The Clinical Fellowship Experience: What You Need to Know

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DISCLOSURES

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- Financial – I am serving as faculty for this session with support from my employer.
- Nonfinancial – Member of Council for Clinical Certification; however, I do not receive any compensation for this role. I am an ASHA member.

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Reminders

- Complete Evaluation Form (end of session)
- Pick-Up Verification of Attendance Form

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Discussion Topics

✓ Purpose of the Clinical Fellowship (CF)
✓ Requirements of the CF
✓ Roles of the Mentor and/or Supervisor(s)
✓ The CF Application and Approval
✓ Audience Questions

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Purpose of the CF

- Integrate & apply the knowledge gained in academic and clinical education
- Evaluate individual strengths & needs
- Develop, improve & refine clinical skills and professional qualities
- Advance from needing maximum supervision to being an independent practitioner and problem solver

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The CF is a . . .

- Supervised/mentored professional experience *AFTER* completing academic course work & clinical practica

- Transition between being a student & being an independent provider of clinical services

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The CF is not . . .

- An opportunity for the CF to supervise students, SLP assistants, or other CFs
- An academic teaching experience
- A chance to engage in administrative activities that do not deal directly with patient management

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The CF includes . . .

- Clinical service delivery or clinical research that fosters the growth and integration of the knowledge, skills, and tasks of clinical practice

- Major responsibility in direct patient care, consultations, record keeping, and some administrative duties

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Requirements of the CF: Paperwork

The required ASHA certification forms are available at www.asha.org/certification/Clinical-Fellowship/
Requirements of the CF: Paperwork

- Speech-Language Pathology Clinical Fellowship (SLPCF) Report and Rating Form

http://www.asha.org/certification
Requirements of the CF: Paperwork

- Speech-Language Pathology Clinical Fellowship Skills Inventory (CFSI)

[Image of the CFSI form]

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Requirements of the CF:

Paperwork

- Application for the Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP) 2014 Standards

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Alternate Supervision: 
**Paperwork**

- The CFCC may allow the supervisory process to be conducted by alternative mechanisms (e.g., telesupervision)

- Standard VII-B: Clinical Fellowship Mentorship

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Alternate Supervision: Paperwork

- Request must be submitted in writing to CFCC and co-signed by CF mentor *before* CF is initiated

- Must include:
  - Reason for alternative supervision
  - Description of the supervision to be provided (including type, length, and frequency of the supervision)

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Requirements of the CF:
What You Need to Know

- The CF does NOT have to contact ASHA when starting the CF.
- You are responsible for verifying your supervisor’s CCC status online.
- Any changes in the setting or supervisor, contact ASHA.
- The CF should call their state licensure board prior to working, as state regulations may differ.

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Medicare Coverage of CFs

O CFs practicing in states that grant CFs temporary or provisional licensure are fully qualified according to Medicare regulations.

O In states without such licensure, Medicare treats CFs as graduate students requiring "in the room" supervision.

O Refer to ASHA's State by State webpage of State Requirements and Contact Information.

http://www.asha.org/advocacy/state/

http://www.asha.org/certification
Requirements of the CF

- Upon finishing the CF, submit your paperwork to ASHA to apply for certification
  - Must have a score of “3” or higher on the core skills in the final segment of the CF experience
  - Mentor and CF must sign the document
  - Must include appropriate fees with the application
  - Incomplete forms will be returned

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Choosing a Mentor

- Meet with the individual to determine their previous experiences in supervision
- Ask the supervisor:
  - Tell me about your CF
  - Do you have time to supervise?
  - Will you be supervising more than one CF?
  - Do you have time to visit me (If not at your facility)?
- Review paperwork with mentor
- Ask for references, if possible

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Choosing a Mentor

- **MOST IMPORTANTLY**, throughout your CF, ensure the CF supervisor has a *CURRENT* Certificate of Clinical Competence in SLP
  
  [Verify ASHA Certification](http://www.asha.org/certification)

- Experiences garnered under a non-ASHA certified supervisor **DO NOT COUNT** toward the minimum requirements necessary for ASHA certification
Selecting a Setting

- Verify the setting provides experiences in the evaluation & re/habilitation of individuals with speech & language disabilities
- Verify the setting does more than screen individuals
- Inquire about past experiences with Clinical Fellowships
- Contact your state regulatory agency for specific licensure requirements

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Selecting a Setting: Questions to Ask

- How many other CFs are at this setting?
- Will the setting provide the mentoring supervisor or do you have to find one yourself?
  - Can you meet the mentor prior to starting?
  - Can they help you find a mentor?
  - Can you contact a prior CF?
- What are the rules on accessing your supervisor during service provision?

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Selecting a Setting: Questions to Ask

- Do you need to sign a contract?
- Are there penalties for leaving early?
- Does the setting have ways to resolve problems that may occur between the supervisor and the CF?

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The Requirements of the CF: 

**Hours**

- 36 weeks of full-time experience based upon a 35 hour work week

- Equivalent Part-Time
  - Accumulated 1260 hours over no more than 4 years/48 months from the date of initiation of the experience

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The Requirements of the CF: 

Duration

- No less than 36 weeks experience, with a minimum of 1260 hours of experience
- You may work as little as 5 hours/week, but you will at some point need more hours/week so you can complete the CF in 48 months
- Full time is 35 hours/week
  - Note: Working overtime will not shorten the CF
The Requirements of the CF: 

Amount of Supervision

- Must be no less than 18 direct, on-site observations of the CF as they provide clinical services
- Up to 6 hours of supervision can be accumulated in one day
- Can use interactive live audio/video conferencing as direct observation

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The Requirements of the CF: Mentor

- The mentor serves as the primary supervisor.

