

Hardin-Simmons University
Speech and Language Graduate Clinic
Handbook



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Receipt & Acknowledgment of the Hardin-Simmons University Speech and Language Clinic (HSUSLC) Handbook

The Clinic Handbook is an important document intended to help you become acquainted with the Hardin-Simmons University Speech and Language Clinic.

The contents of this handbook may be changed at any time at the discretion of the Department. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on you as a student and on the Hardin-Simmons University Speech and Language Clinic. *The department maintains its right and prerogative to make and to change clinical policies and procedures as necessary and without prior notice.*

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Hardin-Simmons University Speech and Language Clinic handbook.

- I have received a copy of the Hardin-Simmons University Speech and Language Clinic handbook. I understand that the policies, rules, and benefits described in it are subject to change at any time.
- I am aware that while enrolled in the graduate program, confidential information will be made available to me (e.g., patient files, student information, and other related data). I understand that this information is critical to the success of the department and must not be disseminated or used outside of the department premises. In the event of dismissal, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or agency.
- My signature below indicates that I understand and agree with the above statements and acknowledge my responsibility to read the Hardin-Simmons University Speech and Language Clinic handbook, be familiar with its contents, and adhere to all policies and procedures.

Student's Printed Name

Classification

Student's Signature

Date

The signed original copy of this agreement will be filed in your department file.
Revised 8/24



Hardin-Simmons Speech and Language Clinic

Purpose of Clinic Handbook

This handbook has been designed to assist graduate students in understanding and implementing clinic policies and procedures as well as understanding ethical and professional conduct required.

The policies and procedures in this handbook are to be considered guidelines. **The Hardin-Simmons Speech and Language Clinic may, at any time, change, delete, or discontinue any part or parts of the policies in this handbook without prior notice.** Policies and procedures may change as higher education, legislation, and economic conditions dictate. When changes are made, students will be provided with updated information for the handbook.

Carefully read this handbook as an orientation to requirements for clinical practicum, information related to documentation, and basic policies. You are encouraged to ask questions of your clinic supervisor or Director of Clinical Education. It is through the question-answer interchange that we are able to learn more about each other, express our views, and work together in an effective and professional manner.

MISSION STATEMENTS AND PROGRAM GOALS

UNIVERSITY MISSION

The mission of Hardin-Simmons University is to be a community dedicated to providing excellence in education enlightened by Christian faith and values.

COLLEGE OF HEALTH PROFESSIONS MISSION

It is the vision of the College of Health Professions that the Hardin- Simmons University Graduate Program in Speech-Language Pathology will attract students who are committed to striving for excellence in the profession of speech-language pathology and Christian service throughout the world.

SPEECH-LANGUAGE PATHOLOGY DEPARTMENT MISSION

The mission of the Hardin-Simmons University Speech-Language Pathology program is to equip highly competent speech-language pathologists who are enlightened by Christian faith and values and demonstrate the knowledge and skills needed to work in the diverse communities of the world.

STRATEGIC GOALS

1. To attract students who are committed to striving for excellence in the profession of speech-language pathology and Christian service throughout the world.
2. To work together as faculty, staff and University to provide accurate and up-to-date information regarding the graduate program to current and prospective students.
3. To cultivate a balanced and experienced faculty to accomplish the goals and mission of the program and university and meet ASHA standards.
4. To encourage and promote faculty research, presentations, and other opportunities for professional growth to create a balanced and experienced faculty.
5. To provide curriculum which vigorously meets the standards for accreditation, cultivates competency and reflects the diversity of the world in which we live.
6. To provide a robust Clinical Practicum experience.

CONFIDENTIALITY and HIPAA

Hardin Simmons University and the Hardin-Simmons University Speech-Language Clinic respect the privacy and confidentiality of the clients served in the HSUSLC in regard to their medical information. HSUSLC faculty, staff, and students believe that protecting this information is an essential aspect of our clinic. The policies and procedures for protecting the private information of clients served in the HSUSLC are consistent with the requirements of HIPAA Privacy Standards and Texas law. First year graduate students receive training on HIPAA regulations and policies during Fall Orientation, and second year students will review and discuss them at the Fall Clinic Orientation Meeting. Any undergraduate participating in a clinical experience at the HSUSLC must complete training on HIPAA Privacy Standards.

Statement of Confidentiality/HIPAA

The Confidentiality and HIPAA Agreement is a statement regarding confidentiality and student responsibilities as they relate to client management and confidential records to which a student in the Speech-Language Graduate Program may have access while participating in clinical activities. Because confidentiality and the Code of Ethics of the American Speech-Language-Hearing Association are the ethical foundation upon which the profession of Speech-Language Pathology and Audiology are based, students are required to undergo confidentiality training each year that they are participating in clinical experiences and to sign the Confidentiality and HIPAA agreement. Breaches of confidentiality or ethical guidelines will result in negative consequences to the student.

Communicating information to clients and/or caregivers is part of developing clinical competencies. However, students should note their Clinical Supervisor retains the ultimate legal, ethical, and moral responsibility for the client's care. Students should not communicate information about the client's evaluation, treatment, and/or clinical decisions regarding evaluation and/or treatment without discussing all clinical decisions with their Clinical Supervisor. If a client and/or caregiver should ask the student clinician a question(s) that he/she feels unprepared to answer, he/she should defer to his/her clinical supervisor. Students and/or faculty may review information regarding privacy laws at any time using the following link:

<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>



Receipt and Acknowledgement of Confidentiality, Ethics and HIPAA Statement

Statement of Confidentiality and HIPAA:

- This is a statement of my understanding of the importance of ethics, confidentiality and HIPAA in all areas of client management. I understand that any violation of client confidentiality or HIPAA guidelines on my part may result in negative consequences, including denial of clinical privileges.
- I understand that legally, the information (not the actual file) is the client's record and belongs to the client. Any violation of confidentiality involving information found in a client's record is punishable in a court of law.
- I understand that the professional code of ethics of the American Speech-Language-Hearing Association stipulates that confidentiality of client information is a part of professional responsibility and integrity.
- Because of these legal and ethical considerations, any student enrolled in the Speech-Language Pathology Graduate Program who reveals contents of a client's record, except as it relates to the educational process in the classroom or at a clinical site with a supervisor, is subject to disciplinary action.
- I have received instruction on confidentiality and the ASHA Code of Ethics and understand how they are maintained. I understand that, if I am uncertain about the appropriateness of my actions, I will check with my supervisor prior to undertaking those actions.
- I agree to follow the confidentiality policy of the Hardin-Simmons Speech-Language Pathology Graduate Program and the Code of Ethics of the American Speech-Language-Hearing Association. Furthermore, the University Clinic will follow the standard rules outlined by HIPAA to ensure safe, confidential protection of each client's protected health information.

