

# Audiology Program Policy 201

## Clinical Practicum in Audiology

Effective Date: September 1, 2024

Supersedes Date: September 1, 2017

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**Policy:** All AuD Audiology students involved in clinical practicum will enroll in the course A USP 8104, *Clinical Experience in Audiology*, during each semester of full-time graduate study prior to externship. A grade of less than 2.0 in clinic practicum will mandate a review within the school and may be grounds for dismissal. Students must obtain a “B” (3.0) or better in their last two semesters prior to their externship. A maximum of 24 semester credit hours of A USP 8104 may be counted toward the degree requirements

### Procedure:

#### I. Description of A USP 8104

- a. This course includes a class scheduled for 1-3 hours per week and a supervised clinical practicum in audiology. The content of the class varies by semester.
- b. Attendance and participation in this class is required of all students enrolled.
- c. Grades in this course will be computed based on class participation and assignments, practicum performance and professionalism.
- d. Students will have the responsibility for biological calibration of audiological equipment, hearing aid drop-off box, equipment shutdown, and a minimum of one clinical appointment per week every semester during which they are enrolled in 8104.
  - i. Third year AuD students and those enrolled in dual AuD/PhD programs may have different requirements for 8104.

#### II. Clinical Experiences – On and Off-Site

- a. On-Site Clinical Experiences- Students will be initially placed in on-site clinical experiences supervised by University of Memphis clinical faculty or instructors.
  - i. Basic clinical concepts and comprehensive procedures will be the focus of on-site clinical placements.
- b. Off-Site Clinical Experiences
  - i. New off-site clinical training facilities will be evaluated based on the following:
    1. Clinical credentials of off-site clinical educators.
    2. Clinical experiences of off-site clinical educators.

3. Local, regional, and national reputation of off-site clinical educators.
4. Demonstrated history of clinical caseload at the facility.
5. Evaluation of clinical facilities for currency of practice.
6. Ancillary experience available to the student.
7. Continuing evaluations of the facility will be through Typhon/Exxat evaluations of caseloads, supervisory hours, and student evaluations.

### III. Clinical Assignments

#### a. Clinical Practicum

- i. Students will be assigned 6-12 hours of patient contact per week for A USP 8104.
  1. If students are holding assistantships, they may be assigned additional clinical responsibilities.
- ii. Students begin their clinical practicum by observing in the clinic and completing EHDl hours. After these hours have been completed, the student will be assigned to participate in some aspect of patient contact at the discretion of the Director of Clinical Education in Audiology.
- iii. Progression of Assignments
  1. Each semester, the Director of Clinical Education in Audiology meets with the student to discuss past clinical placements and plan assignments.
  2. The goal is that all students have exposure to multiple types of settings; experience across the scope of practice; with a wide range of diverse ethnic and cultural backgrounds; and across the life span. Clinical placements are assigned based on site availability, student clinical training needs, and scheduling considerations. Some off-site placements may require travel up to 90 miles from the University of Memphis campus. Declining an assigned placement may delay program progression and could affect the anticipated graduation date and/or degree conferral.
  3. Clinical assignments should follow a systematic knowledge- and skill- building sequence in which basic course work precedes or is concurrent with practicum as much as possible. Preparation may consist of the formal courses in the AuD curriculum, laboratory assignments, readings, and supplemental workshops as part of A USP 8104.
  4. Students are placed with a member of the University's clinical faculty or instructors in the second semester of clinic. Typical

2nd semester placements are in a basic pediatric or adult hearing evaluation clinic.

5. The Director of Clinical Education in Audiology tracks each student's coursework and previous clinical experience(s) to ensure the student is prepared for the current assignment.
6. During orientation, before a semester begins, the faculty meet with their assigned students to present an overview of the clinic and general information about the placement.
7. Clinical faculty and students participate in weekly small group meetings with each other to discuss patient care each week. These groups are known as "pods".
8. If a student is assigned to a clinical experience that involves an area which he/she has limited academic preparation, the clinical faculty member is advised in advance so that additional instruction can be provided. Students may be given reading assignments to prepare for the experience.
9. Off-site placements are based on the recommendation of the clinical faculty and the prerequisite coursework and experiences specified by the professionals at the off-site facility.

iv. Responsibilities in Audiology Practicum

1. Colleagues, whether faculty members or fellow students, should always be introduced to patients.
2. Students are expected to be ready to see patients at the scheduled appointment time with all necessary paperwork and equipment preparation completed prior to the appointment.
3. They are to remain in the clinic for the entire block of hours scheduled.
  - a. If a patient does not show up, the student may be assigned other duties by the faculty member.
  - b. If, for some reason, a patient is not scheduled during a student's regular clinic time, the student is still expected to be available to work on other clinical items unless dismissed by the faculty member.
4. If a student becomes ill and cannot see onsite patients, it is the student's responsibility to notify the responsible faculty member as far in advance as possible and to arrange for a substitute clinician.
  - a. At the beginning of each semester, students are encouraged to identify other student clinicians who could cover their clinics if a last-minute illness occurs.

