

# Maryjane Rees Center: Speech and Language Clinic

## Clinical Supervision at Sacramento State

Our philosophy is that the clinical education of our graduate students begins with experiences provided in the undergraduate program and continues in the hierarchical graduate clinic sequence and its associated methods courses. Supervision is a clinical teaching activity and a collaborative process between the student and the Clinical Instructor (CI).

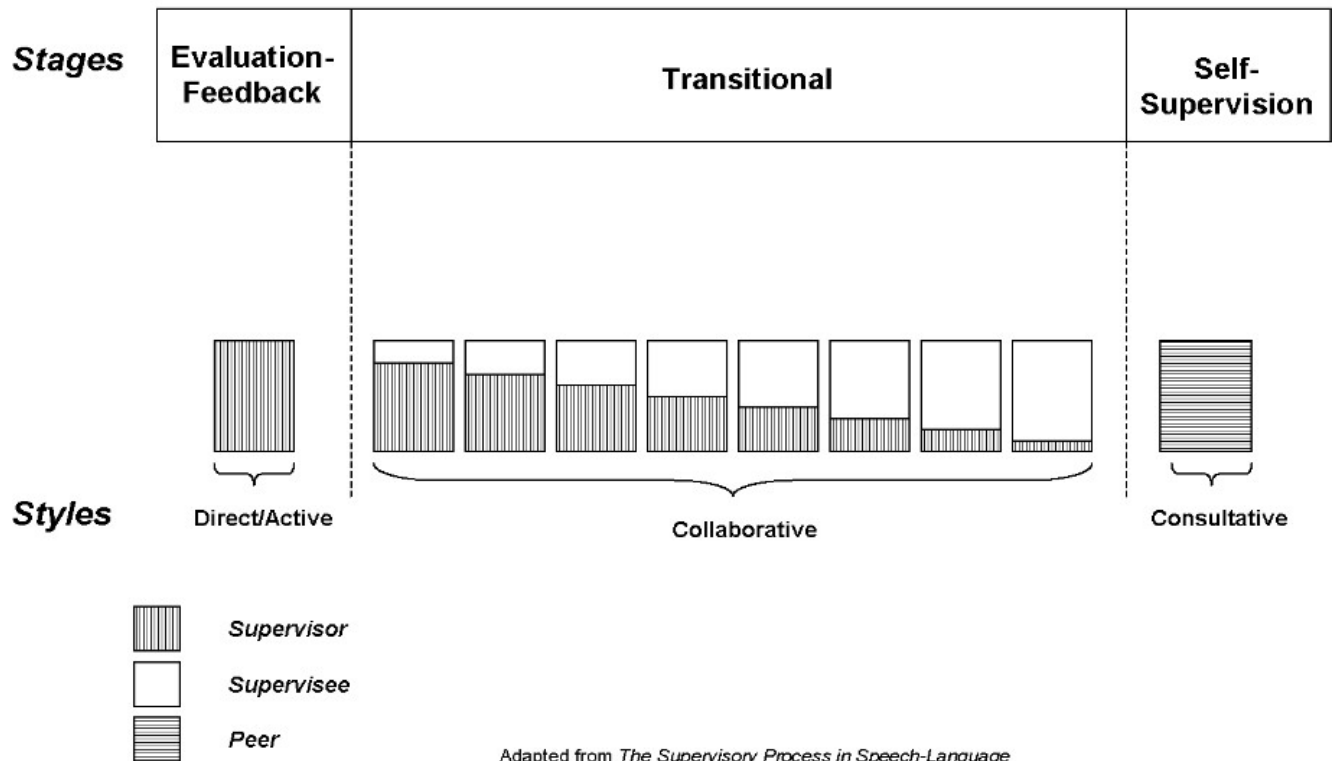
### Clinical Supervision Expectations

A Clinical Instructor (CI) will:

