

C-24 Responsibilities and Guidelines for Student Clinic Assistants/Aides
Updated 08/25/13
C-24: RESPONSIBILITIES AND GUIDELINES

You must have completed 6 CD courses/18 units with a minimum GPA of 2.0 in those courses in order to be eligible to be a Student Clinic Assistant/Aide.

You will need to obtain an add permit number from the Program Coordinator or CD Clinic/Office/Program Manager, in order to register for CD711 for 1 unit.

Hours spent in your clinical semester can count towards ASHA's requirement of 25 observation hours that are a prerequisite for graduate clinical training. In some situations, you may assist a graduate student in therapy and can acquire clinical hours. Clinical assistants may have direct contact with a child, adolescent or adult who has a communicative disorder when it is deemed appropriate by the instructor. A maximum of 10 hours of pre-graduate clinical experience may be completed and will be applied toward ASHA clinical experience requirement if the student has the primary responsibility for the session or portion of the session.

You must document your observation hours and your clinical clock hours; both need to be signed by your clinical instructor upon completion of these activities at the end of the semester. Forms that are used to document these activities are found at this link:
<http://www.sfsu.edu/~comdis/startclinic.html#forms>

- Please keep track of your observation hours using Form SC10.5 – Observation Clock Hours.
- If you acquire clinical clock hours, please document those using Form SC10 – Clinical Clock Hours.

Your responsibilities include the following, or as determined by your clinic instructor:

1. Assist clinicians in preparation of therapy rooms, materials, etc.; open therapy rooms; and obtain the keys from clinic secretary if your supervisor is not immediately available.
2. Assist clinicians and clinic supervisor in videotaping and monitoring sessions.
3. Parents should know where you are, in case your clinical instructor has required you to assist them in order to observe their child's sessions.
4. At the end of all clinics, you are responsible for making sure that the therapy rooms are all locked, including room BH116, BH127, BH136 and BH138 if used. NOTE: Please make sure that rooms BH127 (clinician's materials room) and BH136 (audio/video central control room) are locked at all times. Also, please assist the clinicians in cleaning up their therapy rooms, putting furniture back in

the room, etc.

5. During therapy sessions, you may be in main monitor room, room BH136 or in room BH140, or as directed by clinic instructor.
6. You will maintain a copy of the therapy room map so you know where clinicians/clients are scheduled.
7. Mid-term Grade evaluation criteria – You and your supervisor may review the following:
 - a. A summary of duties
 - b. Further objectives
 - c. Feedback
8. Final grade evaluation criteria: You and your supervisor may complete a written grade form reflecting semester competency. The objectives may include one of the following:
 - a. A written report of experience
 - b. A written report on a specific therapeutic process
 - c. A written report on a specific CD disorder