Student Printed Name

Classification

Student Signature

Date

ETHICAL CONDUCT

Students enrolled in speech-language pathology programs are regarded as professionals and MUST adhere to the ASHA Code of Ethics (<http://asha.org/Code-of-Ethics/>). Students will sign a document stating they have reviewed the Code of Ethics and agree to adhere to the principles and rules set forth in the Code. Any violation of the Code may result in the student's immediate dismissal from the program.

Principles and Rules

<http://asha.org/Code-of-Ethics/>

PRINCIPLE OF ETHICS I

Individuals shall honor their responsibility to hold paramount the welfare of persons they serve professionally or who are participants in research and scholarly activities.

RULES OF ETHICS

- A. Individuals shall provide all clinical services and scientific activities competently.
- B. Individuals shall use every resource, including referral and/or interprofessional collaboration when appropriate, to ensure that quality service is provided.
- C. Individuals shall not discriminate in the delivery of professional services or in the conduct of research and scholarly activities on the basis of age; citizenship; disability; ethnicity; gender; gender expression; gender identity; genetic information; national origin, including culture, language, dialect, and accent; race; religion; sex; sexual orientation; or veteran status.
- D. Individuals shall not misrepresent the credentials of aides, assistants, technicians, students, research assistants, Clinical Fellows, or any others under their supervision, and they shall inform those they serve professionally of the name, role, and professional credentials of persons providing services.
- E. Individuals who hold the Certificate of Clinical Competence may delegate tasks related to the provision of clinical services to aides, assistants, technicians, or any other persons only if those persons are adequately prepared and are appropriately supervised. The responsibility for the welfare of those being served remains with the certified audiologist or speech-language pathologist.
- F. Individuals who hold the Certificate of Clinical Competence shall not delegate tasks that require the unique skills, knowledge, judgment, or credentials that are within the scope of their profession to aides, assistants, technicians, or any nonprofessionals over whom they have supervisory responsibility.

G. Individuals who hold the Certificate of Clinical Competence may delegate to students tasks related to the provision of clinical services that require the unique skills, knowledge, and judgment that are within the scope of practice of their profession only if those students are adequately prepared and are appropriately supervised. The responsibility for the welfare of those being served remains with the certified audiologist or speechlanguage pathologist.

H. Individuals shall obtain informed consent from the persons they serve about the nature and possible risks and effects of services provided, technology employed, and products dispensed. This obligation also includes informing persons served about possible effects of not engaging in treatment or not following clinical recommendations. If diminished decision-making ability of persons served is suspected, individuals should seek appropriate authorization for services, such as authorization from a legally authorized/appointed representative.

I. Individuals shall enroll and include persons as participants in research or teaching demonstrations/simulations only if participation is voluntary, without coercion, and with informed consent.

J. Individuals shall accurately represent the intended purpose of a service, product, or research endeavor and shall abide by established guidelines for clinical practice and the responsible conduct of research, including humane treatment of animals involved in research.

K. Individuals who hold the Certificate of Clinical Competence shall evaluate the effectiveness of services provided, technology employed, and products dispensed, and they shall provide services or dispense products only when benefit can reasonably be expected.

L. Individuals who hold the Certificate of Clinical Competence shall use independent and evidence-based clinical judgment, keeping paramount the best interests of those being served.

M. Individuals may make a reasonable statement of prognosis, but they shall not guarantee—directly or by implication—the results of any treatment or procedure.

N. Individuals who hold the Certificate of Clinical Competence may provide services via telepractice consistent with professional standards and state and federal regulations, but they shall not provide clinical services solely by written communication.

O. Individuals shall protect the confidentiality and security of records of professional services provided, research and scholarly activities conducted, and products dispensed. Access to these records shall be allowed only when doing so is legally authorized or required by law.

P. Individuals shall protect the confidentiality of information about persons served professionally or participants involved in research and scholarly activities. Disclosure of confidential information shall be allowed only when doing so is legally authorized or required by law.

Q. Individuals shall maintain timely records; shall accurately record and bill for services provided and products dispensed; and shall not misrepresent services provided, products dispensed, or research and scholarly activities conducted.

R. Individuals shall not allow personal hardships, psychosocial distress, substance use/misuse, or physical or mental health conditions to interfere with their duty to provide professional services with reasonable skill and safety. Individuals whose professional practice is adversely affected by any of the above-listed factors should seek professional assistance regarding whether their professional responsibilities should be limited or suspended.

S. Individuals who have knowledge that a colleague is unable to provide professional services with reasonable skill and safety shall report this information to the appropriate authority, internally if such a mechanism exists and, when appropriate, externally to the applicable professional licensing authority or board, other professional regulatory body, or professional association.

T. Individuals shall give reasonable notice to ensure continuity of care and shall provide information about alternatives for care in the event that they can no longer provide professional services.

PRINCIPLE OF ETHICS II

Individuals shall honor their responsibility to achieve and maintain the highest level of professional competence and performance.

RULES OF ETHICS

A. Individuals who hold the Certificate of Clinical Competence shall engage in only those aspects of the professions that are within the scope of their professional practice and competence, considering their certification status, education, training, and experience.

B. ASHA members who do not hold the Certificate of Clinical Competence may not engage in the provision of clinical services; however, individuals who are in the certification application process may provide clinical services consistent with current local and state laws and regulations and with ASHA certification requirements.

C. Individuals shall enhance and refine their professional competence and expertise through engagement in lifelong learning applicable to their professional activities and skills.

D. Individuals who engage in research shall comply with all institutional, state, and federal regulations that address any aspects of research.

E. Individuals in administrative or supervisory roles shall not require or permit their professional staff to provide services or conduct research activities that exceed the staff member's certification status, competence, education, training, and experience.

F. Individuals in administrative or supervisory roles shall not require or permit their professional staff to provide services or conduct clinical activities that compromise the staff member's independent and objective professional judgment.

G. Individuals shall use technology and instrumentation consistent with accepted professional guidelines in their areas of practice. When such technology is warranted but not available, an appropriate referral should be made.

H. Individuals shall ensure that all technology and instrumentation used to provide services or to conduct research and scholarly activities are in proper working order and are properly calibrated.

PRINCIPLE OF ETHICS III

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.

RULES OF ETHICS

A. Individuals shall not misrepresent their credentials, competence, education, training, experience, or scholarly contributions.

B. Individuals shall avoid engaging in conflicts of interest whereby a personal, professional, financial, or other interest or relationship could influence their objectivity, competence, or effectiveness in performing professional responsibilities. If such conflicts of interest cannot be avoided, proper disclosure and management is required.

