

## CSD 894 Audiology Fourth Year Externship Syllabus Summer 2019 / Fall 2019 / Spring 2020 Sessions

### Instructors:

Name		Office #	Office Phone
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The School of Communication Sciences and Disorders is pleased to work with the staff of a variety sites for the clinical externship year. Students are expected to fulfill their externship responsibilities in a way that will enhance this working relationship.

A faculty member from the School of Communication Sciences & Disorders will provide liaison supervision from UWSP. During the summer 2019 session, the liaison will be Dr. Tonya Veith, Assistant Professor of Audiology. The liaison may change in subsequent semesters. An on-site visit by the liaison may occur during the externship, only for externships located in Wisconsin or within an approximately 3-hour drive of Stevens Point. It is not possible to make a site visit to more distant locations. Regardless of the externship location, the assigned university liaison will be available to discuss any questions or concerns of externship preceptors. UWSP liaisons are also available to externship students to discuss any concerns or questions. Please feel free to contact your assigned university liaison at any time.

### **As the semester continues, students may expect the following from their assigned university liaison:**

1. The university liaison will make an initial email or telephone call to the externship preceptors during the first 1-2 weeks of the externship to introduce himself or herself, and to check whether the externship preceptors have any questions.
2. The university liaison will continue to make periodic email or telephone contacts with the externship preceptors to monitor the student's progress and status. This will typically occur around midterm and the end of the semester, or more often as needed.
3. The university liaison will offer to make a site visit during the externship, if the externship is located in Wisconsin or within approximately 3 hours of Stevens Point. During this visit, the university liaison will observe the student for approximately 30-60 minutes, and confer with the preceptor(s) and student as needed.
4. The university liaison will contact each of their assigned students, at minimum, at the beginning of the semester, at midterm, and at the end of the semester, to discuss the student's performance and any questions or concerns. The liaison will also be available to meet or talk via telephone with students at other times as needed.
5. The university liaison will be responsible for ensuring that all necessary information has been obtained from the student and the externship preceptor at the end of each semester. The liaison is also responsible for entering the grades of their assigned students.

### **GOALS AND OBJECTIVES FOR OFF-CAMPUS AUDIOLOGY EXTERNSHIPS:**

This course provides students with the opportunity to progress towards **the development of skills and knowledge as specified by ASHA**, for acquiring clinical competence in audiology. The skills and knowledge are acquired across a continuum, with increasing levels of independence, consistency, and problem-solving expected to occur over time. Students must take responsibility for documenting experiences that provide evidence of skills. Each student's progress toward meeting the applicable skills will be evaluated with the supervisor within the semester. If skills are not demonstrated at the expected level, an improvement plan will be developed to facilitate progress (*see more information under Evaluation: Improvement Plans below*).

### **Objectives for Off-Campus Clinical Externship**

During CSD 894 in the fourth year, students will build on the clinical knowledge and skills that have been introduced and developed in CSD 891, 892, and 893, and will continue to develop knowledge and skills across the scope of audiology practice. By the end of CSD 894, students will have developed competency in all of the audiology knowledge and skills required by ASHA.

The specific skills that students develop at the externship site(s) will be documented in the evaluation form in Calipso. In addition to specific clinical skills, students are expected to communicate effectively in oral and written forms; interact appropriately with patients, preceptors, and any other personnel; and adhere to the ASHA Code of Ethics and behave professionally. These professional skills are also evaluated and documented in Calipso.

**SUPERVISION REQUIREMENTS:**

According to ASHA standards for audiology:

- Supervision must be sufficient to ensure the welfare of the patient and the student in accordance with the ASHA Code of Ethics.
- Supervision of clinical practicum must include direct observation, guidance, and feedback to permit the student to monitor, evaluate, and improve performance and to develop clinical competence.
- The amount of supervision must also be appropriate to the student's level of training, education, experience, and competence.
- Supervisors must hold a current Certificate of Clinical Competence in the appropriate area of practice, if the student's clinical clock hours are to count toward earning his/her CCC-A.
- The supervised activities must be within the scope of practice of audiology to count towards certification.

**ACCOMMODATIONS:**

Reasonable accommodations are available for students who have a documented disability. Students must notify their preceptor, the assigned UWSP liaison, and the Director of Off-Campus Audiology Clinical Education during the first week of classes of any needs based on a disability that may require a reasonable modification in order to participate fully in this course. All accommodations must be approved through the Disability and Assistive Technology Center at UWSP.

The UWSP faculty and preceptors will accommodate religious beliefs according to UWS 22.03 if they are notified within the first week of the semester regarding specific dates for which accommodations are needed.

**ATTENDANCE**

- The Au.D. externship will be full time and defined as at least 35 hours per week for a full 52 weeks.
- During the externship year, the student should miss no more than 10 days, excluding holidays when the site is closed, pending the approval of their externship facility and supervisor.

**PROFESSIONAL MANNER, CONDUCT, ACCOUNTABILITY, AND DRESS CODE:**

Credibility as a professional is influenced by appearance and conduct: Note that performance evaluation will take into account the following responsibilities. A pattern of unprofessional conduct in any of the following will result in grade reductions:

- Adhere to facility policy & procedure and ASHA code of ethics.
- Demonstrate awareness of safety issues/infection control in facility.
- Professional appearance and conduct. Refer to your off-campus site and UWSP's dress code policies.

**CONFIDENTIALITY:**

Protected Health Information (PHI) and other clinic/facility information must be kept confidential. Students must follow their off-campus site's requirements regarding patient confidentiality and HIPAA procedures.

