Clinic Manual of Policies and Procedures
The Green Book, American Academy of Audiology

COURSE DESCRIPTION:
This course is designed to provide clinical audiology practicum experience for Doctor of Audiology students, in addition to a weekly class meeting, during the first two years of the program. Before enrolling in CMDS 8910, students must provide proof of liability insurance, complete a tuberculosis test, and complete the application for a criminal background check.

LEARNER OUTCOMES:
Specific conceptual and clinical objectives of this course include items covered in ASHA’s “Knowledge and Skills Acquisition (KASA) Summary Form for Certification in Audiology”. The learner outcomes may be measured by any of the following: clinical practicum performance (1), clinical report preparation (2), homework (3), class presentation (4), and classroom participation (5).

Topics for class presentation and discussion, related to KASA objectives, may include: history intake procedures and strategies, report writing skills, counseling techniques, professionalism, ethical issues, conflict of interest issues, and patient rights.

Standard IV-A: Foundations of Practice
The applicant must have knowledge of:
A12. Principles, methods and applications of psychoacoustics
A13. Instrumentation and bioelectrical hazards
A19. Legal and ethical practices (e.g., standards for professional conduct, patient rights, credentialing, and legislative and regulatory mandates)
A21. Universal precautions and infectious/contagious diseases

The applicant must have knowledge and skills in:
A22. Oral and written forms of communication
A24. The use of instrumentation according to manufacturer’s specifications and recommendations
A25. Determining whether instrumentation is in calibration according to accepted standards

**Standard IV-B: Prevention and Identification**
The applicant must have the knowledge and skills necessary to:
B3. Screen individuals for hearing impairment and disability/handicap using clinically appropriate, culturally sensitive, and age- and site-specific screening measures
B4. Screen individuals for speech and language impairments and other factors affecting communication function using clinically appropriate, culturally sensitive, and age- and site-specific screening measures

**Standard IV-C: Assessment**
The applicant must have knowledge and skills in:
C2. Assessing individuals with suspected disorders of hearing, communication, balance, and related systems
C3. Evaluating information from appropriate sources and obtaining a case history to facilitate assessment planning
C4. Performing Otoscopy for appropriate audiological assessment/management decisions, determining the need for cerumen removal, and providing a basis for medical referral
C5. Conducting and interpreting behavioral and/or electrophysiologic methods to assess hearing thresholds and auditory neural function
C7. Conducting and interpreting otoacoustic emissions and acoustic immittance (reflexes)
C10. Preparing a report, including interpreting data, summarizing findings, generating recommendations, and developing an audiological treatment/management plan

Learner outcomes also include knowledge and skills acquired during clinical experiences, including hearing screening, audiological evaluations, hearing aid evaluations and fittings, auditory processing tests, electrophysiological measures, and vestibular tests. Expected performance during clinical practicum will vary depending upon the student’s progression through the program.
SCHEDULING:
Each semester, the student will submit the class and assistantship schedule. The clinical faculty will make clinic assignments and will notify the student. Clinic assignments are made for the semester and will not be altered except in the case of an emergency.

The student should arrive at least 30 minutes before the scheduled appointment in order to complete pre-evaluation responsibilities. If a student clinician has been assigned to an evaluation and at the last moment cannot be present (i.e. medical emergency, physician’s excused illness, contagious disease, death in immediate family), it is the student’s responsibility to notify immediately by telephone the clinic secretary AND the clinical professor/instructor assigned to the case, or another available instructor. When the absence is due to illness, the clinician must present a written medical excuse to the clinical professor/instructor as soon as possible.

CLINIC RESPONSIBILITIES:
Clinical procedures, test techniques, and clinic responsibilities may differ among practicum sites. For example, before seeing a patient at the AUSHC, a student clinician will have thoroughly reviewed the client’s electronic records, if available, and consulted with the audiologist to discuss the patient’s history, to prepare evaluation plans, and to determine the method of payment (i.e. private pay, insurance, Medicaid, Medicare, Adult Vocational Rehabilitation Service). Prior to each evaluation, the student is responsible for contacting the patient or the parents of the patient to remind them of the appointment.

The student clinician should arrive at least 30 minutes before the appointment to prepare for the evaluation, which might include checking the equipment (audiometer, middle ear analyzer, OAE, ABR). The student should calibrate Verifit/Axiom equipment, if this equipment will be used.