C. Individuals shall not misrepresent diagnostic information, services provided, results of services provided, products dispensed, effects of products dispensed, or research and scholarly activities.

D. Individuals shall not defraud, scheme to defraud, or engage in any illegal or negligent conduct related to obtaining payment or reimbursement for services, products, research, or grants.

E. Individuals' statements to the public shall provide accurate information regarding the professions, professional services and products, and research and scholarly activities.

F. Individuals' statements to the public shall adhere to prevailing professional standards and shall not contain misrepresentations when advertising, announcing, or promoting their professional services, products, or research.

G. Individuals shall not knowingly make false financial or nonfinancial statements and shall complete all materials honestly and without omission.

PRINCIPLE OF ETHICS IV

Individuals shall uphold the dignity and autonomy of the professions, maintain collaborative and harmonious interprofessional and intraprofessional relationships, and accept the professions' self-imposed standards.

RULES OF ETHICS

A. Individuals shall work collaboratively with members of their own profession and/or members of other professions, when appropriate, to deliver the highest quality of care.

B. Individuals shall exercise independent professional judgment in recommending and providing professional services when an administrative directive, referral source, or prescription prevents them from keeping the welfare of persons served paramount.

C. Individuals' statements to colleagues about professional services, products, or research results shall adhere to prevailing professional standards and shall contain no misrepresentations.

D. Individuals shall not engage in any form of conduct that adversely reflects on the professions or on the individual's fitness to serve persons professionally.

E. Individuals shall not engage in dishonesty, negligence, deceit, or misrepresentation.

F. Individuals who mentor Clinical Fellows, act as a preceptor to audiology externs, or supervise undergraduate or graduate students, assistants, or other staff shall provide appropriate supervision and shall comply—fully and in a timely manner—with all ASHA certification and supervisory requirements.

G. Applicants for certification or membership, and individuals making disclosures, shall not make false statements and shall complete all application and disclosure materials honestly and without omission.

H. Individuals shall not engage in any form of harassment or power abuse.

I. Individuals shall not engage in sexual activities with persons over whom they exercise professional authority or power, including persons receiving services, other than those with whom an ongoing consensual relationship existed prior to the date on which the professional relationship began.

J. Individuals shall not knowingly allow anyone under their supervision to engage in any practice that violates the Code of Ethics.

K. Individuals shall assign credit only to those who have contributed to a publication, presentation, process, or product. Credit shall be assigned in proportion to the contribution and only with the contributor's consent.

L. Individuals shall reference the source when using other persons' ideas, research, presentations, results, or products in written, oral, or any other media presentation or summary. To do otherwise constitutes plagiarism.

M. Individuals shall not discriminate in their relationships with colleagues, members of other professions, or individuals under their supervision on the basis of age; citizenship; disability; ethnicity; gender; gender expression; gender identity; genetic information; national origin, including culture, language, dialect, and accent; race; religion; sex; sexual orientation; socioeconomic status; or veteran status.

N. Individuals with evidence that the Code of Ethics may have been violated have the responsibility to either work collaboratively to resolve the situation where possible or to inform the Board of Ethics through its established procedures.

O. Individuals shall report members of other professions who they know have violated standards of care to the appropriate professional licensing authority or board, other professional regulatory body, or professional association when such violation compromises the welfare of persons served and/or research participants.

P. Individuals shall not file or encourage others to file complaints that disregard or ignore facts that would disprove the allegation; the Code of Ethics shall not be used for personal reprisal, as a means of addressing personal animosity, or as a vehicle for retaliation.

Q. Individuals making and responding to complaints shall comply fully with the policies of the Board of Ethics in its consideration, adjudication, and resolution of complaints of alleged violations of the Code of Ethics.

R. Individuals involved in ethics complaints shall not knowingly make false statements of fact or withhold relevant facts necessary to fairly adjudicate the complaints.

S. Individuals shall comply with local, state, and federal laws and regulations applicable to professional practice and to the responsible conduct of research.

T. Individuals who have been convicted of, been found guilty of, or entered a plea of guilty or nolo contendere to (1) any misdemeanor involving dishonesty, physical harm—or the threat of physical harm—to the person or property of another or (2) any felony shall self-report by notifying the ASHA Ethics Office in writing within 60 days of the conviction, plea, or finding of guilt. Individuals shall also provide a copy of the conviction, plea, or nolo contendere record with their self-report notification, and any other court documents as reasonably requested by the ASHA Ethics Office.

U. Individuals who have (1) been publicly disciplined or denied a license or a professional credential by any professional association, professional licensing authority or board, or other professional regulatory body; or (2) voluntarily relinquished or surrendered their license, certification, or registration with any such body while under investigation for alleged unprofessional or improper conduct shall self-report by notifying the ASHA Ethics Office in writing within 60 days of the final action or disposition. Individuals shall also provide a copy of the final action, sanction, or disposition—with their self-report notification—to the ASHA Ethics Office.



Clinical Agreement

Before beginning Clinical Practicum, each student will be required to sign both a clinical agreement and a confidentiality statement in order to ensure that the welfare of each individual who is served is protected.

The Clinical Agreement reads as follows:

I understand that by registering for clinical course credit and obtaining clinical contact hours in the HSU Speech-Language Pathology Graduate Program, I agree to the following policies and procedures:

1. To review and adhere to the principles and rules set forth in the Code of Ethics of the American Speech-Language-Hearing Association.
2. To follow the laws and requirements of the Texas State Board of Speech-Language Pathology and Audiology.
3. To follow the rules, policies, and procedures of assigned off-campus practicum sites.
4. To follow the rules and standards of conduct established by the Hardin-Simmons University Department of Speech-Language Pathology and the Hardin-Simmons University Speech and Language Clinic as set forth in the graduate handbooks.
5. To understand that all clinical activities (evaluation, treatment, conferences, and reports) must be supervised by appropriately credentialed faculty members or certified speech-language pathologists. Furthermore, the student recognizes that he/she is working under the license of the supervisor and it is the supervisor who is responsible and accountable for evaluation and treatment decisions.

