

Area: Program Administration  
Subject: Position and Description—Clinical Program Staff  
Policy No.: 040

### **POLICY**

It is the policy of the clinical service programs of the Department of Communication Disorders (Center for Communication Disorders, Access Network, Southern Connecticut Audiology Services) to state criteria for clinical program personnel selection and to outline areas of responsibility of personnel position.

### **PURPOSE**

The purpose of this policy is to ensure that individuals employed in the clinical service programs of the Department of Communication Disorders possess the qualifications, experience and attitude consistent with the programs' program goals and service delivery policies.

### **PROCEDURES**

1. Minimum qualifications for personnel positions will be those stated in State labor classification (for non-classified personnel) and in University labor classifications (for non-classified personnel).
2. Additional qualifications for personnel positions and their responsibilities are indicated in the attached position descriptions.

## CLINICAL DIRECTOR, DEPARTMENT OF COMMUNICATION DISORDERS

### **Minimum Qualifications:**

Master's Degree in Speech-Language Pathology and/or Audiology  
Certificate of Clinical Competence from the American Speech-Language-Hearing Association Connecticut Health Department license (or eligibility)  
Minimum of 8 years' experience in clinical practice  
Minimum of 5 years' experience in clinical supervision of graduate students in speech-language pathology and/or audiology  
Experience in supervision of personnel  
Administrative experience  
Excellent oral and written communication skills  
Excellent organizational skills  
Demonstrated computer literacy skills for clinical and administrative purposes

### **Responsibilities:**

Staff: Maintain appropriate staff size; ensure appropriate qualifications for departmental clinical program staff, in accordance with appropriate State labor agreements; recommend employment, promotion, and termination of clinical program staff; solicit staff input regarding program development and execution; establish work schedules; establish personnel practices; conference with staff regarding student clinical activities; provide opportunities for staff development.

Program: Coordinate and participate in all reviews and revisions of departmental clinical program goals and objectives; oversee all services provided by all departmental clinical programs; serves as the Director of the Center for Communication Disorders; organize staff, equipment, supplies, facilities, and finances to accomplish all clinical program goals and objectives; participate in administrative decisions regarding all clinical program policies, fee schedules, professional training and travel, space, equipment and supply purchases; develop and implement standard operating procedures; assure equipment maintenance; maintain statistics of services provided and an inventory of supplies and equipment; monitor billing and payment of fees for service; maintain an ongoing system of clinical program evaluation and quality control.

Clinical: Monitor client intake, management and referral; monitor client record keeping; ensure clinical accreditation standards are maintained; maintain records relative to ASHA accreditation.

Students: Assign clinical instructors (supervisors) and student clinicians to clients; maintain own supervisory caseload; serve as a member of the Department Student Remediation Panel; ensure adequate observation opportunities for pre-clinic students.

Other: Assure program participation in community activities related to communication disorders and their prevention; assure program cooperates with other community agencies in identifying service needs; with appropriate credentials, may also serve as speech-language pathology or audiology clinical coordinator.

**Conditions of Employment:** This is a 12 month, full-time position

**Line of Responsibility:** The Clinical Director reports to the Chair, Department of Communication Disorders and the Dean of the School of Health and Human Services

## CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title

CLINIC COORDINATOR (SPEECH LANGUAGE PATHOLOGY OR AUDIOLOGY)

### Qualifications (as indicated by the needs of the clinical program)

Education: Minimum Master's degree in Speech-Language Pathology or Audiology, in Communication disorders with a major concentration in Speech-Language Pathology or audiology, or in a related discipline from an accredited college or university.

Experience: Minimum five years' experience in speech-language Pathology or audiology clinical practice; at least three years' experience in supervision of graduate level student clinicians; at least one year of administrative experience in coordinating and/or directing a speech-language or audiology clinical service facility, unit or program. These experiences may have been completed concurrently.

Other: Clinical certification in Speech-Language Pathology or Audiology from the American Speech-Language-Hearing Association; State of Connecticut Department of Health Services license in speech-language pathology or Audiology; demonstrated interest in research.

### Responsibilities:

Staff: with the Clinical Director, determine and maintain appropriate staff size; recommend employment promotion and termination of speech and language or audiology staff; solicit staff input regarding problem areas, program development and execution; with Clinical Director, establish work schedules; conference with staff regarding student clinical activities.

Program: participate in all reviews and revisions of speech-language pathology or audiology clinic goals; oversee services offered by the speech-language pathology or audiology clinics; organize clinical staff, equipment and supplies; participate in administrative decisions regarding clinic policies; make recommendations for purchase and acquisition of clinical equipment and supplies; maintain statistics of clinical services provided; participate in program evaluation.

Clinical: Monitor speech-language or audiology patient management and referral; monitor clinical service patient record keeping; monitor scheduling of clinical staff and clients.

Other: Participate in community relations supporting communication impaired persons; cooperate with other community agencies in identifying service needs.

Line of responsibility: Clinical Director; Departmental Chair.

## CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title

FACULTY CLINICAL SUPERVISOR  
(UNCLASSIFIED PERSONNEL)

### Qualifications (as indicated by the needs of the assigned clinical program)

Education: Educational background appropriate for employment as University faculty member. Minimum education, Masters Degree in Communication Disorders from accredited college or university.

Experience: Minimum of three years' experience in speech-language pathology or audiology clinical practice; at least 1 and ½ years experience in supervision of graduate level students in various settings.

Other: Clinical certification in speech-language pathology or audiology from the American Speech-Language-Hearing Association; State of Connecticut Department of Health Services license in speech-language pathology or audiology; demonstrated interest in clinical research.

### Responsibilities:

Clinical: Assist in implementing treatment and diagnostic activities; participate in all reviews and revisions of program goals; develop appropriate patient treatment plans with students and assist, when needed, in the execution of the plans; supervise graduate student clinicians in the treatment and diagnosis of communication disorders; counsel students, regarding clinical professionalism, treatment results, and overall progress in the clinical program; complete student grade report forms; provide direct clinical service when required; provide demonstration treatment and diagnosis when appropriate.

Other: Complete clinical research; recommend supplies and equipment purchases to director; recommend program modifications, when necessary, to director; monitor Center activities in which most directly involved and report problems to director.

Line of responsibility: Clinic Coordinator; Center Director; Department Chair.

## CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title

ADJUNCT FACULTY CLINICAL SUPERVISOR  
(UNCLASSIFIED PERSONNEL)

### Qualifications (as indicated by the needs of the assigned clinical program)

Education: Educational background appropriate for employment as University adjunct faculty member. Minimum education, Masters Degree in Communication Disorders from accredited college or university.

Experience: Minimum of two years' experience in speech-language pathology or audiology clinical practice; at least 1 year experience in supervision of graduate level students.

Other: Clinical certification in speech-language pathology or audiology from the American Speech-Language-Hearing Association; State of Connecticut Department of Health Services license in speech-language pathology or audiology.

### Responsibilities:

Clinical: Assist in coordinating speech-language pathology or audiology treatment and diagnostic activities; participate in all reviews and revisions of program goals; develop appropriate patient treatment plans with students and assist, when needed, in the execution of the plans; supervise graduate student clinicians in the treatment and/or diagnosis of Communication Disorders; counsel students regarding clinical performance, professionalism, and overall progress in the clinical program; participate in assessment of student clinical competencies; provide direct clinical service when required; provide demonstration treatment and diagnosis when appropriate.

Other: Recommend supplies and equipment purchases to director; recommend program modifications, when necessary, to director; monitor clinical activities in which most directly involved and report problems to clinic coordinator or Clinical Director.

Line of responsibility: Clinic Coordinator; Center Director; Department Chair.

## CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title

STUDENT CLINICIAN (SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY)

### Qualifications:

Education: Bachelor's degree from an accredited college or university; completion of the following Departmental courses or their equivalent: CMD 200 Introduction to Developmental Communication Disorders; CMD 201 Introduction to Communication Disorders in Medical Settings; CMD 203 Phonetics and Phonological Systems; CMD 317 Anatomy and Physiology of the Speech Mechanism; CMD 319 Language Development: Ages Birth-to-Five; CMD 320 Introduction to Hearing Science; CMD 321 Introduction to Audiology; CMD 418 Neurological Bases of Communication; CMD 419 Language Acquisition: School-age to Adolescence; CMD 420: Speech Science; CMD 461 the Clinical Practice of Speech-Language Pathology and Audiology. Completion of (or attendance concurrent with practicum work in the Center) associated course work for specific communication disorders: articulation, voice, fluency, language, assessment of communication disorders, neurogenic speech disorders, aphasia, educational audiology.

Other: Acceptance and subsequent matriculation in the Department of Communication Disorders.

### Responsibilities:

Clinical: Student clinician's clinical responsibilities are outlined in full in the Clinical Manual of Operation. Students are to perform their clinical duties only under case supervision by an appropriately certified, licensed clinical supervisor. Standards for supervision are outlined in full in both the Clinical Manual of Operation and Policies and Procedures Manual.

Line of responsibility: Case Clinical Supervisor; Practicum Coordinator of the specific service area; Appropriate Clinics' Coordinator; Center Director.

## STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title

CLINIC CLERK (Work study position - Student Clerk)

### Qualifications

Meets requirement for University Work-Study program.

Experience: Filing, typing, computer and receptionist experience desirable.

### Responsibilities

Receives calls; completes clinical correspondence; schedules diagnostic and other appointments; assists with paperwork for fee collection; prepares and posts schedules for client observation; handles clinic filing, master schedule list and diagnostic report processing.

Line of Responsibility: Direct line to Department Secretary, Clinical Director, Department Chairperson.

Note: The Department Secretary assists with answering the Clinics' telephones; coordinates the clerical staff; assists in distributing work and in monitoring its completion, when feasible. When the Department Secretary is not available to distribute work, clerks should contact the Clinical Director or the Department Chairperson for assignments.