

Area: Program Administration  
Subject: Position and Description--Center Staff  
Policy No.: 040

## **POLICY**

It is the policy of the Center for Communication Disorders to state criteria for Center personnel selection and to outline areas of responsibility of personnel position.

## **PURPOSE**

The purpose of this policy is to ensure that individuals employed by the Center possess the qualifications, experience and attitude consistent with the Center's program goals and service delivery policy.

## **PROCEDURES**

1. Minimum qualifications for personnel positions will be those stated in State labor classification (for non-classified personnel) and in University labor classifications (for non-classified personnel).
2. Additional qualifications for personnel positions and their responsibilities are indicated by the Center in the attached position descriptions.

## **DIRECTOR, CENTER FOR COMMUNICATION DISORDERS**

### **Minimum Qualifications:**

Master's Degree in Speech-Language Pathology and/or Audiology  
Certificate of Clinical Competence from the American Speech-Language-Hearing Association  
Connecticut Health Department license (or eligibility)  
Minimum of 8 years experience in clinical practice  
Minimum of 5 years experience in clinical supervision of graduate students in speech-language pathology and/or audiology  
Experience in supervision of personnel  
Administrative experience  
Excellent oral and written communication skills  
Excellent organizational skills  
Demonstrated computer literacy skills for clinical and administrative purposes

### **Responsibilities:**

Staff: Maintain appropriate staff size; ensure appropriate qualifications for Center staff, in accordance with appropriate State labor agreements; recommend employment, promotion, and termination of Center staff; solicit staff input regarding program development and execution; establish work schedules; establish personnel practices; conference with staff regarding student clinical activities; provide opportunities for staff development.

Program: Coordinate and participate in all reviews and revisions of Center goals and objectives; oversee all services provided by the Center; organize staff, equipment, supplies, facilities, and finances to accomplish Center goals and objectives; participate in administrative decisions regarding Center policies, fee schedules, professional training and travel, space, equipment and supply purchases; develop and implement standard operating procedures; assure equipment maintenance; maintain statistics of services provided and an inventory of supplies and equipment; monitor billing and payment of fees for service; maintain an ongoing system of program evaluation and quality control.

Clinical: Monitor client intake, management and referral; monitor client record keeping; ensure clinical accreditation standards are maintained; maintain records relative to ASHA accreditation.

Students: Assign clinical supervisors and student clinicians to clients; maintain own supervisory caseload (approximately 5-6 students per semester or two diagnostic "slots"); coordinate and chair Clinical Support Panel; ensure adequate observation opportunities for pre-clinic students.

Other: Assure program participation in community activities related to communication disorders and their prevention; assure program cooperates with other community agencies in identifying service needs.

**Conditions of Employment:** This is a 12 month, full-time position

**Line of Responsibility:** The Director reports to the Chair, Department of Communication Disorders and the Dean of the School of Health and Human Services

Approved 3/18/98

## CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title

SPEECH-LANGUAGE PATHOLOGY CLINIC COORDINATOR

### Qualifications

Education: - Minimum Master's degree in Speech-Language Pathology, in Communication disorders with a major concentration in Speech-Language Pathology, or in a related discipline from an accredited college or university.

Experience: Minimum five years experience in Speech-Language Pathology clinical practice; at least three years experience in supervision of graduate level student speech-language pathologists; at least one year of administrative experience in coordinating and/or directing a speech-language clinical service facility, unit or program. These experiences may have been completed concurrently.

Other: Clinical certification in Speech-Language Pathology from the American Speech-Language-Hearing Association; State of Connecticut Department of Health Services license in speech-language pathology; publication and presentation record; demonstrated interest in research.

### Responsibilities:

Staff: with the Center director, determine and maintain appropriate staff size; recommend employment promotion and termination of speech and language staff; solicit staff input regarding problem areas, program development and execution; with Center director, establish work schedules; conference with staff regarding student clinical activities.

Program: participate in all reviews and revisions of speech-language pathology clinic goals; oversee services offered by the speech-language pathology clinics; organize speech-language staff, equipment and supplies; participate in administrative decisions regarding speech-language clinic policies; make recommendations for purchase and acquisition of speech-language equipment and supplies; maintain statistics of speech-language services provided; monitor speech-language clinic evaluation.