Student Printed Name

Classification

Student Signature

Date

Initial Clinical Requirements

Prior to beginning clinical practicum, graduate students must have completed and submitted all prerequisite paperwork. In order for a student to begin participating in clinical practicum, the following paperwork, documentation, and training must be completed and on file:

- 25 hours of observation
- Immunization record (TB test is required; off campus placements may require additional immunizations).
- CPR
- Criminal background check
- Liability insurance (cost will be added to each graduate student's tuition)
- Health Insurance Portability and Accountability Act (HIPAA) and Federal Educational Rights and Privacy Act (FERPA) training
- Additional requirements as stipulated by off-campus placement sites

Current CPR card

- The department will schedule a CPR class for all first-year students at the beginning of the first fall semester.
- Each student is responsible for the cost of this class.
- Each student is responsible for placing a copy of his/her CPR card in his/her academic file as well as the clinical file in *Calipso*

Criminal Background Check

- The university will conduct a criminal background check on all first-year students. This must be completed prior to beginning clinical practicum.
- The cost of the background check is minimal and is the responsibility of the student.
- Some clinical placements may require additional background checks. If so, this cost will be the student's responsibility.
- Each student is responsible for placing a copy of the Criminal Background Check in his/her "Personal Document" file in *Calipso*.

Identification

- Students will purchase a name badge at the beginning of their first semester. Students *must* wear their badges at all clinical practicum sites including the HSUSLC.

HIPAA and FERPA Training

- Students in the SLP graduate program must complete HIPAA and FERPA training. This training is offered through the HSU Human Resources Department. This training will be completed during the first semester of graduate school and an acknowledgement of completion will be placed in the student's clinical file as well as the "Personal Document" file in *Calipso*.. It is recommended that students keep a copy for themselves

Additional Requirements

- Some off campus placement sites may have additional requirements. If so, any cost will be the responsibility of the student.

Knowledge of Assessment and Skills (KASA)

Prior to graduation, all graduate students must demonstrate they have acquired all the knowledge and skills as set forth by the Council for Clinical Certification (CFCC).

Retrieved from www.asha.org/certification/2020-SLP-Certification-Standards)

Standard V-A

The applicant must have demonstrated skills in oral and written or other forms of communication sufficient for entry into professional practice.

Standard V-B

The applicant must have completed a program of study that included experiences sufficient in breadth and depth to achieve the following skills outcomes:

1. Evaluation

- a. Conduct screening and prevention procedures, including prevention activities.
- b. Collect case history information and integrate information from clients/patients, family, caregivers, teachers, and relevant others, including other professionals.
- c. Select and administer appropriate evaluation procedures, such as behavioral observations, nonstandardized and standardized tests, and instrumental procedures.
- d. Adapt evaluation procedures to meet the needs of individuals receiving services.
- e. Interpret, integrate, and synthesize all information to develop diagnoses and make appropriate recommendations for intervention.
- f. Complete administrative and reporting functions necessary to support evaluation.
- g. Refer clients/patients for appropriate services.

2. Intervention

- a. Develop setting-appropriate intervention plans with measurable and achievable goals that meet clients'/patients' needs. Collaborate with clients/patients and relevant others in the planning process.
- b. Implement intervention plans that involve clients/patients and relevant others in the intervention process.
- c. Select or develop and use appropriate materials and instrumentation for prevention and intervention.
- d. Measure and evaluate clients'/patients' performance and progress.
- e. Modify intervention plans, strategies, materials, or instrumentation as appropriate to meet the needs of clients/patients.
- f. Complete administrative and reporting functions necessary to support intervention.
- g. Identify and refer clients/patients for services, as appropriate.

3. Interaction and Personal Qualities

- a. Communicate effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the individual(s) receiving services, family, caregivers, and relevant others.
- b. Manage the care of individuals receiving services to ensure an interprofessional, team-based collaborative practice.
- c. Provide counseling regarding communication and swallowing disorders to clients/patients, family, caregivers, and relevant others.
- d. Adhere to the ASHA *Code of Ethics*, and behave professionally.

Professional Attire for HSUSLC and Off-Campus Placements

Everyone, including graduate students, faculty, staff, and student workers, are expected to dress professionally. Everyone should dress modestly and decently (no breast, belly, or butt showing). Individuals who project professional images through attention to their appearance instill confidence in their clients that the same careful attention will be given to their treatment program. Remember - not only are you representing Hardin-Simmons University, but the profession of Speech-Language Pathology as well.

- Clothing needs to be clean and in good condition. Dirty, frayed and/or ripped clothing is unacceptable. Remember, clothing fads are not professional dress (including deconstructed jeans). Look your best - clean, neat, and professional.
- Name tags are to be worn for all client interactions both on campus and at externship sites.
- Hair should always be clean and neat. Extreme colors (pink, blue, purple, cherry red, green, bright yellow) or extreme haircuts are not appropriate. For male students, hair should be no longer than collar length.
- Fingernails are a common cause of infection in healthcare settings. Nails should be clean, appear professional and be an appropriate length. Avoid distracting nail designs. Nail polish should not be chipped, pealed, or otherwise not well kept.
- Makeup should be tasteful and attractive. Goth-style makeup is not appropriate.
- Facial hair must be neat and well-trimmed and should not interfere or distract clients during therapy sessions.
- Body piercings other than one ear piercing are not allowed and are considered professionally inappropriate. When entering the clinic or your externship sites, be sure to remove all body jewelry from visible piercing sites.
- Visible tattoos are not allowed and are considered inappropriate for the clinical setting. All tattoos must be covered when entering the clinic or your externship sites.
- Students must wear their HSU SLP polo shirt and name tag while providing therapy at the HSUSLC. Name tags will be worn at all externship sites.
- Slacks are appropriate. Slacks should be a neutral color. All pants must sit at or just below the waist. Neither underwear nor your belly should be exposed at any time. Leggings and exercise pants are not considered professional dress and are prohibited in clinical settings. If your apparel does not meet this requirement, you will be asked to return when appropriately dressed.
- Professional clothing is often dictated by externship placement. When at externship placements, wearing scrubs may be appropriate. Neon and/or wild extreme patterns or any depiction of violence or violent characters are not acceptable. Students should follow the dress code of their clinical placement whether the placement is on or off campus.
- Shoes should be sensible and comfortable. Closed heel/toe flats, boots, or athletic shoes are appropriate. No flip flops, open toed shoes, or high heels are allowed.
- Heavy cologne/perfume should not be worn due to possible patient allergies.
- **Please note that if you are upstairs in the HSUSLC, regardless of whether you are seeing patients or just working in the documentation room, you must be dressed professionally!**

HSU Speech-Language Clinic Policies and Procedures

The graduate program in Speech-Language Pathology will follow policies and procedures regarding the expectations of student academic and clinical integrity provided in the Hardin-Simmons Graduate Catalog and the ASHA Code of Ethics. During orientation at the beginning of each new cohort, the University Academic Integrity Policy and Internet Code of Ethics will be reviewed. The ASHA Code of Ethics provides graduates with a clear definition of ethical and professional conduct. At the beginning of every cohort, the Program Director and Director of Clinical Education will review these policies with the graduate students. Each student will then sign a Confidentiality and Ethics statement and Clinical Agreement acknowledging they have been provided with and have read the University Code of Conduct and ASHA Code of Ethics, as well as clinical expectations. **The student's signature will also acknowledge that the student completely understands the expectations of the program.**

Orientation

Prior to the Fall Semester, each first-year cohort will participate in a three-to-four-day orientation. Students will participate in teambuilding activities and discussion as well as review all policies and procedures for the SLP graduate program and Hardin-Simmons University Speech and Language Clinic (HSUSLC). HIPAA regulations, ASHA Code of Ethics, Universal Precautions training, and an introduction to *Calispo* and *ClinicNote* will be discussed.

