



McGILL UNIVERSITY
Faculty of Medicine
School of Communication Sciences & Disorders
Winter 2020

SCSD-682: 1 Credit
Practicum & Seminar II: Speech-Language Pathology Documentation
Course Time: Mondays 11:15-1:15 pm; Location: SCSD, Room 862

Instructor: Sophie Vaillancourt, M.O.A., M.B.A., S-LP
Office: SCSD, Room 864; Office Phone: 514-398-3071; Email: sophie.vaillancourt@mcgill.ca
Office Hours: By appointment (set up by email)

COURSE OVERVIEW: This is the second in a series of four Practicum & Seminar courses, which focus on various aspects of clinical training. This course reviews the documentation associated with the profession of Speech-Language Pathology (S-LP) as well as other clinical expectations and practices. The 1st Year Winter Practicum is part of this class.

LEARNING OBJECTIVES:

ROLE 1: EXPERT

Apply profession-specific knowledge to prevent, identify, and manage communication disorders.	
Apply knowledge of communication development and disorders to clinical practice; Apply knowledge of prevention, assessment and intervention processes to clinical practice.	
Use the knowledge you have learned in class to participate in prevention, assessment or intervention activities while on placement.	Winter Practicum & associated paperwork.

ROLE 2: COMMUNICATOR

Communicate respectfully and effectively using appropriate modalities	
Use language appropriate to the client and context, taking into account age, culture, linguistic abilities, and education level; Use strategies to facilitate a mutual understanding of shared information.	
Use language that is respectful and appropriate with your clients and their caregivers, your teammates, your Clinical Educator (CE) and other professionals. Be clear and concise when you report information and avoid using S-LP jargon. Try to repair communication breakdowns.	Winter Practicum; Test on Ax reports; Progress report; Class discussions.
Maintain client documentation	
Accurately document services provided and their outcomes; Complete documentation in a timely manner; Comply with regulatory and legislative requirements related to documentation.	
Apply documentation principles learned in class; follow your CEs' guidelines when documenting services in client charts on practicum; respect deadlines; and write plans, notes and reports in an organized, informative, and concise way meeting the standards of the OOAQ and your practicum site.	Test on assessment (Ax) reports; Progress report; Class activity with documents from practicum; All charting done on practicum.

ROLE 3: COLLABORATOR

Establish and maintain effective collaborations to optimize client outcomes
--

Interact effectively with all team members; Recognize and respect the roles and perspectives of other individuals.	
Collaborate effectively and respectfully with other team members to better understand the needs of your clients and deliver appropriate services as well as to complete assignments. Participate equally and respectfully in team assignments and on practicum.	Winter Practicum; Team assignment: progress report; In-class discussions and activities.

ROLE 5: SCHOLAR

Maintain currency of professional performance in order to provide optimal care	
Identify one's own professional strengths and areas for development; Develop a plan for continued development; Use appropriate resources to fulfill training needs (e.g., literature, mentorship).	
Reflect upon and accurately self-evaluate clinical performance (identify strengths, areas to improve, plan and resources). Identify and address gaps between self-assessment and feedback from CE.	Winter practicum: Weekly summaries & feedback forms from CE.

ROLE 6: MANAGER

Manage the clinical setting	
Apply appropriate precautions, risk management and infection control measures, as required.	
Inquire about and follow site-specific precautions, risk management and infection control measures (e.g. hand washing; what to do in a situation of emergency, etc.).	Winter Practicum.

ROLE 7: PROFESSIONAL

Maintain professional demeanour in all clinical interactions and settings	
Maintain confidentiality; Maintain personal and professional boundaries in relationships with clients, colleagues and other professionals; Demonstrate professionalism in all communications, including those involving electronic platforms.	
Do not disclose or access personal or confidential information unnecessarily. Remain professional and respect boundaries with your clients, CEs, and other professionals (you are in a work environment, not with your friends). Be professional in your verbal and written communications with your clients, teammates, instructors, and CEs.	Winter Practicum; All communications and assignments.
Practice ethically	
Adhere to professional code of ethics, as defined within one's jurisdiction; Identify one's own biases, as they relate to the care of a client.	
Understand and implement the relevant codes of ethics (OOAQ, SAC, and site) as well as the Code of Conduct of the Faculty of Medicine. Identify your own biases and discuss them with your CE or on your weekly summaries.	Winter Practicum; Weekly summaries.
Adhere to professional standards and regulatory requirements	
Comply with professional standards and regulatory and legislative requirements within one's jurisdiction.	
Understand and implement the rules and regulations from the OOAQ, SAC, and the Clinical Training Manual.	Winter Practicum; Quiz on CTM & Clinical Hours; Class activity with doc. from practicum; Test on Ax reports.

Note: ROLE 4: ADVOCATE is not specifically targeted in this class.

