



The University of Connecticut's Speech and Hearing Clinic's Observation Guidelines Agreement

Client observations at the **UConn Speech & Hearing Clinic** may be arranged by signing up on a schedule that is posted online. To view instructions on how to sign up please go to:

<http://slhs.uconn.edu/observation-materials>.

I. **Observation Sign Ups:**

Please follow the instructions above to sign up for the session you wish to observe. Do not sign up for slots that have XXXXXXXX through them; they are not available for observation. Please do not add your name if all the slots are taken.

Slots may vary in length, please plan accordingly. Speech treatment may be from 30 to 60 minutes while audiology assessments may be between 1 hour and 2 ½ hours. Sign up for the client you will observe. Speech allows two (2) observers per session while audiology allows only one (1) observer per session.

II. **Observations:**

1. Plan to arrive for the observation on time, turn in this form to the clinic office if it is your first observation and **proceed directly to the observation room**. You may also scan this signed form and return it via email to UCONNSpeechAndHearingClinic@gmail.com. Do not linger in the lobby. Please do not turn on the light in the observation room.
2. If a supervisor is in the observation room, you may obtain information pertinent to the case. A supervisor may also be available to discuss a case after the observation. Please do not request specific information from a student clinician who is conducting a session.
3. Please comply with all protocols for professional behavior. This includes courtesy to the client, family, and the persons associated with the management of the case. It is extremely important that client confidentiality is maintained and that their right to dignity and respect is upheld. As observers and, in compliance with the privacy component of HIPAA (Health Insurance Portability Accountability Act of 1996), it is critical that all reasonable efforts be made to ensure that the clients' protected health information is kept confidential. You may not review client files. Observers must avoid making comments about clients to others outside of the clinic.
4. Student observers may not solicit information about the clients from others who may be in the observation room. For example, it is inappropriate for student observers to obtain information from parents/families/caregivers/others regarding the client's history, nature of problem, treatment, and so forth. Student clinicians will be asked to leave the observation room or may be banned from further observations if such behavior is reported to or observed by the clinical faculty.
5. It is inappropriate to judge the quality of the session that you have observed. If you have questions about a particular aspect of the assessment, treatment, or consultation that you are observing, please direct them to the supervisor.

6. A signature is required to validate that you have completed an observation. Your form must be signed by a clinical faculty member and not the student clinician. If the supervisor is available following the session, you can ask them to sign your observation form. However, on occasions where the supervisor is not available, please place your observation form for signature in the bin, located in the lobby mail center. Supervisors will periodically check the bin and sign forms. Forms will be placed back in a bin in the lobby mail center for you to pick up at a later date.
7. Observers are expected to dress appropriately for the professional setting of a speech and hearing clinic. **Jeans, leggings, shorts and tank tops or revealing clothing items are examples of inappropriate attire for observing in the Clinic.** It is also inappropriate to wear large amounts of cologne or perfume.
8. We do not always know, in advance, of a client cancellation; sometimes they occur just immediately prior to a scheduled session. We cannot call you to alert you that there has been a cancellation; however, if a client cancels well in advance, the cancellation will be noted on the google sign up spreadsheet.
9. Sometimes special circumstances necessitate excluding observers from observing the session. Clients, families or others associated with the case may request that there be no observations of the session and we will accommodate their wishes.
10. Sometimes family members of the patient may be in the room with you. Generally, students should not interact with family members unless the family members interact with you first.

Please indicate through your signature below that you are aware of the rules noted above and agree to abide by them. Specifically, that you agree to keep the information provided during an observation in the Speech and Hearing Clinic confidential. This form must be turned in to the clinic office prior to your first observation.

Signature

Date

Print Name