

CHAPTER 1 CLINICAL PRACTICUM

Welcome to the beginning of a satisfying and challenging clinical experience. This handbook will serve as a practical guide to the policies and procedures of the California State University, Long Beach Speech-Language and Hearing Clinic. All student clinicians are responsible for the information contained in this handbook, and are expected to adhere to all of the policies and procedures. Please read this handbook carefully and thoroughly before the commencement of each clinic.

Students should be familiar with the Standards for the Certificate of Clinical Competence (Appendix A), the Code of Ethics (Appendix B) from the American Speech-Language-Hearing Association and confidentiality (HIPPA) regulations.

Students engaged in practicum, student teaching, or in a hospital or health care setting must provide proof of negative TB test results to the clinic administrative assistant prior to enrollment in any clinical coursework. Test results must be current (dated within the past two years). Students may obtain TB tests and immunizations from Student Health Services or from their private physician.

Clinicians are responsible for supplying their own clinic materials and supplies. Materials required will vary based upon the individual clinic and the clients' needs. These may include a pen light, stopwatch, and tape recorder, but you should check with your individual supervisor about what is required. Videotapes will be provided by the clinic and are stored in the charting room. These videotapes must be left in the charting room after their use and stored there. They cannot leave campus

CHAPTER 2

CLINIC FACILITIES, EQUIPMENT, AND MATERIALS

1. Clinic Office

The department clinic office is located on the first floor of the speech, language, and hearing clinic in the LAB. The student clinical assistant and departmental administrator are available to answer questions and to help students to locate forms, files, and materials. When the clinic assistant is unavailable, voicemail may be used to leave messages.

2. Office Equipment

Computers and duplicating machines are to be used by the office staff, faculty, and clinical supervisors only. Work required for classes and clinics including lesson plans, soap notes, etc., should be copied outside of the clinic.

Office supplies, such as staplers, whole punches, etc. are available in the clinic office. These are to remain in the office and are used for clinic purposes only.

Materials and supplies are also available in the equipment room (Room 117-B) including gloves, disinfectant wipes, and tongue depressors. Tests and assessment tools are stored there. Clinic materials and assessment tools cannot leave the building. Please be respectful of your fellow students who share the same tests and materials.

3. Equipment/Materials

Speech and language assessment materials, equipment and therapy materials are located in the equipment room. Equipment, materials, and assessment tools cannot be taken off campus. If you are using assessment tools in the department, please write down on the sign-out sheet which tools you have and your signature. When you return them, sign your initials.

Recent tests are located in the cabinet in the back of the supply room and must be unlocked by the supervisor. They must be returned to the cabinet after use on the same day as removal. If you are about to use the last protocol, **MAKE SURE** that it is copied first so that the next person is not left without a protocol. Please return all materials, supplies, and assessment tools to the supply room as soon as you have completed your work. All of the students must share these so please be considerate of your colleagues. If an assessment or therapy material is incomplete, please put a note on the item indicating what is missing. If the problem can be resolved by you, please do so. If the problem needs attention, please tell your supervisor.

It is your responsibility as graduate clinicians to develop creative and appropriate intervention materials for your client. Do not depend on the use of clinic materials as they may be unavailable at times. Although our library of materials is constantly increasing, there are limitations.

4. Therapy rooms

Students must sign up for a therapy room to reserve it. The sign-up sheets are on the clinic room doors. Therapy rooms are numbered and you will need to sign up for the room that you will be using. Please do not remove furniture from the therapy rooms. It is important that you disinfect the tables after each use and keep a running record on the sterilization form on the door.

Be sure to cover the floors if working with materials that could harm them. If the floor needs to be professionally cleaned, please tell your supervisor. Cameras must be adjusted so that the supervisor is able to see you and your client.

CHAPTER 3 CLINIC POLICIES

1. Attendance

Students are expected to meet their clinic responsibilities except in cases of serious illness or emergencies. Violation of this policy may result in dismissal from clinic. Be sure to record all client attendance and tardiness in the clients' records. BE SURE that all of your clients receive a copy of the attendance policies. These should be signed and placed in their folders. Explain to adult clients that many of the policies apply to children.

For children and their families, review sections regarding absences, illnesses, and the adult's presence on campus during the therapy session.

