



ORGL 220: Screening Procedures Laboratory

Medical Audiology Sciences Program
Division of Health Professions
Faculty of Health Science
American University of Beirut

Course Syllabus – Fall 2019

COURSE INSTRUCTORS:

Name: Kim S. Abouchacra, PhD, CCC-A, F-AAA
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CLINIC EDUCATORS (CEs):

Names: Kim S. Abouchacra, PhD, CCC-A, FAAA (Clinic)
Malak Abu Safieh, AuD, CCC-S, IF-AAA (Clinic)
Jaime L. Westbrook, AuD, CCC-A, IF-AAA (Clinic)
Mohamad Kaadan, BS, (Lab, Clinic)
Maya Lababidi, BS (Lab, Clinic)

COURSE INFORMATION:

Day / Time: Thursday, 12:00 – 2:00 p.m. (Common Session)
As assigned (Laboratory Session)
As assigned (Clinic Session)
Place: MAS Laboratory (Common & Laboratory Sessions)
AUBMC Audiology Center (Clinic Sessions)
Level/Credits: Undergraduate / 3 semester hours
Prerequisites: MAUD 200; 25 hours of Clinical Observation
Moodle Site: ORGL220 – Screening Procedures Laborat. – Sect.1 (K. S. Abouchacra)

COURSE DESCRIPTION:

This course is beginning-level audiology practicum. Students will complete 90+ hours of clinical training under direct supervision. Clinical activities will include case history intake, biological calibration of equipment, otoscopic examinations, hearing screenings (pure tone, AABR, OAE), and basic immittance testing. A weekly common session is held to discuss infection control, clinical procedures, cases and report-writing. *Prerequisite: 25 hours of clinical observation.*

N.B: Passing grade for this course is 70%.

REQUIRED COURSE TEXTBOOK, BOOKLETS AND SOFTWARE:

Workbook: DeRuiter, M. & Ramachandran, V. (2016). *Basic Audiometry Learning Manual* (2nd Edition). San Diego, CA: Plural Publishing. (Purchase from the AUB Bookstore).

Booklets: ORLG 220 Logbook and ORLG 220 Results Booklet (Purchase from the AUB Bookstore)

Software: AudSimFlex 0.95a software (\$19.95) (Purchase online at <http://audsim.com/asflinfo.shtml>)

Readings: Readings will be made available on Moodle.

COURSE FORMAT:

ORGL 220 is the first practicum course you will take at the AUBMC Audiology Center. It includes various supervised direct and indirect patient contact hours, as well as professional activities. By the end of the semester, each student must complete a **minimum of 60+ hours of direct patient contact and 30+ hours of indirect patient contact or professional activities, under direct supervision of a Clinical Educator (CE)**. To be able to complete these hours, students must participate in three mandatory sessions each week at the AUBMC Audiology Center or the MAS Laboratory. In addition, a weekly **Common Session** is attended by all students. The **Laboratory and Clinic Sessions** will include small groups of students; your schedule for these sessions will be provided throughout the semester.

STUDENT LEARNING OBJECTIVES/OUTCOMES:

1. Follows AUBMC's policies and procedures (e.g., fire safety, waste management, patient confidentiality, patient rights, and infection control).
2. Identifies and incorporates use of universal precautions for controlling infectious diseases in routine patient care.
3. Demonstrates ability to use various audiologic test equipment for hearing assessment (otoscope, audiometer, immittance unit, and otoacoustic emission (OAE) equipment).
4. Demonstrates ability to administer various tasks/test procedures in a timely manner with good reliability (greeting, case history, otoscopy, puretone and speech audiometry, immittance, OAE).
5. Understands core concepts and theory behind clinical test procedures.
6. Demonstrates maturity and professionalism when interacting with clinical educators, co-clinicians, staff members, patients and families.
7. Accurately interprets observations & test results; communicates results orally and in written reports.
8. Completes clinical practicum requirements as scheduled, and maintains a correct record of training activities (logbook and other documentation).

