

LSU HEALTH SCIENCES CENTER  
SCHOOL OF ALLIED HEALTH  
PROFESSIONS

Department of  
Communication Disorders

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AUDIOLOGY CLINIC HANDBOOK

UPDATED 2016

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## OVERVIEW OF THE LSUHSC GRADUATE PROGRAM

### Departmental Mission

The Department of Communication Disorders, School of Allied Health Professions, Louisiana State University Health Sciences Center New Orleans has the following missions:

1. To offer an academic and clinical education program to students pursuing a Master of Communication Disorders (M.C.D.) degree in the area of Speech/Language Pathology and a Doctor of Audiology (Au.D.) degree in the area of Audiology
2. To conduct research in the areas of audiology and speech/language pathology
3. To provide clinical services in audiology and speech/language pathology.

The information in this clinic handbook includes policies and procedures related to clinical education. Each student enrolled in the program is responsible for the information contained herein.

### Sources of Information

For information regarding the academic program, professional organizations and licensure, refer to the sources given as follows:

1. LSUHSC Catalogue/Bulletin (<http://alliedhealth.lsuhscc.edu/>)
  - a. General School Information: facility, fees, calendar
  - b. Scholastic requirements, dismissals, withdrawals
  - c. Student Academic Appeals
  - d. Communication Disorders: curriculum, grades, probation, course description and faculty
2. ASHA [www.asha.org](http://www.asha.org)
  - a. Academic Coursework Requirements for CCC
  - b. Clinical Practicum Requirements for CCC
  - c. National Examination in Speech-Language Pathology and Audiology
  - d. Process to Complete Certification
  - e. ASHA Code of Ethics
  - f. Application Form (and more)

### 3. Audiology Health Clinic Handbook

<http://alliedhealth.lsuhsu.edu/cd/docs/clinichandbookaud2015.pdf>

## GENERAL CLINIC POLICIES

A lack of professional responsibility related to any of the following issues will result in a lowering of practicum grades. In addition, if these problems persist, dismissal from the program will result.

### **Punctuality**

The student is expected to attend all assigned clinical experience days and to be punctual at all times.

Students are not allowed to miss any days of the clinical experience for personal reasons. If there is some reason (e.g. sickness, death of a family member, etc.) requiring a student absence for one or more days, the student is to contact the facility to request permission to be absent. If any days are missed due to these reasons, they must be made up in order to meet the requirements of the course. Failure to attend clinic without contacting the clinical supervisor prior to an absence may result in failure of the course.

1. The student will be prepared and on time for patient meetings, evaluation and treatment sessions, staffings, supervisory meetings, and special conferences.
2. Appointments will not be cancelled without supervisor approval, or approval by the clinic coordinator.
3. When a patient is late, the student will wait half the clinic period and check with his/her supervisor before leaving.
4. If a patient fails to meet three consecutive appointments without notification, the student should inform his/her supervisor and a decision will be made about continuation of appointments.

### **Weather**

Students are expected to follow the inclement weather or disaster policy of the assigned affiliation. The student must never put himself/herself in peril while traveling to the clinical site. Time missed is to be made-up at the discretion of the off-site clinical supervisor and clinical director. It may be necessary to extend the length of the affiliation to allow the student to make-up the missed days.

### **Illness**

In case of student illness, it is the student's responsibility to:

1. Notify their supervisor and the Front Office (504-568-4348) directly. The student is responsible for having a contact number for each supervisor.

2. For off-site practicum, the student is required to immediately notify their off-site supervisor and the LSUHSC Audiology clinic coordinator. It is mandatory that the LSUHSC Audiology clinic coordinator be notified of all absences by telephone and by e-mail for documentation purposes.

## **Dress Code**

The concept of appropriate dress in clinic is relative rather than absolute and may be addressed by your clinical supervisor(s). Flip-flops (of any kind), shorts, sun-dresses, t-shirts, revealing clothing, jeans, scrubs, and sweat pants should not be worn when involved in clinic activities or in areas where clients are present. Care should be taken that the body remains covered during normal clinic movement. No visible tattoos or exotic piercings. If you have a question relative to a specific article of clothing, it is advisable to ask your clinic supervisor and to bring a change of clothes.

Female professional dress generally includes modest dress shirts, dress pants, skirts, dresses, and dress shoes that do not impede mobility during normal clinic movement. Male professional dress generally includes slacks, polo or button down shirts, and dress shoes. At the supervisor's discretion, males may be asked to wear neckties. White coats should be worn following your white coat ceremony. When not involved in clinical activities, neat attire is required. At that time, AVOID areas where client contact is likely (i.e., front office, waiting room, audiology suites, etc.).

## **Attendance**

### **Required**

a. Screenings: All students are required to participate in speech-language and hearing screenings as assigned. This is part of your professional training and a responsibility which may extend beyond your need for obtaining collateral clock hours. Students who miss **ONE** screening assignment will have their clinical practicum grade lowered by one letter grade except in the case of exigent circumstances. Documentation of illness may be requested.

b. Clinical assignments: All students are required to participate in clinical practicum. Any student who misses **ONE** clinic session will have their clinical practicum grade lowered by one letter grade except in the case of exigent circumstances. Documentation of illness may be requested.

b. All students are required to attend patient staffings as part of quality assurance as well as student instruction. There are separate staffings for audiology and speech. Schedules will be given at the beginning of the semester. Attendance is mandatory unless your off-site placement conflicts with the staffing schedule.

c. Supervisory Meetings: All students enrolled in clinical practicum for evaluations are required to attend meetings as requested by their supervisors. For diagnostics/evaluations, this may include both pre-Dx and post-Dx meetings.

d. Special Events: Special events are occasionally scheduled in which student participation is mandatory. This may include guest speakers, faculty presentations, departmental meetings,

professional education courses, professional conferences or other workshops. Students will be informed in advance if their participation is optional or mandatory.

e. Clinic Clean-up: All students are scheduled for clinic clean-up. Schedules will be posted and it is up to students to complete these responsibilities as part of their clinic practicum grade.

f. All students must complete regular compliance training including HIPAA and confidentiality training. Students are notified of these requirements by LSUHSC e-mail. Failure to complete compliance training within 90 days may result in lowering of a clinic grade.

### Optional

All students are encouraged to attend professional meetings at the local, state or national level and may be required to attend specific events (see Special Events above). Financial assistance is often available from departmental funds or through SAA/NSSLHA for interested students. The Louisiana Speech-Language-Hearing Association meets in May/June. The Louisiana Academy of Audiology meets in September. The American Speech-Language-Hearing Association meets in November. The American Academy of Audiology meets in April.

### Confidentiality

This Department abides by the Code of Ethics of the American Speech/Language/Hearing Association. All information shared by a patient is considered confidential.

1. Information obtained from an evaluation and/or treatment session cannot be released to others without written authorization of the patient/parents/legal guardian. The Authorization for Release of Medical Record Information form must be signed and completed with names of persons to whom we may send or receive information. Students should check at the time of the evaluation to ensure its accurate completion.