Orientation is mandatory for all first-year students. Students who enroll in January will also complete a mandatory orientation.

The HSU Speech-Language Clinic

The Hardin-Simmons University Speech-Language Clinic (HSUSLC) is a part of the Speech-Language Pathology Graduate Program which is within the College of Health Professions (COHP). The university clinic is located on the third floor of Caldwell Hall. The purpose of the clinic is to provide clinical practicum experiences for graduate students pursuing a Master of Science degree in Speech-Language Pathology. The HSUSLC is a private clinic, serving individuals across the life span at no cost.

The HSUSLC follows the University's academic calendar, providing services in the Fall and Spring semesters. The clinic will be open during the following hours:

Monday 1:00 p.m. – 5:00 p.m.

Tuesday 1:00 p.m. – 5:00 p.m.

Wednesday 1:00 p.m. – 5:00 p.m.

Thursday 1:00 p.m. – 5:00 p.m.

HSUSLC Supervisors and Staff

Students completing clinical hours in the HSUSLC will be supervised by the HSUSLC Director of Clinical Education and other university clinical supervisors. All clinical supervisors are licensed by the state of Texas to practice as an SLP and have a Certificate of Clinical Competency (CCC) from the American Speech-Language and Hearing Association (ASHA).

All supervisors must be registered and approved before HSU SLP students receive any clinical hours from the supervising SLP. If an off-campus SLP is not approved by the HSU SLP Graduate Program, they may not supervise any HSU SLP students. No clinical hours will be approved for the student if they are supervised by an unapproved supervisor.

Professional Behavior

Graduate classes and clinical practicum are preparing students for success in the field of speech-language pathology. As students prepare to enter the field the following professional behaviors should be followed.

- Emails are an effective and efficient way to communicate important information between professors, supervisors, and students. Please check email several times a day and respond to ALL emails in a timely manner.
- Sensitive topics should not be addressed via email. The student should arrange an in-person meeting with professor or supervisor.
- Be respectful in all communication (verbal and written) with classmates, professors, supervisors, clients, and family members.
- Exhibit consistent professional conduct in all academic and clinical interactions.
- Refrain from using personal phones and electronic devices in classes and clinical sessions.
- Be punctual for all scheduled classes, meetings, and clinical sessions.
- Actively participate in all interactions with professors and supervisors.

For additional information on professional behavior, please refer to the “Professional; Behavior” Addendum located in the appendix section of this handbook.

Social Media

To maintain a professional relationship with clients and family members, students should not engage in social media communications via any social media sites. Students should exercise caution when interacting on social media sites and follow all professional and ethical guidelines of the profession.

Gifts and Gratuities

Clients/families often want to show their appreciation for the services they received during the semester. Gifts under a \$10 value may be accepted. Monetary gifts to students are prohibited. If a client/family would like, they may make a monetary donation to the clinic or provide a donation of therapy materials. If a client/family wishes to donate, see the Director of Clinical Education for details and procedures.

Inclement Weather

During inclement weather, if the university is closed the HSUSLC will also be closed. It is the responsibility of each student clinician to ensure their clients are aware of the closure. Students assigned to an externship site will follow the policy of the facility—if the facility is open, the student clinician is expected to be in attendance.

Simucase

Students are required to purchase a yearly membership to *Simucase*. This is an online learning platform of videos and simulations that will assist students in enhancing their clinical competency.

Lamination

Lamination is free of charge for all materials being used for therapy in the HSUSLC. All laminations are completed by a student worker. Students should complete a lamination request form and leave materials on the student worker's desk. Please do not ask the student worker to cutout laminating for you. Lamination will only be completed on Friday afternoons. Materials may also be laminated at Mardel's (4705 South 14th) for a small fee.

Cell Phones

Cell phones are not allowed in the therapy room while providing treatment. The HSUSLC has purchased recorders that can be checked out for evaluations or therapy sessions. This will guarantee that HIPAA regulations are being followed. Students will need to check out the recorders in the HSUSLC office.

iPads

No personal iPads may be used while providing treatment. The department has several iPads for therapy use and they may be checked out with the Director of Clinical Education. If you want to use an iPad, you must reserve one the day before intended use to ensure the iPad is charged.

Observation

Occasionally, parents or undergraduate students will request to observe a therapy session. All observation must be approved by the Director of Clinical Education. Once approved, the Director or student clinician will log the observer into the Vault system. The observer will be instructed to log out of the system at the conclusion of the observation. The observation door should remain closed during all observations.

Client Sign -In

It is important to know who is in the clinic at any given time in case of an emergency. Therefore, clients are to sign in prior to each session. It is the student clinician's responsibility to ensure client attendance has been documented.

Evaluation of Clinical Instructors

At the end of each clinical placement, student clinicians are to complete an "Evaluation of Clinical Instructor" form in Calipso. (See "Student Instructions for *Calipso*" in the appendix of this document.

Grading of Clinical Practicum

Clinical grades are determined based on the scoring of the final clinical evaluation by the supervisor. If a student has more than one supervisor or clinical placement, the final scores will be averaged to determine the final grade. For the grading scale, please refer to the “Grading Scale” found in the appendix of this handbook.

Non-Discriminatory Policy

The HSUSLC serves individuals from Abilene and the Big Country area. The HSUSLC services are provided free of charge to all individuals and/or their families. Services scheduled each semester are limited to the number of appointments that the clinical educators can adequately supervise. The HSUSLC follows the Hardin-Simmons University non-discrimination policy and does not discriminate in the delivery of clinical services. The HSUSLC will provide services to any individual that may benefit if supervision and space are available.

<https://www.hsutx.edu/title-ix/>

All HSUSLC faculty, staff, and students are strongly encouraged to review information and resources provided on the ASHA website each semester.

<https://www.asha.org/Practice/multicultural/>

Infection Control Guidelines

The goals of an effective infection control procedure are:

- To provide as safe an environment as possible, based upon our current knowledge, for our patients, students, faculty, and staff.
- To comply with the most recent recommendations published by the American Speech-Language-Hearing Association and the Centers for Disease Control.
- To provide a practical and effective infection control model which will be carried into practice by our students, faculty, and professional clinical staff.

