

Area: Administration
Subject: Staff Meetings
Policy No.: 210

POLICY

It is the policy of the Center for Communication Disorders to hold periodic meetings of all certified Center staff, and to hold additional clinical meetings pertaining to Center business as needed.

PURPOSE

The purpose of this policy is to ensure that Center staff have designated opportunities to meet and discuss Center service delivery, case management, policy setting and implementation, and goal development.

PROCEDURES

1. The Center Director will develop the agenda, convene, and preside at Center Staff Meetings.
 - a. Agenda items may be submitted to the Director at any time until the beginning of each meeting. Items submitted on the meeting day will be included on the agenda at the discretion of the Director.
 - b. Along with items which may be submitted by staff, the meeting agenda will include opportunities to discuss: problems and issues in the delivery of diagnostic and treatment services; coordination of intake, treatment and referral services and staff community activity; and clinical research.
2. Weekly clinical seminar meetings will be held for all students enrolled in CMD 560, 561 and 564. These seminars will serve as a context for discussion of client service and clinic protocol issues.
3. Regular meetings will be held between case supervisors and student clinicians to discuss case management as outlined in Policy #130.