INSTRUCTIONAL METHOD:

- The course consists of lectures/seminars, practical activities, as well as some assignments.
- Polling will sometimes be used in this course to enhance engagement, increase interactivity, etc... Polling will not be used for assessment purposes; no grades will be attached to its use.
 - During a class with polling questions, you will respond to questions from the instructor from a personal device (smartphone, tablet, or laptop).
 - Students should come to class with their devices charged and connected to the Internet.
 - Polling will be available through www.mcgill.ca/polling.
 - To participate in Polling sessions, you MUST first register for an account by clicking on Register Your Account at www.mcgill.ca/polling and logging in with your McGill username and password. Follow the prompts to agree to the terms of use and create your account. For more information, please visit the Getting Started for Students section at www.mcgill.ca/polling.
 - For any technical problems with polling, please contact the IT Service Desk: <http://www.mcgill.ca/it/get-started-it/need-help>.
 - If you do not have a phone, tablet, or laptop to use to respond to polling questions, please contact the instructor immediately in order for appropriate arrangements to be made.
 - To maintain a safe and respectful classroom environment, please ensure that any polling responses you submit are appropriate and relevant to the question asked. Please note that unless the poll is labelled as anonymous, your responses are identifiable to the instructor. Please see the Code of Student Conduct and Disciplinary Procedures.

REQUIRED COURSE MATERIALS:

- Clinical Training Manual (CTM);
- Other required readings will be available on *myCourses* or on the SCSD's website (<https://www.mcgill.ca/scsd/clinical/students>). Required readings are specified on the class schedule (page 6) under the relevant class.

COURSE CONTENT: Practicum & Seminar II consists of:

- i) Coursework/Seminars which provide:
 - an overview of the documentation associated with the profession of S-LP;
 - an overview of various S-LP clinical expectations and practices.
- ii) 1st Year Winter Practicum:
 - 12-day placement in either an adult or paediatric setting.

REQUIREMENTS:

Students are required to attend lectures (mandatory attendance) and their practicum, participate in class discussions, participate in practicum activities, complete required readings, complete assignments, and submit required paperwork related to their practicum.

EVALUATION: This course will be graded on a **Pass/Fail** basis (P=Pass, F=Fail).

PASS criteria

- Student attended all classes (or completed make-up assignments, if unable to attend class; Student must ask for permission to miss class before the class starts);
- Student participated equally and respectfully in team work, assignments and practica experiences (when proved otherwise, the student will receive an 'F' grade). Any issues that arise should be brought up with Sophie Vaillancourt immediately. See additional information in section on teamwork called 'Responsibilities towards the Practicum Team' in the Clinical Training Manual;
- Student completed all assignments;
- Student obtained a PASS for the winter practicum from the Coordinator of Clinical Education based on the CEs' weekly feedback, mid and final evaluations, and other information from the CE/site or practicum paperwork;
- Student obtained a global grade of 65% and above for the following assignments:

Assignment	Sub Roles Targeted	Expected Performance Level	% of Total Grade	Due Date
Paperwork	Apply profession-specific knowledge	Novice to Advanced Beginner	40%	Outlined in CTM; Usually: before 11:59 on Sunday following completion of activity
	Communicate respectfully			
	Maintain currency of professional performance			
	Professional demeanour			
	Practice ethically			
Adhere to professional standards and regulatory requirements				
Quiz on CTM, Novice to Expert, and Hours	Maintain currency of professional performance	Advanced Beginner	10%	January 13, 2020
	Manage the clinical setting			
	Adhere to professional standards and regulatory requirements			
On-line Test on Ax Reports (this is an EPA*)	Communicate respectfully	Novice	20%	TBD in class
	Maintain client documentation			
	Adhere to professional standards and regulatory requirements			
Bring to class 1 of each: SOAP note, intervention plan, lesson plan; Summary of how they follow or not OOAQ standards	Communicate respectfully	Novice	10%	Documents from practicum: March 30, 2020; Summary: April 6, 2020
	Maintain client documentation			
	Adhere to professional standards and regulatory requirements			
Progress Report	Communicate respectfully	Novice	20%	April 6, 2020
	Maintain client documentation			
	Establish and maintain effective collaborations			
	Adhere to professional standards and regulatory requirements			

*EPA: Entrustable Professional Activity

Instructions for paperwork submission:

- The student submits pre-practicum paperwork (e.g., immunization document, criminal record check) according to the guidelines outlined in the Clinical Training Manual to practicum.scsd@mcgill.ca;
- The student hands in all documents from practicum activities as well as Hours Forms from other Courses or Labs according to the criteria in the Clinical Training Manual;
- The student submits weekly mandatory practicum paperwork to practicum.scsd@mcgill.ca from the student's name@mail.mcgill.ca account before 11:59 on the Sunday following the completion of the activity or following the reception of a form (same week);
- Please note that documents not submitted from a name@mail.mcgill.ca will go to "spam" and will not be retrieved from that box;
- Documents may only be submitted in .pdf format unless otherwise specified;
- Documents may not be upside down and backwards and must be legible;
- Documents must be signed, dated, and complete;
- It is the student's responsibility to check that the documents they are submitting are complete, in the correct format, and submitted appropriately;
- The student refers to the Clinical Training Manual before emailing the CCE to inquire about paperwork submission.

