

Last name of instructor (Semester Year)

California State University, Sacramento

INTRODUCTION TO CLINIC

CSAD610 - 1 unit

Fall 2019 (AUD-1)

COURSE FACULTY

Course Instructor:

Folsom Hall office #:

Office Phone:

Office Hours:

E-mail address:

REQUIRED CLASS MEETINGS TIMES

Days and times:

Building: Folsom Room #:

REQUIRED TEXTS

None

OPTIONAL TEXTS

COURSE WEBSITE

<https://sacct.csus.edu>

SacCT will be used as the learning management site for dissemination of course readings, handouts, slides, assignments, announcements, and tests/quizzes. The course faculty will have materials posted to SacCT at least 48 hours before class.

Instructor Communication and Response Time

Faculty strive to have open communication with students both within and outside of the classroom. Students are encouraged to contact faculty to discuss questions about the course. Responses to telephone or e-mail messages will usually be transmitted within 48 hours during regular working hours. If you do not have a response within this time period, please check your contact methods and resend the message. Faculty will generally respond to student questions received during evenings and weekends once they are back in the office during regular business hours.

***Please be aware that all content for this course is the property of the course faculty who have created it and can only be used for this course. Those wishing to use the materials outside of this course must receive written permission from the author/creator.**

GENERAL COURSE INFORMATION

PRE-REQUISITES

Admission to Doctor of Audiology program

COURSE DESCRIPTION

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Overview

The purpose of this course is to provide an introduction to the policies and procedures, knowledge, and skill areas necessary for on-campus clinic placements. The course is designed to prepare students for graduate-level clinical practicum.

Approved Course Description (from CSUS Course Catalog)

Introduction to on-campus clinic operations, including electronic documentation procedures, clinic policies, and documentation.

WHY IS THIS COURSE IMPORTANT?

This course is important because it is the students' orientation to procedures used in audiology clinics. The concepts and activities presented in this class are the foundations of clinical knowledge and skills that are required for audiologists in a variety of settings.

UNIVERSITY LEARNING GOALS

	1 Disciplinary knowledge	2 Communication	3 Critical thinking/analysis	4 Information literacy	5 Professionalism	6 Intercultural/global perspectives	7 Research
Addressed by this course	X	X	X	X	X		X

GRADUATE LEARNER OUTCOMES

Mastery of each student-learning outcome listed below is indicated by a grade of B or better on each component of the corresponding measures listed in the table. Students are required to track their progress towards meeting each learning outcome and must make an appointment with the instructor for any grade equal to or less than a B. The instructor will suggest strategies to help you establish competence and knowledge in these areas.

Students should track their progress towards meeting each learning outcome by listing their grades on the table below over the course of the semester.

Upon completion of this course, students will be able to:

1. Identify clinic policies, procedures, and resources
2. Perform otoscopy with supervision
3. Identify the major components of an audiometer
4. Perform an audiologic evaluation with supervision
5. Perform a hearing screening with supervision
6. List the major sections of a case history form
7. Report clinical results in the form of a SOAP note
8. Identify billing and coding codes for audiology
9. Record clinical hours and experiences in CALIPSO
10. Perform a speech and language screening with supervision
11. Select appropriate hearing aid software based on programming/fitting needs
12. Summarize clinical hygiene and safety procedures
13. Find commonly used items and supplies in the clinic
14. Complete required trainings for the Doctor of Audiology program and clinical placement sites
15. Reflect on clinical observations in audiology and speech pathology

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Graduate Learner Outcome	Component Indicating Competence	Grade(s) Received
1,3,6,7,8	Quiz (100%)	
2,4,5,9,10	Class activity (100%)	
1,6,7,8,11,12	Clinical practicum binder (100%)	
13	Scavenger hunt (100%)	
14	Required trainings (100%)	
15	Clinical observation and reflection paper (100%)	

COURSE/CLASS POLICIES

Course Format

Lecture

Class Preparation:

All required readings are for the date listed in the course schedule, not the following class period. Students are responsible for all assigned readings, whether discussed in class or not.

Class Participation:

Students are expected to actively participate in class discussions and are required to have read the assigned material prior to class meetings.

Class Attendance:

Classroom attendance is necessary for this course. No more than three unexcused absences are allowed. Students are expected to arrive on time as class begins at X:XX am/pm.

Class Assignments

Knowledge and skills will be assessed through weekly quizzes, clinical observations and experiences, completion of required trainings, and a clinical practicum binder.