2. In addition, make sure that the Consent to Photography, Videotape, Audiotape form is signed prior to taking pictures or recordings that may be used for teaching purposes. If patients/parents/legal guardian do not agree to its use for teaching purposes, check if you may record for purposes of collecting data only.

3. Patient confidentiality must be observed at all times. Patients are not to be discussed outside the diagnostic or management room in which you are working, particularly not in public places or social situations. Even in discussions with your supervisor, it is best to be in a private room and not in the hallway or a public area.

4. The permanent files maintained by the Department are never, under any circumstances, to be removed from the clinic, brought into the student room, or left lying around. Permanent files are NOT to leave medical records except for evaluations or for staffing a patient with your supervisor. Client reports are NOT to be photocopied by or for students. This is a breach of patient confidentiality.

5. All students are expected to follow HIPPA and LSUHSC confidentiality rules. Prior to observing or performing clinic, all students will complete online compliance trainings regarding these topics.

6. Students will be expected to type diagnostic/treatment reports. There are two options to accomplish this. Students may work on reports with the folder in the computer lab on the 9<sup>th</sup> floor. A student can only work on a report remotely if they have "CITRIX" installed on their laptops. The SAHP IT department located on the 6<sup>th</sup> floor can assist with getting CITRIX installed on laptops. All reports must be submitted on the "P" drive in the folder of the supervising faculty member.

## **INFECTION CONTROL PROCEDURES**

Each person utilizing the clinic is responsible for following these procedures. Failure to comply will result in a lowering of your clinic practicum grade and the assignment of a 5 page research paper reflecting the importance of infection control.

### **Infection Control Objectives**

1. To identify and incorporate use of universal precautions for controlling infectious diseases in routine patient care.
2. To increase awareness of type of disease and the means of transmission.

Below are routine steps and procedures that should be used in the clinic. When particular persons are responsible for the implementation of the procedures, this is indicated in parentheses.

### **Infection Control Procedures**

#### **Annually**

1. Consultation with personal physician regarding required vaccines and immunizations.

#### **Weekly**

1. In the waiting room or audiology suite, if any student, staff or faculty observes a child mouthing toys, drooling, or coughing near the toys, remove them immediately. It is preferable to clean the object immediately; however, if time does not allow then at least move them to the plastic bin marked for weekly cleaning in the ABR room.
2. A weekly audiology clinic clean-up schedule will be distributed each semester. Assigned clinicians will disinfect all hard surfaces and toys in audiology suite. All Immittance tips are disposable. Forms for clinic clean-up will be provided to the students the week they are assigned to clinic clean-up duty.

#### **Daily**

1. Hand Washing
  - a. Wash hands before and after every patient contact.



- b. Gloves are available throughout the audiology suite for your use.
  - c. Wash hands immediately within the session if you have contacted any of your own or the patient's bodily fluids.
  - d. Refer to the posted instructions for specific procedures.
2. Dispose of potentially infectious waste such as foam earphone inserts, bite blocks, straws, probe tubes, etc. immediately following the session in the lined garbage cans.
  3. If patient mouths drools, or coughs on toys or test materials, clean immediately following the session per instructions.
  4. Check out and return materials/equipment to the appropriate locations.
  5. Leave the clinic rooms in order. Return all tables and chairs to original room immediately following session.
  6. Inform the designated faculty of missing items or items which need to be reordered.
  7. Request vacuuming if needed.
  8. Custodial staff removes garbage in all treatment rooms and audiology suites.
  9. Diaper Changing (Family)
    - a. Use the changing table in the restroom in hallway A for small children
    - b. Put soiled diaper in a plastic bag. Tie the bag. Discard in garbage.
    - c. Wash hands

## **EMERGENCY PROCEDURES**

### **Medical Emergencies or Accidents**

Students should inform a faculty member immediately and have the front desk call Campus Police (3-4100). If possible, a student, staff, or faculty member should remain with the person in need of assistance until Campus Police arrives. If the student witnesses an accident, they should remain available to fill out an accident report.

### **Fire Procedures**

WHEN FIRE OR SMOKE IS DISCOVERED Revised October 1994.

1. If Flames or Smoke are seen, pull the nearest Fire Alarm. In all buildings, the fire alarm pull stations are located by the fire exits. In all buildings, floor plans giving the location of the fire extinguisher and stairwell fire evacuation routes are mounted on the wall of each floor. You are urged to view these floor plans and become familiar with the one for your work location.

2. ALERT OTHERS

3. Call University Police (568-8999) and give the following information:
  - a. Location of fire or smoke - building and room number.
  - b. Your name and telephone extension you are calling from.
4. Close all doors to help contain the fire if possible.
5. Evacuate using stairs - Do not use elevators.

#### **WHEN THE FIRE ALARM IS SOUNDED**

1. Personnel must evacuate the building by way of stairwells. Do not use elevators.
2. Notify University Police regarding employees, patients and visitors with disabilities.
  - a. Employees with disabilities shall notify University Police and Floor Captains of their work location(s), medical condition and any special requirements.
  - b. Patients and visitors with disabilities should notify University Police upon entering the facility and advise of their location.
  - c. Patients and visitors with disabilities should notify the University Police as they exit the building.
3. **PATIENT AREAS:** All ambulatory patients and visitors must evacuate. Non-ambulatory/mobility impaired patients, visitors and personnel are to be placed in the fire exit stairwells. Faculty and Floor Captains are to report the location, condition, and number of persons located in fire exit stairwells to the University Police.
4. Mobility impaired personnel, students and patients are to be placed in a secure location in the building fire exit stairwells. The Front Desk personnel will report the location and condition of mobility impaired personnel, students, and patients to the University Police.
5. Faculty are responsible for evacuating all occupants from their assigned areas and reporting any problems (people who will not leave, etc.) to the University Police.
6. Faculty, staff and students must report to the exterior of the Library, Administration, & Resource building located at 433 Bolivar St. and await further instructions from the University Police.
7. **DO NOT RETURN TO THE BUILDING UNTIL THE ALL CLEAR SIGNAL HAS BEEN GIVEN BY THE UNIVERSITY POLICE.**
8. Personnel involved in procedures that would not allow immediate evacuation must notify University Police of the circumstances and await further instruction in the event that the area is determined to be in imminent danger.

# DEPARTMENT RESOURCES

## Phone

The Department has several lines for outside calls and local lines for interdepartmental calls. For personal calls, a phone is available in the student room. Please keep the length of personal calls to a minimum. For professional calls, a phone is available in room 9A8. Messages taken by the office personnel will be e-mailed to the clinic supervisor and to the student. Students should check their e-mail and mailboxes daily for staff and faculty messages.

## Copy machine

1. There is a photocopier located in the lobby of the 6th floor. Copies are 10 cents each. Students are required to personally copy any materials for their own educational purpose.
2. Students may request photocopies for their client from the front office staff. For audiological evaluations, a copy of the audiogram is to be made immediately following the evaluation to accompany the report.
3. The photocopier in the front office and the large photocopier in the storage room are both off limits to students. **Students are NOT allowed to make copies without authorization.**

## Equipment

If you encounter malfunctioning equipment, immediately fill out an Equipment Malfunction Form located in the metal filing cabinets in the audiologic suite and turn it into the designated supervisor. Currently this person is **Dr. Bradley Davis**.

