

## Communication Disorders Clinical Observation Procedures

<https://inside.southernct.edu/communication-disorders/undergraduate>

Students must complete 25 observation hours before completing their undergraduate CMD degree.

For the undergraduate requirement of 25 hours of observation:

- Students must obtain at least 5 in-person observation hours out of the 25 total required hours. Up to 15 of these hours can be completed in the Clinical Services Program (individual or group).
- Clinical observations should be guided and signed off on by a clinical educator who holds the CCC-SLP and is current with their Certification and has met requirements for Clinical Instruction and Supervision.
- Examples of guided activities include, but are not limited to, the following activities:
  - o debriefing of a video recording
  - o discussion of therapy or evaluation procedures that had been observed
  - o debriefing of observations that meet course requirements
  - o responses to a series of guided questions

### **Observation Procedures**

**There are 4 ways students can obtain observation hours:**

#### **1. Clinical Services Program: Individual Observations**

- o Individual observation sessions typically start two weeks after the clinic starts. Observations are limited to in-person (not virtual) sessions only. Students can observe both diagnostic and therapy sessions. They also have the opportunity to observe Audiology sessions. Details of sessions available for observation will be posted in the hallway outside of the graduate students' workroom (HHS 211). Please contact Lisa Barber or Sujini Ramachandar with questions or concerns.
- o Students and faculty should refer to clinic **Observation Guidelines** and **FAQs** as posted on the website for information about in-person observations

#### **2. Center for Communication Disorders: Remote Group Observation**

- o Students may have the opportunity to observe a session remotely as a group in room HHS 219. To maintain confidentiality, the class instructor will sign into the remote viewing platform. The instructor or a graduate assistant will be present in the remote viewing room throughout the session. The instructor should sign out of the platform when the observation is complete. The doors to the room should be shut while the session is in progress.
- o A hard or electronic copy of the session plan will be shared with the class instructor ahead of time to facilitate guided observation. If a hard copy is made, please make sure that the copy is disposed of appropriately.
- o Please refer to the **Observation Guidelines** document and class instructions for details.

### 3. Off Campus/Community-Based Observations:

- If students choose to observe in the community, it is their responsibility to investigate and follow institution specific protocols for observations. Students must observe an ASHA certified Speech-Language Pathologist who has completed the necessary requirement for student supervision. Students may confirm this information using this link: [ASHA verification for SLPs](#). When verifying the SLP, ensure the SLP is both certified and has met the criteria for Clinical Instruction and Supervision. These will be two separate statements on the verification page.

### 4. Master Clinician Hours:

- Students who choose to use Master Clinician (MC) are responsible for setting up and maintaining their account.
- Students must answer the guided observation questions within MC for each observation in order to receive faculty approval. Responses should be substantial enough to demonstrate evidence for thoughtful engagement in the observation process.
  - If students are completing observations as a class requirement (CMD 200, CMD 201, CMD 319, CMD 419, and CMD 461), students must assign each MC observation to the respective course instructor.
  - If students are completing observations toward their 25 hours but not for a particular class, they should contact a 461 instructor and request permission to assign that faculty member to their observations. The faculty member will then review the observations for approval in MC.
- Documentation of hours: Students are responsible for downloading and submitting the official summary sheet of approved observations for documentation from the Master Clinician (MC) platform. Only those observations that have been approved by staff or faculty will be accepted. A *pending* notation will not be accepted. Documentation for Master Clinician (MC) hours will be accepted on the official document produced through Master Clinician. *There will be no need to duplicate the information from the MC form on the Documentation of Observation Hours Form.*
- All approvals for observations through MC must be done electronically. For student hours to be counted, the summary sheet must indicate the hours are approved with faculty names and ASHA numbers. Although the summary sheet has a place for an additional signature, this signature is **not** required for the hours to be accepted.
- Master Clinician account information:
  - Sign up for Master Clinician Network
    - Go to [masterclinician.org](https://masterclinician.org) and click on "Sign Up".
    - Click on "Student Registration".
    - Fill in all of the information (leave registration code blank) making sure to select your "Graduate" university, and then click on "Submit".
    - Pay the one-year student membership fee.
  - Complete Observations
    - Sign in to [Master Clinician Network](#)

- Check your "Office Page" to see if you have been assigned a video(s) to watch
  - a. If you have been assigned a video, click on the name of the video (skip #3, #4 below)
- Click on the "Clinical Videos" menu and find a video to watch
  - a. You can use the drop down menus to search by age, disorder, clinician, patient, etc.
- Click on the video
- Click on the "Background" and "Summary" tabs to read information about the client
- Watch the video
- Click on the "Observation" tab and complete all the questions
- Select the name of your faculty member from the drop-down menu at the bottom of an observation report.
- Click on "Submit"

#### **Documentation of Observation Hours:**

- **In-person Hours:** The **Documentation of Observation Hours Form** should be used for all in-person observation hours. For Submission of Observation Hours for 200, 201, 319, 419, submit the form *with the observations for the class highlighted*. Of note, if the student is submitting hard copies of observation hours, they should submit a copy and keep the original for their records.
- **Master Clinician Hours:** After the hours are approved in Master Clinician, the student must download and submit a summary of their hours *with the observations for the class highlighted*. The summary sheet should be titled 'approved' hours. Alternatively, all hours must have the designation 'approved' after them. 'Pending' observations will not be accepted.

#### Submission of Observation Hours for 461:

- As required by ASHA, students must complete and document 25 hours of clinical observation.
  - At Southern Connecticut State University, this requirement is fulfilled in CMD 461. In order to receive a passing grade for CMD 461, a single electronic record (e.g., scanned originals) documenting all 25 hours must be uploaded within Blackboard Learn. If students have separate Master Clinician (MC) and Observation Documentation Forms, it is the students' responsibility to integrate these documents into a single electronic record and oriented in landscape format. Please note that all MC hours must be designated approved. 'Pending' observations and photos will not be accepted. Students are encouraged to archive a copy of the integrated form for their own records.