**Clinic Observation Guidelines**

The following guidelines have been agreed upon by CMD faculty:

For the undergraduate requirement of 25 hours of observation:

At least 10 in person observation hours (can be completed in the CCD or off campus)

No more than 15 observations may be completed in the CCD

 No more than 15 hours of observation may be completed on Master Clinician

**Procedures**

* CCD or off campus:
	+ Use the Documentation of Observation Hours Form that can be found in the on the CMD website and in the CCD clinic.
	+ Students and faculty should refer to clinic Observation Guidelines and FAQs as posted on the website for information about in-person observations.
* Master Clinician Hours:
	+ Students who choose to use Master Clinician (MC) are responsible for setting up and maintaining their account. Students must assign each MC observation to the faculty member who assigned the hours for approval. If students are completing observations toward their 25 hours but not for a particular class (CMD 200, CMD 201, CMD 319, CMD 419, and CMD 461), students should initiate contact with a 461 instructor and request permission to assign that faculty member to their observations. Faculty will then review the observations for approval in MC.
	+ Students are responsible for printing the summary sheet of observations for documentation. Only those observations that have been approved by staff or faculty will be accepted. A *pending* notation will not be accepted.
	+ Documentation for Master Clinician (MC) hours will be accepted on the official document that is produced through Master Clinician. *There will be no need to duplicate the information from the MC form on the Documentation of Observation Hours Form.*
	+ All approvals for observations through MC must be done electronically. This requires all faculty and staff that assign observations to maintain an account to approve observations on MC. In order for student hours to be counted, the summary sheet must indicate the hours are approved with faculty name and ASHA number. This is all that is required by ASHA. Although the summary sheet has a place for an additional signature, this signature is **not** required for the hours to be accepted.