## Materials and Forms

<u>Type</u>	<u>Location</u>
Audiology/Clinic Forms	2 File Cabinets in each Audiology Suite
Speech Therapy Materials	Speech Materials Room*
Speech Screening Materials	Speech Screening Coordinator's Office
Case History/Patient Chart Forms	Medical Records Office/Front Office

\*Speech Materials Room Checkout Procedures: (Diagnostic tests, cameras, recorders, watches)

You may sign out a key to enter the room and must return the key when you leave.

Sign out the test or equipment or toys in the blue diagnostic log book located on top of the file cabinets in the materials room. Complete tests include all examiner and stimulus manuals, test objects, and forms (See 3x5 card on test box). Specify what you take on the log.

Sign the test back in when you return it to the materials room. If you want to keep part of a test to score, please sign that portion out and check the remainder back in.

If you check out materials overnight, return them by 8:30am the following morning to ensure they are available for clinic.

## GENERAL DEPARTMENTAL POLICIES

1. The student is encouraged to see himself or herself as a perpetual learner and to respect the professional aspirations of the other class members. Each student is expected to participate and assist in creating a learning atmosphere in all clinical settings.

2. Students are expected to act in a professional manner at all times. Although professionalism is difficult to define, it includes such things as honesty, integrity, respect of others, being helpful and courteous in the classroom and clinic, prompt attendance at all scheduled classes and meetings, behaving in the appropriate and necessary manner which is consistent with a clinical/academic setting. In other words, it is behavior which reflects your view of yourself and your profession.

Students must maintain a professional attitude at all times, including, above all honesty and integrity. Students must also demonstrate respect for others at all times, including during classes, labs, clinics, etc. Failure to do so will result in disciplinary action, which may include dishonorable dismissal from the program. Students must also uphold the Code of Ethics.

3. Whenever you are in the presence of a patient, you are expected to respect the dignity, individuality, and privacy of that patient. All information regarding any patient is considered private and confidential, and is not to be discussed outside of the academic or clinical setting.

Smoking and use of any form of tobacco is not permitted in LSUHSC buildings and facility/clinics.

5. Bringing firearms (or other weapons) onto state property or clinical site is illegal. Because the safety and well-being of our faculty, staff, student, visitors, and patient to our campus and clinical sites are of utmost concern, this message is a reaffirmation of our policy of no unauthorized firearms on the campus of the LSU Health Sciences Center in New Orleans, at university-sponsored functions, and clinical sites. Under the provisions of the Louisiana Criminal Code R.S. 14:95.2, it is illegal and expressly prohibited to engage in the unauthorized carrying of a firearm or dangerous weapon by a student or non-student on University property, including dormitory rooms, at university-sponsored events, or within one thousand feet of any school campus at any time. These areas are designated by law as firearm-free zones. The law carries with it severe penalties.

6. Due to the disruptive nature of cell phones and pagers, all cell phones and pagers must be turned off or kept in the silent/quiet mode during all class periods, exams and during all patient care times observations, clinical internships). If you are expecting an emergency-type call, place cell phone/pager on the silent mode. Leave the room before answering it. Also, prior to the beginning of class or patient treatment session, inform your supervisor you may be leaving the room due to a potential emergency call.

## **SITE REQUIREMENTS FOR CLINICAL AFFILIATIONS**

### **Medical Information**

1. Students are required to provide the following information prior to participating in a clinical affiliation (see Sharing of Student Information Policy):
  - a. Current evidence of good health as evidenced by a certificate from physician.
  - b. Current immunization as evidenced by vaccination/titre for rubella, measles, and varicella. (Some facilities may require evidence of vaccination/titre for mumps as well as a booster for Tetanus-Diphtheria)
  - c. Current evidence of vaccination/titre for Hepatitis B or evidence of declination.
  - d. Current evidence of negative PPD and/or chest x-ray.
  - e. Other information as required by individual clinical sites

### **Alcohol and Substance Abuse**

1. Student may be required to screen for the use of drugs to fulfill mandates from the clinical sites and/or participate in clinical affiliations.
2. Costs associated with drug screens are the responsibility of the student.
3. See Policy on Alcohol and Substance Abuse for additional information.

### **Student Conduct**

1. Student may be required to have a Criminal Background check to fulfill mandates from the clinical sites and/or participate in clinical affiliations.
2. Costs associated with the Criminal Background Check are the responsibility of the student.
3. See Policy on Student Conduct for additional information.

### **Site Specific Requirements**

1. The clinical site may have additional student requirements to fulfill mandates of the clinical affiliation (i.e. hospital orientation, HIPAA training, infection control training, physical examination, etc.,).
2. Student will be informed of the site specific requirements.

# CLINIC PRACTICUM

## Observations

### Observation Clock Hour Requirements

- a. The student must complete an entire semester (with a minimum of 10 hours) of supervised observation prior to participation in initial clinic practicum. These observations must pertain to the evaluation and treatment of children and adults with speech, language, or hearing disorders.
- b. Students will be allowed to participate in clinic practicum only after LSUHSC observation requirements have been satisfied.

### Procedure for Observations

- a. For Audiology, follow the assigned observation schedule provided at the beginning of the semester. In Audiology, there may be two observers per session.
- b. Review the information contained in the client's medical record chart prior to the scheduled observation.
- c. Adhere to the clinic dress code while conducting observations and wear your ID tag at all times.
- d. Consult with the supervisor and student clinician before beginning the observation so the clinician can confirm or correct information regarding the patient, the type of disorder, clinical techniques to be employed, etc.
- e. Be available in the clinic area at least ten minutes before the scheduled session time unless your supervisor requests an earlier meeting time.
- f. Demonstrate ethical and responsible behavior.
- g. Appropriate introductions to the client should be made. Observe the entire clinical session.
- h. Your role is to **observe** and to be discreet. In audiological evaluations, there are no two-way mirrors. Hold your comments until after the observation has been completed and the client has left the floor. Do not make comments, laugh or express judgments, whether positive or negative, through verbal or nonverbal behaviors. Do not answer questions from or give advice to family members or clients. Relay that you are only observing.
- i. Remember that all patient information is confidential. Do not discuss the client with individuals other than the clinician or supervisor

## SPEECH AND HEARING SCREENING ASSIGNMENTS

Proficiency Requirements: The student will be required to attend a Speech and Hearing Screening lecture and lab. The student is required to pass 2 Proficiency examinations, one for speech screening and one for hearing screening, prior to his/her first screening assignment.

