendations are as follows:

Hearing Screening: \_\_\_\_ Pass \_\_\_\_ Refer  
[Sometimes conducted by Audiology on a different date]

Speech and Language Screening: \_\_\_\_ Pass \_\_\_\_ Refer

Specific area(s) of difficulty include:

\_\_\_\_ Speech Production

\_\_\_\_ Fluency of Speech

\_\_\_\_ Voice

\_\_\_\_ Pragmatics

A clinical instructor from our program will contact you to further discuss these results and assist you with a plan to explore options for improving in the identified areas. If you have additional concerns, please contact the Clinic Director. Please maintain a copy of this document for your records.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Further Information:

1. All students will receive a Pass/Fail rating for both speech/language and hearing. Documentation of the screening results will be kept in the student's clinical file, which is maintained by the Clinic Director.
2. For those students who fail the speech-language screening, a formal speech-language evaluation will be scheduled. Keep in mind that this evaluation may only focus on an aspect of the students' speech or language (e.g., voice, fluency, articulation, etc.). It will be the student's responsibility to contact the Clinic Director for an appointment within **one week** of the screening.
3. For those students who fail the hearing screening, a formal audiological evaluation will be scheduled. It will be the student's responsibility to contact our Audiology Clinic @ 813-974-8804 for an appointment within one week of the screening.
4. Following the evaluation, it is expected that the student will follow through with all recommendations for treatment and/or referral for further testing. Documentation of the same will be required and kept in the student's clinical file. **Failure to comply by the first semester will result in the student being placed in a remediation plan. As a result, students are not allowed to move forward with the clinical practicum rotations. Please refer to the handbook regarding the remediation guidelines.**

A clinical instructor from our program will contact you to further discuss these results and assist you with a plan to explore options for improving in the identified areas. Please contact the Clinic Director with concerns or questions. Please retain a copy of this form for your records.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

## B. Background Check Directions

### Before Starting:

- A valid email is REQUIRED. If you do not have an email account you can establish a free account at Yahoo.com
- Have your credit card (Visa/MasterCard/American Express/Discover) information ready in order to process payment. Your credit card will be charged **\$75.25** for the service.

### Getting Started:

1. Log onto our website at [www.VerifyStudents.com](http://www.VerifyStudents.com)
2. If this is your first time visiting the site, click on the “Students Start Here” Button and enter the following promotional code when prompted: **USFSPPBG**
  - If you have used the VerifyStudents.com service previously, you can log-in to your existing account by clicking on the Login/Report Retrieval button located on the homepage. You will then be prompted to provide your user id and password. If you do not remember your log-in information, click on the “Forgot Login” button.
3. Complete profile & e-sign forms as they appear
4. After completing payment, you will be directed to the DAON fingerprint registration process.

### C. Clinical Observation Record

UNIVERSITY OF SOUTH FLORIDA  
 DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS  
 CLINICAL OBSERVATION RECORD

NAME: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

Intended major: \_\_\_\_\_ Speech-Language Pathology \_\_\_\_\_ Audiology

(Code: **P** = preschool, birth to 5 years; **S** = school age, 5 years to 18 years; **A** = adult, 18 years to 64 years; **G** = geriatric, 65 years +)

Date	Disorder	Tx	Dx	Hours per Client			Supervisor's Name and ASHA Number	Supervisor's Signature	Observation Site
				P	S	A			

Name: \_\_\_\_\_

Date	Disorder	Tx	Dx	Hours per Client			Supervisor's Name and ASHA Number	Supervisor's Signature	Observation Site
				P	S	A			
<b>Subtotals=</b>							<b>Cumulative Total=</b>		

**Note: Printed name, signature and ASHA # are required for ALL observations off campus.**

- A. Total Preschool Observation Hours = \_\_\_\_\_
  - B. Total School-age Observation Hours = \_\_\_\_\_
  - C. Total Adult Observation Hours = \_\_\_\_\_
  - D. Total Geriatric Observation Hours = \_\_\_\_\_
- Cumulative Total Observation Hours = \_\_\_\_\_**  
**Total Hours in SLP = \_\_\_\_\_**  
**Total Hours in Audiology = \_\_\_\_\_**