Parents who have children under the age of 18 must wait for their children in the lobby or the children's playroom. If they go somewhere on campus, they must be able to be reached promptly by cell phone. Parents are expected to supervise their own children while in the clinic waiting areas. Spouses and caretakers may be asked to remain on campus or in the lobby at the clinician's discretion.

A. **Clinician Absences:** Students are expected to make up all sessions that they cancel. If the clinician will be absent, they are responsible for contacting each client to cancel therapy for that day. Be sure to record client telephone numbers and keep them where they are accessible to you at all times. Students are also required to tell their supervisor of any absence as early as possible. If they are unable to reach their supervisor at the last minute, leave a message with the clinic secretary. Students are expected to arrive for clinics with enough time to prepare for sessions. Tardiness is not acceptable.

B. **Client Absences-** Clients should contact their graduate clinicians if they must cancel a session. Students must then inform their clinic supervisor of the cancellation as soon as they know. Make sure that your clients know what to do to cancel sessions and who to contact.

It is your decision, whether clients have students' cell phone numbers. If clients cannot reach students, they should call the office to report session cancellations.

Note all cancellations and absences in the client attendance log. Clinicians are not required to make up absences due to client cancellations. All absences or vacations should be reported to your supervisor for each of your clients. Students must also report any changes in the schedule to their supervisor (e.g., if a client is coming late, if doing a make-up session, if a client is on vacation, etc.)

The attendance policies include a 24 hour notification if there will be an absence. If a client misses 2 or more consecutive sessions, the supervisor may discuss termination of service.

- C. Parking- Client lists are submitted to the clinic assistant who requests parking passes for the clients. The passes are then distributed to the students to give to their clients. Students must write the name of the client and their parking pass number on the parking pass list which is returned to the clinic secretary when complete. The parking codes are printed on the back of the parking passes.

Parents who have children under the age of 18 must wait for their children in the lobby. If they go on campus, they must have a way to be reached promptly. Parents are expected to supervise their own children while in the clinic waiting areas.

2. Confidentiality and Clients' rights

All clinic personnel, including student clinicians, have a professional obligation to protect clients' rights of privacy. All information regarding the client will be held in the strictest confidence by the student clinician and other clinic personnel.

All HIPAA guidelines related to client health information are followed.

This law also provides clients and parents with the right to read any report containing information about them. If a client or parent requests copies of any reports, make a note of it in the communication log

Verbal Information:

- Student clinicians should exercise great care in discussing cases with fellow clinicians and must do so in a private environment. The value of sharing materials and techniques is recognized, but this discussion should be avoided in the presence of persons other than those working directly in the clinic program. Students should not discuss clients in hallways, the fish bowl or any other areas that violate a client's privacy. Students are advised to bring their parents or clients into therapy rooms to discuss progress and have discussions. Do not have these in the lobby.
- At no time, should a client be able to hear anything about either himself or another client while you are talking to another person. It is easy to forget that there are individuals present and classes in progress. Conversations in hallways may be picked up on the speakers in clinic observation rooms. Also, be aware

that the cameras in the rooms are on even when you are not with a client. Be discriminating about what you discuss and where you hold meetings with or about clients.

- Any student who fails to observe professional standards in handling client files and/or confidentiality of the information contained in these files is subject to suspension from all clinic participation.
- Student clinicians may inform student observers from other therapy classes of the client's age, educational experiences, and provide a brief history of the client's educational experiences, communicative disorder, and clinical management. Do not share names or other personal information about the client.
- Phone conversations about the client must take place only in the clinic office or a secure, private location, in which no one other than those directly involved in the clinic program are able to overhear conversations with the client, the client's family or with professionals involved in the care of the client.
- Be discriminating about who you speak to about your client. You may not share information on the phone without written permission from your client.

Written information:

- All clinic reports must remain in the secured room provided for client charts. Client files never leave the LAB.
- Student clinicians completing clinic reports will work in room 134B only when they are on campus. Student clinicians are not to work on confidential documents in any other on-campus location, such as on-campus computer labs.
- Final clinic reports should contain the client's identifying information ONLY at the top, initial page of the clinic document. This information should include the client's name, address, telephone number and birthdate. Through out the body of the document, the client should be referred to in generic terms such as "the client" "the student," "she," "he," etc. Names of the client or the client's family member(s) should NOT be present in the body of the report.
- Once clinic reports are completed, they should immediately be placed in the client's file. Once the report is printed, no identifying client information should be saved on hard or floppy disk format. Saved documents should NOT contain information that identifies the client in any manner or provides any specific personal information that could be directly associated with the client.
- All forms of e-mail should be without any identifying client information or any personal information that could be associated with the client.
- Clinicians are allowed to take necessary information from a client's file on a limited and as needed basis. However, any identifying client information (e.g.,

name, address, age, birthdate, etc) MUST be blacked-out immediately after copying.