Clinical: Monitor speech-language patient management and referral; monitor speech-language patient record keeping; monitor scheduling of speech-language pathologists and service recipients.

Other: Participate in community relations supporting communication impaired persons; cooperate with other community agencies in identifying service needs.

Line of responsibility: Center Director; Departmental Chair.

## CCD STAFF QUALIFICATION AND RESPONSIBILITIES

### Position Title

AUDIOLOGY CLINICS' COORDINATOR

### Qualifications

Education: Master's or higher degree in Audiology or in Communication Disorders with a major concentration in Audiology from an accredited college or university.

Experience: Minimum of five years experience in audiology clinical practice; at least three years experience in supervision of graduate level student audiologists; at least one year of administrative experience in coordinating and/or directing an audiological clinical service facility, unit or program. These experiences may have been completed concurrently.

Other: Clinical certification in Audiology from the American Speech-Language-Hearing Association; State of Connecticut Department of Health Services license in audiology; interest in research and publication.

### Responsibilities:

Staff: with Center Director, determine and maintain appropriate staff size; recommend employment, promotion and termination of audiology staff; solicit staff input regarding problem areas, program development and execution; with Center Director, establish work schedules; conference with staff regarding student clinical activities.

Program: Participate in all reviews and revisions of audiology program goals; oversee services offered by the audiology program; organize audiology staff, equipment and supplies; participate in administrative decisions regarding audiology program policies; make recommendations for purchase and acquisition audiometric equipment and supplies; assure audiometric equipment maintenance and calibration; maintain statistics of audiology services provided; monitor audiometric program evaluation.

Clinical: Monitor audiology patient management and referral; monitor audiometric patient record keeping; monitor scheduling of audiologists and service recipients.

Other: Participate in community relations supporting hearing impaired persons; cooperates with other community agencies in identifying service needs.

Line of responsibility: Center Director; Departmental Chair.

## CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title:

SPECIALTY CLINIC COORDINATOR

### Qualifications:

Education: Educational background appropriate for employment as a staff or faculty clinical supervisor or as a University adjunct faculty member. Minimum education, Master's Degree in Communication Disorders from accredited college or university.

Experience: Minimum of three years experience in clinical practice of professional area of speech-language pathology or audiology; at least 1 1/2 years experience in supervision of graduate level students in a college or university setting; minimum of six months experience in coordinating and scheduling client-clinician contacts in a clinical setting. These experiences may have been completed concurrently.

Other: Clinical certification in professional area of speech-language pathology or audiology from the American Speech-Language-Hearing Association ; State of Connecticut Department of Health Services license in Speech-Language Pathology or Audiology; publication and/or presentation record; demonstrated interest in clinical research.

### Responsibilities:

Clinical: Coordinate the scheduling for the specific assigned service area (e.g., (Adult Neurogenic Disorders), Coordinate overall management or assimilating procedural protocols, service statistics and service-area paperwork. Collect and record grades on grade sheets and submit to the appropriate faculty member. Assume staff, clinical or adjunct supervisor responsibilities as appropriate for the specific service area.

Other: Complete clinical research with student assistants, recommend supplies and equipment purchases to Clinics' Coordinator, monitor Center activities in his/her specific service area and report problems to the Clinics' Coordinator.

Line of responsibility: Appropriate Clinics' Coordinator (Audiology or Speech-Language Pathology), Center Director, Department Chair.

## CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title

FACULTY SPEECH-LANGUAGE PATHOLOGY CLINICAL SUPERVISOR  
(UNCLASSIFIED PERSONNEL)

### Qualifications

Education: Educational background appropriate for employment as University faculty member. Minimum education, Masters Degree in Communication Disorders from accredited college or university.

Experience: Minimum of three years experience in speech-language pathology clinical practice; at least 1 and ½ years experience in supervision of graduate level speech pathologists in various settings.

Other: Clinical certification in speech-language pathology from the American Speech-Language-Hearing Association; State of Connecticut Department of Health Services license in speech-language pathology; publication record; demonstrated interest in clinical research.

### Responsibilities:

Clinical: Assist in implementing Center treatment and diagnostic activities; participate in all reviews and revisions of program goals; develop appropriate patient treatment plans with students and assist, when needed, in the execution of the plans; supervise graduate student speech pathologists in the treatment and diagnosis of communication disorders; counsel students, regarding clinical professionalism, treatment results, and overall progress in the clinical program; complete student grade report forms; provide direct clinical service when required; provide demonstration treatment and diagnosis when appropriate.