GUIDELINES FOR SUCCESS IN THE COURSE:

The key to being successful in this course is to assure that you are fulfilling your practicum training requirements throughout the semester. To do this, be sure to (a) complete all scheduled sessions (Common, Laboratory and Clinic) each week, (b) familiarize yourself with clinic policies (c) master clinical procedures and use of equipment, (d) take initiative and ask questions, and (e) maintain a signed and up-to-date record of all training activities.

ASSESSMENT METHODS AND GRADING CRITERIA:

The following table summarizes the ways in which your learning will be assessed throughout this course.

GRADING METHOD	DESCRIPTION	% OF GRADE	LINKED TO OBJECTIVE
Documentation	Logbook, Cover Page, Excel Summary, Patient Results/Worksheets, Portfolio	10%	8
Attendance & Professionalism	Attendance (Common, Laboratory & Clinic Sessions); Professional attitude and clinical image	10%	6
Direct Hours (60+ hours)	Direct Patient Contact, mini-FACS, & Hands-On Laboratory Assignments	25%	3, 4, 5, 7, 8
Indirect Hours (15+ hours)	Clinical Reports, AudSim, Case Discussions & Laboratory Assignments	15%	3, 4, 5, 7, 8
Professional Hours (15+ hours)	Readings, Prep Questions, Online Activities	5%	1, 2, 6, 8
Summative Assessments	Mid-term & Final Exams	35%	3, 4, 5, 7

Documentation:

The Documentation component of the course is worth **10% of your grade**. Documentation refers to your ability to provide accurate and certified details of all training hours you have completed, through weekly, monthly and end of semester submissions. You are expected to complete the following number of training hours throughout the semester:

- **By Week 6:** 30+ hours (over Weeks 1 – 5)
- **By Week 11:** 60+ hours (over Weeks 1 – 10)
- **By Final Exams Week:** 90+ hours (over Weeks 1 – 14)

Please check the **Appendix** for the grading RUBRIC that will be used.

The following documentation is due each **Thursday, at 3:00 p.m.** (unless otherwise specified).

1. **Clinical Practicum Logbook:** After each Clinic Session, you must record all activities in your logbook. Your Clinical Supervisor (CE) should certify (*i.e.*, stamp and sign) your logbook immediately after each practicum block, but no later than the assigned weekly day/time. A photocopy of the logbook (pages of the specific week) must be submitted.
2. **Weekly Cover Page:** You must accurately document your weekly direct hours according to activity codes and categories.
3. **Patient Results/Worksheets:** A copy of deidentified test results/worksheets for each patient that you see in the clinic must be signed by your CE and submitted in your course folder.
4. **Excel Summary:** You must summarize and submit your cumulative training hours each week.

End of Semester/Final Submission: You will submit a portfolio of all your training activities. Further details about the portfolio will be given during the course.

You will be graded according to the accuracy of your submissions and the number of hours completed. **(NOTE: If you do not complete the required number of hours during the semester, you will receive an “incomplete” for the course and will not be able to register for ORLG 230. For further information about documentation, please contact Ms. Maya Lababidi (ml30@aub.edu.lb).**

Attendance & Professionalism:

Student attendance and professionalism is worth **10% of your grade**. Your attendance is mandatory and will be recorded for all assigned blocks. Attendance at the weekly Common Session is important because it gives us an opportunity to introduce clinical procedures, discuss assignments, and develop report-writing skills. Laboratory Sessions provide you with various hands-on and simulated activities to help prepare you for the AUBMC Audiology Center. It is essential that you arrive on time because you must complete laboratory activities during assigned session(s). The Clinic Sessions help you apply concepts that you’ve learned in MAUD classes and ORLG laboratories to clinical situations. Students should arrive at least 10 minutes early to their assigned Clinic Session. If you are unable to attend an assigned block (Common, Laboratory and/or Clinic Session) because of an emergency, please inform your CE and send an email to Ms. Lababidi prior to your assigned block. In case of medical issues, please provide a copy of a medical report to Ms. Lababidi.

Points will be deducted for tardiness and unexcused absences. *Excused absences are given for reasons such as illness, death in the immediate family, and personal/family emergency.* As per the rules of the university, “Students who miss more than one-fifth of the sessions of any course in the first ten weeks of

the semester (five weeks in the case of the summer term) are **dropped from the course** if the faculty member has stated in the syllabus that attendance will be taken."

