American Speech-Language-Hearing Association (ASHA) Observation Standards

Audiology Certification: ASHA does not require clinical observations to meet audiology certification requirements. However, as graduate audiology programs may require these hours to meet their program requirements, students should contact the specific graduate school to determine if observation hours will be needed. See https://www.asha.org/Certification/2020-Audiology-Certification-Standards/ for the 2020 Audiology Standards.

SLP Certification: ASHA requires that applicants for the ASHA Certificate of Clinical Competence (CCC) in Speech-Language Pathology (SLP) complete at least 25 hours of supervised clinical observation. New ASHA standards will be in effect beginning 1/1/2020, which will require graduates who apply for ASHA membership and certification on or after this date to meet the 2020 standards at https://www.asha.org/Certification/2020-SLP-Certification-Standards/, including the following observation requirements (V-C):

- A minimum of 25 clock hours of clinical observation is required to apply for the ASHA CCC-SLP, which should be guided observation experiences.
- Guided observations include activities such as debriefing/discussion with the supervisor/clinical educator after the observation or written reports submitted to the supervisor. There must be communication between the observer and the supervisor rather than passive observations with no interaction.
- Observations must be within the ASHA Scope of Practice in Speech-Language Pathology (e.g., audiology diagnostic hours would not be in the SLP scope) and must be under the supervision of a qualified professional who holds current ASHA certification in the appropriate practice area (i.e., CCC-SLP for observing SLP services).
- Observation hours may be obtained through actual observations of clinical sessions or video recordings.
- Students are encouraged to observe live and recorded sessions across settings with individuals receiving services with a variety of disorders.
- Supervision may occur simultaneously with the student’s observation or afterwards through review and approval of written reports or summaries submitted by the student.
- Some programs may restrict the number of observations accepted through video recordings, so students should check with prospective programs, if planning to observe recorded sessions.

University of Georgia CMSD Graduate Program Policies

1. UGA students may contact most speech-language pathologists in schools and medical facilities directly to arrange their own observations. One exception is Gwinnett County Public Schools, which must be requested by a CMSD program representative, who is currently Carol Ann Raymond, at raymond1@uga.edu.

2. Students are responsible for obtaining and completing school or facility requirements, including background checks, immunizations, or other requirements, which will vary for each facility or school system.

3. Students accepted for the University of Georgia CMSD master’s degree program must:
   a. Complete the ASHA required 25 guided observation hours before beginning direct work with clients in SLP clinic practicum. Ensure that observations were guided.
   b. Submit official documentation before beginning the first semester clinic practicum course, or as directed by the program. Required documentation must include legible signatures and the ASHA certification number of the supervisor(s), who must have current ASHA certification in the appropriate area of practice. The UGA Speech and Hearing Clinic director will determine if hours meet ASHA standards and will be accepted to meet
the CMSD/ASHA requirement.

4. Time that included observation of services that are outside the SLP scope of practice (e.g., observation of audiology diagnostics or hearing aid testing) or that were not guided will not be accepted.

5. Students will be dropped from the first clinic practicum course, if the observation requirement is not met by the end of the drop/add period.

6. Students may contact the clinic director for a list of Atlanta area or Athens locations that may accept observers.

**Documentation Requirements - UGA CMSD Program**

1. **Procedures -** For information on UGA procedures and required forms to document your observations, go to CSSE Forms for Students and Faculty at [https://coe.uga.edu/intranet/resources/csse-forms](https://coe.uga.edu/intranet/resources/csse-forms). See the observation log, report forms, and UGA procedures under “For Undergraduate Students.”

2. **Audiology and SLP Observations -** UGA students should enter each observation, using exact time spent observing the session (do not round up), on the Observation Log (CF 306C) at [https://coe.uga.edu/intranet/resources/csse-forms](https://coe.uga.edu/intranet/resources/csse-forms). The supervisor must sign the log and provide his or her ASHA number (writing must be legible). It is the responsibility of the student to ensure that the supervisor’s ASHA certification has not expired so that hours will be valid (ask to see the supervisor’s ASHA card or verify certification online at [http://www.asha.org/certification/](http://www.asha.org/certification/)).