3. **Exchanges of information** In accordance with the Health Insurance Privacy Protections Act (HIPPA), this clinic adheres to strict policies regarding the confidentiality of client information. A “Privacy Notice and Consent Form is given to every client who applies to the clinic for services. You are expected to read this carefully and to follow the very specific procedures we have for requesting and giving information.

Exchange of Information:

This clinic adheres to strict policies regarding the confidentiality of client information in accordance with the Health Insurance Privacy Protections Act (HIPPA). A “Privacy and Notice and Consent Form is provided for every client. Students are expected to read the clinic’s privacy documents carefully, and to follow the specific procedures outlined for requesting and providing client information.

Student clinicians are NOT allowed to exchange any information about the client to individuals outside of the clinic program without a WRITTEN release of information. Releases of information must be signed by the client or responsible parties and placed in the client’s file. Releases of information must clearly state:

- Who the student clinician is allowed to share information with (e.g., name and agency of contact person)
- What format of information can be provided (e.g., written and/or verbal information)
- What specific information can be provided (e.g., diagnostic results, treatment plans, progress, prognosis, etc.)
- The purpose of this communication exchange, as specified by the client or other responsible parties (e.g., treatment planning for school program, medical referral to a specialist, etc.)

If you wish to request information from another agency, students must:

- Complete the authorization for request/release of information form in its entirety before asking the client/parent to sign the form. Copies of these forms are located in the office.
- Obtain the signature of your supervisor so he/she is informed that you are requesting information pertaining to the client.
- Obtain the client’s/parent’s signatures and make certain that they clearly understand what they are signing
- Make a copy of the form and place it in the client’s file

- Address an envelope and send the original form to the appropriate agency from which you are requesting the information.

If students wish to send information from this clinic to another Agency, you must:

- Complete the authorization for request/release of information form in its entirety before asking the parent to sign the form. Copies of these forms are located in the office.
- Obtain the signature of the clinic supervisor so he/she is informed.
- Obtain the client's/parent's signatures and make certain that they clearly understand the nature of the information is being sent and that they are giving their approval for release of such information.
- Copy the form and send the copy of the form and the report or other information to the appropriate party/agency.
- File the original authorization for request/release of information form in the client's file.

4. **Client Files**

HIPAA, the American Health Insurance Portability and Accountability Act of 1996, regulations mandate the protection and privacy of all health records and information. It sets boundaries on the use and release of health records and holds violators accountable. The privacy rule defines the authorized uses and disclosures of “individually-identifiable” health information. The security rule mandates security of electronic medical records. These rules must be followed to ensure all medical records and client information meet consistent standards with regard to documentation, handling, and privacy.

- Client files are housed in 134B. Student clinicians must use client files in the confidential room 134B only and a clinic supervisor must be on site when doing so
- Under NO circumstances may client files be removed from the clinic area.
- Information in the client files cannot be duplicated.
- Please inform the clinic assistant if something is missing in the file or if the file is in disrepair.
- It is your responsibility to keep the contents of client files organized and up to date.
- Client communication log/Progress Notes: Put all pertinent communication with the client and/or client's family on this form. If you are unsure whether something should be entered, ask your supervisor. If additional forms are needed, add a form to the file with the most recent form on top.
- If there is a change of address and/or phone number, advise the secretary of the change so that it can be made in the file.

- Initial diagnostic reports and final summary reports belong on the right side of the file in reverse chronological order with the most recent on top. Please do not staple these reports.
- CONTENTS IN FILES
Right Side in the following order from top to bottom:
Diagnostic report
Protocols (if included)
Initial client questionnaire/history
Release of client information
Call log
Left side in the following order:
Client attendance
SOAP notes
Disposition Form

5. **Professional conduct** During your clinic or observation experiences at the University and all off-site externships, you represent the University and the department. Students are expected to conform to the Department's code of professional conduct which is as follows:

