

Requirements for Clinical Practicum Enrollment

All students (undergraduate or graduate) must complete the following documentation **prior to** enrolling in clinical practicum (CD402 or CD603). No exceptions are made to these requirements and no clinical assignments will be made to any students who have not completed these requirements.

1. Students must have successfully completed CD406 (or equivalent course if undergraduate degree was obtained from another university) with a grade of "C" or better.
2. Students must submit documentation of successful completion of at least 25 clock hours of clinical observation to the Director of the Center for Speech and Hearing.
3. Students must submit proof of liability insurance. Information regarding how to purchase this insurance is available from the department office. Students should be aware that this process needs to be completed in advance of clinic enrollment so adequate time should be allowed for all paperwork to be completed.
4. Students must submit a signed *Confidentiality Agreement* form.
5. Students must submit results of a tuberculin (TB) skin test. At this time, repeated testing on an annual basis is not mandated so a student need only submit this one time during his/her first enrollment in clinic. This requirement is waived upon subsequent enrollments in clinic provided the enrollments are in sequential semesters.
6. Students must submit a passing score on the *Health Insurance Portability and Accountability Act (HIPAA)* compliance test. Information on this test is available in the department office.
7. Students must submit a *Clinician Schedule* form at least one month prior to the beginning of the semester of clinic enrollment so that proper planning and assignment may occur. This schedule should detail any course enrollments as well as any hours of employment. Also, current contact information is required on this schedule. It is expected that students will have a reasonable amount of time available for clinic assignments. Students who have concern about their availability for clinic assignments should consult the Director of the Center for Speech and Hearing.
8. Students must submit a signed statement (see *Agreement to Comply with Code of Ethics, Scope of Practice, and Department Guidelines* form) that they have reviewed and agree to comply with all guidelines outlined in the *Responsibilities of Student Clinicians* (note: this includes adherence to the *ASHA Code of Ethics* and the *ASHA Scope of Practice of Speech-Language Pathologists*) as well as the department's *Infection Control Guidelines*.