

## GUIDELINES FOR PLACEMENT AUDIOLOGY

### **WEEK 1 (Orientation to the Setting/Placement)**

- Discuss the supervisor contract (including the students' goals for the placement)
- Discuss the caseload which the student will assume and the students' previous clinical experiences
- Describe administrative and organizational procedures (i.e., Referral procedures, record keeping, charting and report writing)
- Review schedule and weekly appointments
- Familiarize student with assessment and treatment materials available
- Introduce student to colleagues and orient student to physical setting (if possible, provide a "workspace" for the student)
- Student will observe clinical educator working with clients
- Student may administer all or part of an assessment or treatment session with new clients, depending on the student's familiarity with the client population
- Feedback will be provided by the clinical educator following all sessions, within schedule constraints

### **WEEK 2 (Direct Supervision for Intern; Close Supervision for Extern)**

- Student will take responsibility for approximately 2 hours/day of direct client contact
- Student will observe the clinician for up to 2 hours per day
- Feedback will be provided by the clinical educator following all sessions

### **WEEKS 3-6 (Direct Supervision for Intern; Close Supervision for Extern)**

- Student will take responsibility for approximately 3 hours/day of direct client contact
- Feedback will be provided by the clinician following all sessions

### **WEEK 6 Midterm Evaluation**

### **WEEKS 6 to 11 (Close Supervision)**

- Student should be responsible for at least 3-4 hours of direct client contact per day
- Student must be supervised for at least 25% of all treatment sessions, 50% of each assessment session and 100% of interventions that carry risk of harm (i.e., cerumen management, foreign object removal)
- Feedback will be provided by the clinician following all sessions, within schedule constraints

### **WEEK 12**

- Final week may include direct client contact and/or report writing (depending on caseload)
- Final Evaluation