

## Undergraduate & Postbac Observations Instruction Guide for the UW Speech and Hearing Clinic

### *Scheduling Observations*

- Once admitted to the major, postbaccalaureate, or graduate program, you may begin observations.
- Please review the UW Speech and Hearing Clinic [hours of operation](#) and location (click on “When is the clinic open?”).
- The Clinic follows the academic calendar and will be closed on university-observed holidays.
- The Clinic is ready for observations beginning the second week of each quarter.
- Once the schedule is posted on the Observation Sign-up Board (in the clinic, next to the elevator), you are free to sign-up to observe.
- **Be sure to complete a HIPAA Privacy & Confidentiality form (located on the sign-up board) and turn it in to the Clinic’s receptionist before you start your first clinic observation. This is a mandatory UW requirement for all observers.**

### *Tracking Hours*

- Download the UW SPHSC **log sheet** to record your observation hours. Be sure to keep this record as the clinic will not maintain hours for you. Note that there are separate log sheets for SLP and AuD observations.
- Keep copies of your sheet, in case you lose the original so you do not have to start your hours all over again.
- Each time you complete an observation, fill in the required details on the log sheet. Follow the key indicated on each log sheet.
- Have the supervising clinician print and sign his/her name and print the last four digits of the ASHA number after each session. Note: Graduate student clinicians are **not** qualified to sign observation forms. If you observe a session conducted by a graduate student, ask the student how to contact the supervisor-of-record for a signature.
- Keep your log sheet in your personal records and take it with you when you go to graduate school. Your graduate school should ask to see your log sheet, with documentation of 25 hours of observation before you participate in your first practicum.

### *Observation Rules & Etiquette*

- No student may schedule more than 3 observations per week in the clinic in order to ensure there are enough opportunities for all SPHSC students.
- Please be courteous to family members, supervisors, and other observers
  - Be in the observation room before the session begins and remain until it is over. If you need to enter and exit the observation room during a session, please do so quietly.
  - Keep talking to a minimum and always at a low volume. It is permissible to ask questions of the clinical supervisor, however, keep questions to a minimum and ask only about the client you are observing.
  - No food, cell phones, or pagers in the observation room.

- Please do not engage in discussions with family members about the client.
  - This includes asking them for historical information or making general comments such as “Your child is really cute”.
  - If you are asked a clinical question by family or others, please direct them to the supervisor or clinician
  - Ask the supervisor or clinician any questions about the client/session once the session is completed
  
- Please conduct yourself professionally during your time in the clinic
  - Respect client confidentiality
  - Conduct appropriate conversations
  - Use appropriate tone and loudness for a clinical area (this includes hallways, observation rooms, clinic rooms, waiting rooms, etc.)
  - Remember you represent the UW Speech and Hearing Sciences department and the clinic when you are observing. Take care with your conduct, interactions with others, and dress (e.g., no tears or holes in clothing, no low cut tops, etc.)
  
- Note that if you observe an Audiologist, you should not bring a back pack or other large material as there is limited space for the Audiologist, the patient, and you in the same room.

### **Other On-campus / UW Observation Opportunities**

1. **University of Washington Experimental Education Unit (EEU):** The EEU is located behind the UW Medical Center, immediately east of CHDD. For more information, visit <http://www.hearingcenter.washington.edu/eEU>. Call for permission to observe (206) 543-4011.
2. **Private Collections of Recorded sessions:** Many clinical supervisors keep a selection of their own sessions. If you are interested in viewing a specific client or type of client, ask at the front desk of the clinic for the names and office hours of the various supervisors.
3. **Recorded Sessions Viewed in Class:** If an instructor presents a recorded session of an actual clinical session, you may get observation credit for this. After the session is presented, ask your instructor to sign your log sheet.

### **Instructions for Observing In the Community**

- If students wish to observe outside of the UW Speech and Hearing Clinic, there are some limited options available in the community. **Please note that students cannot arrange off-campus observations independently. All off-campus observations must be approved and arranged through Student Services. (The only exceptions are observations arranged with instructors through specific SPHSC courses). Please contact Gabrielle Gruber if you are interested in learning more about observing in the schools or other community-based hospitals and clinics.**
  
- Students may also obtain membership to view online videos via the Master Clinician Network: <http://masterclinician.org/>. Note: there is a \$35 fee to join and view videos.