3. **Observation Reports -** Supervisors may also require the Observation Report-SLP Sessions (CF 306A) or Observation Report-Audiology Sessions (CF 306B) for documentation regarding the session content. Forms are available at [https://coe.uga.edu/intranet/resources/csse-forms](https://coe.uga.edu/intranet/resources/csse-forms). Confirm requirements with the supervisor.

4. **Hours submission -** After obtaining 25 total observation hours, students should submit the original forms to Dr. Sandie Bass-Ringdahl, CMSD Program Director, 570 Aderhold Hall, Athens, GA 30602. Make sure that the Total Per Page and Final Total are each completed. Keep a copy of forms submitted for your records.
   - Dr. Bass-Ringdahl will sign the Observation Log to verify approval, if all hours are documented appropriately.
   - A scanned copy of the approved hours will be sent by email to the student. The original will be kept on file in the CMSD student records office.

**Observation Procedures - UGA Speech and Hearing Clinic Observations**

1. **Observation Settings and Procedures**
   a. Students are encouraged to complete observations in a variety of work settings with a variety of disorders, including school, medical, nursing home, and private practice settings.
   b. Due to space limitations and the need for students to obtain hours in a variety of settings, **SLP observations** in the UGA Speech and Hearing Clinic are limited as follows:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 hours</td>
<td>Maximum observation hours accepted for students who are completing a clinic independent study or working as a clinic volunteer</td>
</tr>
<tr>
<td>6 hours</td>
<td>Maximum observation hours accepted for video recordings provided through CMSD 5000.</td>
</tr>
</tbody>
</table>

   Students should apply to be a volunteer by contacting the Clinic Director, Carol Ann Raymond, at raymond1@uga.edu. Volunteers are required to commit to at least 3 hours per week of work in the clinic. Students should contact individual clinic faculty members to determine if an independent study is available.

   Students who are volunteering or are enrolled in an independent study must receive approval before arriving in the Clinic to observe, as follows:
   - Review the master client schedule in the clinic office (593) to determine sessions available, and
   - Contact the SLP case supervisor by email to receive permission to observe the session(s), including the client initials only and the desired observation times in the email. A list of supervisors and contact information is available in the Clinic Office.
   - Students requesting observations of **audiology** services should contact the clinic office at 706-542-4598 for times available and permission to observe.
2. Observation Etiquette
   a. Observers must dress appropriately as required in the Clinic Appearance and Dress Code Policy (CP 21.1), which is summarized on Page 4.
   b. Students should check with the office staff in the clinic office (593) before the planned observation to determine if speech-language pathology sessions will be conducted (in case of schedule change or client cancellations).
   c. Observers are requested to:
      ▪ Be in the observation room before the therapy begins and remain until it is over.
      ▪ Keep lights off in observation rooms, so that clients cannot see through the two-way mirror into the observation room.
      ▪ Remain quiet in observation rooms. Do not put feet on chairs or walls.
      ▪ Introduce yourself as a CMSD student to others who may also be in the observation room and ask if you may observe the session. If there is an objection, please leave and notify the case supervisor.
      ▪ Ask the supervisor or clinician any questions about the client after the session is completed.

HIPAA and Mandated Reporter Training Requirements-UGA Speech and Hearing Clinic Observations
1. Observations in the UGA Speech and Hearing Clinic must be treated confidentially. Training in regulations required by the Health Insurance Portability and Accountability Act (HIPAA), which are specific to the UGA Speech and Hearing Clinic, must be completed before clinic observations are permitted. Students must follow all HIPAA and other regulations to maintain confidentiality of client information. Contact Carol Ann Raymond at raymond1@uga.edu for HIPAA training.
2. No protected health information (PHI) may be included in observation documentation (paper or electronic) or email communication.
3. Students may not take pictures or record the session by cell phone or any device.
4. Students who will have direct contact (participating in a session as well as observing) with clinic clients who are minors must also pass a background investigation completed through UGA Human Services (no cost to student) and complete training in working with minors/mandated reporter requirements. Contact Carol Ann Raymond at raymond1@uga.edu for more information on this requirement.
5. Students are required to wear a nametag while in the observation room, which may be obtained after HIPAA training is completed. Nametags will be provided by the clinic office staff, Room 593.

