Robert L. Douglass Speech and Language Clinic
Clinic Policies

In order for us to work effectively with all clients please adhere to the following policies.

Attending Therapy

If you have questions about your schedule or want to request modifications you must speak to the Clinic Director. Please do not ask Graduate Student Clinicians to change the days or times of scheduled treatment sessions. Once a schedule has been put in place it is extremely unlikely that it will be changed. If you are unable to attend therapy at the scheduled days and times, you may be removed from the treatment schedule for the semester.

If any type of need arises for the client we must have access to a family member immediately. This is especially important if a client needs to use the restroom during the therapy session (we do not assist clients with toileting needs), becomes ill, or has behavioral issues. If you need to leave the waiting area please make sure that the Graduate Student Clinician has your contact information. Remember that therapy sessions are 50-minutes long and that if you have left the clinic area you must be back by that time. Given their therapy schedules, Graduate Student Clinicians do not have the ability to wait with your child until you arrive and children may not be left unattended in the waiting area. If you are late to pick up the client after a therapy session on a regular basis, that client may be dismissed from therapy.

Late arrivals for therapy sessions will result in a shortened session for that day. Depending upon when you arrive, the session may be cancelled at the discretion of the Supervisor.

Cancelled Sessions

If a therapy session is cancelled by a Graduate Student Clinician, the session will be rescheduled. The make-up session may take place on a different day or time than the client's regularly scheduled session.

If a therapy session is cancelled by a client or their family, every effort will be made to reschedule the session at another time, but this is not guaranteed.

Illness

If the client is ill we ask that he/she not attend clinic.

- Please contact our office at (323) 343-4690 as soon as possible so they may inform the Graduate Student Clinician and Clinical Supervisor that the client will not be present for therapy.
- If a child has missed school that day because of illness we ask that you cancel therapy.
- The client should be fever-free (without medication) for at least 24 hours before returning to therapy.
- If a client has been throwing up or has diarrhea please do not bring them to therapy.

Observing Therapy

Families are encouraged to observe therapy sessions. However, for reasons of privacy for all clients, families (no more than two people at a time) may only observe up to four times during a semester. These observations must be pre-approved by a Clinical Supervisor and the Supervisor must accompany the family during the observation.

Assessment and treatment sessions may not be recorded by family members because of privacy issues related to the training of Graduate Student Clinicians. Sessions are recorded by the University for teaching purposes, but private recordings are not permitted.

Reasons for Dismissal

If the Clinical Supervisor determines that the client is no longer benefitting from therapy at our clinic or has made progress where they are considered to have age-appropriate communication skills, therapy will be discontinued. Please be aware that this is part of the Ethical responsibilities of our profession as stipulated by the American Speech-Language-Hearing Association.

If a client is consistently late or cancels sessions on a regular basis this may result in the client being removed from treatment or not being rescheduled during future semesters.

If a client has severe aggressive or acting out behaviors (i.e., hitting, biting, throwing, kicking) that in any way may harm self or others, including other clients, clinicians, supervisors, family members, or clinical staff members, therapy for the semester may be immediately terminated.

If families are consistently late in picking up a client from therapy or do not remain in the waiting area dismissal will be considered.

If you have any questions do not hesitate to talk to a Clinical Supervisor or the Clinical Director

I have read and understand the above attendance policy for the Robert L. Douglass Speech and Language Clinic. I have been given a copy of this policy.

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Signature of Client/Representative **Date**