**INFECTION CONTROL AND UNIVERSAL PRECAUTIONS:**

All students are required to follow the Center's infection control policies and procedures as outlined in the Audiology Clinical Procedures and Practicum Manual to maintain a clean, healthy environment for patients and staff. Students are responsible for following their off-campus site's procedures regarding infection control and universal precautions. Training on communicable diseases, policies, and procedures has been provided to all staff and students prior to their participation in practicum.

**EVALUATION:**

Evaluations will be provided for the student at midterm and at the end of each semester. Please refer to the evaluation form in Calipso which will be used for these evaluations.

**General Description of Grading:** Below are general descriptions of the type of effort and performance that correspond to each letter grade.

Letter	UWSP %ages	Description
A	95.51-100	The student is consistently exhibiting extra effort and outstanding clinical skills for his/her level of training.
A-	91-95.5	The student 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>B+</b>	<b>88-90.99</b>	The student is exhibiting clinical skills and effort that, overall, meet expectations for his/her level of training.
<b>B</b>	<b>84-87.99</b>	The student 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>B- &amp; below</b>	<b>83.99 &amp; below</b>	These are failing grades representing clinical skills and/or effort that are overall below expectations for the student's level of training. An Improvement Plan will be implemented.

**Improvement Plans:** If skills and/or professionalism are not demonstrated at the expected level, an improvement plan will be developed to facilitate progress. An improvement plan may NOT be necessary if a student performs slightly below expectations in a few specific areas, AND if the student is appropriately responding to supervisor input and demonstrating sufficient improvements in those areas. On the other hand, an improvement plan IS necessary if a student consistently performs below expectations, and is not demonstrating sufficient improvement in response to feedback.

The supervisor should contact the university liaison if he or she believes an improvement plan may be necessary.

**The following is important general and clock hour information:**

1. Preceptors will inform students of the site's policies and procedures regarding client/patient files, and students are responsible for following these procedures.
2. The **externship preceptors will instruct students** regarding the tasks that students can do with clients. As the externship continues, students will typically assume more responsibility for planning and direct involvement in appointments. However, the amount of student involvement is at the discretion of each individual preceptor.
3. **The externship preceptors will provide students with feedback at midterm, and assigning a grade at the end of each semester using the evaluation form in Calipso.** Students will receive feedback throughout the semester regarding their performance, including verbal and/or written feedback and one final grade. The final grade recommendation from the on-site preceptor is due to the assigned liaison by the end of each semester.
4. Students are responsible for logging all of their clinical hours every day and submitting them to their preceptor in Calipso. Check with your preceptor about how often you should submit your hours. Your preceptor will approve your hours in Calipso. **All clock hours must be submitted and approved by the deadline provided each semester. See the last page of the syllabus for the deadline.**
5. **Be sure to count all of your clinical clock hours;** give yourself credit for all of the work you're doing and experience you're gaining! **Even if you have exceeded or will exceed the ASHA-required 1820 hours, you must document all of your hours in case you ever need additional documentation** 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, 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, making entries in the electronic medical record, dictating, reviewing/discussing a case with your preceptor, preparing and planning for a patient's care (e.g., reviewing the patient's history, pre-setting a patient's hearing aids, preparing materials or preparing a test ahead of time for a patient, reviewing and evaluating evidence that is directly related to a patient's care, 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.). If you have any questions about whether you should count a certain activity, be sure to ask your UWSP liaison.
6. **Please ask the externship preceptor if he/she would like you to have her/his home or cell phone number, in case you get sick and need to contact your preceptor at home. Note:** If you become ill and are unable to go to the site, you need to call the on-site preceptor the NIGHT BEFORE. If your illness comes on suddenly, contact the site and/or your preceptor **within a timeframe and using a means of communication that you have both agreed on ahead of time.**
7. **Communicate with your preceptor about his/her expectations for you during inclement weather. You are expected to make a reasonable effort to report to your site whenever possible, but you are NOT expected to jeopardize your health or safety.**

## Paperwork Due Dates for Externship

### A. Midterm: (Due July 8, 2019; October 10, 2019; March 10, 2020)

#### 1. From Preceptor

- a. Improvement Plan (**Only if applicable**): Midterm completion of the Improvement Plan for Academic and Clinical Knowledge and Skills, if the student is not meeting expectations. See additional explanation in the syllabus.
- b. Midterm Evaluations (**Optional**): If there are concerns regarding the student's performance, OR if there have not been sufficient opportunities to communicate feedback verbally, a midterm evaluation should be completed to communicate concerns or feedback to the student so that he or she can improve in a timely manner.

### B. End of Semester (Due August 6, 2019; December 11, 2019; May 12, 2020)

#### 1. From Preceptor

- a. Improvement Plan (**Only if applicable**; see additional information in the syllabus): Documentation of whether the student met the plan or if they need to continue to address concerns on the Improvement Plan for Academic and Clinical Knowledge and Skills.
- b. Student Performance Evaluation in Calipso; make sure that you meet with the student to review the form on or shortly before the student's last day in clinic
- c. Site Information Form in Calipso (if one has previously been completed in Calipso, then supervisor only needs to review it to ensure information is still current).
- d. ASHA certification and state license information must be updated in Calipso (needed each calendar year). If possible, upload electronic copies of ASHA card and state license.
- e. All of student's submitted clock hours must be approved in Calipso.
- f. Supervisor's Exit Questionnaire for Off-Campus Supervisors (optional).

#### From Student

- a. All clock hours must be submitted to supervisor in Calipso.
- b. Supervisor feedback form in Calipso
- c. Student evaluation of off-campus site in Calipso

**Unless otherwise instructed, all information is submitted in Calipso. If there are any questions or problems submitting the information, please contact the assigned university liaison.**