

CLINICAL OBSERVATION ELIGIBILITY

To be eligible to complete observations in the Penn State University Speech and Hearing Clinic, undergraduate CSD students must do the following:

- 1. Complete Penn State University Privacy Training. All student observers must be trained in appropriate privacy practices to maintain patient confidentiality.** HIPAA (Health Insurance Portability and Accountability Act of 1996) is United States legislation that provides data privacy and security provisions for safeguarding medical information. A **HIPAA** training course in Canvas is available for CSD students in Canvas Pride as a non-credit “group” course. Once you complete the training you will take a quiz and will then be instructed how to print a certificate of completion.

Instructions for finding and accessing the training in Canvas:

Step 1: In Canvas, go to Pride Manager, lower right hand corner.

Step 2: Type "HIPAA" into Pride Name field. A list of trainings will appear.

Step 3: Enroll in the training named ‘2019 HIPAA for Students Training (Official),’ Group 201909069378-hzl104.

Step 4: Type in the enrollment passcode, 1539cec458.

Step 5: Hit the "Dashboards" button in the task bar on the left to find and launch the training.

Complete the training, take the quiz, PRINT the certificate of completion and attach to the observation agreement form.

- 2. Carefully review the Observation Agreement and Clinic Dress Code.** Once you review the agreement, sign and date the second

page of the form. Attach the HIPAA Certificate of Completion to the signed observation agreement.

3. Turn in the signed Observation Agreement and HIPAA certificate of completion to the Clinic Administrative Staff Assistant who will file your completed forms. Once these forms are on file you are eligible to sign up for observations.

4. Signing Up for Observations: Observation of speech and hearing sessions held at the PSU's Speech, Language, and Hearing clinic can be completed by signing up on the observation sheets posted on the 4th floor bulletin board in the Ford Building, just outside of Mrs. Kowalski's office. The time, type of intervention, and room number will be listed on this sign up.

Audiology Clinic sign up will be posted also on the 4th floor of Ford outside Room 404G. They will be posted on Thursdays after 12pm for the following week.

Please note that there is a start-up time of a few weeks at the beginning of the semester when clients are first being seen by new graduate clinicians. Observations may not be available until several weeks after start of a new semester.

5. Student observers should report to the clinic 8-10 minutes before the start of the scheduled session, and remain in the observation area until the client is dismissed. Partial observation of sessions is not permitted.