- Create and maintain a safe learning environment
- Provide a foundation of mutual respect and effective interpersonal communication
- Offer meaningful feedback and session evaluations
- Share responsibility for all of the activities involved in the supervisory experience
- Provide assistance in developing clinical skills
- Coach and mentor the students as they advance through the varying levels of support in each clinic
- Instruct the student in the integration and application of theoretical knowledge
- Sequence and scaffold the student's knowledge and skills development
- Guide the student in the development and refinement of clinical skills in preparation for the Clinical Fellowship (CF)/ Required Professional Experience (RPE)
- Develop performance improvement plans as necessary in order to facilitate successful knowledge and skills development
- Teach using a variety of strategies, such as:
  - Direct instruction
  - Modeling/ Demonstration therapy
  - Role playing
  - Structured observations
  - Observation by other supervisors

References:

## Anderson's Continuum of Supervision



Adapted from *The Supervisory Process in Speech-Language Pathology and Audiology* (p.62) by J.L. Anderson, 1988, Boston: College-Hill Press/Little Brown and Company.

American Speech-Language-Hearing Association. (2008). Clinical supervision in speech-language pathology [Position Statement]. Available from [www.asha.org/policy](http://www.asha.org/policy).

## Clinical Instructor Requirements

1. It is required that the CI be present and observing in the observation suite whenever a graduate clinician is conducting therapy. CIs are not allowed to supervise/observe more than 4 students per hour.
  - a. In cases where it has been determined by the clinical instructor that a student requires additional supervision, the methods class instructor and the clinic director are available to provide additional supervision. Our clinical observation suite includes an auxiliary observation room that provides more than ample observation stations for any additional supervision that is required by these individuals.
  
2. In the event that a CI must be absent from his or her observation responsibilities (for illness or other emergency), the following steps must be taken:
  - a. Inform the Clinic Director and Department Chair via email prior to the absence.
  
  - b. Attempt to find coverage for the time period you will be missing via the following procedure:
    - i. Use the MS Teams CI Chat to request coverage dates and times as soon as you are aware of your need to be absent.
    - ii. You may reach out to individual CIs to trade days or pay forward coverage.
  
  - c. Inform the Clinic Director and Department Chair via email of the coverage that you have arranged.
  
  - d. If you are unable to find a substitute, the clients will need to be cancelled. The Student Clinicians should inform their clients and you must inform the Clinic Director.
  
3. The CI will ensure that students are documenting their actual number of clinical minutes and is required to document the actual number of minutes that they observe on the hours record forms in CALIPSO.
  
4. For each clinical session, the CI must provide real-time written documentation (e.g., recommendations, suggestions, praise, and general comments) for each Student Clinician under their supervision.
  
5. The CI will require their assigned Student Clinicians to write:
  - a. At least weekly lesson plans or SOAPS notes (at the discretion of the CI)
    - i. All weekly student documentation must include the student's rationale for planned assessments and intervention and include references/citations and a self- reflection section to include a discussion of why elements of the therapy sessions went well and what could be improved to support the student's development of critical thinking skills.
  
  - b. One Initial Case Report (ICR)
  
  - c. One Final Case Report (FCR)
  
6. The CI will require that the Student Clinicians use the ICR and FCR document formats as provided by the instructor of the associated methods course. Changes to the approved report heading and formatting guidelines by the student or Clinical Instructor are not permitted.
  