- Arrive for all clinic clients as well as externship client appointments in advance of the time scheduled. This is at least 10 minutes before sessions begin.
- Changes in appointment times and places should only be made with the approval of the clinicians' supervisors including any scheduled make-up sessions
- Attend regular conferences and didactic sessions with clinic supervisors. Clinicians should never hesitate to seek the assistance of their clinic supervisor when it is needed.
- Adhere to the schedule as completed by your clinic supervisor. Students are expected to assist as needed and requested. It is the student clinician's responsibility to make the initial contact with their clients or client's parent/spouse to verify the day and time of therapy, tuition, and parking.
- Students are expected to be prepared for sessions with theoretically-sound and research-based plans so that the client's needs are met. It is a commitment of this department to maintain the highest clinical standards and to have all students follow the ASHA Code of Ethics.
- Never leave clients under the age of 13 alone in a therapy room, waiting room or anywhere else. Clients under the age of 18 must be accompanied until the parent or guardian picks them up.

- Do not eat or drink in the waiting area of the clinic where you can be seen by parents and clients.
- Dress in a professional manner at all times when you expect to have contact with clients, either as an observer or as a participant. Casual business attire is recommended. Do not wear jeans, overalls, shorts, excessive jewelry, visible body piercing, visible tattoos, sandals, tank tops, clothing that exposes midriff, pants above the knee, or anything that would distract children or adults. This attire also pertains to anytime you are a university or department representative at a meeting. If you have any questions about attire, please ask the department chair or clinic director.
- Professional conduct also includes adherence to the ASHA Code of Ethics. Please review this document prior to beginning your clinical practicum. An important function of this code is the regulation of relationships between the professional and his/her client for the protection of the client.
- Leave therapy rooms in a neat condition for the clinician to follow. Please check floor for part of games, puzzles, crayons, paper, etc. Erase chalkboard and rearrange chairs at the table. Clinicians should not move furniture from room to room. When necessary or desirable to move furniture, it must be done with the approval of the clinic supervisor and the furniture must be returned to its prior place.

6. **Universal Precautions**

Clinicians must use universal precautions appropriate for an outpatient clinical setting. These include washing your hands before and after each clinical session, disinfecting all clinic materials that may come in contact with blood or body secretions and wearing gloves while performing procedures such as oral-peripheral exams.

For additional information on universal precautions, students are referred to the Occupational Safety and Health Administration at www.osha.org.

7. **Address and phone changes**

Changes in addresses, telephone numbers, and/or e-mail addresses should be made with the clinic assistant.

8. **Observations**

Student observations: Observation of therapy sessions occur on a regular basis. The following procedures apply to observers and student clinicians:

- a. Observations must be arranged ahead of time on noted on sign-up sheets. Please tell parents and spouses to sign up when wishing to observe. Sheets will be prepared by the clinic supervisors.
- b. Only individuals scheduled for an observation should be present. Please do not bring another student or an unannounced visitor with you.

- c. If you need additional information from the clinician, ask the individual when the best time to talk with him/her might be. Be sensitive to the therapy schedule they must follow.
- d. Client files contain confidential information and are NOT to be shown to student observers.
- e. If you need a signature, be sure you have your paperwork completed and signed before you leave the observation.
- f. Parent observations should be scheduled following a discussion with your supervisor. Please do not permit parents or spouses to observe without informing your supervisor first.
- g. Observation rooms are crowded and sometimes unavailable for parents or spouses.

9. **Fees** - Clients are asked to pay \$370 per semester. They should be made aware of all holidays, the starting date of clinic and the date of the last session. Those receiving accent reduction pays \$270. An evaluation is \$180. Please refer to fee sheet in appendix. Fees may change from semester to semester.

10. **Waivers** - There are several waivers available to our clients. All clients requesting waivers must complete a waiver form. These forms must be signed by the clinic supervisor and then turned in to the clinic director. The clinic assistant records the paid fees and writes a receipt. If the clinic assistant is not available to accept fees, the funds should be held by the clinic supervisor until the clinic assistant is available for receipt of funds.

- a. Student waiver- if a client is a student at CSULB or another recognized university, he/she may receive a student waiver. The student is asked to pay a minimum fee of \$50, if they are able.
- b. Community waiver- if a client is unable to afford the full fee of \$370 per semester, the client can be given a partial or full waiver depending on circumstances. A \$50 minimum fee is asked, if the client is able to pay. If there is a question of partial waivers, please speak to your supervisor.
- c. Faculty or relative of faculty-reduced fees may be available if requested as determined by clinic director.

