



# Rancho Los Amigos National Rehabilitation Center

## Communication Disorders Department Policy and Procedure

**SUBJECT: PROVISION OF SUPERVISION  
FOR CFY/RPE PERSONNEL**

**Policy No.: 207  
Supersedes: January 1992  
Revision Date: July 2022  
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### **Purpose:**

To specify the standards for supervision for CFY/RPE personnel.

### **POLICY:**

The Communication Disorders Department complies with the regulations of the Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board of the State of California Department of Consumer Affairs. Required Professional Experience (RPE) and the standards of supervision established by the American Speech-Language and Hearing Association (ASHA), for supervision of Clinical Fellows (CFY).

### **PROCEDURES:**

1. To meet ASHA requirements for CF supervision, the mentor clinician must:
  - hold ASHA certification (CCC-SLP),
  - have completed a minimum of nine months of practice experience post-certification, and
  - have earned at least [two hours of professional development](#) post-certification (one-time requirement) in the area of supervision and/or clinical instruction.
2. Speech-Language Pathology and Audiology Clinical Fellow (CFY/RPE) candidates are directly supervised by a licensed and certified person within the respective profession at least 8 hours per month while providing direct patient care (screening, assessment and therapy.) Indirect supervision may occur through monitoring of indirect patient care activities at least 4 hours per month. This includes: Reviewing reports and other documentation; b. Monitoring of reporting at team conferences; c. Attending family conferences and counseling sessions d. Discussing evaluation and treatment plans.
3. The supervisor is responsible for reviewing the CFY/RPE candidate's performance on a monthly basis and providing written evaluation at 3, 6, and 9 month intervals. As stated by the California State licensure board, "This performance review includes client management activities in the following areas: • Evaluation and assessment procedures • Intervention activities or treatment procedures • Interpersonal skills with clients/patients and family members as well as conferencing with other professionals • Record Keeping • Report writing and/or other case management documentation."
4. The CFY/RPE candidate is responsible for submitting copies of the following documents for filing in the employee's CDD personnel file:
  - a. Registration and approval of Required Professional Experience (RPE)
  - b. Clinical Fellowship Registration Agreement
  - c. Verification of RPE
  - d. Verification of speech-language pathology licensure
  - e. Clinical Fellowship report
  - f. Documentation of certificate of clinical competence

### **Sources:**

1. [ASHA A Guide to the ASHA Clinical Fellowship Experience](#)
2. [Required Professional Experience performance review form \(ca.gov\)](#)

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Director, Communication Disorders Department