



**(REVIEWED DURING ORIENTATION SUMMER 2023)**

## **INTRODUCTION**

The audiology practicum assignments are an essential educational component of the audiology doctoral program. To ensure success of clinical experiences for the audiology doctoral student, this handbook was designed as a guide covering all four years of the program. The handbook is organized so that general information is presented first; this is information that is related to students in all four years of the program. This is followed by sections containing information as it pertains to each year of the program.

another has a direct impact on the quality of the individual experience at USF. We also realize that each of us serves as an ambassador of this institution and that our attitude and actions reflect on us as individuals, and on USF. We are committed to support the strategic plan by providing the best service we can.

As such, the University of South Florida is dedicated to the following goals and ideals:

- We will treat students, visitors, and fellow workers with dignity and respect and assist them in a caring and helpful manner.
- We will act in a manner that students, visitors, and fellow workers see us as a source of accurate and helpful information.
- We will continually review our policies and procedures to simplify them and improve service.
- We will continue to improve and update our knowledge, skills, and abilities to best serve our students.
- We will derive pride and satisfaction from solving problems, not passing them on, as we seek solutions not blame.

For additional information regarding the student code of conduct please refer to the student conduct and ethical development (SCED) website: <https://www.usf.edu/student-affairs/student-conduct-ethical-development/>

## **Logging Clinical Experiences**

Once a student obtains their 15 hours of observation (must be completed prior to the end of the first semester in the Au.D. program), they can begin logging hours for their clinical experience. Each student clinician is responsible for recording daily the types of services and related activities completed during their assigned blocks of clinical practica. For the student clinician to receive credit for clock hours, the student clinician must log the hours in Typhon and then have the supervisor approve each clinical case entered.

If the student performance was unacceptable during a scheduled block of time, the supervisor will not sign off on those hours.

## **Typhon**

Students will be required to register for an account in Typhon the beginning of their first year. To register for Typhon, students are required to pay a one-time fee of \$90. Once registered, students will be able to log clinical experiences. This system will keep track of individual semester hours as well as total clinical hours. These hours are important for graduation requirements as well as for applying for ASHA CCC-A post-graduation. Students will be able to access their accounts up to three years past graduation.

## **Grand Rounds**

Mandatory Grand Round meetings are held for all first-, second-, and third-year students enrolled in the Au.D. Program. Students will be notified of scheduled times and locations. Typically, Grand Rounds are held in person in PCD 1147. Grand Rounds occurs monthly during each semester. If warranted, excuses may be granted by the Audiology Program Director on a case-by-case basis. Each unexcused absence will result in a letter grade reduction. Students are expected to arrive to Grand Rounds on time. However, if two tardies occur, the grade will be reduced by a letter grade.

Attendance at



called on to behave as a professional, you are not the patient, the customer, the star, or the victim.

9. You place the importance of professional duties, task, and problem solving above your own convenience.
10. You strive to work effectively with others for the benefit of the person served. This means you pursue professional duties, tasks, and problem solving in ways that make it easier (not harder) for others to accomplish their work.
11. You properly credit others for their work.
12. You sign your work.
13. You take responsibility for your actions, your reactions, and your inaction. This means you do not avoid responsibility by offering excuses, by blaming others, by emotional displays, or by helplessness.
14. You do not accept professional duties or tasks for which you are personally or professionally unprepared.
15. You do what you say you will do, by the time you said you would do it, and to the degree of quality you said you would do it.
16. You take active responsibility for expanding the limits of your own knowledge, understanding, and skill.
17. You vigorously seek and tell the truth, including those truths that may be less flattering to you.
18. You accept direction (including correction) from those who are more knowledgeable or more experienced. You provide direction (including correction) to those who are less knowledgeable or less experienced.
19. You value the resources required to perform duties, tasks, and problem solving, including your time and that of others.
20. You accord respect to the values, interests, and opinions of others that may differ from your own, as long as they are not objectively harmful to the persons served.
21. You accept the fact that others may establish objectives for you. Although you may not always agree with those goals or may not fully understand them, you will pursue them as long as they are not objectively harmful to the persons served.
22. When you attempt a task for the second time, you seek to do it better than you did the first time. You revise the ways you approach professional duties, tasks, and problem solving in consideration of peer judgements of best practices.
23. You accept the imperfections of the world in ways that do not compromise the interests of those you serve.
24. You base your opinions, actions, and relations with others on sound empirical evidence and on examined personal values consistent with the above.
25. You expect all the above from other professions.