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_  
 Carolyn Ford, Ed.D., CCC-SLP

#### **D. Instruction for Completing Clinical Observation Record**

1. Supervisors who have **CCC** may sign (Audiology or Speech-Language Pathology) for the appropriate disorder area.
2. Supervisors in off-campus settings **MUST print and sign** (complete signature, not initials) their name in each area. They also must provide their ASHA number. USF supervisors will initial the log.
  1. Before observing an off-campus clinician, you need to ensure that his/her CCC is current. Do this by following this link:  
<http://www.asha.org/eweb/ashadynamicpage.aspx?site=ashacms&webcode=ccchome>
  2. Enter the supervisor's ASHA number and ensure that the CCC is current.
3. Note that hours are divided between evaluation and treatment, four age groups, and nine disorder areas.

#### **Observation Categories - SLP**

##### Age Groups

- Preschool** - birth through 4 years
- School Age** - 5 years through 17 years
- Adult** - 18 years through 64 years
- Geriatric** - 65 years and older

##### Disorder Areas – SLP

###### **Articulation**

###### **Fluency**

**Voice and Resonance** - including respiration and phonation

**Language** - phonology, morphology, syntax, semantics, and pragmatics in speaking, listening, reading, writing, and manual modalities

**Hearing** - including the impact on speech and language

**Swallowing** - oral, pharyngeal, esophageal, and related functions, including oral function for feeding; orofacial myofunction

**Cognitive Aspects** - attention, memory, sequencing, problem-solving, executive functioning

**Social Aspects** - including challenging behavior, ineffective social skills, lack of communication opportunities

**Communication Modalities** - including oral, manual, augmentative, and alternative communication techniques and assistive technologies

#### **Observation Categories – Audiology**

##### Dx Categories – Audiology

###### **Hearing Evaluation**

###### **Hearing Screening**

**Speech-Language Screening**  
**Auditory Processing**  
**Electrophysiology**  
**Vestibular (Balance)**

Tx Categories – Audiology

**Aural Rehabilitation**  
**Vestibular (Balance)**  
**Cochlear Implant**  
**Related Disorder – Cerumen Management**  
**Auditory Processing**  
**Auditory Disorders** – Assistive Listening Devices (ALD); Hearing Aid  
evaluation, fitting & repair

4. Record entries in ink. Do not use white out.
5. A **minimum of 25 hours of observation** of treatment and diagnostics, across the life span and across disorders categories is required to receive a grade in the class.
6. Do not record minutes (e.g. 1.31 for one hour and thirty-one minutes). Instead, always report time in quarter hours using decimals (e.g., 1.5 for one hour and thirty-one minutes).
7. At the end of the semester, when you've completed your hours, fill out the record **completely** including all of the total columns before putting it into your portfolio for a signature. It will not be signed if there are mistakes.



**E. Student Policy Acknowledgement and Agreement**

**UNIVERSITY OF SOUTH FLORIDA  
DEPARTMENT OF COMMUNICATION SCIENCES & DISORDERS  
Speech-Language Pathology Graduate Program and Speech-Language Clinic -  
Suncoast**

**Graduate Student Clinician Agreement to follow and abide by:**

- **ASHA Ethics Code**
- **USF CSD Suncoast Student Handbook Policies and Procedures**
- **USF CSD Speech-Language Pathology Graduate Program Academic Handbook**
- **HIPAA guidelines**

I have read and agree to abide by the codes, policies and procedures of the Communication Sciences & Disorders Academic and Clinical Handbooks, and ASHA's (2016) Code of Ethics.

I agree to follow the guidelines set by USF, USF Health and the United States Department of Health and Human Services' Office for Civil Rights (OCR) for compliance with Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA).