11. **Clinician-client relationships**

All student clinicians are expected to maintain profession clinician-client relationships. Clinicians can and should show interest in their clients as individuals, but inappropriate personal involvement should be avoided. Be guided by good judgment, common sense, and the advice of the clinic supervisor. If there are any questionable situations that occur during a session or outside a session, please inform the supervisor. If at any time, you believe that your safety is in jeopardy, inform your supervisor immediately.

12. Toileting and diapering

Student clinicians will not take clients to the toilet or change diapers. They will not dress clients or change their clothing, if necessary. All of these grooming tasks must be done by the client or the family of the client.

13. In case of emergency

Clinicians will follow the CSULB emergency procedure in case of a fire, earthquake, power outage, or serious injury (Appendix H). At the beginning of each semester, clinicians will demonstrate awareness of the exits from the building, the placement of the emergency medical kit, fire alarms, and fire extinguishers. If a medical condition is not life-threatening, the individual's personal physician will be contacted for direction. Students also may be directed to the University Health Center. If a client or student's personal physician cannot be contacted, the individual will be taken to an emergency room for treatment. If the condition is job-related, faculty and staff should be taken to Long Beach Memorial Hospital.

Local Hospitals:

Long Beach Community Hospital
1720 Termino Avenue (off PCH)
Long Beach, Ca. 90804
(562) 498-1000

Long Beach Memorial Medical Center
2801 Atlantic Avenue (South of 405)
Long Beach, Ca. 90802
(562) 933-2000

St. Mary Medical Center
1050 Linden Avenue (Atlantic South off 405, Turn right at 11th St.)
Long Beach, Ca. 90813
(562) 491-9000

14. Client's Files

- Case History Questionnaire
- Release of Information
- Waiver (if requested)
- All clinic reports (Initial and Final Summary)
- Client attendance Form

- Client Communication Log/Progress notes
- Client Exchange of Information Form
- Client Status Form (Disposition)
- Attendance Policies signed
- HIPAA policies signed

CHAPTER 4 CLINIC PROTOCOLS

Students are assigned to clinics after the corresponding seminars are completed in the graduate program. 7 clinics are completed on campus. Clinics are supervised by the department faculty before they are placed in an external placement at a hospital or school.

1. Prerequisite Observation Hours:

Students must observe a total of 25 hours of evaluation and/or therapy prior to enrollment in clinic. The observation must be supervised and verified in writing by a supervisor within the department. The clinical observation form to document their hours. It is your responsibility to keep track of your own observation hours and to have them signed.

2. Clinic applications

Applications for clinical practice forms are available in the office. These must be completed to request clinic enrollment or internships. Forms must be signed by one's faculty advisor and submitted to the graduate advisor who makes the final decisions about enrollment. Students are not to exchange clinics among themselves. This must be done through the graduate advisor.

3. Client Assignments

Every effort is made to provide students with varied experiences in clinic. Enrollment in 7 clinics assures that students will receive a variety of experiences. All clinical activities must be carried out when a supervisor with a CCC is on the premises. This applies to ALL clinical activity including make-up sessions and client/parent conferences.

4. Arranging clients at the beginning of the semester

- a. Clients are either scheduled by the clinic supervisor before the beginning of the semester or the students assist in the scheduling of clients either prior to the first session or during the first session. Prior to the first session, students contact each of their clients by telephone to introduce themselves, confirm the first day of therapy, give directions, provide information regarding parking, and confirm fees.

When students call, they give their name and indicate that they are a graduate student in the CSULB Speech, Language, and Hearing clinic. Ask any questions that require clarification from the application. Inform clients that they will receive their parking permits at their first session and that the student will meet them by the gate.

- b. After scheduling, the clinic assistant must be given a contact sheet for all their new and continuing clients. The updated information includes the client's name, address, phone number, and clinic they are attending.