Additional Tips
1. Observation opportunities are based on the availability of each facility to accept student observers.
2. These observations may make important connections for you in the future, so be sure to make a positive impression and reflect professionalism in all interactions.
   ▪ Call well in advance of the time that you would like to observe to make an appointment or set up the observations. Schedules may vary daily at each site, and all clients/patients may not be appropriate for observations. Be sure also to be on time for your scheduled sessions.
   ▪ Follow the UGA Clinic Dress Code for professional dress in all settings. Ask about specific dress code requirements before you go to the site. See the attached Dress Code Summary for appropriate and inappropriate attire.
   ▪ A thank you note sent after the observation to the SLP and the person who arranged the observation for you (if appropriate) will be appreciated and will be an indication of your professionalism!

References/Resources
▪ Audiology ASHA Standards: https://www.asha.org/Certification/2020-Audiology-Certification-Standards/
▪ SLP ASHA Standards: https://www.asha.org/Certification/2020-SLP-Certification-Standards/
▪ UGA CMSD Observation Procedures Contact: Carol Ann Raymond, Ed.S., CCC-SLP; Clinical Professor/Clinic Direct raymond1@uga.edu, 706or; -542-4559
| **UGA Speech and Hearing Clinic Appearance and Dress Code Summary** |
|-----------------|-----------------|-----------------|
| **APPROPRIATE** | **NOT APPROPRIATE* |                      |
| **Shirt/Blouse** |                  |                      |
| • Appropriately high neckline (nothing should be revealed even when you bend forward); | • Revealing, sheer, short, tank/halter, or tight tops; open back shirts |                      |
|  | • Sleeves | • T-shirts (unless designated for specific activity) |                      |
|  | • Tops should be tucked in or past waistline | • Men’s shirts which are not tucked in |                      |
|  | • Shirts with a collar for men | • Visible underclothing |                      |
|  | • Suit-coat type jackets, cardigans | • Outerwear-type jackets, heavy coats |                      |
| **Skirt/Dress** |                  |                      |
| • Length at or below the knee | • Short skirts |                      |
|  | • Denim, if clean and not faded or torn | • Faded, worn, torn denim |                      |
| **Pants** |                  |                      |
| • Pants or capris | • Denim jeans (any color) |                      |
|  | • Fit at the waist or close to it | • Holes or patches, including distressed/ripped jeans |                      |
|  | • Leggings under dress or skirt only | • Very tight/form-fitting pants or leggings (except under an appropriate-length skirt, tunic, or dress that comes to fingertips when arms are straight) |                      |
| **Shoes** |                  |                      |
| • Flats, low to mid heels | • Very high heels |                      |
|  | • Solid/substantial sandals, slides, clogs | • Flimsy sandals, flip-flops (anything you would wear to the pool or the beach is inappropriate) |                      |
|  | • *Note: Medical center placements typically require shoes with closed toe and heel.* | |                      |
|  | • Men’s dress or casual shoes | • Tennis shoes, athletic shoes |                      |
|  | • Canvas shoes, such as Keds or Toms | |                      |
| **Hair/Jewelry/Accessories** |                  |                      |
| • Hair accessories/jewelry that are moderate, conservative, and professional | • Hair accessories that are too casual |                      |
|  | • Naturally-occurring hair colors | • Hair accessories or jewelry that are distracting or create a safety hazard |                      |
|  | • Long hair (pulled back) | • Hair that is not a naturally-occurring color |                      |
|  | | • Hair in the face, eyes, or otherwise distracting |                      |
|  | | • Social/political buttons |                      |
|  | | • Visible body piercing jewelry (other than ears) |                      |
|  | | • Visible tattoos |                      |
| **Fingernails** |                  |                      |
| • Well-trimmed and manicured | • No chipped or distracting polish. |                      |
|  | | • Due to infection control concerns, medical settings may not allow artificial nails or nail polish. |                      |
| **Fragrances** |                  |                      |
| • No fragrances | • No fragrances due to possible respiratory problems, allergies, hypersensitivity/sensory problems for clients or others in the work environment. |                      |
| **Chewing Gum** |                  |                      |
| • No gum | • Not appropriate at any time in meetings, presentations, or clinical service provision. |                      |

* You may be asked to change clothes or leave the clinic area, if not dressed appropriately.

For observations outside of UGA, students should confirm the facility dress code, which may vary by setting.  Rev. 7-18