I am aware that failure to comply with these regulations and procedures may result in my dismissal from the program and/or legal liability.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## F. Professionalism Contract

### USF CSD Speech-Language Pathology Graduate Student Clinician

#### PROFESSIONALISM CONTRACT

Speech-Language Pathology is a professional, clinical 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 task are education and training. The following conveys expectations for the professional behavior 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 clean and properly attired, including necessary safety precautions such as face masks and face shields if necessary.
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. Further, you accept that you being a healthcare professional means holding paramount the duty to serve and protect others leading you to make certain choices outside of work and school for the safety of your patients (e.g., physical distancing and limited social activities during a pandemic).
8. You recognize that professional duties and situations are about completing tasks and about solving problems in ways that benefits others, either immediately, or in the long term. 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 needs.
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 (i.e., write name of peers working on project with you, APA citations, etc.).
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. Thus, you meet deadlines with high quality products.
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 judgements 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 of the above from other professions.

The above description was adapted from Chial, Michael (1998). *Audiology Today*, 10, page 25.

I have read the information listed above and have been advised regarding expectations, policies, and procedures regarding professionalism in the clinical setting. By signing below, I agree to adhere to these standards and realize that violating any of these standards could lead to being dismissed from a clinical placement and impact my academic standings in the Masters Speech-Language Pathology clinical program.

---

Printed Name

---

Signature

---

Date



<b>IV-G 3.c.</b>	Provides counseling regarding communication and swallowing disorders to clients/patients, family, caregivers and relevant others.
<b>IV-G 3.d.</b>	Adheres to the ASHA Code of Ethics and behaves professionally.
<b>III-E</b>	Demonstrates knowledge of standards of Ethical Conduct

**EVALUATION**

<b>Standard</b>	<b>Knowledge/Skill</b>
<b>IV-G 1. a.</b>	Conducts screening and prevention procedures (including prevention activities)
<b>IV-G 1.b.</b>	Collects case history information and integrates information from clients/patients, family, caregivers, teachers, relevant others, and other professionals
<b>IV-G 1.c.</b>	Selects and administers appropriate evaluation procedures, such as behavioral observations, nonstandardized and standardized tests, and instrumental procedures.

<b>IV-G 1. d.</b>	Adapts evaluation procedures to meet client/patient needs.
<b>IV-G 1. e.</b>	Interprets, integrates, and synthesizes all information to develop diagnoses and makes appropriate recommendations for intervention
<b>IV-G 1. f.</b>	Completes administrative and reporting functions necessary to support evaluation.
<b>IV-G1. g.</b>	Refers clients/patients for appropriate services.

**INTERVENTION**

<b>Standard</b>	<b>Knowledge/Skill</b>
<b>IV-G 2. a.</b>	Develops setting-appropriate intervention plans with measurable and achievable goals that meet client'/patients' needs. Collaborate with clients/patients and relevant others in the planning process.
<b>IV-G 2. b.</b>	Implements intervention plans. Involves clients/patients and relevant others in the intervention process.

<b>IV-G 2. c.</b>	Selects or develops and uses appropriate materials and instrumentation for prevention and intervention.
<b>IV-G 2. d.</b>	Measures and evaluates clients'/patients' performance and progress.
<b>IV-G 2. e.</b>	Modifies intervention plans, strategies, materials or instrumentation as appropriate to meet the needs of client/patients.
<b>IV-E 2. f.</b>	Completes administrative and reporting functions necessary to support intervention.
<b>IV-E 2. g.</b>	Identifies and refers clients/patients for services as appropriate.

**MIDTERM**

**FINAL**

\_\_\_ Student has successfully completed clinic practicum in ff-campus placement (requires a minimum overall rating of 4.0).

\_\_\_ Student is recommended to continue for additional clinic practicum in the USF clinic / USF sites.

\_\_\_ Student does not demonstrate required skills to continue placement in clinical practicum.



**G. Clinical Intervention Plan**

**UNIVERSITY OF SOUTH FLORIDA  
DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS  
CLINICAL INTERVENTION PLAN (CIP)**

COMPETENCIES	PROCEDURES	TIMELINE	PLAN CODE	MET CRITERION STATUS *
				<b>MID TERM    FINAL</b>

STUDENT MAY EXIT CIP      YES      NO

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (STUDENT)

SIGNATURE: \_\_\_\_\_ (SUPERVISOR)

CIP/cf

- CODES**  
 D = DISCUSSION  
 O = OBSERVATION  
 PC = PROFESSIONAL CONFERENCE  
 R = REVIEW CHART(S)  
 + = MET CRITERION  
 - = DID NOT MEET CRITERION  
 \* Numerical & letter grade to be assigned on attached form

**H. Student Information Sheet**

**Student Information Sheet**  
**Practicum:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please complete this form and upload to your BOX folder. You must also upload a scanned copy of your supervisor's ASHA card.

