

# Syllabus

## CSD 891 First-Year Clerkship in Audiology Fall 2022

### Instructors:

Name	Office #	Office Phone	Home/Cell Phone
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**Office hours:** Vary with each supervisor. Please check with her/him/them.

Office hours indicate days and times when we will be in the building or available via Zoom, but not necessarily sitting around waiting for you to drop in. To be sure that you see us when you want to, please make an appointment.

**Dates: September 6, 2022 – December 15, 2022; You are also responsible for being available for final semester meetings and paperwork until the last day of final exams, or December 22, 2022. Please check with your supervisor *as soon as possible* if you think you may need or want to leave campus before December 22.**

### Course Description:

#### **Clinical Clerkship Expectations & Learning Outcomes:**

The broad objectives for this semester are for you to: demonstrate professional behavior and interest in practicum; adhere to the procedures of the UWSP audiology clinic, including documentation of appointments; develop basic hearing evaluation skills; and develop some comfort with patient interactions. Toward these goals, the specific skills, and outcomes to focus on this semester include:

1. Understanding and implementation of clinic policies and procedures, including:
  - a. Knowledge of the location of forms and materials needed for testing patients and fitting hearing aids.
    - i. Weekly shadowing of 2<sup>nd</sup> year students on HA duty and write a brief summary and submit it on Calipso with your hours. This is a mandatory clinic requirement.
  - b. Consistently following front office procedures.
  - c. Application of appropriate infection control procedures.
  - d. Consistently following protocols established for pre-reports, report writing, and file completion.
  - e. Minimizing misspellings and grammatical errors in written documentation.
  - f. Appropriate dress and professional manner for clinical experiences.
  - g. Timeliness and accuracy in completing paperwork.
2. Performing the basic audiological examination, including air and bone conduction, admittance, speech testing, and straightforward masking procedures. This includes the use of proper techniques in a timely manner.

3. Completion of beginning hearing aid repair tasks following our clinic procedures. Please see the document listing the specific skills that you are responsible for acquiring this semester.

### **Introductions to Patients:**

Both students must introduce themselves to patients as first- and second-year students. You must also inform patients that a faculty supervisor is monitoring every appointment via video observation, and that the faculty member will introduce him/herself in person early in the appointment.

Your supervisor will be closely watching each appointment via some combination of video and in-room observation, and you may ask your supervisor for consultation at any time during the appointment. Your supervisor will also enter the room any time they need to consult with you.

**Do not bring a patient back or allow a patient to leave without checking in person with your supervisor!**

### **Codes of Ethics:**

All students are expected to follow the ASHA and AAA Codes of Ethics, and the links to these are posted on CANVAS.

### **Submitting Reports Electronically:**

During the fall semester, second-year students are ultimately responsible for ensuring that all paperwork is completed. First-year students are expected to contribute to the paperwork as much as is appropriate and reasonably possible, at the discretion of the supervisor. Below are the policies for reports and summaries that second-year students must adhere to, and that first-year students should participate in as much as is appropriate.

Summary notes are to be written after ANY action related to patient care (including evaluations, hearing aid fittings, follow-ups, hearing aid repairs, phone calls, etc.).

The first draft of summaries and reports should be submitted electronically in the secure audiology share drive within 24 hours of the appointment, and you are to email your supervisor to inform her that the paperwork is ready for her review. **Temporary summaries must also be printed and placed in the file before you leave clinic on your scheduled day.** Any test results (e.g., audiogram, admittance forms, CAPD results, questionnaire results, etc.) must be placed in the accordion file in the locked cabinet in HA lab #2; entire patient files are NOT to be stored in that cabinet. Students should name the initial report/summary with the patient's last name and date of the appointment, for example, "smith20140906." Your supervisor will then add any additional edits to the report/summary electronically, save it with their initials (for example, "smith20140906ed1BH"), and email you. You are then responsible for making revisions and notifying your supervisor that the revisions are ready for review.

When writing summaries and reports, edit very carefully for accuracy and do NOT copy and paste information (even non-identifying information) from other patients' summaries or reports. This can lead to breaches of confidentiality if identifying information is not fully edited, or to inaccurate medical information if results and impressions are not fully edited. **If any reports or summaries submitted to your supervisor (on the first version or any revised version submitted) contain any information copied and pasted from previous reports, your final clinic grade will automatically be reduced by one step of a**

**letter grade** (e.g., if your grade would have otherwise been an A-, it will be automatically reduced to a B+). Instead of copying and pasting, you are strongly encouraged to use general templates that do not contain any identifying information or specific results.

