**Speech-Language Pathology Assistant/Aide**

**Competency Checklist**

Name:

Supervising SLP:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date |  | **Interpersonal Skills/Expressive and Written Communication** | Satisfactory | NeedsImprovement | N/A |
|  | 1.1 | Uses appropriate forms of address with client, family, caregivers and professionals. |  |  |  |
|  | 1.2 | Restates information/concerns expressed by the client, family, and caregivers as appropriate to the supervising SLP. |  |  |  |
|  | 1.3 | Is courteous and respectful in various communication situations. |  |  |  |
|  | 1.4 | Uses language appropriate to a person’s developmental age, educational level, communication style, and communication disorder. |  |  |  |
|  | 1.5 | Responds appropriately to client, family, & caregiver emotional states and behaviors. |  |  |  |
|  | 1.6 | Uses professional terminology correctly in communication with supervising speech-language pathologist. |  |  |  |
|  | 1.7 | Identifies self as an assistant/aide in all written and oral communication with client, family, caregivers and staff. |  |  |  |
|  | 1.8 | Maintains client records in a secure manner at all times as prescribed by the supervising speech-language pathologist. |  |  |  |
|  | 1.9 | Discusses confidential client information only at the direction of the supervising speech-language pathologist. |  |  |  |
|  | 1.10 | Demonstrates ability to explain to the speech-language pathologist the scope of information that should be discussed with others. |  |  |  |
|  | 1.11 | Completes clerical tasks accurately and in a timely manner. |  |  |  |
|  | 1.12 | Directs patient/client, family & others to supervising SLP for clinical information. |  |  |  |
|  | 1.13 | Upholds ethical behavior as described in the ASHA Code of Ethics |  |  |  |

Comments:

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Supervising SLP:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date |  | **Screening as Prescribed by the SLP** | Satisfactory | NeedsImprovement | N/A |
|  | 2.1 | Accurately administers screening instruments. |  |  |  |
|  |  | a. Fluharty  |  |  |  |
|  |  | b. Hearing Screening |  |  |  |
|  |  | c. |  |  |  |
|  |  | d. |  |  |  |
|  | 2.2 | Accurately computes and reports the results of screening procedures to the supervising speech-language pathologist. |  |  |  |
|  | 2.3 | Describes to the speech-language pathologist clinically relevant information observed during the screening process. |  |  |  |
|  | 2.4 | Uses screening instruments only after training. |  |  |  |

Comments:

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Supervising SLP:

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| --- | --- | --- | --- | --- | --- |
| Date |  | **Administering Treatment Protocols** **As Prescribed by SLP** | Satisfactory | NeedsImprovement | N/A |
|  | 3.1 | Provides appropriate stimuli to elicit target behaviors. |  |  |  |
|  | 3.2 | Provides instructions that are clear, concise and appropriate to the client’s developmental age, level of understanding, language use, and communication style |  |  |  |
|  | 3.3 | Follows treatment protocol as developed by the speech-language pathologist. |  |  |  |
|  | 3.4 | Provides accurate feedback based on the correctness of the client’s response consistent with the treatment protocol. |  |  |  |
|  | 3.5 | Identifies and describes clinically relevant patient, family, and caregiver behaviors to the supervising speech-language pathologist. |  |  |  |
|  | 3.6 | Uses appropriate cues/prompts with the client as defined in the treatment protocol. |  |  |  |
|  | 3.7 | Maintains or redirects on-task behavior of clients in individual or group treatment consistent with the client’s developmental age, communication style, and disorder. |  |  |  |
|  | 3.8 | Provides appropriate behavioral reinforcement consistent with the client’s developmental age, cultural preferences and communication disorder. |  |  |  |
|  | 3.9 | Implements treatment goals and objectives in the sequence specified in the treatment protocol. |  |  |  |
|  | 3.10  | Accurately explains to the client the treatment tasks specified in the treatment protocol. |  |  |  |
|  | 3.11 | Accurately reviews and summarizes client performance. |  |  |  |
|  | 3.12 | Starts and ends the treatment session on time. |  |  |  |

Comments:

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Supervising SLP:

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| --- | --- | --- | --- | --- | --- |
| Date |  | **Administering Treatment Protocols As Prescribed by SLP**  | Satisfactory | NeedsImprovement | N/A |
|  | 3.13 | Uses appropriate materials and prepares treatment materials before the beginning of treatment session. |  |  |  |
|  | 3.14 | Prepares culturally sensitive treatment materials appropriate to the client’s communication disorder. |  |  |  |
|  | 3.15 | Sets up and operates clinical equipment (assistive listening devices, augmentative communication devices, computers) |  |  |  |
|  | 3.16 | Administers treatment protocols only after appropriate training. |  |  |  |
|  | 3.17 | Implements infection control procedures and universal precautions consistent with the employer’s standards and guidelines. |  |  |  |
|  | 3.18 | Implements injury prevention strategies consistent with the employer’s standards and guidelines. |  |  |  |
|  |  | **Computing and Reporting Clinical Data** |  |  |  |
|  | 4.1 | Accurately calculates chronological age of the client from clinical records or based on client/caregiver report. |  |  |  |
|  | 4.2 | Correctly calculates percentages, frequencies, and averages. |  |  |  |
|  | 4.3 | Correctly records target behaviors. |  |  |  |
|  | 4.4 | Correctly determines percentiles and standard scores from test manuals as prescribed by the supervising speech-language pathologist. |  |  |  |
|  | 4.5 | Maintains accurate records representing assigned work time with clients. |  |  |  |
|  | 4.6 | Maintains legible records, log notes, and written communication in a manner prescribed by the supervising speech-language pathologist. |  |  |  |

Comments:

 Revised 3/30/16