Competency Requirements: After sufficient experience, the student will demonstrate competency to the Speech and Hearing Screening coordinators. The student is required to pass 2 competencies, one for speech screening and one for hearing screening. Passing this competency does not exclude the student from being assigned to future screenings throughout his/her time at LSUHSC. **Each student must obtain their Competency Certificates by the Fall semester of the 3<sup>rd</sup> year as it will be required to complete the course: SPTHAUD 7131, Principles of Managing the Pediatric Hearing Impaired.**

Attendance/Attire at Screenings: Same Requirements as On-site clinic; The student is expected to be prepared and to locate the site ahead of time so he/she is not late. **If the student arrives late, is not professionally dressed, or is unprepared for their duties, then the student will not be allowed to obtain clinical clock hours that day. This can affect the student's clinic grade.**

Tracking Hours: Screening Hours are required to be recorded and submitted using Calipso. (Reference page 28). Screening hours should be submitted within 7 days following a speech or hearing screening. Hours that are not submitted timely may be lost and not counted.

Grading: Screening assignments are part of your overall clinic grade. The student's attendance, promptness, professional dress, professional behavior, and ability to be prepared and competent at ALL screenings will be included in the determination of their final clinic grade. **A student who does not meet the above requirements will automatically have their grade reduced by one letter grade at a minimum.**

## CLINICAL ASSIGNMENTS

### General

Clinical assignments are made on the basis of academic course work completed, clinical experience, the student's clinical practicum needs, the requirements of the clinical practicum site, and student availability.

Clinical assignments are made before the beginning of the semester. The student will receive a copy of the clinic schedule which designates the primary supervisor, additional supervisor(s), the site and type of clinical activity to which the student has been assigned, the number of clock hours per week the student is expected to earn, and, whenever possible, the day and/or time of clinic. Clinic practicum at both LSUHSC and off-sites begins on the first day of classes. It is the student's responsibility to contact the clinic practicum supervisor(s) one week prior to the first day of classes.

It is the student's responsibility to monitor clock hours throughout the semester. Any problems with scheduling or with client attendance should be discussed first with the clinic supervisor. Changes in the assigned number and type of clock hours to be earned weekly may not be made without the approval of both the clinic supervisor involved and the Clinic Practicum Coordinator.

### Student Responsibilities

Clinic will begin and end in accordance with the academic calendar. It is the responsibility of the student to check with his/her clinic supervisor prior to the start of the semester to determine dates for initial staffing and the beginning of clinical practicum. Failure to do so may result in lowering of clinical practicum grade. After receiving assignments, the student assumes responsibility for client contacts.

### End of the Semester

1. The end of the semester is considered the last day of exam week per the academic calendar. You are expected to be available through the last day of the semester regardless of when you complete your class exams. Do not make arrangements to leave campus prior to the end of the exam week.
2. All clinic responsibilities must be completed before the end of the semester. These responsibilities include returning all borrowed clinic materials, completing log notations, signing all reports, and turning in supervisor evaluations. It may include additional responsibilities as outlined by the supervisor, including an exit conference.
3. All clinic reports must be in final form and approved by the clinic supervisor by the last day of exam week. Each day a report is late, the clinic practicum grade will be reduced by a letter grade. Any exception to this must be approved by the clinic supervisor in advance.
4. A grade of I (Incomplete) indicates that the student has not completed academic/clinic responsibilities for an unavoidable reason that is acceptable to the instructor. A student may not choose a grade of I.



## AUDIOLOGY CLINIC PROCEDURES

- \* CONTACT YOUR SUPERVISOR PRIOR TO THE FIRST DAY OF CLINIC TO ARRANGE A SCHEDULED STAFFING TIME. Always staff with your supervisor before each appointment.
- \* You are expected to be on the floor, available, and professionally dressed during your clinic slot time even if a patient has not been scheduled. Your supervisor may want to use the time to practice, to schedule a last-minute appointment, or to see a “walk-in” appointment.
- \* If you do not have any patients scheduled for your clinic block, you must attend clinic and your supervisor will spend at least ½ of your allotted clinic time teaching you advanced clinical techniques (or assist you in practicing your current clinical skills).
- \* Be prompt and prepared for all appointments. You should be in the clinic at least 15 minutes ahead of your appointment in order to check all equipment and supplies, and to set up the booth. Tardiness is unacceptable.
- \* Dress professionally for clinic. Our patients are paying for a professional service.
- \* Put a log note in the folder following EVERY contact. This includes any telephone correspondence as well as any clinic visit. Every log note must be signed by the student and by the student’s supervisor. Signatures must include your name and degree. (Example: Brad Jones, B.A./Rachel Wood, Au.D.)
- \* Call the day before and confirm the appointment. If you are offsite, you may use the clinic scheduling system Sycle to get the contact number of the patient in order to confirm the appointment. Please use the \*67 feature when dialing a patient from your personal phone. These are your hours and experiences that you are missing out on every time you have a no show. A phone confirmation doesn't guarantee your patient will show, but the odds go up significantly.
- \* A clean, COMPLETED audiogram and all test forms must be placed in the patient's folder immediately following the evaluation.
- \* Remember to put the patient’s full name, date of birth, and clinic date on ALL papers in the folder. For any form dealing with a hearing aid (electroacoustical analysis, real ear, functional gain, etc.) each aid must be identified by make, model, serial #, right/left, and settings (full on, patient's program, vol. = ½, etc.)
- \* Make sure you clean up after yourself in clinic. There are a lot of us using the same space and equipment. It is important that the clinic maintains a clean and professional look for our patients.

## MEDICAL RECORD PROCEDURES

1. An Alphabetical Filing System is used with the first 3 letters of the last name followed by the first letter of the first name displayed on the TAB. (ie. John Smith = SMIJ)

### 2. Organization of Chart

Every patient who receives clinical services will have a permanent chart or file located in medical records. Fasteners are located on each side of the folder. With the folder opened, the left-hand side (without tab) contains clerical information related to both evaluation and management. A fixed order for both sides is maintained.

a. The order for the left side (clerical) is arranged in the following order from bottom to top:

1. Information for billing purposes, such as insurance forms, fee reduction & Medicare Notification form
2. Release or authorization form (to exchange information)
3. Consent to Photograph or record
4. Clinic Log Form(s)

b. The order for the right side of the folder is:

1. The intake form
2. Case history
3. Test protocols used in evaluation
4. Progress reports
5. Evaluation reports
6. Hearing aid information (documentation)
7. Letters

Letters from agencies, recall letters and subsequent reports will be placed in the folder according to the time sequence. All items should be punched and correctly located in the folder.

### 3. Check-out Procedure

a. Files are located in Medical Records Area/Front Office. Client files may be checked out for evaluations or for a staffing with your supervisor and for use in computer room ONLY. Files must be checked back into Medical Records by 5:00 p.m. Care should be taken to view and discuss files in areas where a patient's privacy is maintained.

b. Any chart taken out of Medical Records must be signed out with the following information: file number, date checked out, and both your name and the supervisor's name with whom you are meeting. A plastic red sleeve should be placed to "hold" the files location.

c. Please re-file charts correctly when finished. Sign-in the chart and remove the plastic red sleeve.

## Clinic Log Form

A handwritten log note should be made any time you have made contact with the client. Sign it with your name, degree / supervisor's signature, degree (e.g., J. Smith, B.S./D. Bradley Davis, Au.D.)

