

# Form D

## Competency Rating Scale for Speech-Language Pathology Assistants

SLP Assistant Name:		Registration #
SLP Assistant Primary Supervisor:		License #
Site Name & Location:		

### SKILLS:

- 1- needs assistance, training or modeling
- 2- minimal independence, needs frequent modeling or clarification
- 3- Needs assistance at times, works with some independence
- 4- mostly able to show full independence, seeks for clarification when appropriate
- 5- able to do with full independence, seeks for appropriate clarification, shows full competency within the SLP Assistant scope of practice

Skills	1	2	3	4	5
<b>Clerical Skills</b>					
Assists with clerical skills and department operations (preparing materials, scheduling, keeping records).					
Participates in and seeks for ongoing in-service training.					
Performs checks, maintenance of equipment/materials as needed.					
Prepares and maintains patient/client/ student charts, records or graphs.					
<b>Interpersonal Skills</b>					
Interacts positively with a respectful attitude towards client/student/patient.					
Greets patient/client/ student, parent, and all other professionals with appropriate forms of address and identifies self as SLP Assistant in all situations.					
Relays information and concerns to supervising SLP from teachers, team members, family, client as appropriate for SLP Assistants. Does not share or volunteer information that should be shared by SLP.					
Communicates respectfully with other team professionals.					
Uses language appropriate to a patient/client/student's or family's education level and understanding, developmental age or communication disorder.					
Demonstrates awareness and respect for a patient/client/student's cultural background and values.					
Works collaboratively with SLP. Shows ability to express ideas, concerns, session data and student/client/patient performance.					

**Professional Conduct In Work Setting**

Recognizes and respects limitations within SLP Assistant Scope of Practice. Demonstrates ethical behavior and understanding at all times.					
Demonstrates awareness and use of confidentiality within the work setting appropriate to patient/client/student records and interaction.					
Identifies self as a SLP Assistant in all written and oral communication.					
Arrives punctually and is prepared for work related activities.					
Completes documentation and other assigned tasks in a timely manner.					
Maintains personal appearance and language use appropriate for work setting.					
Is able to evaluate own performance objectively ( discuss what went well, what to improve upon next session).					
Participates in screening activities appropriately and accurately as directed by SLP.					
Seeks clarification as needed to follow prescribed treatment plan developed by Supervising SLP.					
Actively participates in interaction with SLP Supervisor and incorporates suggestions for improvement into practice.					
Demonstrates appropriate universal precaution and infection controls consistent with setting.					
Uses appropriate methods for physical management of patient/client/student (hand holding, carefully guiding through hallway) if needed according to state guidelines.					
Has target behavior form and all materials needed for each session.					

**Technical Skills**

Accurately follows treatment protocol as developed by Supervising SLP.					
Provides appropriate feedback to the patient/client/student as to the accuracy of their responses.					
Identifies and describes relevant patient/client/student responses to the Supervising SLP.					
Identifies and describes relevant patient/client/student or caregiver behaviors to supervising SLP.					
Uses appropriate stimuli/cues/prompts with the patient/client/student to elicit target behaviors as defined in the treatment protocol.					
Maintains on-task or redirects off-task behavior of patient/client/students in individual or group treatment consistent with the patient/client/student's developmental age, communication style or disorder.					

Provides culturally appropriate behavioral reinforcement consistent with the patient/client/student's developmental age and disorder.					
Accurately reviews and summarizes patient/client/student's Performance verbally and in written documentation.					
Uses treatment materials that are appropriate to the developmental age and communication disorder of the patient/client/student, as outlined in the target behavior form created by the supervising SLP.					
Starts and ends the treatment session on time. Uses appropriate time management skills within the session to be productive.					
Obtains co-signature of Supervising SLP on documentation when needed.					
Accurately records target behaviors as directed by Supervising SLP.					
Correctly calculates and determines percentages, frequency counts, averages and scores for documentation.					
Uses professional language and terminology for interaction with SLP and other team members.					
Maintains eligible and clear log notes, communication and written records.					
Demonstrates ability to work independently to choose lesson/treatment materials or curriculum as appropriate to treatment plan and setting.					
For any skills that are not applicable please put N/A for the skill, as shown here:	N	/	A		

**Additional Skills Necessary for Setting:**


**Summary of SLP Assistant's Strengths and Abilities:**

Areas of Growth or Improvement Targeted	Plan: (How and When will this be done?)	Target Date :