In order to achieve these goals, the following guidelines are to be followed.

- The responsibility for completing effective sterilization and disinfection procedures rests with the students and faculty.
- Students and faculty will wash/disinfect their hands a) immediately prior to the treatment of each patient, b) at any point during treatment when contact with contaminated items has been made, and c) at the conclusion of treatment.
- Students and faculty will wear properly fitting disposable gloves for intraoral examinations. Gloves are **not** to be reused after administration of any treatment procedure on a patient (a new pair of gloves is to be used for each patient treated). It is also important to remember that gloves do not serve as substitutes for careful handwashing. Hands should be thoroughly washed with appropriate handwash preparation that is provided, both before gloving and after gloves are used in clinical areas.
- Items manufactured for single-use only, such as tongue blades, oral probes, and drinking cups are not to be reused and are to be disposed of properly.
- **All items** used in the treatment session are to be disinfected prior to returning to the material storage area.

Failure to comply with the above general considerations will result in appropriate disciplinary action.

Handwashing

According to the CDC, handwashing is one of the best ways to protect yourself and others.

- Handwashing is **MANDATORY**:
 - At the beginning and end of a treatment session.
 - When hands are obviously soiled.
 - After contact with the face, nose, hair, mask, glasses, excretions, etc.
 - Immediately after removing gloves.
 - Before and after eating.

Handwashing procedure

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds (hum “Happy Birthday” twice)
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.
- Use the paper towel to turn off the faucet, turn off the light switch, and/or open the door. Paper towel should then be properly disposed of.

Use of hand sanitizer

If soap and water are not readily available and hands are not visibly soiled, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. CAUTION: If more than a few mouthfuls of alcohol-based sanitizer is swallowed, alcohol poisoning is possible. Keep out of reach of children and supervise their use.

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Use of Gloves

- All personnel working with the oral or nasal cavities must wear properly fitting disposable gloves during all treatment procedures. Disposable gloves are only to be applied immediately prior to actual examination or treatment.
- Clinicians must remove and discard gloves if it is necessary to leave the environment or if any contaminated surface is touched. **IT IS FORBIDDEN TO WEAR SALIVA OR BLOOD CONTAMINATED GLOVES WHILE WALKING THROUGH THE HALLWAYS OR IN CLINICAL AREAS.**
- Do not touch phones, doors, cabinets or charts with saliva or blood contaminated gloves.
- Upon completion of patient treatment and following environmental decontamination procedures, gloves are to be removed and discarded.
- To remove gloves, grab one glove at the wrist and peel off from wrist to fingertips. While holding removed glove in the remaining gloved hand, use bare hand to remove second glove, wrist to fingertip.

All flat surfaces and materials must be disinfected before vacating the room.

Documentation

ClinicNote

ClinicNote is an electronic medical record software program that is HIPAA compliant. HSUSLC will use *ClinicNote* for all clinical documentation (i.e., evaluation, daily notes, etc.) and training will be provided. ClinicNote may only be accessed in the Documentation room.

Documentation Timeline

HSUSLC policy holds student clinicians and supervisors to a timely completion of all documents. Following an evaluation, the student clinician's initial draft is due to the supervisor within **48 hours**. Revisions may be necessary and will be performed in a timely manner so that the final evaluation document is signed and dated within **ten business days of the initial encounter**. The same timeline will be used to generate progress notes and discharge summaries. All daily notes (i.e., SOAP notes) are to be completed **on the day of service**. All SOAP notes are due to the supervisor by 11:59 pm on date of service. If any revisions are required, the final documentation should be signed and dated **no later than 48 hours from the Point of Service (POS)**.

It is important to understand that anything beyond these timelines could be considered unacceptable. As such, if a student has more than two daily notes that are late, she/he will be unable to participate in Clinical Practicum until the notes are completed and signed. Additionally, the student clinician will be considered in **major** violation of the student handbook which may result in the student being placed on a remediation plan.

Calipso

Calipso is the system used to track clinical placements, clinical hours, and important student documents. HSUSLC will use *Calipso* software and students are responsible for the one time fee. The student's information is password protected. Each student as well as clinical educator (supervisor) will have a unique password. This password should not be shared with anyone. Students should note that the clinical educator to whom they are assigned can view the student's personal information at any time. At the beginning of the graduate program, each student will register as a "Student User". When logging in for the first time, the student will be prompted to pay the student fee.

Students are to create a "Personal Document" file within the "Student Information" tab. The following documents will be uploaded, by the student and appropriately named:

- TB test results
- Certificate of FERPA training
- Certificate of HIPAA training
- CPR card
- Background Check
- Tetanus Record
- COVID documentation (if applicable)
- Immunizations
- Undergraduate observation hours and clinical hours, if applicable.

Clock hours obtained during clinical practicum are to be submitted **weekly** to each supervisor. A separate clinical hour sheet is to be submitted for each clinical site (Long EC, KDK, HSUSLC, off-campus placements). In the “Comment or Additional Information” box at the bottom left of the form, please indicate the client’s initials and the amount of time seen. If the hours are obtained through “*Simucase*” please indicate the name of the simulation. The completion month noted at the top of the form is the month in which the hours were obtained.

Clinical hours must be submitted to the supervisor for approval by Friday at 11:00 p.m. Failure to *submit* hours on time will result in the clock hours not being counted in the designated area. You may submit your late hours, but those hours **will not** count towards the 400 required hours needed for your certification. **The first-time hours are submitted late, the student clinician will receive a verbal warning. Each subsequent late submission will result in a reduction in clinic grade by 2 points. For additional information concerning documenting clinical hours, please refer to the document “Documenting Clinical Clock Hours located in the appendix of this handbook.**

SOAP Notes

SOAP stands for subjective, objective, assessment, and plan and is an effective and standard means of documentation utilized in the medical industry. SOAP notes in the HSUSLC are written for every treatment session and are to be completed immediately following the session. The initial draft of the note may be completed in a Word document on a student’s personal computer. **In order to remain HIPAA compliant, no identifying information is to appear on the initial document. Refer to the client by initials only.** The supervisor will review the notes, make corrections, and return to student. Once the supervisor makes the final approval, the student clinician will input the note into ClinicNote and submit to supervisor for final approval and signature. A SOAP note is also completed to document cancellations/no shows.

Progress Reports

Progress Reports are written on each client at the end of the semester. These reports will document client attendance, progress, and future plans for treatment. Initial draft of the report may be completed in a Word document with no identifying information included. Once the supervisor has made final approval, the student clinician will input the report into ClinicNote and submit to supervisor for signature. Once the supervisor and student clinician have signed the report, the student clinician will place a copy in the client’s folder and give client/parent a copy at the end of semester conference.