McGILL POLICY STATEMENTS:

Academic Integrity

McGill University values academic integrity. Therefore all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see www.mcgill.ca/students/srr/honest/ for more information).

Language of Submission

In accord with McGill University's Charter of Students' Rights, students in this course have the right to submit in English or in French any written work that is to be graded. This does not apply to courses in which acquiring proficiency in a language is one of the objectives.

Conformément à la Charte des droits de l'étudiant de l'Université McGill, chaque étudiant a le droit de soumettre en français ou en anglais tout travail écrit devant être noté (sauf dans le cas des cours dont l'un des objets est la maîtrise d'une langue).

ADDITIONAL STATEMENTS:

Health and Wellness Resources at McGill

Student well-being is a priority for the University. All of our health and wellness resources have been integrated into a single Student Wellness Hub, your one-stop shop for everything related to your physical and mental health. If you need to access services or get more information, visit the Virtual Hub at mcgill.ca/wellness-hub or drop by the Brown Student Services Building (downtown) or Centennial Centre (Macdonald campus). Within your faculty, you can also connect with your Local Wellness Advisor (to make an appointment, visit mcgill.ca/lwa).

Students with Disabilities

As the instructor of this course, I endeavor to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me and the Office for Students with Disabilities, 514-398-6009.

Intellectual Property

© Instructor-generated course materials (e.g., handouts, notes, summaries, exam questions, etc.) are protected by law and may not be copied or distributed in any form or in any medium without explicit permission of the instructor. Note that infringements of copyright can be subject to follow up by the University under the Code of Student Conduct and Disciplinary Procedures.

CLASS SCHEDULE (confirmed as of January 10, 2020)

Date	Topics and Readings	
January 6	Preparation for Practicum: Peer Coaching Model of Supervision & Overview of Practicum & Seminar II	
January 13	Clinical Training Manual & Novice to Expert Continuum & Clinical Hours QUIZ: This will be an in-class open-book quiz <i>Readings: Clinical Training Manual, Continuum for SLP Learners: From Novice to Expert, SAC Description of Clinical Hours. The Quiz will be on all 3.</i>	
January 20	Clinical Record Keeping I: Introduction to Client Documentation & Progress/Case/SOAP Notes <i>Readings (all available on myCourses):</i> 1. Cameron, S. & Turtle-Song, I. (Summer 2002). Learning to Write Case Notes Using the SOAP Format, <i>Journal of Counseling & Development</i> , 80, 286-292. 2. SOAP Notes – Framework 3. SOAP Notes – Samples	
January 27	11:15-12:15	French test needed to become a member of the OOAQ Presentation from the <i>Office de la langue française</i> (OQLF) Students not staying in Qc after graduation do not have to attend
	12:15-1:15	Final Internship Discussion Guest Speaker: Kelly Root
February 3	Clinical Record Keeping II: Assessment Reports <i>Readings: 4 sample assessment reports available on myCourses</i>	
February 10	Clinical Record Keeping II: Assessment Reports (cont'd)	
February 17	In-class Preparation for Test on Assessment Reports	
February 24	Working with Indigenous Populations Guest speakers: Alex Allard-Gray, Outreach Administrator, Indigenous Health Professions Program; Fayden Bokhari, S-LP, Kahnawake Education Center	
March 2	No class – Study Break	
March 9	Clinical Record Keeping III: Intervention/Treatment Plans	
March 16	Clinical Record Keeping IV: Lesson Plans	
March 23	Clinical Record Keeping V: Progress Reports <i>Readings: 3 sample progress reports available on myCourses</i>	
March 30	S-LP Documentation: from Class to Practicum <i>Bring to class 1 of each: SOAP note (or other format of a case note), intervention plan & lesson plan. Make sure to hide/replace all confidential information.</i>	
April 6	Canadian Regulatory Bodies & Preparation for Spring Practicum Course Evaluation – bring your laptop	
April 13	No class – Easter Monday	

ACTIVITY SCHEDULE: SCSD MANDATORY ACTIVITES

Jan. 15 or 29 4:00-6:00	IPEA 501 Regular classes will be rescheduled if needed. Location: TBC. <i>Required readings and homework will be available on myCourses through the IPEA course.</i>
January 27 5:00-7:30	Outreach Guest Speaker Series Guest Speakers: Stefano Rezzonico & Marylène Dionne. Location: Meakins Auditorium, McIntyre building.