

Syllabus

CSD 892 Second-Year Clerkship in Audiology Summer 2018

Instructors:

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Office hours: Vary with each supervisor. Please check with her/him.

Office hours indicate days and times when we will be in the building, 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: June 18-August 10; Please note that you may need to be available for clinic duties and/or meetings through the last day of the summer session, or 08/10/2018.

Course Description:

Clinical Clerkship Expectations & Learning Outcomes:

The broad goals this session are for you to develop independence and improve your pace in all types of appointments. Toward these goals, the specific skills and outcomes to focus on this summer include the following.

At the beginning of the summer, you are expected to be able to:

1. Be fully prepared before seeing each patient, and follow through with all necessary paperwork, phone calls, etc., after clinic.
2. Accurately perform all tests associated with the basic audiological evaluation, including air and bone conduction testing, masking, speech audiometry, and admittance.
3. Generate accurate and timely written reports, pre-reports, and summaries. Remember that 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.).
4. Adjust the programming of hearing aids. You are expected to use our loaner/demo hearing aids to practice with any software with which you are unfamiliar.
5. Perform REAR measures using the Audioscan Verifit.
6. Complete a hearing aid consult.
7. Perform examination and repair of hearing aids.
8. Set up, administer, and score CAPD tests. Your supervisor will assist with interpretation.
9. Employ appropriate infection control procedures.

If you have minimal experience with any of the above, please let your supervisor know that you may need some closer supervision. Even if you have minimal experience, you are expected to be as prepared as possible by reviewing class material, practicing relevant skills, and reviewing any relevant information from the manufacturers.

If you need some additional tips about particular products or hearing aid software, audiologyonline.com can be a very helpful resource! The manufacturer's courses are free to view (but charges apply to obtain ceus, which you don't need as students).

In addition to the above competencies, your performance in the following areas will be used to determine your grade this summer:

1. Improved speed at the basic audiological evaluation. You should be working toward performance of the full audiological examination (including the QuickSIN whenever applicable) in 60 minutes or less, including history and counseling.
2. Improvement in writing skills. You should be working toward a minimum number of corrections on initial reports, and a minimum number of rewrites.
3. Improvement in counseling/communication skills.
4. Improvement in speed of fitting hearing aids.
5. Following the session on mechanical cerumen removal (to be scheduled), you are expected to perform mechanical cerumen removal as necessary. This needs to be observed and documented by your supervisor.
6. Taking the lead in hearing aid consultations and fittings, including selection of earmold and hearing aid (with approval from supervisor) and counseling of pt.

Head Start Hearing screenings: We plan to travel to the St. Croix Tribal Lands in Webster, WI to provide hearing screenings to children in the birth – 3 years age range. **The exact schedule for this event is still TBD, but the dates of travel are August 8th – Aug 9th. This is an overnight trip. We will need four or five students to help on this trip even if it is not on your usual clinic day.** This is an excellent chance to gain some pediatric screening experience! More information will be discussed with those interested as the summer progresses.

Hearing Aid Duty: You are required to equally rotate coverage for hearing aid repairs and check-ins. Hearing aid duty goes through August 9, 2018. Specific requirements are on the document: "Policies regarding students' availability on hearing aid repair duty."

Supervision and Introductions to Patients:

You will introduce yourselves to patients as 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 he/she needs to consult with you.

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

Code of Ethics:

All students are expected to follow the ASHA and AAA Codes of Ethics, and the links to these are posted on D2L.

Submitting Reports Electronically:

The first draft of summaries and reports should be submitted electronically in your secure S drive within 24 hours of the appointment. Temporary summaries must also be printed and placed in the file no later than 8 am the day after the appointment. 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.

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.

Your 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. In order 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 for your hours to be approved. All hours should be submitted for approval within two weeks of the appointment, unless your supervisor has specifically approved an exception.

General Course Information & Expectations

ASHA knowledge and/or skills to be gained in this class:

A19, A20, A22, C5, C6, C7, F4, F5

Additional Documents:

In addition to this syllabus, the following required documents are available on D2L:

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. This is the document that will be used in Calipso to determine your practicum grade for the semester.
3. Practicum Hours Log. You may use this document as a paper record of your clinical experience, to help you track the hours you should enter into Calipso.
4. Expectations for hearing aid duty
5. Dress Code
6. AAA and ASHA Codes of Ethics
7. Clock hour instructions

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 have to cover for you.

Illness

You should not attend clinic if you have a fever, bad cough, influenza, or a more serious illness. If you have a common cold and can control your symptoms, you may attend clinic, but you must practice good hygiene and use hand sanitizer before touching the patient or the patient's belongings. Check (well in advance of the appointments) to see if any of your patients are frail or immune-compromised; if they are, you may not be able to see them if you have a cold. Discuss this situation ASAP with your supervisor.

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.*

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.

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)

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 situation 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. In the event that 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.

GradingFeedback:

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 in Calipso using The Evaluation of Clinical Practicum In Audiology form. There will be two evaluations of performance during the summer. The first (midterm) evaluation will occur around the 4th week of clinic, or between approximately July 13-18. The second and final evaluation will occur at the end of the summer session.

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 Summer Session:

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 of your clinical clock hours (see guidance below on what can count); give yourself credit for all of 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 of 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 clearly states, on their website that lists the CCC-A requirements (<http://www.asha.org/Certification/2012-Audiology-Certification-Standards/>), that the following activities all can be counted as clinical hours: "Acceptable clinical practicum experience includes clinical and administrative activities directly related to patient care. Clinical practicum is defined as direct patient/client contact, consultation, record keeping, and administrative duties relevant to audiology service delivery. Time spent in clinical practicum experiences should occur throughout the graduate program."

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, and will be based on the amount of time that activity would take in an average clinical audiology environment.

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) in order 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.

Hours that are strictly observation cannot be counted as clinical clock hours. When more than one student is involved in patient care, each student can count the time he/she was involved in direct patient care and consultation, record keeping, and administrative duties, but a student cannot count hours during which he/she only observed.