- a. To note completion of evaluation or partial completion of an evaluation
- b. To note that client canceled or no showed, use red ink pen
- c. To note any client contact, in person or by telephone.

Hearing aid comments should always note the manufacturer, model, style, and serial #'s.

## DIAGNOSTICS/EVALUATIONS

### Assignments

Appointments are scheduled by the front office staff in coordination with the clinic coordinators.

Students are NOT to request specific cases directly or request ANY changes in scheduling of clients. The student is to check Cycle daily to determine their next client. The student should then review the case history and any other incoming information in order to make a diagnostic plan. **Students are expected to be available and professionally dressed even if a patient is not scheduled.**

### *Pre-Appointment Planning*

Prior to the scheduled evaluation, the student should meet with his/her supervisor to review the case, to decide on appropriate interview questions, evaluation procedures, and if further information is needed from the client.

### *Confirmation Phone Call*

(Reference Confirmation Phone Call Script in Appendix)

1. Students are to call and confirm appointments the day before the evaluation, using the clinic phones in room 9A6 or from their private phone using the \*67 indicator. In some instances, supervisors may request that you call clients earlier.

Students may need to call the client/family prior to and in addition to the confirmation call to clarify incoming information, to inform of need to interview, to outline procedures for the evaluation, etc.

2. Check to see if patient is scheduled for both AUD and SLP. If the patient is scheduled for both AUD and SLP, the discipline with the earliest appointment makes the confirmation call. The student who makes the call must immediately inform the student from the other discipline of the results (i.e., if confirmed, left message, NA, etc).

3. Student should use the Confirmation Call Script included in the General Appendix.

4. If the patient is not home but has an answering machine, the student should leave a message indicating that the patient should call the clinic at 568-4348 to confirm or cancel the appointment.
5. If the patient is not home and has no answering machine the student must keep trying to contact the patient and should note times of calls made.
6. Students are responsible for checking the electronic scheduling system, Sycle, and their e-mail daily to see if their patient has contacted the clinic.
7. Students must notify supervisor immediately if patient cancels.
8. When a patient calls the clinic office, the staff should notify the supervisor if there is a cancellation.
9. The staff or supervisor should e-mail the student if the patient calls the clinic office confirming or canceling the appointment.
10. If a student must call patients from a home phone, use \*67 to block your number.

**\*\*Remember NEVER to give your name, home phone number, or other identifying information when making these confirmation calls. Only identify yourself as a representative of the LSUHSC Speech and Hearing Clinic. Refer to Confirmation Phone Call Script in the General Appendix.**

### ***Greeting Client***

1. Students are to greet their client in the reception area and complete the sign-in log before the evaluation. If clients are late, students can wait in the student area.
2. Students should introduce themselves in the following manner:  
"Hello Mr./Ms. Patient's Last Name. I am Mr./Ms. Student's Last Name and this my supervisor, Dr./Ms. Supervisor's Last Name." For example: "Hello Mrs. Smith, I am Ms. Jones, and this is my supervisor, Dr. Hebert."  
Briefly explain the routine for the evaluation. Additional protocol may be discussed during your supervisory meetings.
3. Medicare clients: Check with your supervisor to determine if you should provide a Notification of Possible Denial of Payment by Medicare for Non-covered Services to the client prior to the evaluation. Note: these forms are subject to change so consult your supervisor.
4. Students should check the registration information and/or the patient's medical chart to ensure that both the Authorization for Release of Information and the Consent to Photograph and Videotape have been completed and signed. If Patient/parents/legal guardian does not wish for photographs or recordings to be used for teaching purposes, ask permission to use audio or video recordings for data collection only

### ***Client Conference/Counseling***

1. After the testing portion of the evaluation is completed, the student clinician will meet

with the supervisor to discuss test results and observations. Following this preparation, a patient/parent/legal guardian conference will be held where test results will be interpreted, recommendations made, and questions answered.

2. Again, make sure that the Authorization for Release of Information is filled out accurately if they wish for an outside agency to receive a copy of the report.

### **Concluding the Evaluation**

1. All students should escort their client to the front desk for payment and ask the front office staff if all paperwork has been completed. Students should seek the supervising faculty if there are any concerns (such as payment issues, consent issues, etc.)

2. Student will provide the client/parents/legal guardian with a Consumer Satisfaction Survey form and writing implement. Request that it be completed and placed into the locked box in the front of the waiting room. Inform them that the results will be confidential. Blank copies of this form are with each supervisor.

3. Make a notation on the chart log that the evaluation was completed. Make a log notation, documenting client conference to share test results and recommendations. If training or educational instruction was included, document this also. A log notation must be made each time a patient is contacted, seen, or cancels.

4. A meeting may be required by your supervisor following the appointment to discuss aspects of the case, answer questions, or discuss your performance.

### **Filing of Test Forms**

1. All test information will be labeled with the client's name, date of birth, equipment used, examiner's name and date of evaluation before being placed in the client's folder following the evaluation. Information concerning the general organization of the permanent folder may be found under the Organization of the Chart on page 18. **All test forms, audiograms, language samples, etc. must remain in the client's folder and are NOT to be removed from the folder or the clinic to write the reports.**

2. The student must note test results or other pertinent information on a separate sheet in order to write their report.

## DIAGNOSTIC OR EVALUATION REPORT & ROUTING OF REPORT

All diagnostic reports and chart notes are required to be completed on our 9<sup>th</sup> floor. They are required to be saved under the “P” drive **and to be encrypted for patient confidentiality.**

To save the report under the “P” drive: Select the “P” drive. Select “Audiology.” Select “Reports under review.” Select your supervisor’s name and save the report in their file.

The diagnostic report or chart note should follow one of the report formats provided in the appendices, unless another format is recommended by the supervisor.

The 1<sup>st</sup> rough draft is due to your supervisor within **48 hours** after the date of the evaluation. This rule is strictly enforced. Late reports will result in a lower clinic grade.

The rough draft should be neatly typed, double spaced, and proofread for grammatical and spelling errors. The student should include and verify “Cc” addresses at the bottom of the report. Rough drafts should include cover letters for any referral source or other agency for which a report is being sent.

Reports are to be saved as: Year\_ First Initial\_First 3 letters of Last Name with a secure password protection. Ex. Drew Brees should be saved as **2016\_DBRE\_1<sup>st</sup> Draft**

The supervisor will read the rough draft, make corrections, and return it to the student in either the “P” drive or hard copy form for modifications. The report may require more than one editing process. The student has **24 hours** to make required corrections and to re-submit the rough draft to the supervisor.

To convert reports for final printing:

- a. Single space
- c. Allow room at the top (2") for letterhead
- d. Check overall format for a professional appearance:
- e. Signatures should not stand alone on a page
- f. Headings must be followed by text on the same page
- g. Proof for spelling and grammatical errors

Once printed, your supervisor will ask you to sign and mail the reports. Write a log note in the patient chart documenting the date that the report was mailed.

## TIMELINES FOR AUDIOLOGY REPORTS

Basis for Policy

1. Audiological reports will be sent out within 15 working days of seeing the patient. Exceeding this time limit puts us out of compliance.
2. In order to be professional and to provide professional services, it is critical that reports be completed in a timely manner.