- The mentor rates the CF’s skills as delineated on the ASHA Speech-Language Pathology Clinical Fellowship Report and Rating Form and Clinical Fellowship Skills Inventory (CFSI).

- The mentor & all other supervisors must have current ASHA certification in Speech-Language Pathology – this should be checked throughout the CF.

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Supervisor/Mentor Responsibilities

- Maintain Certificate of Clinical Competence (CCC) *throughout the entire CF experience*
- Provide meaningful supervision & feedback
- Assist the CF in developing clinical skills
- Cannot be related to the CF in any way
- Perform ongoing evaluations of the CF’s skills
- Be open & honest in interactions
- View experience as a mutual learning time

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Supervisor/Mentor Responsibilities

- Meet with CF and discuss goals and previous experiences in graduate school
- Review the supervisory requirements and determine that you can meet those obligations
- Review CF skills and the required forms

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Supervisors/Mentors Should... 

- Set goals with the CF
- Facilitate positive changes
- Discuss concerns EARLY
- Document all feedback & share feedback with the CF
- Complete the CF Report & Rating form in a timely manner. **SIGN IT!**

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“Approvable” CF Report and Rating Form

- Completion of the 36 weeks of full-time experience (or equivalent) in which you accumulated 1260 hours over no more than 4 years from the date of initiation of the experience

- All supervisors must have their CCCs throughout the entire CF experience

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“Approvable” CF Report and Rating Form

- Completed evaluation of skills by the mentor during each segment of the CF experience (3 segments total), using the ASHA Speech-Language Pathology Clinical Fellowship Skills Inventory (CFSI)

- Score at least a “3” or above on the identified core skills on the last segment of the experience

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SLPCF Report & Rating Form

- CF & mentor hold a final conference to review and complete form
- Mentor must recommend CF for certification if a “3” or higher was achieved in core skills
- SIGN THE FORM!
- Keep copies of the forms – once certified, you cannot get a copy from ASHA

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Why CF Reports are Returned

- Your report and rating form were signed prior to the completion of your CF. Both you and your mentor must re-sign and re-date Section 8 at the completion of the CF.

- The certification office cannot accept documents that are completed in pencil. Complete all sections of the CF Report in black ink. You and your mentor must re-date and re-sign Section 8 to verify the new information.

- Separate CF Reports must be completed if you change setting, mentor, or hours per week worked. Please submit one report and rating form for each change.

- Your CF mentor’s evaluation must be completed on the required Rating Form. Both you and your mentor must sign and date each evaluation being submitted.

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Completing the Clinical Fellowship (CF) Experience

1. Earn a graduate degree from a CAA program
   - Transition from being a student to becoming an independent provider of clinical services.
   - Apply for certification any time before, during, or after your CF experience.

2. Find a CF setting & mentor
   - Familiarize yourself with your state licensure requirements; licensure and certification are separate.

3. Contact your State Board
   - Focus on areas that need improvement based on feedback from your mentor.
   - Use your mentor as a resource; after all, he or she was once a clinical fellow!

4. Set Expectations!
   - Participate in feedback sessions with your mentor at the end of each segment of the CF.
   - Complete a minimum of 36 weeks worked, totaling no less than 1,260 hours.

5. Fill Out the CF Form Together
   - Review the SLPCF Report & Rating forms with your mentor.
   - Document any changes in mentor, setting, or average hours worked per week on a separate form.

6. Identify Strengths & Areas for Improvement
   - Earn a rating of "3" or better in the final segment for each of the core skills to qualify for approval by the ASHA National Office.
   - Review the SLPCF form to make sure no areas are left blank and that all information is accurate!
   - Make a copy of the SLPCF form for your records.

7. Confirm you are on track
   - Submit Completed SLPCF to ASHA
   - Mail your CF rating form to ASHA. Note that the CF will not be reviewed until you have applied for certification.
   - Understand that the evaluation and processing of your application for certification will take approximately 6 weeks.

8. Final Feedback Session

9. Follow Up

10. Confirm with the National Office

More Information
Visit our website: www.asha.org/certification
Email us: certification@asha.org
Call the ASHA Action Center: 800-498-3071
FREQUENTLY ASKED QUESTIONS

http://www.asha.org/certification
Questions

What are the requirements for starting a CF position?

All graduate course work and graduate clinical practicum must be completed.

You must have a CF mentor to supervise your experiences in compliance with current ASHA certification standards.

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Questions

How do I account for vacations & holidays?

Only time spent providing direct client services can count toward your minimum number of hours.
Questions

I am primarily working in a school setting, but would like to continue my CF experience working in a private clinic with a different supervisor. Is this ok?

Yes, with some caution . . .

Your school-based mentor could provide supervision for you at the private clinic.

Your school-based mentor could sign off on the experience if the private center provides appropriate supervision.

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Questions

I am a month into my CF and am wondering at what point I should submit my application to ASHA. Is there anything I can send now or do I wait until I have completed my CF?

Yes, you have options . . .

The application for certification and membership can be sent either ahead of the completed CF forms OR sent with it.

You should, however, verify your supervisor’s certification status (NOW ONLINE).

http://www.asha.org/certification
Questions

How do I find a Mentor if I am completing my CF experience overseas?

Use the ASHA website to look for certified members in your area. This works for finding supervisors/mentors both in the U.S. and overseas.

http://www.asha.org/certification
How Can we Help?

- Burning Questions?
- Clarifications?

http://www.asha.org/certification
Reminders

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Thank You!

Council for Clinical Certification

Audiology • Speech-Language Pathology

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