

Expectations for UVM CSD Clinical Practicum

•2017-18•

- **Clinic Manual:** It is expected that you read the 2017-2018 Clinic Manual (available online). Due dates, dress code, paperwork expectations/templates, and all necessary clinic information is there. Please check that resource first if you have any questions.
- **Attendance:** We will be following the clinic schedule for all sessions. It is expected that you make every effort to attend each therapy and diagnostic session (except for severe illness or injury). Please make travel plans accordingly around the schedule and notify your supervisor as soon as possible of any unavoidable scheduling conflicts. If you do need to miss a session, it is expected that you will offer a make-up session to the client (please see specifics in the Clinic Manual).
- **Cancellations:** If a client cancels a session, fill out a "Cancel" slip and give it to Sam in the front office. Note the cancellation in main and working files, and turn in a SOAP that indicates why the session was cancelled at the top. Cross off that session on the observation sign-up board (outside main office), and let the supervisor know if there were students signed up to observe.
- **Billing:** Check with the front office to ensure billing sheets are ready for the semester (help fill them out if not). Some sessions are paid by the school district, so you will have one sheet per month (circle all Tx session dates and put in Emira's mailbox at the end of the month). If paid out-of-pocket or by insurance, there will be a billing sheet for each session. Families get a discount down from \$95 to \$76 (20% off) if they pay the day of the session.
- **Recordings:** It is expected that you both video record (using the video server) and audio record (personal recording device) each session. You can set up a recurring recording which needs to be deleted at the end of the semester.
- **Room Sign-Out:** Make sure your treatment room is signed out. Fluency sessions typically occur in **room 314** (far end of treatment hallway on right). Dr. Barry Guitar and I share this space, so be aware of possible scheduling conflicts and communicate with the other student clinician to make alternate arrangements if double-booked. Please be courteous and clean the room for the next clients.
- **The following are due dates for your paperwork this semester (always deidentified until printed):**

Plans and SOAP notes: _____ Plan-- **M T W Th F** SOAP-- **M T W Th F**

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I suggest that you write your SOAP and the plan for the next session as soon as possible after a session while the information is "fresh."

Projected Treatment Plan: A high quality first draft is due **one week after Tx session 3** for each client. Include PTP goals (without rationales) in each SOAP note after session 3.

Progress Reports: The first draft is due as soon as possible after final treatment session to streamline editing. The finalized report must be done before you have your final evaluation with your supervisor (24 hours before the formal "Check-Out" with the front office).
Spring 2018 Latest Due Date for Final Draft: **Monday May 7, 4PM.**

Diagnostic Reports: First draft is due **5 days after Dx date** (shared by file transfer and deidentified). Please put your initials next to each section you write on the first draft in order to be graded separately from your partner.

Revisions for all documents are due within **48 hours** after they are returned to you (including weekend time). If for some reason due dates cannot be held, please communicate that with me. I can be flexible if I know about a conflict ahead of time.

****NOTE: Do NOT expect supervisors to respond to you after standard work hours or on weekends.
We will turn around documents as quickly as possible during working hours.**

- **Attention to Detail:** All paperwork must be looked over and carefully edited before submitting it for review (spelling and formatting errors, names/dates are correct, etc.). Address **ALL** comments and suggested edits by your supervisors. I suggest that you “sleep on it” and then reread your draft out loud as if you are the parent to catch jargon and to clarify ambiguity.
- **Timeliness:** Treatment sessions end at the 50-minute mark, not on the hour. Please be aware of time, because we need a few minutes to debrief and to clean out the room prior to the next session.
- **Logging Sessions:** It is mandatory that you log the session in the main chart and working file immediately **every** time you see the client. This is for insurance reimbursement purposes. You must write the date, time, and general focus (example: 06/06/17: 1 hour Tx session 9-10 AM). Please keep documentation in the working file in case another clinician needs to access the information. A file check will occur during your midterm evaluation to ensure HIPAA/NOPP/permission to email forms are up-to-date and all logs/billing sheets are accounted for across the main and working files.
- **Dx Test Forms:** All standardized tests (e.g. *SSI-4, OASES, GFTA-3*) and transcripts from a Dx will be kept in the main file (section 4) once the supervisor checks the scoring and initials them. You and your Dx team partner need to double and triple check all standardized test scores-- accuracy is part of your clinical grade.

General Tips:

- Always refer to our clinic as “the University of Vermont Eleanor M. Luse Center” in written documents
- Only turn in a draft of a document if you would be willing to sign it and turn it over to the family as is (or have it be read out loud in court). Make sure all “XXs” to deidentify documents have been edited back in carefully with the correct information.
- Do NOT use Google docs when writing reports even without identifying information (HIPAA violation and bad practice)
- Password-protect every document and post to CALIPSO when ready (or file transfer for Dx files)
- Email me once any documents are posted on CALIPSO (make sure it is set to “public” instead of “private” so I can see it -- **I will not know it is available unless you notify me by email**)
- **Be professional when communicating with families and supervisor:**
 - o Parents need to sign the permission to communicate by email form if not already in file (section 1)
 - o Always communicate using your UVM email (not a personal email account)
 - o Use formal greetings on the phone and email in all correspondence (“Good morning” rather than “Hey”, Dr. Kazenski, etc.)
 - o Refer to the child as “your son/daughter*” to avoid using initials (you can note “*Child’s name excluded to protect privacy” at bottom of emails)
 - o Have a professional “signature” following the email, such as:
 - Full name, B.A./B.S.
 - M.S. Candidate in Communication Sciences and Disorders
 - University of Vermont Eleanor M. Luse Center
 - Your UVM email address
 - o Print out email threads with families (or outside resources) and log in section 3 of the main file
- **Team Stuttering Meetings:** We will meet as a team every other week as an opportunity to give you streamlined feedback and guidance, to troubleshoot with your classmates and to give you an opportunity to extend what you have learned from your client to clients with other profiles. Please come prepared with questions each meeting, and I encourage you to “speak up” to offer helpful suggestions and to think outside the box (no “wrong” answers).

Feel free to ask me questions along the way if you cannot find the information here or in the Clinic Manual or Graduate Handbook- looking forward to working with you!!

Graduate Student Clinician (date)

Danra Kazenski, Ph.D., CCC-SLP (date)
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