## Policy

1. The first drafts of all reports must be turned in to the supervisor within 48 hours after the evaluation is completed.
  - a. Evaluations done on Thursday or Friday are due on Monday morning.
  - b. Morning evaluations (Monday, Tuesday, or Wednesday): reports are due by noon 2 days later.
  - c. Afternoon evaluations (Monday, Tuesday, or Wednesday): reports are due by 5:00pm two days later.
2. Subsequent drafts (2nd., 3rd., etc.) are due 24 hours after the supervisor has returned the report to you.
3. All reports must be completed by the end of exam week for each semester. Failure to do so will result in an "I" for clinic for the semester with a reduction of one letter grade once the "I" is removed.

## **PATIENT SATISFACTION SURVEYS**

In accordance with the professional case management, patients are requested to fill out consumer satisfaction surveys for both diagnostics and treatment.

All students should escort their clients to the waiting room following an evaluation and request that s/he complete a survey before leaving.

## **MEDICAL RECORDS AUDITS**

Medical Records charts are audited on a regular basis for completion of procedures recommended for quality patient care.

## **REMOTE CLINICAL PRACTICUM SITES**

Evaluation of the student's performance in off-site clinical practicum will be conducted in a manner consistent with LSUHSC grading policies and procedures. All off-site clinic practicum activities will be coordinated and monitored by the Clinic Practicum Coordinator.

Clinic Practicum sites, either within the organizational structure of, or affiliated with LSUHSC include (but are not limited to):

Children's Hospital	Slidell Memorial Hospital
Doctor's Hearing Center	Tulane Lakeside Hospital
East Jefferson Hospital	Tulane University ENT Department
ENT Physician Offices	University Hospital
Creel Hearing Center	Veterans Administration Hospital
Human Development Center	West Jefferson Hospital
Jefferson Parish Public School System	Woman's Hospital
LSUHSC Department of ENT	Interim Louisiana Hospital
Medical Center of Louisiana ENT Clinic	Emerge Center
New Orleans Speech and Hearing Center	

Northshore Audiology  
Ochsner Clinics  
Office of Public Health: Hearing, Speech, & Vision Program  
Additional Private Practices

## AUDIOLOGY OFFSITE POLICY

1. Offsite assignments will be made based on numerous criteria as determined by the audiology faculty to be in the best interest of the student's education.
2. The amount of offsite time will be based upon the student's other academic responsibilities.
3. The student may **not** renegotiate times or days of an offsite placement with the offsite supervisor.
4. In special circumstances, with the knowledge and prior approval of the Audiology Department Clinic Coordinator, appropriate alterations may be considered on a case by case basis. Any application for consideration must be made in writing.
5. If the student makes arrangements without the knowledge and approval of the Audiology Department Clinic Coordinator, hours accrued will not be counted.
6. Students are responsible for being at their offsites all days and times assigned. Students do not have the right to take off a day or plan a vacation during the semester.
7. In instances of illness, both your offsite supervisor **AND** the Audiology Department Clinic Coordinator must be notified at the earliest possible time.

All Au.D. students must have met LBESPA's requirements of 375 clock hours distributed across categories (as per ASHA), to be considered a candidate for fourth year placement. A minimum of 1820 hours are required for graduation; however, meeting that minimum does not exclude students from participating in assigned clinical practicum.

## GRADING POLICY FOR STUDENTS IN CLINICAL PRACTICUM

### Practicum Grading Policy

Diagnostic reports and chart notes will all count towards your final grade. Reports should be completed in a timely manner and should accurately encompass all pertinent information related to case history, diagnostic results, and recommendations. Information should be presented in a professional manner with correct format, spelling, grammar, addresses, and telephone numbers.

The overall practicum grade for the semester will be determined by the student's performance during observations, screenings, on-site clinic, and offsite clinic in the following areas: Attendance, professionalism, preparedness, report writing, clinical skill level, adherence to infection control, etc.



Any student who misses 1 clinical assignment including screenings with the exception of exigent circumstances will have their clinical practicum grade reduced by 1 letter grade.

Any student who is tardy, unprepared, or unprofessional for screenings, on-site clinic, or off-site clinic will have their grade reduced by a minimum of 1 letter grade.

### Clinical Practicum: COMD 6201

#### Student Experiencing Clinic Difficulty - Procedures

The primary goal of the procedure outlined below is to ensure that the student will receive individualized instruction for optimum student training.

Step 1. The primary supervisor/advisor should monitor the total clinical performance of assigned students on a weekly basis. Any student suspected of experiencing difficulty in Clinical Practicum should receive a **mid-term evaluation in CALIPSO** indicating the level of performance. Clinical Difficulty is defined as obtaining a grade of C or below.

Step 2. The supervisor, primary supervisor/advisor, and Coordinator of Clinic Practicum will meet immediately following notification of the student. The Coordinator will inform the faculty of the student's Clinical Difficulty, so that faculty will not assign additional responsibilities for that student.

Step 3. The Coordinator of Clinic Practicum, the supervisor under whom the student obtained a grade of C or below, and the student will meet to discuss the student's clinical performance within 7 days following student notification. Specific behavioral objectives reflecting skills that need to be developed will be outlined, along with recommended remediation strategies. Arrangements will be made for team supervision, if determined appropriate. Satisfactory performance toward accomplishment of these specific objectives in conjunction with acceptable overall performance, as delineated by a grade of A or B, in each skill area will be expected by the end of the semester to avoid being put on Clinic Probation for the following semester.

Step 4. If the student earns a final grade of C or below, the student is put on Probationary status for the next term.

The supervisor will send a letter to the student and the Chair of the Review Committee, notifying them of the student's Clinic Probationary status. The letter should advise the student that Probationary status is only for one semester. Should the student obtain a grade of C or below (in area of deficiency) a second semester, the student must appeal to the Review Committee to remain in the program. In addition the student must earn a grade of B or higher in the area of deficiency before being placed off-site for practicum.

Step 5. If the student's midterm grade is a C or lower during the Probationary term, complete steps 1-3 above. If the student earns a grade of C or below at the end of the semester, the student would need to appeal to the Review Committee to continue in the program.

## EVALUATION OF SUPERVISOR

At the end of each semester, students are encouraged to complete an electronic Evaluation of Supervisor form through CALIPSO. The student submits this form electronically and the student's evaluation will remain anonymous and confidential.

## RECORDING CLINICAL HOURS

### Electronic Monthly Clock Hour Record – CALIPSO

CALIPSO is a web-based application that manages key aspects of academic and clinical education designed specifically and exclusively for speech-language pathology and audiology training programs.

