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## Guidelines for Successful Observation

Your clinical education is significantly enriched by a self-designed schedule of observation at the *University of Wisconsin Speech and Hearing Clinic (UWSHC)*. The guidelines that follow are important to your success. Remember that clinics are professional operations, and the conduct expected from observers is also professional. Consider that observation sessions become more interesting when you know what to look for, and when you have some information about the client.

### General Process:

- There is no parking at the UWSHC for observers. You will need to use the metered parking in Lot 62 or take the bus. So consider the parking in your plan to be on time.
- Dress in professional clothes (smart casual is fine).
- Check in at the front desk with the office clinic manager or her designee at least 15 minutes in advance. Identify yourself and that you are an observer. Give her the name of the clinical professor whose caseload you are observing.
- The clinic office manager will provide you the observation information.

### Before Your Observation:

- **Email the student clinician AND the clinical supervisor AT LEAST 48 hours in advance.** You can request that a copy of the lesson plan be left in the observation room for you. Hard copies will be offered, not email attachments.
- If you are sick the day of the session, you must email to notify the clinical instructor and student clinician that you will not be attending.
- Arrive AT LEAST 15 minutes before the session is scheduled to begin.

### General Observation Requirements

- Protect client confidentiality. If client materials, lesson plans or files are shared with you, never discuss a client or remove any client identifiable information from the clinic.
- Know which room is the observation room. Avoid walking into a therapy session itself. Observation rooms have a small "O" next to the room number on the door. For audiology sessions, you will most likely be in the room with the clinicians and patients.
- Observation rooms are small, so try to limit the amount of belongings you bring with you.
- Introduce yourself and your purpose to the clinical professor and student if/when you meet them in the observing room.

- Family members or other professionals may be present in the observation room. Do not make comments or ask questions (especially to parents) unless invited to do so by the clinical professor.
- Do not eat in the observation room. **No cell phones.** This includes texting and internet use.
- Whenever possible, meet with the student clinician before and/or after the session. Clinicians are usually happy to answer your questions. If objectives on the lesson plan provided aren't clear (e.g., purpose, difference between objective and activity, etc.) you will need to ask questions to have necessary information to complete your observation report. The clinical professor may or may not want to talk during the session. Take your cue from her/him.
- Take care when borrowing furniture. Generally, you should take chairs only from another observation room (not therapy room) and return when you're finished.
- Learn how to turn the speaker on and always turn it off when leaving. Lights should be set at a dim level or off in order to read the lesson plan, make notes, etc. When you leave, also turn off the lights.
- Eliminate talking in the corridors of the clinic as noise carries into the rooms. Quiet talking in the observation rooms is discouraged unless initiated by the clinical professor.

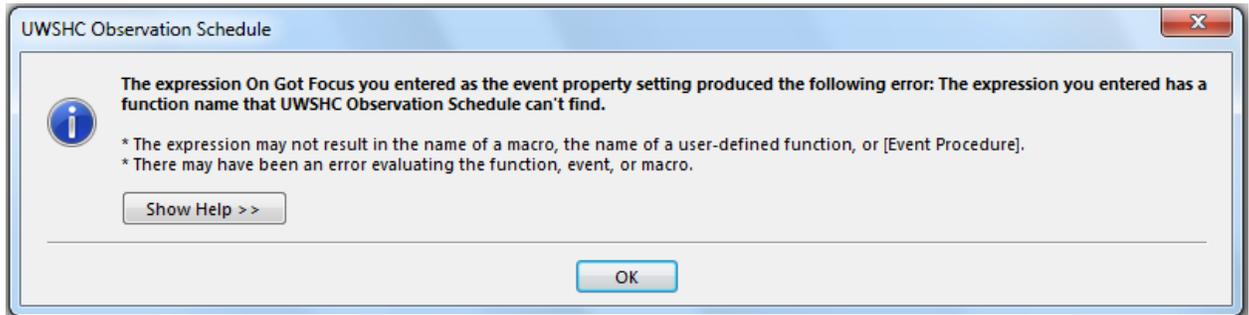
### **Getting Signatures**

- The clinical professor is aware that you are observing at UWSHC. You will need to get her/him to sign your observation forms to get credit for your observation.
- If the clinical professor is not available at the end of the observation, put the on-site documentation form in her/his mailbox on the 3<sup>rd</sup> floor of Goodnight Hall. Indicate the relevant line on the form that should be signed. The clinical professor will then put the signed form in the plastic wall-mounted file to the left of the mailboxes ("Signed Observation Clock Hour Forms"). You can retrieve your form there.
- You only earn observation hours for the number of minutes of the actual session (face to face time between the student clinician and the client).

Clinical faculty and student clinicians really enjoy having you in the clinic...WHEN you follow these guidelines. Remember all you learned in your classes as you watch the session. Enjoy the Observation!

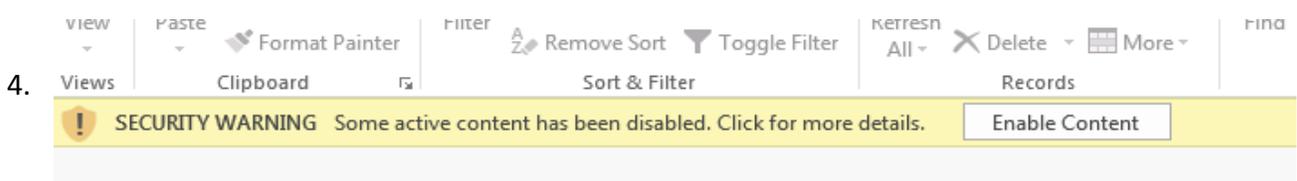
## Instructions for Scheduling an Observation – SLP

1. Doubleclick on the desktop icon UWSHC\_Obs\_v1.1.
2. C



at the error popup window.

3. Click Enable Content in the security warning at the top of the screen. If you see a 'Read-Only' notification you can safely ignore it.



4. ^  
Observation Signup.
5. Enter the password:
6. To see a list of available appointments, select the current semester and a desired day of the week from the dropdown menus at the top of the screen.
7. Enter your NetID in Observer 1 or Observer 2.
8. Your instructor has the ability to override selections and make changes.
9. Click the 'Close Form' icon at the far right of the display (it looks like a doorway) to return to the Main Switchboard tab.
10. Click 'Exit Database'.

## Instructions for Scheduling an Observation – Audiology

There is an observation binder located in room 150 on the 1<sup>st</sup> floor. Use this to schedule your observations for the Audiology clinic.