As part of the clinical assignment, the student is expected to tidy the test booth and the room at the end of each evaluation. The student should clean earmolds, otoscopy specula, immittance eartips, and electrodes; put supplies away; store toys; return hearing instruments to clinic stock; etc. In general, the test rooms and instruments should be left ready for the next patients. However, if the evaluation is the last one of the day, the student should make certain all equipment and power supply to the test booth have been turned off. Computers with audiometers and networked computers for hearing aid programming are NOT turned off; however, Practice Perfect and NOAH programs should be closed, and the student should log off the network computer. The student should advise a clinical instructor immediately if any problems with equipment or otoscopes are noted.
FEE PAYMENT AND DAILY LOG:
The Auburn University Speech and Hearing Clinic assists patients on a fee for service basis. Although the University is primarily a training institution, the needs of all patients are paramount.

The student completes a green charge form for every patient seen for an evaluation or treatment. Each service is identified by the CPT (Current Procedural Terminology) code. A green charge form should be completed for every patient, even when no fees are charged (i.e. hearing aid check during professional service agreement period).

When the evaluation has been completed, the student will accompany the patient to the front office window for payment. The clinic secretary will enter the information into the patient’s medical record in Practice Perfect.

PRACTICUM HOURS:
In order to obtain ASHA certification, the student must obtain a minimum of 1820 hours of practicum experiences during the AuD program. Students are responsible for maintaining accurate documentation of clinical practicum hours.

After each evaluation, the student should complete the daily log. Each log is filed by the clinical professor/instructor’s name. The student must complete each item, including the date, site, total time of session (hours and minutes), student’s name, patient’s name, service provided, and patient’s age (child or adult). The student must initial each entry. DO NOT FORGET to complete the log after each appointment. Failure to sign the daily log by 5:00 PM on Friday will result in forfeiture of ASHA hours for unsigned entries.

Prior to the start of clinical practicum in the fall semester of the first year of the program, each student will register as a Student User in the web-based program called CALIPSO (Clinical Assessment of Learning Inventory of Performance Streamlined Office Operations). The audiology CALIPSO administrator will provide instructions and PIN numbers for student enrollment. There is a one-time cost for participation in CALIPSO. Clock hours can be submitted, approved, calculated, and tracked in CALIPSO.

The student will login to https://www.calipsoclient/audiology/auburn, using her/his school e-mail and CALIPSO password. To enter daily clock hours:
1. Click on the “Clockhours” link located on the lobby page
2. Click on the “Daily clockhours” link located within the blue stripe
3. Click on the “Add new daily clockhour” link
4. Complete the requested information and click “save”
5. Record clock hours/minutes and click “save” located at the bottom of the screen. You will receive a “Clockhour saved message.

**To submit clock hours for approval:**
1. Click on the “Daily clockhours” link located within the blue stripe.
2. Select the record you wish to view from the drop-down menu and click “show.”
3. Check the box for all dates you wish to submit for approval, then click “Submit selected clockhours for supervisor approval.” The designated supervisor will receive an automatically generated e-mail requesting approval of the clock hour record.

Detailed instructions (CALIPSO instructions for audiology students) are available under Resources on the lobby page.

**COUNSELING:**
Students should not discuss clinic policies or any test results with a patient unless directed to do so by the clinical professor/instructor. The clinician can indicate all questions will be discussed after the testing has been completed. The clinical professor/instructor will assist the student in counseling patients.

**ATTIRE:**
Students in a professional doctoral program should dress appropriately in business casual attire and wear a lab coat when seeing clients. When scheduled for clinic, casual clothing (i.e. jeans, cut-offs, shorts, spaghetti strap tops, crop tops, halter tops, midriff revealing tops or pants, low cut blouses or pants, short skirts, muscle shirts, logo t-shirts, sunglasses, hats, caps, flip flops, etc.) is inappropriate. Piercings (except for ears) and tattoos should not be visible. If a student requires further guidance in this area, s/he consults with a clinical instructor.

**REPORT WRITING:**
Each patient evaluated in the AUSHC will have an electronic record in Practice Perfect. History form, authorization forms, test forms, reports, written documentation, hearing aid fitting information, hearing aid sales receipt, and charge forms will be scanned into the patient’s record. After each evaluation/appointment/hearing aid walk-in visit, the student will complete a report or form of written documentation to be included in the patient’s record in Practice Perfect. Templates for specific report formats are included in Practice Perfect.

All documentation must be submitted to the clinical professor/instructor within 48 hours from the completion of the appointment. After this time, the report/documentation shall be considered late, which will adversely affect the clinic grade.
For diagnostic evaluations (i.e. audiological, tinnitus, CAPD, balance), the student should prepare the report in Practice Perfect, but the test data (audiogram, tympanograms, OAEs, ABR, VNG, etc.) and addressed envelopes should be submitted to the supervising audiologist. Once the audiologist has verified the test forms, the data will be submitted for inclusion in the patient’s medical record.