**Student Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Daytime Telephone:** \_\_\_\_\_

**Evening telephone:** \_\_\_\_\_

**Semester Supervisor (s):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Daytime Telephone:** \_\_\_\_\_

**ASHA Number:** \_\_\_\_\_

**School Name(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**School Address(s):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**School County:** \_\_\_\_\_

**SLP Coordinator Information: Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Please upload form and a scanned ASHA card copy to your BOX folder.**

## **I. Lakeland Regional Medical Center Information**

Lakeland Regional Medical Center, Inc.

1324 Lakeland Hills Boulevard

Lakeland, FL 33805

SPA 6565 Suncoast VFN

USF Coordinator: Carolyn Ford, Ed.D., CCC-SLP

Hospital Coordinator: Abby Jacobson, M.S., CCC-SLP

863-687-1100, ext. 2156

### **Directions once at the hospital**

1. Upon arrival, go to the B tower which is the main entrance of the hospital. (Opposite side from the construction).
2. Get on an elevator and go up to the 8th floor.
3. SLP is in office number B844 which is just on the opposite side of the visitor elevators. After getting out of the elevator, walk around to the opposite side of the elevators (where the staff elevators are) and the office is just across from the staff elevators.
4. Ms. Abby Jacobson's phone number and extension is 863-687-1100, ext. 2156.

### **Requirements**

1. Complete Hospital Orientation (live orientation and manual)
2. Complete Exhibit A (Affidavit, notary signature required)
3. Complete Exhibit B
4. Background Check
5. Proof of Health Insurance coverage
6. HIPAA certificate
7. Proof of Liability Insurance
8. Blood borne pathogens certificate of completion
9. Immunizations
  - a. Tdap or Td Booster within past 10 years (Tetanus-Diphtheria-Pertussis or Tetanus and Diphtheria Toxoids)
  - b. M.M.R. (measles, mumps, rubella)
  - c. Varicella (chicken pox) history and a Varicella titer
  - d. Seasonal Influenza immunization
  - e. Negative TB test (within 3 months prior to starting date)
  - f. Hepatitis B vaccination or declination

- g. Hepatitis C antibody testing (within 6 months prior to starting date)
- 10. 10 panel drug screen covering the following: Amphetamines, Cannabinoids, Cocaine, Phencyclidine, Methaqualone, Opiates, Barbiturates, Methamphetamine, Propoxyphene, and Benzodiazepines.

**Proof of HIPAA Completion**

1. Go to: <https://www.csudh.edu/son/info/hipaa-precautions/>  
Click and Read: Health Insurance Portability and Accountability (HIPAA) Education (PDF)  
Click on and Take : HIPPA Test
2. Upon completion you should be able to print a certificate

**J. Lakeland Regional Medical Center Exhibit A (Affidavit)**

**EXHIBIT "A"**  
**AFFIDAVIT OF GOOD MORAL CHARACTER**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

BEFORE ME this day personally appeared \_\_\_\_\_  
who, being duly sworn, deposes and says:

I hereby attest that I am of good moral character, that I have not been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction:

- (a) Section 415.111 relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
- (b) Section 782.04 relating to murder.
- (c) Section 782.07 relating to manslaughter.
- (d) Section 782.071 relating to vehicular homicide.
- (e) Section 782.09 relating to killing an unborn child by injury to the mother.
- (f) Section 784.011 relating to assault, if the victim of the offense was a minor.
- (g) Section 784.021 relating to aggravated assault.
- (h) Section 784.03 relating to battery, if the victim of the offense was a minor.
- (i) Section 784.045 relating to aggravated battery.
- (j) Section 787.01 relating to kidnapping.
- (k) Section 787.02 relating to false imprisonment.
- (l) Section 794.011 relating to sexual battery.
- (m) Chapter 796 relating to prostitution.
- (n) Section 798.02 relating to lewd and lascivious behavior.
- (o) Chapter 800 relating to lewdness and indecent exposure.
- (p) Section 806.01 relating to arson.
- (q) Section 810.02 relating to burglary.