The supervisor will email you once a report/summary is ready for printing. All reports/summaries should be printed and ready for mailing within one week, unless your supervisor has specifically approved an exception. For a supervisor to sign a report, you must bring the printed report AND the patient file to the supervisor so that the address and demographic information can be double-checked before signing. Once the report and all test results have been placed in the file, you must bring the file to the supervisor again before the hours can be approved in CALIPSO. All hours should be submitted for supervisor approval within two weeks of the appointment unless your supervisor has specifically approved an exception.

### **General Course Information & Expectations**

#### ASHA Standards Covered in This Course:

***\*\*Refer to specific skills and expected levels of performance cited in the evaluation form in Calipso.\*\****

1. To develop clinical skill in effective interaction and communication with clients/patients, families, professionals, and other individuals through written, spoken, and nonverbal communication. (ASHA Stan. II-A12)
2. To develop clinical skill in the evaluation of clients with auditory, vestibular, and/or related disorders. (ASHA Stan. II-C)
3. To develop clinical skill in providing audiologic rehabilitation across the lifespan. (ASHA Stan. II-E, II-F)
4. To develop clinical skill in counseling patients. (ASHA Stan. II-D)
5. To adhere to the ASHA Code of Ethics and behave professionally. (ASHA Stan. II-A22)

#### **Additional Documents:**

In addition to this syllabus, the following required documents are available on CANVAS and CALIPSO:

1. Clinical Procedures and Practicum Manual. This document provides basic information regarding expectations in the clinic. You are responsible for knowing and following the information provided in this document.
2. Evaluation of Clinical Practicum in Audiology Form (i.e., the grading form). This is the document that will be used (in electronic form within Calipso) in determining your practicum grade for the semester.
3. Expectations & policies for hearing aid duty
4. Hearing aid skills for first semester
5. Dress Code
6. AAA and ASHA Codes of Ethics
7. Clock hour instructions and clock hour report form. You may use this document as a paper record of your clinical experience, to help you track the hours you should enter into Calipso.

#### **Clerkship Attendance:**

You should approach your clinic assignment as your first professional job. It is your responsibility to attend and be prepared for your assigned clinic slots. If you miss clinic, it can create difficulty for the patients, front desk personnel, and the supervisors and other students who must cover for you.

## Illness

You should not attend clinic if you have a cold, fever, bad cough, influenza, or a more serious illness. See also the Covid-19 information below.

If you must miss clinic due to illness, try to arrange coverage (i.e., switch slots with another student) in advance if at all possible, and notify your supervisor and the clinic front desk (715-346-3667) of the situation ASAP. If you are unable to arrange coverage, notify your supervisor and the front desk ASAP.

## Reasons other than Illness

If you must miss clinic for a reason other than your own illness, you must arrange coverage ahead of time if at all possible (i.e., switch slots with another student) and discuss this with your supervisor. Please keep in mind that you are expected to attend your assigned clinic slot, and you should only arrange coverage if you are absolutely unable to attend. *If you \*repeatedly\* switch clinic slots for reasons other than documented personal illness, your clinic grade may be reduced and/or you may fail clinic.*

## Clinic COVID Guidelines Fall 2022:

- Wearing a well-fitting face covering is mandatory in the UWSP Speech, Language and Hearing Clinic at all times except when you are eating or drinking.
- The UWSP clinic will supply the student with appropriate personal protective equipment (PPE) and follow infection control measures recommended by the CDC/Professional organizations.
- Students are also expected to follow the social distancing, travel and group gatherings guidelines required by UWSP and the CDC in their personal lives, to protect their more vulnerable patients.
- Maintain social distancing of six feet whenever possible during appointments.
- Students must NOT attend clinic if they are not feeling well, and they must follow any testing, isolation or quarantine protocol required by the clinic and university. Please contact your supervisor if extended absences will be necessary so clinic coverage can be arranged.