5. **Clinic Paperwork**

- a. Professional reports become part of the client's permanent record, and therefore, all client reports must meet the standards of professional report writing. Final copies should be single-spaced and signed. Initial and final reports are required and are placed in the client's file.
- b. Lesson Plans- Individual supervisors will instruct students on the specific format to use. All lesson plans should include the client's initials, clinician's name, session date, and activities planned and completed for the following session.
- c. Goals and reports - Clients and/or their parents or spouses are asked to participate in developing semester goals and indicate approval of goals. Initial and final reports are shared with the clients who sign each of these.
Complaints/Grievances
- d. Clients and/or their parents or spouse are also responsible for notifying the clinician and/or clinic supervisor if any aspects of their clinical experience are unsatisfactory. A meeting with all parties, including the Clinic supervisor will be held to resolve any issues.
- e. Client Status Form - Recommendations regarding continuation or termination of services in addition to information for future scheduling are recorded on this form. It should be turned in to supervisors after the final meeting with your parent/client.
- f. Clock Hour Summary Forms - At the end of each semester, you must record your clinical hours on the individual clock hours summary form. Keep a weekly record of clinic hours spent in direct assessment and therapy with clients. This should include actual therapy time only. If you are sharing a client, then you receive ½ of the assessment and therapy hours. Be sure to complete the attendance form at the end of the semester.

Include all hours earned including: treatment, diagnostic, and audiology. Confirmation of your hours are required when you apply for the California Cincial Rehabilitative Services Credential, state licensure, and ASHA certification. This form must be signed by your supervisor of each clinic. It is important that students keep accurate records of your hours for their own files. 400 total clock hours are required for the M.A. and **ASHA**. 25 of these are observation hours and 375 are direct contact hours. The 25 hours of observation must be completed prior to beginning clinical practicum.

As required for the Speech-Language Pathology Services Credential: (www.ctc.ca.gov) 375 total clock hours (350 contact, 25 observation) 25 total hours can be counted for staffing. 50 hours each in 3 clinical settings including campus and off-campus.

These hours should be completed with clients of different ages and disorders with at least 20 hours in each of the following categories.

- Evaluation of speech disorders in children
- Evaluation of speech disorders in adults
- Evaluation of language disorders in children
- Evaluation of language disorders in adults
- Treatment of speech disorders in children
- Treatment of speech disorders in adults
- Treatment of language disorders in children
- Treatment of language disorders in adults
- 15 hours of evaluation in audiology- hearing screenings and/or evaluation of individuals with hearing loss and/or deafness
- 15 hours of treatment in audiology-treatment of individuals with hearing loss or deafness
- 5 hours of treatment or evaluation in audiology

For State License (www.slpab.ca.gov):

300 total clock hours in 3 different settings and a variety of disorders and ages.

- g. Documentation of Clinical Clock Hours – A clock hour is defined as 60 minutes; however, a 50-minute session counts as one clock hour. For sessions less than 50 minutes, round to the nearest quarter of an hour. If one or more sessions contained hours in different categories, approximate the percentage of hours in each category and report hours in each category accordingly, rounding to the nearest quarter hour. Record clock hours only for the disorder being treated regardless of the clinic in which a student is enrolled. For example, if a graduate clinician is seeing a child language client in the phonology clinic, he/she would enter hours for child language.
- h. Student Evaluations - Students are evaluated by their clinic supervisors in an effort to facilitate their growth as clinicians. Supervisors observe sessions and provide written and oral feedback. Supervisors and their supervisors will discuss therapy, evaluations, and client interactions. The clinical supervisory experience is an opportunity for professional and personal growth. To meet ASHA standards, students must acquire knowledge and practical experience in many areas. They must receive a B average in clinics as a passing grade.

Evaluation of clinical performance is ongoing. Former evaluations are usually completed twice a semester. The first evaluation may be a self-assessment used to identify strengths and areas needing improvement. The second evaluation takes place after the last therapy session. SMAKS forms are completed by supervisors in each clinic and provide a running record of students' performance across clinics.

6. Supervision

In accordance with ASHA requirements, clinic supervisors supervise each student clinician during a minimum of 25% of the time for treatment and 50% of the time for assessment.

Clinic supervisors provide students with ongoing supervision and feedback throughout the semester.

The responsibility for the program for assessment and intervention rests with the clinic supervisor. The final decisions about the method of management for cases must be made by the supervisor. This does not preclude discussions between the student clinician and clinic supervisor. However, a supervisor's decision must prevail because clinical responsibility rests with him/her. If unresolved problems exist between a student clinician and a clinic supervisor, these issues should be brought to the attention of the clinic director.

7. Hearing Screening

Clients should be screened for hearing per the procedures outlined by clinic supervisors. Threshold evaluations can also be performed. Hearing screenings are performed in sound-proof booths when available to optimize accurate results.