

CLINICAL EDUCATION CHECKLIST AUDIOLOGY

Prior to Commencement of Placement:

- Complete the Practicum Site Request Form (Appendix B-3) to start the official process of finding a placement
- Ensure practicum requirements have been met (Complete/submit required criminal records checks with vulnerable sector search and Immunizations, Forms etc.)

Once you have received Confirmation of Placement from the Clinical Coordinator:

- Send Introductory Letter/email to Clinical Educator. Arrange start date and request readings.
- Review recommended readings/test preparation
- Read and sign [Student Acknowledgement Form \(Appendix D-1\)](#) and give original to Administrative Secretary (keep a copy)
- Verify that all requirements have been met for student to initiate placement.
- Meet with clinical coordinator to review Student Placement Profile (SPP) form. Once completed, forward SPP to Clinical Educator.
- Review Clinical Competencies (Appendices [C-2](#), [C-3](#), and [C-4](#))

Beginning of Practicum:

- Give copy of Student Acknowledgement Form ([Appendix D-1](#)) to Clinical Educator
- Complete and sign Clinical Education Contract ([Appendix C-1](#)) with Clinical Educator

End of Internship Paperwork – Give original copies to the Clinical Coordinator **within one week of placement end.**

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| <input type="checkbox"/> Evaluation Form | Appendix C-5 |
| <input type="checkbox"/> Student Feedback Form | Appendix C-6 |
| <input type="checkbox"/> Clinical Hours Form | Appendix C-7 |

End of Externship Paperwork – Give original copies to the Clinical Coordinator **within one week of placement end.**

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| <input type="checkbox"/> Evaluation Form | Appendix C-5 |
| <input type="checkbox"/> Student Feedback Form | Appendix C-6 |
| <input type="checkbox"/> Clinical Hours Form | Appendix C-7 |
| <input type="checkbox"/> Clinical Certification & Provincial Registration Document Request Form | Appendix E |
| <input type="checkbox"/> Summary of Clinical Hours (Electronic or Original) | Appendix E |

A copy of the Evaluation Form should come directly (via email/regular mail/in person) from the Clinical Educator to the Clinical Coordinator within one week of the end of the practicum placement. It is the student's responsibility to ensure that original or electronic copies are returned to the Academic Coordinator of Clinical Education. Students should always keep Form copies in a safe place. Failure to provide the Clinical Coordinator with the documentation within the required timeframe could delay the posting of a grade for the practicum experience, thereby potentially delaying graduation (see Page 16).