

**To be eligible to complete observations in the Penn State Speech, Language, and Hearing Clinic, undergraduate CSD students must do the following:**

- 1. Complete Penn State University Privacy Training. All student observers must be trained in appropriate privacy practices to maintain patient confidentiality.** HIPAA (Health Insurance Portability and Accountability Act of 1996) is United States legislation that provides data privacy and security provisions for safeguarding medical information. A HIPAA training course in Canvas is available for CSD students in Canvas Pride as a non-credit “group” course. Enrollment pass code for the “HIPAA for Students” Pride is: 3b57b12700  
Complete the training, take the quiz, PRINT the certificate of completion and attach to the observation agreement form.
- 2. Carefully review the Observation Agreement and Clinic Dress Code.** Once you review the agreement, sign and date the second page of the form. Attach the HIPAA Certificate of Completion to the signed observation agreement.
- 3. Turn in the signed Observation Agreement and HIPAA certificate** of completion to Mrs. Dawn Williams, Clinic Administrative Assistant, in the clinic. Mrs. Williams will file your completed forms. Once these forms are on file you are eligible to sign up for observations.
- 4. Signing Up for Observations:** Observation of speech and hearing sessions held at the Penn State Speech, Language, and Hearing Clinic can be completed by signing up on the observation sheets posted on the 4<sup>th</sup> floor bulletin board in the Ford Building, just outside of Mrs. Kowalski’s office. The time, type of intervention, and room number will be listed on this sign up. *Please note that there is a start-up time of a few weeks at the beginning of the semester when clients are first being seen by new graduate clinicians. Observations may not be available until several weeks after start of a new semester.*