- (r) Chapter 812 relating to theft, robbery, and related crimes, if the offense is a felony. (See 812.014, 812.0145, 812.015, 812.016, 812.019, 812.0191, 812.0195, 812.081, 812.13, 812.131, 812.133, 812.135, 812.14, 812.155, 812.16).
- (s) Section 817.563 relating to fraudulent sale of controlled substances, only if the offense was a felony.
- (t) Section 826.04 relating to incest.
- (u) Section 827.03 relating to abuse, aggravated abuse and neglect of a child.
- (v) Section 827.04 relating to contributing to the delinquency or dependency of a child.
- (w) Section 827.071 relating to sexual performance by a child.
- (x) Chapter 847 relating to obscene literature.
- (y) Chapter 893 relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.

I further attest that I have not been judicially determined to have committed abuse or neglect against a child as defined in Section 39.01(2) and (44), Florida Statutes; nor do I have a confirmed report of abuse, neglect, or exploitation as defined in Section 415.102, Florida Statutes; nor have I committed an act which constitutes domestic violence as defined in Section 741.28, Florida Statutes.

Under the penalties of perjury, I declare that I have read the foregoing, and the facts alleged are true to the best of my knowledge and belief.

\_\_\_\_\_  
AFFIANT

OR

To the best of my knowledge and belief, my record may contain one of the foregoing disqualifying acts or offenses:

\_\_\_\_\_  
AFFIANT

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_, as identification, and who did take an oath.

\_\_\_\_\_  
Signature of Notary Public-State of Florida

\_\_\_\_\_  
Print, Type or Stamp Name of Notary Public

\_\_\_\_\_  
Title or Rank

\_\_\_\_\_  
Serial Number, if any

## K. Lakeland Regional Medical Center Exhibit B

### EXHIBIT "B"

#### Lakeland Regional Medical Center Immunization, Testing, and Educational Requirements for Students and Faculty Members

All students and faculty members are required to have the following prior to being assigned to the Hospital:

1. Tetanus-Diphtheria-Pertussis (Tdap) or Tetanus and Diphtheria Toxoids (Td) booster within past 10 years, according to the following specification: Individuals who have not received the Tdap booster, or for whom vaccine status is unknown, should receive a dose of Tdap followed by Td booster doses every ten (10) years thereafter, regardless of the interval since the last dose of Td. Individuals who have not received the Tdap booster or for whom vaccine status is unknown are restricted from certain high-risk areas (including, but not limited to, OB, Pediatrics, NICU, or the Pediatric Emergency Department) or from contact with infants under the age of six (6) months;
2. M.M.R. (measles, mumps, rubella) Vaccine: any individual born after December 31, 1956, and who has no proof of immune status to measles (rubeola, also known as "hard measles") will be considered non-immune; any individual regardless of birthdate without proof of immune status to rubella (also known as "German measles") will be considered non-immune;

Proof of immunity will consist of written documentation of one of the following:

Documentation of receipt of two doses of M.M.R. vaccine on or after the first birthday, OR,  
Laboratory evidence of rubeola and rubella immunity;

