

Verification of Technical Proficiency of a Speech-Language Pathology Assistant

Speech-Language Pathology Assistant Name: _____

Supervisor(s) Name: _____

Program/Facility Name: _____

Skills	Achievement of Skill	
	Yes	No
Clerical/Administrative Skills		
Assists with clerical skills and departmental operations (e.g. preparing materials, scheduling activities, keeping records)		
Participates in in-service training		
Performs checks, maintenance, and calibration of equipment		
Supports supervising SLP in research projects and public relations programs		
Collects data for quality improvement		
Prepares and maintains patient/client charts, records, graphs for displaying data		
Interpersonal Skills		
Uses appropriate forms of address with patient/client, family, caregivers, and professionals (e.g. Dr., Mr., Mrs., Ms.)		
Greets patient/client, family and caregiver and identifies self as a speech-language pathology assistant		
Restates information/concerns to supervising SLP as expressed by patient/client, family and caregivers as appropriate		
Directs patient/client, family and caregivers to supervisor for clinical information		
Is courteous and respectful in various communication situations		
Uses language appropriate to a patient/client, family, or caregiver's education level, communication style, developmental age, communication disorder and emotional state		
Demonstrates awareness of patient/client needs and cultural values		
Conduct in Work Setting		
Recognizes own limitations within the ASHA SLP Assistant Scope of Practice		
Upholds ethical behavior and maintains confidentiality as described in the ASHA SLP Assistant Scope of Practice		
Maintains client records in accordance with confidentiality regulations/laws as prescribed by supervising SLP		
Discusses confidential patient/client information only at the direction of supervising SLP		
Identifies self as an assistant in all written and oral communication with the client/patient, family, caregivers, and staff		
Demonstrates ability to explain to supervising SLP the scope of information that should be discussed with the patient/client, family, caregivers and professionals		
Arrives punctually and prepared for work-related activities		
Completes documentation and other tasks in a timely manner		
Maintains personal appearance and language expected for the specific work setting		
Evaluates own performance		
Uses screening instruments and implements treatment protocols only after appropriate training and only as prescribed by supervising SLP		
Seeks clarification from supervising SLP as needed to follow the prescribed treatment or screening protocols		

Actively participates in interaction with supervisor demonstrating use of supervisor's feedback		
Maintains accurate records representing assigned work time with patients/clients		
Implements appropriate infection control procedures and universal precautions consistent with the employer's standards and guidelines		
Implements injury prevention strategies consistent with employer's standards and guidelines		
Uses appropriate procedures for physical management of clients according to employer's standards and guidelines and state regulations		
Technical Skills as Prescribed by Supervising SLP		
Accurately administers screening instruments, calculates and reports the results of screening procedures to supervising SLP		
Provides instructions that are clear, concise, and appropriate to the client's developmental age, level of understanding, language use and communication style		
Follows treatment protocol as developed and prescribed by supervising SLP		
Provides appropriate feedback to patients/clients as to accuracy of their responses		
Identifies and describes relevant patient/client responses to supervising SLP		
Identifies and describes relevant patient/client, family, and caregiver behaviors to supervising SLP		
Uses appropriate stimuli, cues/prompts with the patient/client to elicit target behaviors as defined in the treatment protocol		
Maintains on-task or redirects off-task behavior of patients/clients in individual or group treatment, consistent with the patient/client's developmental age, communication style and disorder		
Provides culturally appropriate behavioral reinforcement consistent with the patient/client's developmental age and communication disorder		
Accurately reviews and summarizes patient/client performance		
Uses treatment materials that are appropriate to the developmental age and communication disorder of the patient/client and the culture of the patient/client/family.		
Starts and ends the treatment session on time		
Obtains co-signature of supervising SLP on documentation		
Accurately records target behaviors as prescribed by supervising SLP		
Accurately calculates chronological age of the patient/client		
Correctly calculates and determines percentages, frequencies, averages and standard scores		
Uses professional terminology correctly in communication with supervising SLP		
Maintains eligible records, log notes, and written communication		
Appropriately paces treatment session to ensure maximum patient/client response		
Implements designated treatment objectives/goals in specific appropriate sequence		