Professionalism will be assessed on the following 10 categories:

- Maintains patient confidentiality (*e.g.*, no discussions about patients outside clinical setting, patient identifying information is kept secure at all times).
- Uses proper interpersonal skills with clinic staff & peers.
- Uses proper interpersonal skills with patients & families.
- Demonstrates good work habits (punctual, dependable, *etc.*).
- Accepts constructive criticism.
- Incorporates feedback & implement changes requested by the CE.
- Shows initiative; seek help when appropriate.
- Follows hospital and departmental procedures.
- Maintains a professional affect (professional attitude, dress, appearance, pragmatic skills, *etc.*).
- Adheres to professional code of ethics (*e.g.*, ASHA, AAA).

Direct Hours:

The Direct Hours component of the course is worth **25% of your grade**, and consists of the following elements. First, your skills during hands-on laboratories will be assessed by the CEs. Second, your CEs will monitor your performance during assigned Clinic Sessions and give immediate feedback as you are working with patients. Third, CEs will complete *Formative Assessment of Clinical Skills (FACS)* throughout the semester, to formally assess your clinical skills. By the end of the semester, you should master the following skills:

- Patient greeting
- Case history taking
- Otoscopy
- Puretone and speech audiometry
- Screening procedures (*e.g.*, OAE, AABR)
- Immittance testing

You will learn additional skills during the semester; however, it is not expected that you will achieve mastery. For further details about the FACS, please refer to the FACS forms at the **ORGL 220 Moodle Site**. Finally, CEs will provide a grade for your overall progress throughout the semester.

You must complete 60+ hours of these activities during the semester. Within these hours, a minimum of 30 tests should be completed in each of the following categories: audiometry, immittance, and OAE. The results of these tests must be maintained in your Results Booklet, which must be purchased from AUB Bookstore.

Indirect Hours

The Indirect Hours component of the course is **worth 15% of your grade**, and is based on your performance on *AudSimFlex 0.95a* assignments, Clinical Reports, and other miscellaneous activities. You must complete 15+ hours of these activities during the semester.

AudSimFlex 0.95a, is a software program designed to help students practice puretone audiometry on various simulated patients. You will complete ten (10) AudSim patients throughout the semester. Your grade will be based on the accuracy of your test results.

By the end of the semester, you will need to write six (6) reports, using the provided *Clinical Report* templates (found at the **ORGL 220 Moodle Site**). The purpose of the Clinical Reports (CRs) is to expose you to basic professional writing skills required for the profession. CRs must include results from the case history, otoscopic evaluation, puretone and speech audiometry assessment, immittance tests, and/or otoacoustic emission screening. **NOTE: Only one of the reports can be submitted on a patient who has normal clinical findings.** CRs will be graded using RUBRICS that are also found at the course website.

Professional Hours:

The Professional Hours component of the course is worth **5% of your grade**. Professional activities are related to all structured activities designed to expand your knowledge base. Specifically, you will complete online activities, attend professional lectures, and complete directed-reading activities. You must complete 15+ hours of these activities during the semester.

Summative Assessments:

The Summative Assessment (SA) component of the course is worth **35% of your grade**, and includes the Mid-term Exam and Final Exam. The **Mid-Term Exam** is worth 15% of your grade and includes a practicum component and a written exam.

1. *Practicum component:*
 - a. Completion of a patient case (*AudSimFlex 0.95a*)
 - b. “Rapid fire” questions (*i.e.*, short-answer questions about vocabulary, procedures, prominent people in the field of audiology)
 - c. Hands-on demonstration of clinical skills
 - Greeting the patient (in English and/or Arabic)
 - Taking a case history (in English and/or Arabic)
 - Otoscopic Examination
 - Immittance testing (tympanometry)
 - Pure tone and speech audiometry
2. The *written exam* includes all topics covered during Weeks 1 – 7.