3. Varicella (chicken pox) history and a Varicella titer. If an individual with a negative hx or titer is exposed to Varicella, the individual may not participate in clinical learning experiences at the Hospital from day 10-21 post exposure. If at any time the individual develops a Varicella rash, the individual may not participate in clinical learning experiences at the Hospital until all lesions are dry and crusted. Exposed individuals shall report their Varicella exposure to the appropriate supervisor of the Hospital;
4. Seasonal Influenza Immunization as recommended by the Centers for Disease Control and Prevention (CDC) and/or the Advisory Committee on Immunization Hospitals (ACIP) within the past year;
5. Proof is required of a negative TB skin test (TST), or negative Interferon Gamma Release Assay (IGRA) blood test, within three (3) months of the individual's admission to the Program at the College or initial assignment to the Hospital. Thereafter, TST or IGRA is to be repeated annually if there is a negative history. If there is a TST or IGRA positive history, a negative baseline chest x-ray is required with annual chest x-ray and a completed TB symptom questionnaire thereafter. If at any time TB symptoms are noted, a repeat chest x-ray is required. Exposed individuals will be responsible for their own post-exposure follow up;
6. Proof of either hepatitis B vaccination, antibody testing revealing immunity to hepatitis B, or declination of hepatitis B vaccination signed by the individual who chooses not to accept vaccination (any such declination shall be in the form provided for in Title 29 Code of Federal Regulations, Part 1910.1030, as may be amended);
7. Hepatitis C antibody testing within six (6) months prior to the individual's admission to the Program at the College or initial assignment to the Hospital. If positive, the individual must be cleared by the Hospital's Employee Health Service before being assigned by the College to the Hospital;
8. Completion of OSHA mandated blood borne pathogens education program, including instructions regarding reporting, treatment, and follow-up of blood/body fluid exposure.

The Hospital is not responsible for any expense incurred by the College or any individual as a result of obtaining or maintaining any of the above listed requirements. Notwithstanding the foregoing requirements set forth in this Exhibit "B", the Hospital shall have the right to revise the above listed requirements or request additional documentation for evidence of good health from time to time, including all health requirements (testing and immunization) and proof of completion of certain healthcare worker education programs.



## L. Lakeland Regional Medical Center Drug Screening Instructions



### Speech Pathology Program Drug Screening Instructions

#### Before Starting:

- A valid email is REQUIRED  
(if you do not have an email account you can establish a free account at Yahoo.com)
- Have your credit card (Visa/MasterCard/American Express/Discover) information ready in order to process payment. Your credit card will be charged **\$40.00** for the service.

#### Getting Started:

1. Log onto our website at [www.VerifyStudents.com](http://www.VerifyStudents.com)
2. If this is your first time visiting the site, click on the "Students Start Here" Button and enter the following promotional code when prompted: **USFSPDPT**
  - If you have used the VerifyStudents.com service previously, you can log-in to your existing account by clicking on the Login/Report Retrieval button located on the homepage. You will then be prompted to provide your user id and password. If you do not remember your log-in information, click on the "Forgot Login" button.
3. Complete profile & e-sign forms as they appear
4. Provide payment when prompted
5. After you have successfully submitted your payment, you will be taken to the drug screening self-scheduling tool. Follow the on-screen instructions to register for your drug test and be sure to click on the "Finish" button when complete.
6. Lastly, select your report notification options and click on the "Close" button to complete your order.
7. You will receive a receipt/confirmation for your order via email as well

\*Please note that this information is for the sole purpose of background screening for this school only. Unauthorized use of our service is prohibited\*



## **Acknowledgement of SLP Suncoast Graduate Program Requirements**

1. As a student in a rigorous graduate program, I will apply academic knowledge while developing my critical thinking and clinical skills.
2. To meet ASHA KASA Standards, I must demonstrate minimal proficiency with both pediatric and adult populations.
3. I am responsible for communicating USF CSD program expectations to my on-site supervisor, and will direct supervisor questions to the Program Director or Practicum Coordinator.
4. I understand that my school district is invested in my education by providing support and supervision, and that I will contact the Program Director or Practicum Coordinator before initiating a change to another district.
5. I will obtain a minimum of 400 clock hours throughout my time in the program.
6. I will maintain my record of clinical hours and will ensure that these hours are approved every semester.
7. I will complete a summer clinical practicum at Lakeland Regional Hospital in my second year in the program.
8. I will complete a full-time adult-focused summer externship in my third year in the program.
9. I understand that a graduation requirement is a passing score on the Praxis, which should be taken in the spring of my third year in the program. Alternatively, I must obtain a passing score on an in-person Comprehensive Examination.
10. I understand that a passing score on the Praxis must be received by USF by July 1<sup>st</sup> and if this requirement is not met, I will take the Comprehensive Exam.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

USF Program Faculty: \_\_\_\_\_