1. The student must maintain a record of all clock hours earned in clinic practicum. Clock hours include observations, speech screenings, hearing screenings, and clinic experience.  
After every clinic session, the student is to log into CALIPSO to document the following:
  - a) Supervisor, Site, Semester, Clinical setting type, Completion month & year, Clinic, Date, Course #, and Training Level
  - b) Type of clinical activity for which hours were earned for each client (e.g., child ABR, adult audiological evaluation),
  - c) Hours/Length of time earned for each session
  - d) Hours for which this information is not provided will not be counted.
2. Clinical clock hours must be reviewed and approved by each supervisor.
3. Prior to submitting the form, the student must be certain that:
  - a) the hours recorded accurately reflect the hours earned,
  - b) the student has recorded practicum hours in increments no smaller than a quarter of an hour (e.g., 15 min = 0.25 hrs, 30 min = 0.50 hrs, 45 min = 0.75 hrs, 60 min = 1.0 hrs)
  - c) the student has accurately answered all required information
5. All clinic and observation hours must be submitted to their supervisor for approval by the 5th day of the month following the month during which the clock hours were earned or sooner if the supervisor requests. Screening hours are required to be submitted within 7 days of a screening. At the end of the semester, all hours must be submitted by the end of exam week. Failure to record and to submit all clock hours as required will result in the student receiving an "I" (Incomplete) in any Clinic Practicum course and may result in a loss of those clinic hours.

## SYCLE

Sycle is the web based patient management software used by the Audiology as well as the Speech Language Pathology Clinic. Students will access Sycle to view patient appointments as well as access contact numbers to confirm appointments. The Audiology Clinical Coordinator will grant access by assigning user names. The students will confirm passwords

for access. Special care should be given when accessing Sycle as HIPPA protocols must be followed due to the privacy rights of patients.

## **APPENDICES**

## Professional Organizations and Licensure

1. **AAA: American Academy of Audiology**  
**SAA: Student Academy of Audiology**  
11480 Commerce Park Drive  
Suite 220  
Reston, VA 20191

Website: [www.audiology.org](http://www.audiology.org)  
Telephone: 800-AAA-2336

2. **ASHA: American Speech-Language Hearing Association.**  
**NSSLHA: National Student Speech-Language Association.**  
Refer to ASHA website for information regarding Certificate of Clinical Competence (CCC) and Praxis.

For additional information: ASHA  
10801 Rockville Pike  
Rockville, Maryland 20852

Website: [www.asha.org](http://www.asha.org)  
Action Line: (800) 638-6868

3. **LSHA: Louisiana Speech and Hearing Association**

For membership or information: LSHA  
8550 United Plaza Blvd.  
Suite 1001  
Baton Rouge, Louisiana 70809  
<http://www.lsha.org/>  
(504) 922-4600

4. **LBESPA: Louisiana Board of Examiners for Speech Pathology and Audiology**  
LBESPA is Louisiana State Licensing Board for both Speech Pathologists and Audiologists.  
Licensure is mandatory in Louisiana for both professions.

LBESPA  
Towne Park Centre,  
37283 Swamp Road, Suite 3B, Prairieville, LA 70769.  
Phone (225) 313-6358  
Fax (225) 313-6991.

5. **LAA: Louisiana Academy of Audiology**  
<http://louisianaaudiology.org/index.php>

## Confirmation Phone Call Script

No. 1: For Patient

Hello Mr./ Ms./ Mrs.

This is the LSU Health Sciences Center Speech and Hearing Clinic calling to remind you of your appointment for a hearing test tomorrow. (give day of the week) at (give the time). Will you be able to keep this appointment?

If the answer is Yes, end with Thank-you, we will be looking forward to seeing you (tomorrow).

If the answer is No, instruct them to call 568-4348 to reschedule.

Always end with a thank you. If leaving a recorded message add: If you are unable to keep this appointment, please call 568-4348 to cancel and reschedule. Thank-you.

No. 2 For Parent/Guardian of Patient

Hello Mr./ Ms./ Mrs.

This is the LSU Health Sciences Center Speech and Hearing Clinic calling to remind you of your (daughter/son's) appointment for a hearing test tomorrow. (give day of the week) at (give the time). Will you be able to keep this appointment?

If the answer is Yes, end with Thank-you, we will be looking forward to seeing your tomorrow (or applicable day).

If the answer is No, instruct them to call 568-4348 to reschedule.

Always end with a thank you. If leaving a recorded message add: If you are unable to keep this appointment, please call 568-4348 to cancel and reschedule. Thank-you.

Remember, NEVER, NEVER give your name, home phone number or other identifying information when making these reminder calls. Only identify yourself as a representative of LSUHSC Speech & Hearing Clinic.

## Tips for Writing Reports

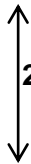
1. Keeps the tense consistent throughout the report.
2. Address persons with appropriate title (Mr., Mrs., Dr., etc.)
3. Once a patient has reached 21 years of age, consider them an adult, and address them as such.
4. Include cc's at the bottom of the report.
5. A copy of the report only goes to persons/agencies for which the patient has signed a release.
6. Make sure complete, correct addresses are included.
7. The report is addressed to the referral source unless otherwise indicated by the supervisor.
8. Use complete and grammatically correct sentences.
9. Avoid redundant vocabulary.
10. Reports should be written using professional language. The IMPRESSIONS SECTION is a summary of results in lay terms.
11. Present information in a logical sequence....not necessarily in the same order you tested.
12. Do not present aided testing information before you have stated that you have checked the hearing aids and they are functioning well.
13. Read your completed report before you turn it in and make sure it makes sense. You will be surprised what you find.
14. Fill in the date for the report to be mailed on the routing sheet.
15. The initial draft of the report is due to the supervisor within 48 hours.

## Examples of Reports

Follow this format in Courier New font, Size 11-12

**Rough drafts are double spaced. Final copies are single spaced.**

---



**2 inch margin at the top of the first page to allow for letterhead**

Carolyn Zeller  
Jefferson Parish Public School System  
Special Education Department  
501 Manhattan Blvd.  
Harvey, LA 70058

Start typing patients name then tab (not space bar) to position 4.5

Re: Mick E. Mouse, Jr.

DOB: 12-25-90

Parents: M/M Mick E. Mouse, Sr.

If patient is a child, parents  
complete mailing address.

Telephone: (012) 123-4567

(if available)



Date of Evaluation: 6-7-11

Referral Source: J.P.P.S.S.

or parents/Self/Doctor

Diagnosis: ICD-9: v75.1

¶Center Title of Report and bold and underline it  
**Audiological Evaluation**

Start typing report per you and your supervisor's evaluation of the client. Remember to double space between paragraph and two spaces (not 1 or 3) at the end of a sentence.

---

Supervisor, Au.D., CCC-A  
Instructor  
Audiology

---

Lillian Padd, B.A.  
Graduate Student Clinician  
Audiology

***If there are cc's: remember to have complete mailing address***

Carolyn Zeller  
Jefferson Parish Public School System  
Special Education Department  
501 Manhattan Blvd.  
Harvey, LA 70058

Re: Joe Blow, Jr.  
DOB: 2-13-93  
Parents: M/M Joe Blow, Sr.  
1111 Red Avenue  
Metairie, LA 70000

Date of Evaluation: 5-25-11  
Referral Source: J.P.P.S.S.  
Diagnosis: ICD-9: 389.10

### **AUDIOLOGICAL EVALUATION**

Joe Blow, age 18 years, was accompanied to this appointment by his mother, Ms. Joe Blow. He was last seen at this clinic in February 1996. Ms. Blow stated that Joe is doing well in school and is currently receiving speech-language therapy once a week for 30 minutes. Ms. Blow indicated that Joe recently obtained new hearing aids and was extremely pleased with his progress using the new hearing aids. Joe has his hearing aid performance monitored by Dr. Hair K. Spray at LSUHSC.