7. The CI will guide the Student Clinician in the development of professional writing skills.

8. The CI is required to meet with his or her assigned Student Clinicians on a weekly basis for client discussion and clinician preparation. These consultations/conferences may be group conferences or individual conferences, depending on the needs of each Student Clinician. When a graduate clinician requires individual support from his or her CI, it should be made available/offered to him or her. These meetings shall take place on campus in the Maryjane Rees Language, Speech and Hearing Center, designated faculty offices, or other reserved University/department space, and not in the homes or off-campus offices of students or faculty members.
  - a. In order to support students in obtaining the clinical competence required to acquire the independence to enter independent professional practice, Clinical instructors will schedule additional meetings (as necessary) and develop performance improvement plans (as needed).
  - b. The methods class instructor and the clinic director are available to provide additional support as needed.
9. The CI is required to complete a midterm and a final student evaluation in CALIPSO for each assigned clinician.
10. The CI is required to meet and discuss the midterm and final student evaluations during a midterm and final conference with each assigned clinician. Both the midterm and the final student evaluations must be signed electronically in CALIPSO by the CI and the student before final submission. This is your evidence that you have reviewed the evaluations face- to-face with your students.
11. If a graduate clinician is at risk for not meeting clinical competency expectations, performance improvement plan(s) must be formulated as required.
  - a. Performance improvement plans will follow the template(s) established by the department (below).
  - b. Performance improvement plans must involve consultation with the Clinic Director,
  - c. be signed by all required parties, and be filed in the Clinic Director's office.
  - d. Performance improvement plans are considered a teaching tool, and include responsibilities for both the student clinician and the CI.
  - e. Multiple performance improvement plans may be required over the course of the semester.
  - f. Student clinicians must be given the opportunity to demonstrate adequate progress on a performance improvement plan up until the final day of the semester.
  - g. The CI will consider the progress made on all performance improvement plans before determining the final clinical competency scores and posting the course grade.
12. When a student has failed a clinic, the clinical competencies for that clinic **MUST** be reviewed by the Department Chair prior to presenting the evaluation to the student.
13. The Clinical Instructor is requested to monitor the dress code required for all student clinicians. A lab coat is available in the observation suite for use should a student clinician arrive for therapy out of compliance with the dress code. The lab coat is to avoid canceling a client, not to safe guard the student's grade under professional behavior.
14. Student clinicians are required to offer make-up sessions to the client if the clinician or the CI canceled therapy. These make-up sessions are held during the week following the last week of clinic. The Clinical Instructor is required to be present.
15. Student Clinicians are required to complete and submit the clinical clock hour's forms for CI approval in CALIPSO.

- a. Only direct client and/or family contact hours can be counted as clinical hours. **NOTE:** Report clock hours in actual time (43 minutes of therapy is 43 minutes of therapy; 12 minutes of assessment is 12 minutes of assessment; a 50-minute therapy session is not counted as 1 hour of treatment or assessment). **Rounding to the nearest quarter hour is not permissible.**
16. At the end of the clinic semester the CI is encouraged to ensure their students are pulling the end-of-semester packets together successfully. The end-of-the-semester packets are the students' responsibility to submit.
17. The CI is required to provide a grade for the graduate clinicians under their supervision. Each CI is responsible for submitting the grades for each of their students directly into CMS by the university-mandated deadline. Detailed instructions regarding how to enter grades in CMS can be found online at <http://www.csus.edu/irt/servicedesk/support/mysacstate/Faculty-Staff-Tutorial.html>
18. If and when problems or concerns arise during the semester, you are requested to contact the Clinic Director as soon as possible for support and direction.

### Additional Information:

1. Note that all discussions involving clients' protected health information should be conducted in a confidential location and manner.
2. The same is true for all student-protected information, including evaluation conferences and the required supporting documentation: Conferences must be conducted in a confidential location and student evaluations must be delivered to the student in a confidential manner.
3. Discussions regarding students' individual or group clinical performance must not be held in the Observation Suite. Please seek a confidential location should such a consultation be required.
4. No client information may be shared with anyone but the client if the client is an adult, unless the adult client has signed a release form allowing the sharing of information. Child client information cannot be shared with anyone but the child's parent(s) with legal custody, unless that parent has signed a release form allowing for the sharing of the information.
5. The campus email system is required for corresponding with students. All email correspondence between you and your student clinicians regarding a client must contain client initials only and no identifying information.
6. At the end of each semester, the students are required to evaluate the performance of their Clinical Instructor in their methods class. The administrative coordinator is responsible for gathering the data. A report will be furnished to you at the end of the semester.
7. As a reminder, this clinical teaching process is designed to meet the educational and clinical needs of each Student Clinician under your supervision, as well as the client's need for quality speech-language-hearing services.