Other: Complete clinical research; recommend supplies and equipment purchases to director; recommend program modifications, when necessary, to director; monitor Center activities in which most directly involved and report problems to director.

Line of responsibility: Speech-Language Clinics' Coordinator; Center Director; Department Chair.

## CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title

ADJUNCT FACULTY SPEECH PATHOLOGY CLINICAL SUPERVISOR  
(UNCLASSIFIED PERSONNEL)

### Qualifications

Education: Educational background appropriate for employment as University adjunct faculty member. Minimum education, Masters Degree in Communication Disorders from accredited college or university.

Experience: Minimum of two years experience in speech-language pathology clinical practice; at least 1 year experience in supervision of graduate level speech pathologists.

Other: Clinical certification in speech-language pathology from the American Speech-Language-Hearing Association; State of Connecticut Department of Health Services license in speech-language pathology.

### Responsibilities:

Clinical: Assist in coordinating Center speech-language pathology treatment and diagnostic activities; participate in all reviews and revisions of program goals; develop appropriate patient treatment plans with students and assist, when needed, in the execution of the plans; supervise graduate student speech pathologists in the treatment and diagnosis of Communication Disorders; counsel students regarding clinical professionalism, treatment results, and overall progress in the clinical program; complete student grade report forms; provide direct clinical service when required; provide demonstration treatment and diagnosis when appropriate.

Other: Recommend supplies and equipment purchases to director; recommend program modifications, when necessary, to director; monitor Center activities in which most directly involved and report problems to director.

Line of responsibility: Speech-Language Clinics' Coordinator; Center Director; Department Chair.

## CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title

AUDIOLOGY CLINICAL SUPERVISOR (DEPARTMENT)  
COMMUNICATION THERAPIST (STATE) (CLASSIFIED PERSONNEL)

### Qualifications

Education: Masters Degree in Communication Disorders (Audiology major) from an accredited college or university.

Experience: Minimum of three years experience in audiology clinical practice; at least 1 and 1/2 years experience in supervision of graduate level audiologists in a college or university setting; minimum of six months experience in coordinating and scheduling patient-clinician contacts in a clinical setting. These experiences may have been completed concurrently.

Other: Clinical certification in audiology from the American Speech-Language-Hearing Association; State of Connecticut Department of Health Services license in audiology; publication and/or presentation record; demonstrated interest in clinical research.

### Responsibilities

Clinical: Assist in coordinating Center audiology treatment and diagnostic activities; participate in all reviews and revisions of program goals; develop appropriate patient treatment plans with students, and assist, when needed, in the execution of the plans; supervise graduate student audiologists in the treatment and diagnosis of auditory disorders; counsel students regarding clinical professionalism, treatment results, and overall progress in the clinical program; make student grade recommendations to appropriate faculty member; provide direct clinical service when required; provide demonstration treatment and diagnosis when appropriate.

Other: Complete clinical research with student assistants; recommend supplies and equipment purchases to Clinics' Coordinator; recommend program modifications, when necessary, to Clinics' Coordinator, monitor Center activities in which most directly involved and report problems to Clinics' Coordinator.

Line of responsibility: Audiology Clinics' Coordinator; Center Director; Departmental Chair

## CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title

ADJUNCT FACULTY AUDIOLOGY CLINICAL SUPERVISOR  
(UNCLASSIFIED PERSONNEL)

### Qualifications

Education: Education background appropriate for employment as University adjunct faculty member. Minimum education, Masters Degree in Communication Disorders from accredited college or university.

Experience: Minimum of two years experience in audiology clinical practice; at least 1 year experience in supervision of graduate level audiologists.

Other: Clinical certification in audiology from The American Speech-Language-Hearing Association; State of Connecticut Department of Health Services license in audiology.

### Responsibilities

Clinical: Assist in coordinating Center audiological treatment and diagnostic activities; participate in all reviews and revisions of program goals; develop appropriate patient treatment plans with students and assist, when needed, in the execution of the plans; supervise graduate student audiologists in the treatment and diagnosis of auditory disorders; counsel students regarding clinical professionalism, treatment results, and overall progress in the clinical program; complete student grade report forms; provide direct clinical service when require; provide demonstration treatment and diagnosis when appropriate.

