

# Clinical Education Policy 501

## Reporting Clinic Clock Hours

Effective Date: August 1, 2012  
Supersedes Date: September 1, 2006  
Review Date: May 2027

Policy: All students are responsible for recording clinic clock hours accurately according to ASHA guidelines on a weekly basis.

### Procedure:

- I. Recording Hours
  - a. Students record hours weekly in the Exxat Prism System or the AHST Typhon System.
  - b. A window of seven (7) days is allowed to enter hours.
  - c. If hours are not logged within that period, the student may lose the ability to enter the hours.
- II. Clock Hour Approval
  - a. Clock hours are confirmed and approved throughout the semester by the clinical faculty and external preceptors within the system the students use to enter these hours.
- III. Archiving Records
  - a. A copy of a student's total clock hours is placed in the individual student's academic electronic file which is archived on the School's protected server upon graduation.
  - b. It is recommended that students archive their clock hours separate from the Exxat or Typhon systems at the end of each semester and upon graduation. Students will have access to these databases for five years following graduation.
  - c. The University of Memphis is only required to maintain student records for 5 years. It is **STRONGLY** suggested that clock hours be kept by the student in a safe place for perpetuity.
- IV. Logging Speech-Language Pathology Hours
  - a. Only direct contact with the client or the client's family in assessment, management, and counseling can be counted toward practicum. Preparation for sessions, chart review, and report writing cannot be counted as clock hours.
  - b. When more than one student is actively participating in group therapy, i.e., directing the activity, modeling, keeping data and assisting in group management, all hours of clinical contact will be counted toward ASHA requirements. When a student is observing a group or individual session, these hours do not count as direct contact.
  - c. When more than one student is participating in a Speech/Language diagnostic, the primary clinician counts the hours unless the one assisting is actively participating in data collection, test administration, or engaging the client.
  - d. The clinical hours are verified by the faculty member supervising the session throughout the semester to ensure their accuracy.

- e. A copy of the accumulated hours and totals by disorder is sent to the student following graduation.

V. Logging Audiology Hours

- a. When more than one student is participating in an audiology diagnostic, only the primary student (the student testing) may count the hours unless both are involved directly, for example, a pediatric session involving VRA testing.
- b. Audiology students (AuD) may count hours spent during the workday on such activities as consultation, record keeping, and administrative duties. Therefore, in the example given above regarding two students participating in an evaluation, only the primary clinician may count the direct contact hours, but the secondary clinician may count the hours as consultation. Both students may count time spent in consultation, record keeping, and other related administrative duties. See the Director of Clinical Education in Audiology for clarification and details and/or policy E-A-102 and E-A-103 for further clarification.

VI. Questions

- a. When a student has a question regarding the appropriate way to categorize specific hours, the appropriate Director of Clinical Education or the supervising faculty member should be consulted.