

## Speech-Language Pathology Program Clinical Placement Task Checklist for Clinical Instructors

### **Thinking of taking a student?**

- Review the [Clinical Education Handbook](#) regarding requirements and procedures.
- Contact the Director of Clinical Education (DCE) Justine Hamilton at [hamilj13@mcmaster.ca](mailto:hamilj13@mcmaster.ca) or 905-525-9140 x27803 to express interest in taking a student.
- If not already done, complete and return to the DCE the Clinical Instructor (CI) Profile and Placement Site Profile.
- If not already done, participate in a site visit with the DCE to complete site paperwork and a Memorandum of Understanding (aka Affiliation Agreement).

### **Once a student has been matched to a clinical placement site:**

- Within 2 weeks of the match, the CI will receive an Introductory Letter, Summary of Units and Courses, and Student Profile in PDF form via email from the student.
- Review these documents. If there are any concerns, contact the DCE. If there are no concerns, reply to student to confirm receipt of paperwork, start date, etc.
- If there are additional requirements or forms the student must complete before the placement, inform the student and the DCE as soon as possible.
- Sign and submit (via MacDrop) the [COU-MAESD Letter to Placement Employer](#).
- Review [HSPNet training materials](#).
- Review clinical supervision [Training and Resource materials](#).

### **On the student's first day:**

- Arrange time to meet with the student to review content submitted in the Introductory Letter and Student Profile, including learning styles, clinical placement and supervision expectations, and discuss if you would like to see the Structured Reflection Log on a weekly basis or just as part of mid-term and final evaluations.
- Discuss the clinical placement hours and schedule with the student.
- Complete the [Safety Orientation Checklist](#) with the student and submit via MacDrop.

### **During the first week:**

- Pre-book times with student for the mid-term and final evaluations.
- Discuss the preferred process for reviewing the student's tracking of hours for CASLPO registration.
- Review and confirm the student's SMART goals.

### **At any time during the placement:**

- Contact the DCE as soon as possible if support is needed for clinical activities or learning.

### **At mid-term:**

- Complete all evaluation responsibilities ([progress on SMART Goals, Structured Reflection Logs, progress on Clinical Practice Competencies](#))
- Contact the DCE if there is any risk of failing any area of evaluation.

### **At final:**

- Complete all [evaluation responsibilities](#) and submit via HSPNet (Evaluation of Clinical Competencies) and MacDrop (Evaluation of Smart Goal Attainment, Evaluation of Structured Reflection Logs). Ensure all forms are completed correctly. Retain a complete copy for your own records.
- You will be contacted the Director of Administration to arrange payment of the stipend.