OBSERVATION PROCEDURES
Northwestern University, CSD Department

(1) HIPAA Training
Before being allowed to observe client sessions in the clinic, you must complete training on the Health Insurance Portability and Accountability Act (HIPAA). Training sessions are organized once or twice each quarter by NUCASLL (Northwestern University Center for Audiology, Speech, Language, and Learning). Announcements regarding the timing of these training sessions are posted in the CSD Advising course on Canvas. The announcements include a link to a google sheet by which you can sign up for both HIPAA training and observation sessions. However, you will not be allowed to participate in an observation session until you have completed a HIPAA training session.

Even if you have completed HIPAA training elsewhere, you will still need to complete NUCASLL’s HIPAA training program. If you plan on observing in the clinic over multiple years, you must complete HIPAA training annually.

(2) Observation Sign-Up Procedures
You can sign up for one of the prescheduled observation times on the same Google sheet via which you sign up for HIPAA training. You will observe using the Clinic’s state-of-the-art virtual observation system. Observations will be semi guided and involve a variety of patient populations. If you are unable to attend a session for which you have signed up, please cancel your attendance 24 hours in advance so that your slot may be made available for another student.

(3) Documentation
For students who are working towards obtaining 25 observation hours for ASHA requirements for an SLP graduate program, observations should be with a speech-language pathologist who is certified by ASHA. You should obtain that clinician’s signature at the end of the observation session, as clinicians may not sign your form retroactively. A separate tracking sheet designed for SLP students and entitled “Observation Tracking Sheet” is available on SoCiet (society.northwestern.edu; click the advising tab at the top, then the forms link on the right, and scroll down to the CSD section).

These documented observations are not required to complete your undergraduate major requirements and obtain your B.S. degree from Northwestern University. If you intend on pursuing a graduate degree in SLP, your graduate program may require you to submit documentation of your observations hours. You should make copies of your tracking sheet and keep all documents in a safe place that you will easily remember; if you lose your tracking sheet, you may need to redo those observations.

Regardless of whether or not you are trying to fulfill ASHA requirements, the above website also provides an Observation Report with topics and questions to help guide you in identifying important points to observe. Feel free to refer to this document to make your observation experience more informative and meaningful.