

## **Robert L. Milisen Speech & Language Clinic**

### **CLINIC OBSERVATION INSTRUCTIONS**

#### **I. General Introduction**

Observation is one of the significant learning experiences of students. The American Speech Language and Hearing Association (ASHA) requires that students complete a minimum of 25 hours of observation before or during their graduate program. This requirement may be met in a variety of ways. How to document your hours varies, depending on whether the clinical observation takes place inside or outside the Speech and Hearing Sciences (SPHS) Department.

#### **SPHS Department**

- Students observing in clinic MUST FIRST complete the IU HIPAA e-training module <https://expand.iu.edu/browse/e-training/courses/hipaa-students>
- Students may obtain observation hours through the Robert L. Milisen Speech and Language Clinic at IU. Please note that classroom videos can no longer be used to fulfill ASHA requirements.
- To count towards your 25 observation hours, EVERY observation you complete within the SPHS Department must be recorded on a separate Guided Observation form that can be downloaded from the departmental website.
- Also required and available for download on the website is a Guided Observation Summary Form that provides a concise outline of your observations within the Department. Further instructions for how to keep track of your observation hours are explained in Section III.

#### **Outside the Department**

- Students may also obtain observation hours outside of the department in a variety of settings including schools, clinics, nursing homes, and hospitals, both in Bloomington and the surrounding community.
- Observations at these outside sites should be under the direction of ASHA-certified clinicians or students supervised by ASHA-certified clinicians.
- Students are responsible for coordinating their own outside observations and for keeping records of those observations. Given the volume of students, please DO NOT contact Bloomington Hospital for observation opportunities.
- Please note that IU faculty will no longer sign off on hours obtained outside the Department. However, a formal letter from the SLP at the outside site on the institution's letterhead can be obtained and submitted to your future graduate program to count towards fulfilling ASHA requirements.

## II. Professional Etiquette

Students are responsible for conducting themselves in a manner consistent with that of working professionals while engaged in observations both in the SPHS clinic and in the community. These guidelines are made to relieve the clients and their parents from undue stress and concern that occurs naturally when one is being observed by a group of strangers. These guidelines also protect the rights of the clients to receive the best service in a confidential manner.

### Courtesy

- TURN OFF CELL PHONES. Anyone using a cell phone during an observation session will be asked to leave the observation room immediately.
- DO NOT EAT OR DRINK in the observation room.
- OFFER YOUR SEAT to parents and supervisors when present and position yourself so that everyone can watch the session. The supervisor normally carries a clipboard. Other adults will be family members or caregivers.
- BE DISCREET by exercising self-restraint in speech and conduct. Some clients get nervous if they know they are being watched.

### Confidentiality

- Care must be taken at all times to protect the clients' privacy and insure confidentiality. Observations must not be discussed outside the clinic/hospital/school.
- Do not discuss the client with a parent or caregiver. You may talk privately with the student clinician or supervisor before or after the session – never in the presence of the client or anyone else.

### Professional Dress

- Pants, skirts, and dresses are acceptable, but should be appropriately tactful (e.g., skirt length, neckline, accessories). Collared shirts and sweaters are also appropriate (ties, jackets are not required). **Shorts, tank tops, miniskirts, leggings, athletic wear (including sneakers) and stilettos are not appropriate attire.**

Questions regarding the above stated policy should be discussed with the Speech/Language Clinic Director or Hearing Clinic Director.

## III. Observation Forms

It is important for you to remember that YOU ARE ACCOUNTABLE FOR KEEPING TRACK OF YOUR OBSERVATION HOURS. Although the SPHS Department is here to assist you, the Department does NOT keep a copy of undergraduate observation hours.