For other documentation (i.e. hearing aid check, hearing aid walk-in clinic), the student should notify the supervising audiologist that the report and related data have been entered into the patient’s electronic record in Practice Perfect.

ASSESSMENT OF STUDENT CLINICAL PERFORMANCE:
The clinical professor/instructor will complete a Share Point Evaluation of Clinical Performance form (diagnostic or rehabilitation) for each evaluation/session conducted by a student clinician. There are ten items on this form. The instructor will score each item to reflect the student’s performance, relative to the clinician’s competence and the extent of supervision required. For example, 1 = Unacceptable performance (specific direction from supervisor does not alter unsatisfactory performance); 2 = Needs improvement in performance/Maximum support (maximum amount of direction from supervisor to perform effectively; clinical skills beginning to emerge); 3 = moderately acceptable performance/Moderate support (inconsistently demonstrates clinical behavior/skill); 4 = meets performance expectations/Minimal support (demonstrates minor technical problems which do not hinder therapeutic process); 5 = exceeds performance expectations/Independent (adequately and effectively implements clinical skill/behavior).

Failure to be present at an assigned patient appointment will result in a reduction of the final grade by one letter grade. Failure to be present at two clinic assignments will result in a final grade of “F” for CMDS 8910.

Printed copies of the forms are filed for each student and are accessible for the student to review. The student is advised to read each form and to discuss the contents with the clinical instructor, as needed. If a student has an average rating of less than 4 on any attribute, the student will meet with the clinical professor/instructor to identify areas of concern, to provide further instruction and/or practice, and to remediate the skill.

Although the evaluation of clinical skills is an on-going process, the student’s performance is more formally evaluated at mid-semester and at the final grading period. Each clinical professor/instructor, who has taught the student that semester, will complete a “Evaluation of Clinical Performance” summary form at mid-semester and at the end of the semester. The student’s grades on the “Evaluation of Clinical Performance” forms completed for that period of time are averaged. Grades are assigned using the following scale: A = 5.0-4.5, B = 4.4-4.0, C = 3.9-3.5, D = 3.4-3.0, F less than 3.0. The results of the
summary form are discussed with each student, and the student is given an opportunity to respond to the assessment. The nature and content of this assessment tool will be discussed during a class meeting or during the student's first mid-term evaluation.

Students must successfully complete six semesters of CMDS 8910 in order to proceed to the 3rd year clinical rotation. If a student earns a grade of C or poorer in CMDS 8910, the student will not receive ASHA hours for that semester. In addition, if a student earns a grade of C or poorer in CMDS 8910 in the sixth semester, the student will not be allowed to proceed to his/her Third Year Rotation site.

Students may withdraw from this course (with a W on the transcript) by mid-semester, but withdrawal from this class will affect the student’s progression through the AuD program and will delay graduation.

STUDENTS WITH DISABILITIES:
Students with disabilities who may need accommodations should meet with Tracy Donald, Director of the Office of Accessibility (1244 Haley Center, 844-2096 (V/TT) or email tdonald@auburn.edu). Then, the student should arrange a meeting with one of the faculty members for this course the first week of classes, or as soon as possible, if accommodations are needed immediately. The Accommodation Memo and Instructor Verification form must be presented to the instructor so the student’s needs for this particular class can be discussed.

DISRUPTIVE BEHAVIOR:
Maintenance of a constructive learning environment is essential in this course. Behaviors cited as disruptive will not be tolerated and will be dealt with according to university policy (refer to https://sites.auburn.edu/admin/universitypolicies/policies/policyonclassroombehavior.pdf)

EMERGENCIES:
Situations signaled by the University fire alarm, weather siren, or other warning systems may occur during this class period or during clinic. Clinicians must assume responsibility for helping their client(s) to safety. Instructions issued by the teacher or other university personnel should be followed and may include to “shelter,” to “evacuate,” or to “barricade” in the room (refer to: Severe weather/indoor shelters are away from windows and doors in interior hallways. When sheltering, clinicians (assisting patients) and students are to walk calmly to the nearest Severe Weather Shelter Area (green and white mall-mounted signs). People in the 1100 quadrant should move through the wooden doors and into the hallway where treatment rooms are located (1159-1145). People in the 1200 quadrant should proceed into the hallway outside room 1239, where the audiology research lab is located.
When barricading in the room, turn out lights, draw blinds, turn off computers and cell phones, barricade the door, stay away from windows, and crouch behind furniture and walls.

Department of Public Safety and Security (emergency management) website:

(http://www.auburn.edu/administration/public_safety/emergency/emergency_preparedness.html)

**The clinical professors/instructors reserve the right to change the class schedule as necessary and will notify students of any changes as soon as possible.**

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