



# Rancho Los Amigos National Rehabilitation Center

## Communication Disorders Department Policy and Procedure

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**SUBJECT: STUDENT EXTERNSHIP PROGRAM**

**Policy No.: 209**  
**Supersedes: September 1990**  
**Revision Date: July 2022**  
**Page: 1 of 4**

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### **PURPOSE:**

To outline the Student Externship Program.

### **POLICY:**

The Communication Disorders Department is committed to providing clinical and professional training opportunities for students in the fields of speech-language pathology and audiology. The Department benefits by recruiting entry level speech-language pathologists and audiologists who have successfully completed the Student Externship Program.

### **PROCEDURES:**

Students are formally interviewed and selected for the Student Externship Program. The Student Externship Program is a full-time experience for a minimum of eleven weeks. Students gain clinical experience in acute inpatient/outpatient rehabilitation with placement determined by the student's interests and availability of field supervisors.

Full-time externships are encouraged in order to maximize the learning experience. In certain circumstances, part-time externships are available in order to accommodate academic commitments. Schedules will be modified as required for part-time externs. Clinical hours and patient diagnoses vary depending upon hospital admissions and are not within the control of CDD.

### **POLICY: Academic Externship/Advanced Level Training Program**

The Communication Disorders Department works with the DHS Contracts and Grants Department to establish contracts with academic training programs in speech-language pathology and audiology in accordance with the Rancho Los Amigos National Rehabilitation Center policy on Rehabilitation Therapy Student Training Programs.

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EFFECTIVE DATE: September 1990  
REVIEWED DATE: July, 2022

COUNTY OF LOS ANGELES • DEPARTMENT HEALTH SERVICES

Signature(s) on File.

1. Each training program requesting a contract must complete and submit an Advanced Level Training Program Affiliation Agreement to LA County/Contracts and Grants Department.
2. When the Communication Disorders Department is informed by Rancho's Contract Monitor regarding contract status, the program process will proceed according to established guidelines.
3. Files on affiliating academic programs are updated prior to student placement, including review of the current updated University/College insurance policy.

**POLICY:** Student Application Process

As an Equal Opportunity Employer, the Communication Disorders Department welcomes all qualified students regardless of race, color, national origin, religion, age, sex or disability. Prerequisites for the student externship program include:

1. Audiology
  - a. Graduate standing in audiology program
  - b. Prerequisite courses in audiology, neuroanatomy, and neurogenically based disorders.
2. Speech-Language Pathology
  - a. Graduate standing in a speech-language pathology program **or**
  - b. Current participation in a Speech-Language Pathology Assistant training program.

**PROCEDURES:**

1. Interested students submit a completed Student Data Form via their university's clinical advisor to the CDD Student Externship Coordinator. The application includes at least one letter of recommendation and current resume.
2. Upon receipt of the Student Data Form, an interview is conducted (in person or remotely).
3. Students and the Academic Program Externship Coordinator are notified upon acceptance to the CDD Student Externship Program. The CDD Externship Coordinator determines the student's placement with an externship supervisor and establishes the dates of the externship.
4. Prior to beginning the externship, the following must be completed:
  - a. Student Health Report verifying negative TB test within 90 days of beginning externship and proof of vaccination records.
  - b. Proof of malpractice insurance provided by university or student during period of externship.
  - c. A Sponsor/proxy par submission is submitted electronically to Human Resources.
  - d. Verification from Human Resource Department that candidate meets all applicable county workforce requirements (e.g. LACO LIVE SCAN).

**POLICY:** Orientation and Training

Students participate in a structured clinical and professional experience with supervision provided by the assigned clinical supervisor. This program consists of one week of orientation to CDD and to pertinent intranet-based hospital policies and procedures followed by a minimum of 10 weeks of clinical training on a designated medical/rehab unit or specialty program.

**PROCEDURES:**

1. All students receive a Student Externship Orientation at the beginning of their externship which is provided by their Clinical Supervisor. Information includes student externship guidelines /timeline of expectations and student extern responsibilities, hospital and departmental information, documentation, continuing education, general clinical information, and specific information related to assigned medical unit or specialty program.
2. The orientation checklist is completed by the clinical supervisor and student extern within the first two weeks of the externship. Students are informed via the intranet of hospital policies and procedures. Computerized completion certificates are generated and are placed within the student's CDD file managed by the Externship Coordinator.
3. The clinical supervisor provides informal verbal and /or written feedback on a weekly basis regarding clinical and professional skills. Students are provided a formal midterm and final report. The student provides the required University/College forms to their clinical supervisor for completion.
4. The Communication Disorders Department requires on-going consultation by the University, regarding students participating in the externship program. This consultation includes but is not limited to one visit to RLANRC during the student's externship program. At this time, the Communication Disorders Department clinical supervisor communicates with the appropriate university faculty member to discuss the student's performance at the mid-term. This communication may be conducted in-person or remotely.
5. The Communication Disorders Department maintains complete records of student performance and submits midterm and final evaluation reports of student performance to the university. The student is responsible for submitting the signed clinical hours log to the university at the completion of the externship.

**POLICY:** Supervision of Students

The Communication Disorders Department provides supervision of students according to the standards set forward by the American Speech-Language and Hearing Association.

**PROCEDURES:**

All supervision is provided by speech-language pathologists or audiologists who hold the Certificate of

Clinical Competence and a valid California State License in the appropriate area of specialty. Supervisors have a minimum of two years' experience post licensure.

1. Each student's clinical responsibilities will be supervised throughout the externship program. The amount and type of supervision may vary according to the student's progress. Initially, a student will be directly supervised 100 percent of the time. As the student progresses, the amount of direct supervision will decrease, based on the supervisor's assessment of the needs of the student.
2. The clinical supervisor will complete documentation of the type and amount of supervision

**POLICY:** Student Responsibilities and Guidelines for Dismissal

Student externs in speech-language pathology and audiology are expected to perform clinical and professional responsibilities as determined by their clinical supervisor and the requirements of their University/College Program.

**PROCEDURES:**

1. Students observe the same level of professional dress, conduct, and responsibilities as licensed therapy staff.
2. Students are responsible for working the hours that have been approved by their clinical supervisor. Anticipated absences should be submitted for approval to the student's supervisor as far in advance as possible. In the event of an illness, the Departmental office and student supervisor should be notified no later than 8:15 a.m. If illness necessitates leaving during the course of the day, proper notification must be given. Students observe the same holiday schedule as professional staff.
3. Students must maintain a daily log of diagnostic and treatment hours. This log should include date, patient diagnosis, type of clinical treatment hours.
4. All written documentation entered in the patient's electronic medical record is to be reviewed and co-signed by the clinical supervisor.
5. Students with one or more of the following behaviors will be referred to their university/ school for counseling/discipline and will not be allowed to return to Rancho as a clinical site:
  - a. Disregard of policies or procedures which caused (or had the potential to cause) harm to patients, staff, or visitors.
  - b. Patient neglect or abuse.
  - c. Failure to report an act by self or others which caused (or had the potential to cause) harm to patients, staff, or visitor.

**Source: Rancho Los Amigos National Rehabilitation Center Administrative Policy Manuel, Policy Rehabilitation Therapy Student Training Programs, ASHA Accreditation Standards**

