

Area: Program Administration
Subject: Equipment and Materials
Policy No.: 230

POLICY

It is the policy of the clinical service programs of the Department of Communication Disorders (Center for Communication Disorders, Access Network, Southern Connecticut Audiology Services) to maintain equipment and materials in speech-language pathology and audiology necessary to provide effective professional services.

PURPOSE

The purpose of this policy is to ensure that materials and equipment available to the clinical service programs of the Department of Communication Disorders are complete and updated, in order to provide comprehensive services in speech-language pathology and audiology.

PROCEDURES

1. The department will purchase and maintain a sufficient inventory of current speech-language and audiological equipment and materials to provide its clinical service program staff with a large variety of assessment tools and treatment resources.
2. On an ongoing basis, the inventory of speech-language materials/equipment will be checked for completeness. Materials required for reorder or replacement will be noted, as well as equipment requiring repair.
3. As needed;
 - a. the Clinical Director will receive requests for supplies and equipment purchases from staff throughout the academic year.
 - b. purchase requests will be reviewed by the Director and be forwarded to the Departmental Chair for approval.
 - c. if modifications to this purchase request are necessary, the Chair will return the request to the Director who in turn will make the modifications with the appropriate staff.
 - d. once approved, the request will be purchased through the University purchasing department or with the clinical services P-Card.