Client Communication

There is a “Client Communication” tab for each client in ClinicNote. All communication with client/parent is to be documented in this tab. Communication to be documented could include, but is not limited to, emails sent and received, phone calls, cancellations, etc.

Treatment Plans

Treatment plans for each session are due to the supervisor Fridays by noon. If any changes are required, the revised plan is to be submitted prior to the scheduled session.

Clinical Facilities

Graduate Student Workroom

A workroom has been designated for student and faculty use (Hemphill 115). This room is for preparation of therapy and/or class projects. The workroom has a large worktable, therapy supplies (e.g., glue, scissors, card stock, markers, paints...), and copier. Students are encouraged to use this room to work on therapy materials as well as to study. Please remember to return supplies where they belong. Be professional and courteous and clean up your area – it is your responsibility.

Treatment Rooms

The Director of Clinical Education assigns treatment rooms for all therapy sessions and will take into consideration which treatment room meets the needs of individual clients. Each room has chairs, a table, and a white board along with supplies. Cleaning supplies are provided so the room can be cleaned after each therapy session. Please note that disinfecting materials are not to be in the therapy room during sessions!. Furniture should not be removed from the treatment room unless to accommodate a client. After the session, it is the clinician's responsibility to return the furniture to the room. Please do not leave any food used in therapy in the trash can in the therapy room.

Student Documentation Room

This room is a card swipe room. Students will use their personal swipe card to gain access to this room. Students should not allow anyone else to follow them into the room without swiping their card. Unauthorized entry (i.e., “piggybacking”) into this room may be considered a **major** violation of the student handbook. Students should be in this room only to write reports and complete other confidential clinic paperwork. **No personal items are allowed in this room, This includes backpacks, textbooks, phones and tablets.** No food or drink is allowed in this room nor are unauthorized individuals. Students should note that they may be monitored and recorded while in the documentation room. This room will be available during the hours Caldwell Hall is open (Monday-Friday 7:00 a.m. to 12:00 a.m., Saturday 10:00 a.m. to 10:00 p.m., and Sunday 1:00 p.m. to 12:00 a.m.). **Please note that individuals not enrolled in the SLP program or clinical practicum are not allowed access to this room. This room contains all client ‘hard files “and access is strictly limited.**

Observation Room

There is a designated room in the Clinic for students and/or caregivers to observe therapy sessions. All observation must be scheduled with the Clinic Director. All students observing in the observation room must follow the professional dress code outlined in the Graduate Student Handbook. Observers are responsible for upholding the ASHA Code of Ethics as well as the policies and procedures of the HSUSLC.

Materials Room

Testing protocols and materials for therapy use are located in Caldwell 301. This room is to remain locked at all times! These materials are for use in the clinic only!. Materials are to be returned to the appropriate place following disinfection after use. Mandatory Friday work days will be scheduled if this organization is not maintained. Personal therapy materials are not to be stored in the materials room and no materials may be removed from the building!

Treatment Supplies and Materials

Treatment supplies (e.g., scissors, markers, paper, crayons, glue, etc.) are located in the student workroom. These materials are not for personal use. Games and toys are provided for therapy use. After each session, materials must be cleaned by the therapist before returning them to the shelf. Visibly soiled toys and manipulatives must be cleaned using the kitchen on the third floor of Caldwell. Please notify the Director of Clinical Education when supplies are running low or materials are broken or need to be replaced.

In the kitchen on the third floor of Caldwell is a refrigerator where food can be stored for therapy activities. All food must be dated and initialed. Please do not leave food in the therapy room at the end of the session. If discarding food in the waste basket, please place the basket outside the therapy room for maintenance to empty. ***If using food in a therapy session, student clinicians must check to see if the patient has any food allergies.***

Clinical Practicum Assignments

Throughout the graduate program, various off-campus placements in the community and surrounding area will be coordinated so that students may achieve their clinical clock hours. Students are required to provide their own transportation and placements may be up to one hour away from the university.

Student clinicians will take on caseloads and responsibilities commensurate with their progression through the program. All clinical placements are made by the Director of Clinical Education to ensure that all students can gain experience across ASHA's "Big 9" (articulation, fluency, voice and resonance, receptive and expressive language, hearing, swallowing, cognitive aspects of communication, social aspects of communication, and communication modalities). For more information about the "Big 9" visit: <https://www.asha.org/events/slp-summit-glossary/>

In order to ensure appropriate externship placement, the Director of Clinical Education will evaluate the student's knowledge and skills, the needs of the externship site, and the facility's ability to provide the level of supervision needed by the student. Additionally, diversity of the patient population and the breadth and depth of the potential experience will be assessed. **Students who elect to discontinue or not participate in an externship placement will not be allowed to complete clinical requirements for that semester which will delay completion of the program.**

Fall and Spring Semesters

All graduate students are expected to participate in clinical practicum during the Fall and Spring semesters as well as during the Summer semester. Hours for each practicum are determined by the site and Director of Clinical Education. **It should be noted, there will be times when the practicum may occur after traditional hours and students are required to attend if assigned to that practicum site.**

Students will submit a Placement Application Form to request a clinical placement. The Director of Clinical Education will review each request to evaluate the student's knowledge and skills, needs of the externship site, and the facility's ability to provide the level of supervision needed by the student. Additionally, diversity of the patient population and the breadth and depth of the potential experience will be assessed. The form for Fall and Spring placements can be found at <https://www.hsutx.edu/wp-content/uploads/2020/10/Student-Placement-Request-Fillable.pdf> These forms are due on/or before November 1 for the Spring semester and July 15 for the Fall semester.

Whenever possible, the Director of Clinical Education will notify students of their Clinical Practicum site on/or before August 15 for the Fall semester and December 24 for the Spring semester.

Summer Semester

Summer Clinical Practicum is a full-time off-campus placement. These placements could take place nationwide as there are no in-person didactic classes during the summer. Sometimes, opportunities come available for students wishing to combine mission work and summer clinical practicum outside of the U.S.

The summer clinical practicum process should begin in the first semester with a discussion with the Director of Clinical Education. Students who wish to complete a summer externship outside of the Abilene area are expected to identify a potential summer placement and contact the facility to determine whether they would be willing to welcome students. After this discussion, the student will need to submit a formal placement request to the Clinic Director which is available online at

<https://www.hsutx.edu/wp-content/uploads/2020/10/Summer-Placement-Request-Fillable.pdf>

The student will need the following information: facility name and contact person's phone number and email address. This request must be submitted by February 28. When reviewing the request, the Director of Clinical Education will consider the student's knowledge and skills, needs of the externship site, facility's ability to provide the level of supervision needed by the student. Additionally, diversity of the patient population and the breadth and depth of the potential clinical experience will be assessed. **If the summer placement application is submitted late, it may delay the summer practicum start date.**

Please note if you choose to go to a location/facility which is not typically used as a university externship, the Director of Clinical Education must make the necessary arrangements to obtain a mutual agreement between the University and the externship site.