The **Final Exam**, worth 20% of your grade, includes a practicum component and a written exam

1. *Practicum component:*
 - a. Completion of a patient case (*AudSimFlex 0.95a*)
 - b. “Rapid fire” questions (*i.e.*, short-answer questions about vocabulary, procedures, prominent people in the field of audiology)
 - c. Hands-on demonstration of clinical skills
 - Greeting the patient (in English and/or Arabic)
 - Taking a case history (in English and/or Arabic)
 - Otoscopic Examination
 - Immittance testing (tympanometry, AR threshold and decay)
 - Pure tone and speech audiometry (Identify when to mask & MML)
 - Otoacoustic emissions
 - d. Oral case interpretation
 - e. Writing a Short Report
2. The *written exam* includes all topics covered during Weeks 1 – 14.

OTHER IMPORTANT INFORMATION:

Late Assignments:

All assignments must be completed by the due dates specified to receive full credit, unless the student obtains **explicit permission** from the instructor for a delayed submission. Points will be deducted for late submissions (1 -3 days). **A grade of "0" will be given for any assignments submitted later than 3 days.**

Moodle Support:

Moodle will be used in this course. Students should check the *Moodle* course site frequently (2-3 times per week) for announcements, module guidelines, readings, resources, and assessment instructions/due dates. Should you have any difficulty with *Moodle*, you can contact AUB's *Moodle* Administrator via email (moodle@aub.edu.lb) or by telephone at extensions: 3518 / 3599 / 3586. Finally, you may consult the instructor or classmates by posting your *Moodle* questions in the "**News & Housekeeping Forum**", again, which is located in the *Course Resources* section of Module 0.

Cell Phones:

The use of cell phones is **prohibited in the classroom and clinic**, even when set to vibrate. Cell phones are extremely disruptive to your classmates and to the instructor. Please make a point to turn off your cell phone / pager before entering the laboratory or clinical practicum sites.

Students with Disabilities:

AUB strives to make learning experiences accessible for all. If you anticipate or experience academic barriers due to a disability (such as ADHD, learning difficulties, mental health conditions, chronic or temporary medical conditions), please do not hesitate to inform the Accessible Education Office. In order to ensure that you receive the support you need and to facilitate a smooth accommodations process, you must register with the Accessible Education Office (AEO) as soon as possible: accessibility@aub.edu.lb; [+961-1-350000](tel:+961-1-350000), [extension 3246](tel:+961-1-350000); West Hall, Room 318.

Student Code of Conduct:

Any dishonesty related to academic work or records constitutes academic misconduct. Academic misconduct is a serious ethical violation and will not be tolerated. Acts such as cheating and plagiarism are viewed as moral and intellectual offenses that are subject to investigation and disciplinary action through appropriate University procedures. **Penalties include failing marks on the assignment in question, suspension or expulsion from University and a permanent mention of the disciplinary action in the student's records.** The AUB Student Code of Conduct can be found in AUB's Student handbook at: <https://www.aub.edu.lb/SAO/Documents/NewStudentHandbook.pdf#search=AUB%20Student%20handbook%202019>.

Non-Discrimination – Title IX - AUB:

AUB is committed to facilitating a campus free of all forms of discrimination including sex/gender-based harassment prohibited by Title IX. The University's non-discrimination policy applies to, and protects, all students, faculty, and staff. If you think you have experienced discrimination or harassment, including sexual misconduct, we encourage you to tell someone promptly. If you speak to a faculty or staff member about an issue such as harassment, sexual violence, or discrimination, the information will be kept as private as possible, however, faculty and designated staff are required to bring it to the

attention of the University's Title IX Coordinator. Faculty can refer you to fully confidential resources, and you can find information and contacts at www.aub.edu.lb/titleix. **To report an incident**, contact the University's Equity/Title IX Coordinator at 01-350000 ext. 2514, or titleix@aub.edu.lb. An anonymous report may be submitted online via EthicsPoint at www.aub.ethicspoint.com.