Other: Complete clinical research; recommend supplies and equipment purchases to audiology program coordinator; recommend program modifications, when necessary, to coordinator; monitor Center activities in which most directly involved and report problems to coordinator.

Line of Responsibility: Audiology Clinics' Coordinator; Center Director; Department Chair.

## CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title:

COMMUNICATIONS THERAPIST (STATE) (CLASSIFIED)  
STAFF SPEECH-LANGUAGE PATHOLOGY CLINICAL SUPERVISOR  
(DEPARTMENT)

### Qualifications

Education: Masters Degree in Communication Disorders  
(Speech-Language Pathology major) from an accredited college or university.

Experience: Minimum of three years experience in Speech-Language Pathology clinical practice; at least 1 and 1/2 years experience in supervision of graduate level speech-language pathologists in a college or university setting; minimum of six months experience in coordinating and scheduling patient-clinician contacts in a clinical setting. These experiences may have been completed concurrently.

Other: Clinical certification in Speech-Language Pathology from the American Speech-Language-Hearing Association; in speech-language pathology; publication and/or presentation record; demonstrated interest in clinical research.

### Responsibilities:

Clinical: May act as Practicum Coordinator for a specific service area in speech-language pathology; participate in all reviews and revisions of program goals; develop appropriate client treatment plans with students, and assist, when needed, in the execution of the plans; supervise graduate student speech-language pathologists in the treatment and diagnosis of communication disorders; counsel students, when needed, regarding clinical professionalism, treatment results, and overall progress in the clinical program; make student grade recommendations to appropriate faculty member; provide direct clinical service when required; provide demonstration treatment and diagnosis when appropriate.

Other: Complete clinical research with student assistants; recommend supplies and equipment purchases to coordinator; recommend program modifications, when necessary; to Clinics' Coordinator; monitor Center activities in which most directly involved and report problems to Clinics' Coordinator.

Line of responsibility: Speech-Language Clinics' Coordinator; Center Director, Departmental Chair.

## CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title

STUDENT CLINICIAN (SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY)

### Qualifications:

Education: Bachelor's degree from an accredited college or university; completion of the following Departmental courses or their equivalent: CMD 200 Introduction to Developmental Communication Disorders; CMD 201 Introduction to Communication Disorders in Medical Settings; CMD 203 Phonetics and Phonological Systems; CMD 317 Anatomy and Physiology of the Speech Mechanism; CMD 319 Language Development: Ages Birth-to-Five; CMD 320 Introduction to Hearing Science; CMD 321 Introduction to Audiology; CMD 418 Neurological Bases of Communication; CMD 419 Language Acquisition: School-age to Adolescence; CMD 420: Speech Science; CMD 461 the Clinical Practice of Speech-Language Pathology and Audiology. Completion of (or attendance concurrent with practicum work in the Center) associated course work for specific communication disorders: articulation, voice, fluency, language, assessment of communication disorders, neurogenic speech disorders, aphasia, educational audiology.

Other: Acceptance and subsequent matriculation in the Department of Communication Disorders.

### Responsibilities:

Clinical: Student clinician's clinical responsibilities are outlined in full in the Center Manual of Operation. Students are to perform their clinical duties only under case supervision by an appropriately certified, licensed clinical supervisor. Standards for supervision are outlined in full in both the Center Manual of Operation and Policies and Procedures Manual.

Line of responsibility: Case Clinical Supervisor; Practicum Coordinator of the specific service area; Appropriate Clinics' Coordinator; Center Director.

## STAFF QUALIFICATIONS AND RESPONSIBILITIES

### Position Title

CENTER CLERK (Work study position - Student Clerk)

### Qualifications

Meets requirement for University Work-Study program.

Experience: Filing, typing, computer and receptionist experience desirable.

### Responsibilities

Receives calls; completes clinical correspondence; schedules diagnostic and other appointments; assists with paperwork for fee collection; prepares and posts schedules for client observation; handles Center filing, master schedule list and diagnostic report processing.

Line of Responsibility: Direct line to Department Secretary, Center Director, Department Chairperson.

Note: The Department Secretary assists with answering the Center's telephones; coordinates the clerical staff; assists in distributing work and in monitoring its completion, when feasible. When the Department Secretary is not available to distribute work, clerks should contact the Center Director or the Department Chairperson for assignments.