Immittance measures revealed normal (type A) tympanograms bilaterally but contralateral acoustic reflex measures were absent in both ears, consistent with degree of hearing loss. Pure tone audiometry indicated a bilateral severe low frequency sensorineural hearing loss to 1000 Hz, sloping to a profound sensorineural hearing loss in the high frequencies. Aided hearing thresholds were obtained and showed a marked improvement in hearing sensitivity as compared with previous aided thresholds. Today's aided results show that his hearing aids improve his hearing to normal or mildly impaired for frequencies 250 Hz through 2000 Hz.

It is recommended that Joe Blow, Jr., continue to receive audiological monitoring.

---

Supervisor, Au.D., CCC-A  
Instructor  
Audiology

---

Lillian Padd, B.A.  
Graduate Student Clinician  
Audiology



Re: Apple Sauce  
Address: 5433 1<sup>st</sup> Drive  
Chalmette, LA 70000

Evaluation Date: 6-1-11

### CHART NOTE

Ms. Sauce was seen at the LSUHSC Audiology Clinic on June 1, 2011 for a hearing aid delivery. The hearing aid was a replacement for an Oticon ITE I22-CITE (serial# A000000) hearing aid in her left ear. She was re-fitted in the left ear with a GHI Intrigue canal hearing aid (serial# 00-0000000).

Reduction of the vent size reduced feedback which was present upon fitting the hearing aid. The hearing aid was adjusted to meet FIG6 targets with low, medium, and high inputs. Minor adjustments were made on the hearing aid using real ear measurements based on Ms. Sauce's concern about her own voice quality.

Ms. Sauce was given instructions regarding the operation as well as care and use of the hearing aid. The unaided portion of the APHAB was completed at this visit. An appointment was made for Ms. Sauce to return on June 15, 2011 for a hearing aid check.

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Supervisor, Ph.D., CCC-A  
Professor  
Audiology

---

Lillian Padd, B.A.  
Graduate Student Clinician  
Audiology

Re: Apple Sauce  
DOB: 2/2/2007

Date of Service: 8/5/2011

### **Abbreviated Chart Note Form**

#### **History:**

- Gradual HL X 5 yrs., both ears
- no signif. Otological history reported
- most difficulty hrg. in groups

#### **Evaluation:**

Otoscopy: WNL right and left  
Immittance: tymps=WNL bilaterally  
Reflexes=ipsi and conta present at normal levels  
DPOAE's: present through 2000Hz and absent > 2000Hz bilaterally  
Pure Tones: Mild to moderately severe bilateral SNHL  
Speech: MCL=65dBHL bilaterally  
UCL=95dBHL bilaterally  
Recog @ MCL=76% right, 80% left

#### **Recommendation:**

Amplification Bilaterally

#### **Discussion:**

After discussing various options with the patient, it was decided that he be fit with ITC WDRC with T-coils  
Ear impressions were made.  
The patient will be contacted for a hearing aid fitting once the equipment is received.

## **Audiology On-Site Supervisor Credentials**

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Tammie Crabtree, M.C.D  
Instructor of Audiology  
Audiology

---

D. Bradley Davis, AuD, CCC-A  
Clinical Assistant Professor of Audiology  
Audiology

---

Jerald James, AuD, CCC-A  
Clinical Assistant Professor of Audiology  
Audiology

---

Annette Hurley, PhD, CCC-A  
Associate Professor and Program Director  
Audiology

---

Diane Wilensky, M.S. , CCC-A  
Clinical Assistant Professor of Audiology  
Audiology

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Rachel Wood, AuD, CCC-A, FAA, ABA  
Clinical Assistant Professor of Audiology  
Audiology

## Protocol for Audiology Clinic Cleanup

Clean up is to be completed on your assigned date following the end of clinic. **Items must air dry for 24 hours and be put away over the weekend or the following Monday morning by 8:45 am.** Please initial each item after you have completed it. Sign and date the bottom of the form and return to Dr. Hebert's box upon completion. Those who do not fulfill this responsibility will be assigned a 5 page paper on infection control.

### On Your Assigned Day:

\_\_\_\_\_ \_\_\_\_\_ Wear gloves to protect your hands from all cleaning solutions. Gloves are available in all patient rooms. Chemical aprons are available under the sink in the ABR room to protect your clothes.

\_\_\_\_\_ \_\_\_\_\_ Return all otoscopes to charging area.

\_\_\_\_\_ \_\_\_\_\_ Refill and replace soaking containers. Soaking solution is 10% bleach to 90% water. Bleach is located under the sink in the ABR room. Add 2-3 drops of bleach to each water filled soaking container. Do not over bleach – it destroys ear tips!

\_\_\_\_\_ \_\_\_\_\_ Put away all clinic items in their proper places. Make sure booths are neat and organized.

\_\_\_\_\_ \_\_\_\_\_ Clean up drilling bench in the hearing aid room.

\_\_\_\_\_ \_\_\_\_\_ Collect dirty audiology toys in audiology suite and in purple bin next to ABR sink.

\_\_\_\_\_ \_\_\_\_\_ Spray the disinfectant (Lysol IC-kept under the sink in the ABR room) onto a paper towel and wipe down each toy thoroughly. Let sit 10 minutes and then wipe off excess liquid with paper towel. For sponges ONLY, spray with Lysol IC, rinse well with water, squeeze out excess water, and microwave for 35 seconds.

\_\_\_\_\_ \_\_\_\_\_ Check on availability of ALL clinic forms in all booths. If low, make 50 copies of the forms and replace in respective areas. You may also leave a form in Dr. James' box for copies to be made.

Report any and all supply shortages to Dr. James. Supplies take approximately 4 weeks to arrive. Check ok if supply is ok. Check low if supply is low.

Kleenex  OK  LOW, Gloves  OK  LOW, Immittance tips  OK  LOW, Insert earphone tips peds/adults  OK  LOW,

OAE tips peds/adults  OK  LOW, Hearing aid batteries  OK  LOW, Ear impression material  OK  LOW,

Otoblocks  OK  LOW, Alcohol wipes  OK  LOW, Real ear probe tubes  OK  LOW, other \_\_\_\_\_.

\_\_\_\_\_ \_\_\_\_\_ Does clinic need vacuuming?  YES  NO

### By the following Monday by 8:45am:

\_\_\_\_\_ \_\_\_\_\_ Place clean dry audiology room toys in the appropriate audiology areas. NEVER PUT DAMP TOYS BACK INTO CIRCULATION! Leave damp items out to air dry completely or towel dry completely!

**SIGNATURES:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_