Required Trainings

- HIPAA: Complete the Sacramento State HIPAA training modules by September 3, 2019. Print the certificate of completion and place in the clinical practicum binder.
- Tuberculosis: Submit a copy of the TB clearance to the clinic coordinator. Place a copy of the clearance form in the clinical practicum binder. Note: this screening needs to be completed annually.
- CPR: Place a copy of the front and back of the CPR card in the clinical practicum binder.
- Hepatitis B vaccination: Place a copy of all relevant vaccinations (MMR, Hepatitis B, etc.) in the clinical practicum binder.
- Certificate of clearance: Place a copy of the Certificate of Clearance in the clinical practicum binder.

Quizzes

Quizzes will be available online for a week after completion of the in-class lecture. It is the student's responsibility to check the site for quiz due dates. There will be 10 quizzes throughout the semester. All quizzes are to be completed individually.

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Clinical Observation

Students are expected to accrue at least 25 observation hours in audiology and five hours in speech-language pathology settings. These settings include on- and off-campus clinics, private practices, public schools, and hospitals. Audiology hours must be completed in at least three different settings. Students must obtain permission from the appropriate person to observe in any setting. It is the student's responsibility to record the number of hours, setting, and supervisor. All hours must be verified and signed by the supervisor on the form below. By October 1, at least 12 hours must be completed. Documentation of all 30 hours is due by December 3rd.

Clinical Observation Reflection

Upon completion of 25 observation hours, students must write a one- to two-page reflection of the sessions. The focus of this reflection should be on the role of the audiologist as a health care profession, how the observation experience affected the knowledge gained in coursework, and any insight gained about oneself or the field. Reflection papers are due December 3rd in class.

Clinical Practicum Binder

This binder allows students to compile information that will be useful in clinical settings. Information should be divided using tabs into the following sections:

- Required trainings and certifications
- Maryjane Rees Speech and Hearing Center policies
- CPT codes

Class Activities

Class activities will provide opportunities to practice the concepts presented in CSAD: Audiologic evaluation.

Commitment to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

Sac State's Academic Honesty Policy & Procedures

"The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades." Read more about Sac State's Academic Honesty Policy & Procedures at the following website: <http://www.csus.edu/umannual/AcademicHonestyPolicyandProcedures.htm>

Definitions: At Sac State, "cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means."

"Plagiarism is a form of cheating. At Sac State, "plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution." *Source:* Sacramento State University Library

Note: Any form of academic dishonesty, including cheating and plagiarism, shall be reported to the office of student affairs.

Understand When You May Drop This Course

It is the student's responsibility to understand when he/she need to consider disenrolling from a course. Refer to the Sac State Course Schedule for dates and deadlines for registration. After

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this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons include: (a) documented and significant change in work hours, leaving student unable to attend class, or (b) documented and severe physical/mental illness/injury to the student or student's family. Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if there is a compelling extenuating circumstance. All incomplete course assignments must be completed in accordance with the department's policy.

Accommodations

Inform your instructor of any accommodations needed. If you have a documented disability and verification from the Office of Services to Students with Disabilities (SSWD), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to SSWD and meet with a SSWD counselor to request special accommodation before classes start. SSWD is located in Lassen Hall 1008 and can be contacted by phone at [\(916\) 278-6955](tel:9162786955) (Voice) or [\(916\) 278-7239](tel:9162787239) (TDD only) or via email at sswd@csus.edu

Course Requirement Grading

Activity	Points Available
Quizzes (5 points each x 6)	30
Clinical observation hours	100
Clinical observation reflection	70
Required trainings (10 points each x 5)	50
Clinical practicum binder	50
Scavenger hunt activity	50
TOTAL COURSE POINTS AVAILABLE	350

Overall Percentage Needed

Note: A grade of "B" or higher is required to count toward the minimum number of units needed to advance to candidacy.

Grade	Percentage
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	< 60%

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COURSE SCHEDULE OF LECTURE TOPICS AND EXAMS

Date	Topic	Assignment or quiz due
8/27	Introduction to course Scheduling of clinic experiences	
9/3	Tour of clinic	All required trainings must be completed and submitted to clinic coordinator
9/10	Maryjane Rees clinic policies and procedures	
9/17	Introduction to otoscopy	Quiz on clinic policies and procedures due
9/24	Introduction to audiometry	
10/1	Principles of hearing screening	Quiz on audiometry due
10/8	Obtaining a case history	Quiz on hearing screening due
10/15	Introduction to SOAP notes	
10/22	Billing and CPT codes	Quiz on SOAP notes due
10/29	CALIPSO	
11/5	Speech and language screenings	Quiz on CALIPSO due
11/12	Introduction to hearing aids	Quiz on speech and language screenings due
11/19	Introduction to hearing aid software and repair forms	Clinical practicum binder due
11/26	No class- Thanksgiving	
12/3	Clinical practicum binders returned Clinical hygiene and safety	Log of completed observation hours and reflection paper due
12/10	Clinic scavenger hunt activity	

Please note that dates, topics, and assignments are subject to change.