**Adapted from Chial, Michael. (1998). *Audiology Today*, 10, pg. 25.**

## **Cell Phones**

Cell phones must be turned off when students are in clinic. Under no circumstances should a cell phone ring when attending to a patient. If the student has special circumstances regarding receipt of a phone call, the supervisor must be made aware of this.

3.1.4A Assessment of the structure and function of the auditory and vestibular systems as well as the impact of any changes to such systems

Direct clinical experience via assigned clinical time

Refer to the 2023 Audiology Standards on the ASHA website for specific details.



## **Clinical Assistance Program (CAP)**

The CAP program is designed to provide clinical supervisory support and remediation to those students identified by their supervisor(s) as demonstrating difficulties/weaknesses/inconsistencies in clinical performance and/or professionalism at any time during the practica. The following procedures will be implemented:

1. Initial identification of an at-risk student will be officially documented during the designated semester. Depending on when the official documentation is received, a CAP will be established.
2. Criteria for initiating a CAP include the following, but may not be limited to:
  - a. A grade equaling a C+ or less in any of the skill areas assessed utilizing the relevant clinic/clerkship/externship student evaluation forms.
  - b.
  - c. Other documentation of a concern that a student will not be successful in the clinical practica.
3. The student is notified in writing, via the Clinical Assistance Form (CAF) by the Supervisor of Record for the clinical course of the recommendation/requirement for completion of

Director/Clerkship or Externship Coordinator and the Audiology Program Director.

## **Cerumen Management**

In addition to the assigned clinical rotations and expected competencies, students will also be required to complete a cerumen management practicum. This practicum involves attending a required lecture and completing assigned readings along with a quiz. Cerumen management labs will occur during student clinic meetings, and observation hours and hands-on experiences will be obtained during the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year clinic practica experiences.

## **FIRST YEAR STUDENT INFORMATION**

### **Prerequisites for clinic enrollment**

#### ***Speech-Hearing Screening***

Each student in the Department must have a speech and hearing proficiency check prior to beginning Clinic Lab I. Typically, this screening is completed during new student orientation held in August of each year.

#### ***Observation Hours, Professional Liability Insurance, and CPR Certification***

All students should have documentation of 15 hours of observation experience before being enrolled in clinic practicum. Documentation of the completion of these hours must be submitted to the portfolio on Typhon by the end of the first semester of the first year of the audiology doctoral program. Documentation must be in the form of an observation log or letter, on letterhead, from the program confirming the observation hours. It must contain the signature of the person who certified the hours as well as his/her ASHA number.

In addition, all students must have current professional liability insurance at all times. A copy of the insurance certificate **MUST** be uploaded to the portfolio on Typhon by the end of the first semester of the first year of the audiology doctoral program.

Finally, all students must have documentation of training in community CPR (infant, child, and adult) and HIV or must complete training prior to initiation of practicum. Documentation must be submitted to the portfolio on Typhon by the end of the first semester of the first year of the audiology doctoral program.

## **Clinic Attire**

Students must select from the following options for clinic attire for all clinic assignments on and off the USF campus:

Affordable scrubs to be purchased by the student from *Discount Uniform Store* located at *13578 University Plaza St, Tampa, FL 33613 Phone #: 813-*

## **End of the Semester Practical Exams**

Each student will be given a practical exam to assess application of knowledge gathered from both classroom and clinical coursework to case management and case interpretation. The exam consists of six stations in which written and oral portions are presented by the audiology clinic supervisors. The level of each case is in accordance with that of the clinic completed. The student is