Every attempt will be made by the Director of Clinical Education to finalize the summer placement by April 15; however, there may be exceptions, particularly if the placement site has an alternative schedule for determining student rotations.

Clinical Clock Hours

By graduation, student clinicians must be able to document attainment of at least 375 clinical clock hours of supervised clinical experience in the practice of speech-language pathology and 25 observation hours. Up to 75 of the direct contact hours may be obtained through clinical simulation.

Students should strive to earn the following number of clock hours during each semester to ensure reaching their final goal of 375 hours:

- Fall 1: 40 hours
- Spring 1: 60 hours
- Summer: 140 hours
- Fall 2: 60 hours
- Spring 2: 110 hours

Please note: Clinical Practicum will continue until graduation, even if the required 375 hours are completed. COMPETENCY IS NOT DETERMINED BY HOURS.

The clinical and diagnostic practicum experiences provide students opportunities for the following, which are specified in ASHA's 2020 standards:

- interpret, integrate, and synthesize core concepts and knowledge
- demonstrate appropriate professional and clinical skills
- incorporate critical thinking and decision-making skills while engaged in prevention, identification, evaluation, diagnosis, planning, implementation, and/or intervention.

Across the clinical experiences, all student clinicians are supervised a minimum of 25% of the time for all treatment sessions and a minimum of 50% for all assessments. Supervision may exceed this percentage. All supervisors are licensed by the state of Texas and certified by ASHA. The Director of Clinical Education will verify they have met the ASHA 2020 standards for supervision by using the ASHA's Certification and Ethics Verification website.

Attendance and Punctuality

All student clinicians are expected to be on time and attend all scheduled therapy sessions whether at an off-campus practicum site or the HSUSLC. Students should arrive at least 15 minutes prior to assigned times and must be prepared. Absences are approved only for illness and family emergencies and funerals. **Students should not cancel any assigned clinical times without prior approval from the Director of Clinical Education.** At the discretion of the Director of Clinical Education, students may be required to reschedule any missed therapy sessions. Job interviews are to be scheduled only on days when the student is not assigned to clinical practicum. Any absences require written documentation from a physician, health clinic, etc. The Director of Clinical Education must be notified, **by telephone call**, prior to any absence. Voice messages are not acceptable! Excessive **unapproved** absences or tardiness (2 or more) may result in a reduction in the student's clinic grade for that semester. **Please note: clinical practicum is your JOB during graduate school.**

Clinical Evaluations by Supervisors

Each student will be evaluated by his/her clinical supervisor twice during each clinical placement (midterm and end-of-term).

- The clinical supervisor will discuss the evaluation with the student, providing time for the student to discuss and reflect on his/her clinical knowledge and skills with the supervisor.
- On the final evaluation of each externship, students must demonstrate clinical competence by receiving a clinical practicum grade of at least a B. Students must also demonstrate ethical competence by receiving a score of at least a 4 on the Ethics portion of the clinical evaluation at the conclusion of each externship.
- Students who fail to meet these requirements will be placed on clinical probation and on a remediation plan.
- The remediation plan will be developed by the Director of Clinical Education and/or Program Director and signed by the student.
- Students who do not meet the requirements of the remediation plan or make lower than a B for a second time will be dismissed from the program.

The Program Director will ensure that the remediation plans are implemented. The student will meet weekly with his/her mentor and program director or clinic director to discuss progress and his/her timeline for completing the prescribed remediation. Each meeting will be documented, and all participants will sign the meeting document. Students will be aware of what progress they are making and where they are with regard to the timeline. Students who are on remediation plans may request a meeting at any time regarding the remediation and/or timeline.

Clinician Self-Evaluation

At the end of each semester, clinicians will complete a “Self-Evaluation” form located in Calipso. For instructions on completion of this form, refer to “*Calipso* Instructions for Students” located in the appendix of this handbook.

Clinical Conduct

Clinical violations will be dealt with according to the severity of the violation. Clinical violations are broken down into two categories: minor and major.

Some examples of minor violations may include:

- inappropriate dress, tardiness to clinical appointments, failing to contact the clinic in a timely manner if ill.

If the violation is considered minor, the student could receive: a verbal or written warning, lowering of clinical grade, and clinic placement termination. A behavioral contract outlining an action plan may be implemented.

Some examples of major violations may include:

- disrespectful attitude, incomplete or lack of documentation, neglect/disregard for a client and/or breach of confidentiality.
- providing unauthorized individual with access to the documentation room

If the violation is considered major and/or is recurring, the student could be dismissed from clinical, dismissed from the program and, in some cases, be immediately removed from clinical before the end of the semester. If the student is removed from clinical, the student will receive a final grade of “F” and be dismissed from the program.

Academic and Clinical Progress

In order to meet requirements for ASHA's Certificate of Clinical Competence (CCC) and document the knowledge and skill assessment (KASA), student records are maintained on each graduate student. The KASA guidelines decree the knowledge and skills that the SLP program expects the students to master by the time of their graduation. The SLP program will monitor and document each student's adequate progress in relation to the KASA guidelines.

<https://www.asha.org/Certification/2020-SLP-Certification-Standards/>

KASA Standards

Students not meeting departmental requirements for acquisition of knowledge and skills must complete remediation plans as defined by the program director in conjunction with the Clinical Director, faculty members, and/or clinical supervisors. Failure to complete the remediation plan will result in dismissal from the program.

Student Grievances

Procedures for handling Student Grievances regarding grades can be found in the Graduate Catalog.

<http://hsutx.smartcatalogiq.com/2020-2021/Graduate-Catalog/Academic-Policies/Graduate-Studies-Grievance-Committee>

Procedures for handling student grievances (other than grades) with fellow students, faculty, or staff can be found on page 60 of the Hardin-Simmons University Student Handbook.

[REVISED-2022-2023-Student-Handbook-08-17-22.pdf \(hsutx.edu\)](#)

Students may file a complaint with the Council on Academic Accreditation (CAA) by writing to:

Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology
American Speech-Language-Hearing Association
2200 Research Boulevard, #310
Rockville, MD 20850

Council on Academic Accreditation Complaint Procedures:

For more information regarding the CAA's complaint procedures please visit their website:

<https://caa.asha.org/?s=filing+a+complaint>