**If you get COVID-19**, the Centers for Disease Prevention and Control (CDC) recommends:

- Isolate at home, separate from others, regardless of vaccination status. Also isolate while awaiting test results.
- Isolate for at least 5 days, or until symptoms improve.
- Wear a high-quality, well-fitting mask for 10 days.
- [Notify](#) your instructors or supervisor and your close contacts.

**If you are identified as a close contact** or been exposed to COVID-19:

- Wear a quality, well-fitting face covering for 10 days after exposure. The CDC no longer requires quarantine. Monitor your symptoms.
- Get tested 5 days after exposure. Test again in 48 hours, or if you develop symptoms in the next 10 days.

**For more information**, visit the UWSP COVID [website](#).

## General

If you miss *more than one* clinic day *for any reason* and are unable to arrange coverage, you will be required to make up the time by covering at least one clinic day (possibly more days, depending on the amount of time missed) during the following interim (winter, early summer, late summer, or possibly spring break). You will receive a grade of incomplete until you make up the time.

**Unexcused absences from clinic will result in a grade of “0” for your clinic session.**

## **Clinic Meetings:**

There may be occasional meetings of all graduate audiology students enrolled in practicum on Tuesdays or Thursdays at 8:00 am. The purpose of these meetings is to convey information to the group. Attendance is required. Do not schedule work or other activities that conflict with this meeting time. You will be notified no later than Monday at noon if a meeting will be scheduled that week.

## **Academic Integrity:**

All students must follow the expectations for academic integrity for the University of Wisconsin System.

(from [http://docs.legis.wisconsin.gov/code/admin\\_code/uws/14.pdf](http://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf))

Academic honesty requires that the course work (drafts, reports, examinations, papers) a student presents to an instructor honestly and accurately reflects the student's own academic efforts. UWS 14.03 defines academic misconduct as follows:

"Academic misconduct is an act in which a student: (l) Academic misconduct is an act in which a student:

- (a) seeks to claim credit for the work or efforts of another without authorization or citation;
- (b) uses unauthorized materials or fabricated data in any academic exercise;
- (c) forges or falsifies academic documents or records;
- (d) intentionally impedes or damages the academic work of others;
- (e) engages in conduct aimed at making false representation of a student's academic performance
- (f) assists other students in any of these acts."

Examples include but are not limited to: cutting and pasting text from the web without quotation marks or proper citation; paraphrasing from the web without crediting the source; using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator; using materials for assistance on examinations that are not allowed by the instructor; stealing examinations or course materials; signing another person's name to an attendance sheet; hiding a book knowing that another student needs it to prepare an assignment; collaboration that is contrary to the stated rules of the course, or tampering with a lab experiment or computer program of another student.

If academic misconduct has occurred, the student may be subject to one or more of the following penalties: an oral or written reprimand, a lower grade or a failing grade in the course, university disciplinary probation, suspension, or expulsion.

**Students with Disabilities:**

If you are a student with a documented disability and wish to discuss accommodations, you must contact the instructors within the first two weeks of the semester to discuss your needs.

**Religious Conflicts:**

In accordance with University of Wisconsin policy, any potential conflict between class requirements and religious observance must be made known to an instructor within the first week of class. The student must notify the instructor of the specific day(s) or date(s) of specific religious observances for which the student seeks relief from academic requirements.

**Emergency planning and management statement:**

If an emergency occurs or an illness is spread throughout the campus to the extent that it interferes with basic functions, the university, state, and local officials may implement “social distance teaching.” This means that face-to-face instruction will be restricted. Instruction of essential courses will continue, but it will be provided via distance methods. If this course is no longer able to meet face-to-face, students will be contacted with instructions via email. You should also monitor the UWSP homepage for emergency information.

If the emergent situation is a pandemic illness such as the flu, and classes are in session as usual, but you become sick and cannot attend class, you must contact your instructors.

**Grading**Feedback:

Please see your supervisor(s) and arrange for a required weekly meeting time of 15-30 minutes. You should come to this meeting prepared to receive and discuss feedback from your supervisor, discuss clinical cases, and ask and answer questions.

Evaluation of Clinical Performance:

Your clinical performance will be evaluated using The Evaluation of Clinical Practicum in Audiology within Calipso. There will be two evaluations of performance during the semester. The first (midterm) evaluation will be informal and occur near the 7<sup>th</sup> week of clinic, or the week of October 17<sup>th</sup> or 24<sup>th</sup>. The second and final evaluation will occur at the end of the semester.