- b. If this is not possible, the faculty member responsible will cover the evaluation, if possible, or reschedule if necessary.
  - 5. Students are responsible for returning equipment to the proper area immediately after use, sanitizing toys and cleaning up the test suites after each appointment.
  - 6. Reports are to be turned into the responsible faculty member by the close of 2 working days following the evaluation, unless it is a pediatric evaluation report, which is due within 24 hours.
    - a. Corrected reports are to be returned to the faculty member responsible within 24 hours after they are received.
    - b. If a patient is returning for further evaluation soon, the report should be written as fully as possible and include an explanation, stating exactly why the patient is returning and what testing is to be done.
- v. Practicum in Clinical Education
  - 1. Occasionally, an experienced student may be given the opportunity to assist a faculty member in the clinical education process.
  - 2. The responsibilities that may be assigned to the student include demonstration of clinical techniques and other areas of supervisory management.
  - 3. A student will not be asked to offer a final clinic rating of another student.
  - 4. Only the hours of clinical demonstration will be counted toward ASHA requirements, unless the student is actively involved in the clinical session, for example a pediatric evaluation.

#### IV. Evaluation of Students

- a. Daily/Weekly Evaluations
  - i. All students will be scheduled for individual or group conferences with their faculty members each week during pods and/or additional times may be made at the request of the faculty member or student.
  - ii. Students' clinical performance, client staffing, etc., may be discussed at that time.
- b. Mid-Semester and Final Evaluation Procedures
  - i. Each student will have the opportunity to meet with his or her faculty member at mid-term time and at the end of the semester.
  - ii. The student's performance in the clinic to date will be discussed.
  - iii. In addition, each student may meet with the Director of Clinical Education in Audiology, if necessary. Students must plan to be available for meetings through the end of the exam period.

V. Grading for AUSP 8104

- a. AUSP 8104 grades will be computed on criteria specific to each section. These criteria will be discussed in each class section at the beginning of each semester. Additional criteria for course participation, assignments and professional behavior expectations will apply (please refer to the clinical competencies in Appendix I-D).
- b. External off-site preceptors will be asked to give students a rating. The Instructor of Record will assign a final clinic grade for each student enrolled in clinical practicum based on the criteria below and on the syllabus.
- c. Areas of Evaluation:
  - i. Each faculty member will evaluate the clinical performance of the students whom they supervise.
  - ii. A clinical competency rating will be determined for each student enrolled in clinical practicum. The competency ratings are based on a student's performance in:
    - 1. Common Clinical Skills – case history, performance of test protocol, interpretation, report writing, case management, and counseling.
    - 2. Professionalism (attendance and timeliness, entering clock hours correctly, interpersonal communication, policy compliance, personal responsibility, infection control, and ancillary clinic responsibilities.
    - 3. 8104 Assignments.
- d. Quantitative Measures
  - i. The “Rating Scale” provides a quantitative measure of student performance, gives students information regarding their areas of strength and challenge, monitors improvement, and provides supporting information for the final grade.
  - ii. Ratings describe clinicians who have limited clinical competence and/or need extensive support, as well as clinicians who are relatively competent and independent in various clinical areas.
  - iii. CSD Clinical Competency Rating Scale
    - 1. These ratings are a descriptive measure and are not based on a percentage of compliance in each section.
      - a. This can be found in Appendix Audiology Education
    - 2. Level of Experience
      - a. When assigning grades, the “Experience Band” chart is used to adjust for beginning clinicians with few experiences compared to those clinicians who have had a variety of clinical assignments and accumulated numerous clinical hours.
      - b. The Experience Band chart can be found in Appendix Audiology Education 1.

iv. To Determine the Final Grade

1. The ratings in the areas of competence will be averaged.
2. Multiply the average by the number of 30-minute units (the number of clinic clock hours the student is assigned to the clinical placement each week).
3. Add all values for each clinical placement working with the student to calculate a total score.
4. Divide the total score by the total number of units.
5. Determine the student's total hours to date (undergraduate practicum excluded).
6. Adjust the weight of each depending on-site vs. off-site placement.
  - a. On-Site Only Placement
    - i. Clinical Skills: 60% of grade
    - ii. Professionalism: 20% of grade
    - iii. Documentation: 15% of grade
    - iv. 8104 Assignments/Pods: 5% of grade
    - v. Total Percentage: 100%
  - b. Off-Site Placement
    - i. On-Site Skills: 48% of grade
    - ii. Off-Site Skills: 12% of grade
    - iii. Professionalism: 20% of grade
    - iv. Documentation: 15% of grade
    - v. 8104 Assignments/Pods: 5% of grade
    - vi. Total Percentage: 100%
  - c. 90-100 A+/A/A- 80-89 B+/B/B- 70-79 C+/C/C- 60-69 D+/D/D- 50-59 F
  - d. Use the "Level of Experience" chart to convert the final evaluation score into a letter grade.