Practical Examination:

You will have a practical examination toward the end of the semester, sometime between November 17<sup>th</sup> through December 8<sup>th</sup>; the specific date of your exam will depend on patient availability on the various dates. The exam will be scheduled with a real clinic patient during half of your regular clinic slot (i.e., for 90 minutes). Your supervisor will be present in person for the entire exam, and the second-year student will not be present. You will be responsible for and graded on:

- Taking the case history
- Otoscopy
- Admittance testing (If admittance testing cannot be completed due to an inability to obtain a seal, then you will complete admittance testing on your supervisor or a fellow student after the patient leaves).
- Pure-tone air- and bone-conduction testing

- Speech recognition thresholds
- MCL and UCL
- Word recognition testing
- Masking as needed. You are expected to know the plateau method for masking. If the plateau method does not work, then your supervisor may help guide you, and you will not be penalized.
- Writing a report
- Overall poise and confidence

You are encouraged to explain the results to the patient, but you will not be graded on that part. You are not responsible for addressing any hearing aid concerns; if your patient does have those concerns, your supervisor or second-year student will address them.

Your practical exam grade will comprise 50% of your clinic grade for the semester. The remainder of your grade will be based on the clinical skills and professionalism that you have demonstrated throughout the semester.

Clerkship Grades:

Earned letter grades indicate the following levels of performance in this course:

Letter	Numerical	Description
A	95.51-100	The clinician is consistently exhibiting extra effort and outstanding clinical skills for his/her level of training.
A-	91.00–95.50	The clinician is exhibiting clinical skills and effort that meet expectations for his/her level of training in some areas and exceed expectations in other areas.
B+	88.00-90.99	The clinician is exhibiting clinical skills and effort that, overall, meet expectations for his/her level of training.
B	84.00-87.99	The clinician is exhibiting clinical skills and effort that meet expectations for his/her level of training in many areas but has a/some limited area(s) of below-standard performance that require improvement. An Improvement Plan may be considered.
B- and below	< 83.99	These are failing grades representing clinical skills and/or effort that are below expectations for the clinician’s level of training. An Improvement Plan will be implemented.

End of Semester:

Prior to receiving your final grade, all files must be completed and signed by your supervisor. If this is not accomplished by the time grades are due, you will receive an Incomplete and a grade reduction of half a letter.

Counting Clinical Clock Hours:

**Be sure to count all your clinical clock hours (see guidance below on what can count);** give yourself credit for all the work you’re doing and experience you’re gaining! **Even if you are likely to exceed the ASHA-required 1820 hours for the CCC-A, you must document all your hours in case you need hours or**

**experience beyond the CCC-A requirements** for state licensure, ABA Board Certification, or for any other credential or employment.

ASHA states, on their website that lists the CCC-A requirements (<https://www.asha.org/certification/2020-audiology-certification-standards/>), that the following activities all can be counted as clinical hours: "...clinical and administrative activities directly related to client/patient care, including direct client/patient contact, consultation, recordkeeping, and administrative duties relevant to audiology service delivery;"

**Therefore, be sure to count time spent:** writing reports, consulting on a case with your supervisor or other professional, preparing and planning for the care of (a) specific patient(s) (e.g., reviewing the patient's history, pre-setting a patient's hearing aids, setting up materials or a test ahead of time for a specific patient, reviewing and evaluating evidence that is directly related to deciding on a particular patient's treatment plan, etc.), and following up or coordinating a patient's care (e.g., making a phone call to the patient or to another professional about the patient's care, etc.). For administrative and consultative activities, you may only count, and your supervisor will only sign off on, a reasonable amount of time for each particular activity. A "reasonable amount of time" is at the discretion of the supervisor, and clinic director if necessary.

Time that is spent on general learning or review of topics related to clinic, general review of evidence/research, general review/preparation of clinical skills, or preparation or practice for exams does not count toward your clinical hours. Activities need to be directly related to the care of (a) patient(s) to count. In addition, time that is spent with your supervisor discussing development of your clinical skills (e.g., strengths and areas for improvement) does not count toward your clinical hours.

Observation hours cannot be counted as clinical clock hours. When more than one student engages in patient care, each student can count the time he/she/they participated in direct patient care and consultation, record keeping, and administrative duties, but a student cannot count hours during which he/she/they only observed.