COURSE SCHEDULE:

Most readings will come from the following sources:

- **BALM:** DeRuiter, M. & Ramachandran, V. (2016). *Basic Audiometry Learning Manual* (2nd Edition). San Diego, CA: Plural Publishing.
- **KRAMER:** Kramer, S. (2013). *Audiology: Science to Practice* (2nd Edition). San Diego, CA: Plural Publishing. (*textbook used in MAUD 202*)

Week	Dates	Objectives	Topics	Readings
1	Aug 29 – Sep 4, 2019	1, 2, 4	Course Overview, Greeting & Infection Control <i>HOLIDAY (Hijra New Year, Sun, Sept 12, 2019)</i>	BALM Ch 1
2	Sep 5 – 11, 2019	4-5, 8	Case History & Otoscopy <i>HOLIDAY (Ashoura, Tues, Sept 10, 2019)</i>	BALM Ch 2, 3
3	Sep 12 – 18, 2019	1-6, 8	Immittance Instrumentation & Tympanometry	BALM Ch 4, 5 KRAMER Ch 8
4	Sep 19 – 25, 2019	1-6, 8	Audiometer Instrumentation & Threshold Measurement (AC and BC)	BALM Ch 8, 10-12 KRAMER Ch 4
5	Sep 26 – Oct 2, 2019	1-8	Audiogram Interpretation	KRAMER Ch 5
6	Oct 3 - 9, 2019	1-8	Speech Audiometry	BALM Ch 14, 15 KRAMER Ch 7
7	Oct 10 – 16, 2019	1-8	Masking for Puretone Audiometry (AC and BC)	BALM Ch 13 KRAMER Ch 6
8	Oct 17 – 23, 2019	1-8	Midterm Examination	
9	Oct 24 – 30, 2019	1-8	Masking for Speech Audiometry	BALM Ch 16
10	Oct 31 – Nov 6, 2019	1-8	Acoustic Reflexes	BALM Ch 6 KRAMER Ch 8
11	Nov 7 – 13, 2019	1-8	Otoacoustic Emissions <i>HOLIDAY (Prophet's Birthday, Sun, Nov 10, 2019)</i>	BALM Ch 19 KRAMER Ch 8
12	Nov 14 – 20, 2019	1-8	Interpreting Audiometric Findings	BALM Ch 20 KRAMER Ch 9
13	Nov 21 – 27, 2019	1, 7-8	Counseling & Report Writing <i>HOLIDAY (Independence Day, Fri, Nov 22, 2019)</i>	BALM Ch 21, 22; STACH CH 11
14	Nov 28 – Dec 3, 2019	1, 7-8	Hearing Screening <i>LAST DAY OF CLASSES (Tues, Dec 3, 2019)</i>	KRAMER Ch 10
	TBD	1-8	Final Examination	
N.B: Instructor reserves the right to make changes to schedule.				

APPENDIX: Grading RUBRIC for Documentation

Category	Elements	Submissions ¹	Deductions ²
Logbook 25%	<ul style="list-style-type: none"> Testing date Patient information (Case#/Patient Initials/Age) Category/Activity code Duration (15 min blocks) Clinical Educator Name/Signature/Stamp 	<ul style="list-style-type: none"> Weekly Midterm (weeks 1-7) Final (weeks 1-14) <i>Photocopy version should be submitted (stapled+ student name and ID)</i> <i>Final version will include the original logbook</i> 	<p>-1.0 point per entry/row</p> <ul style="list-style-type: none"> Wrong order of days Missing patient information Wrong category/activity code Duration <u>not</u> in blocks of 15 minutes Missing Supervisor name Missing Signature Missing Stamp Missing calculated total # of hours on top of logbook page
Cover Page 25%	<ul style="list-style-type: none"> Direct, Indirect, Professional categories Numbered (ordinal) Patient information (case#/Patient Initials/Age) Duration (15 min blocks) Supervisor Name 	<ul style="list-style-type: none"> Weekly Midterm (weeks 1-7) Final (weeks 1-14) <i>Printed version should be submitted (stapled, student name, ID, week date and number)</i> 	<p>-1.0 point per entry</p> <ul style="list-style-type: none"> Wrong numbering Missing/wrong patient information Wrong category/activity code Duration not in blocks of 15 min <p>-2.0 points per entry</p> <ul style="list-style-type: none"> Formatting not following sample
Test Results/ Worksheets 25%	<ul style="list-style-type: none"> Any activity done graded/ungraded should be submitted 	<ul style="list-style-type: none"> Weekly <i>You are recommended to keep all results/worksheets until after graduation</i> 	<p>-1.0 point:</p> <ul style="list-style-type: none"> Missing information on a particular result <p>-2.0 points:</p> <ul style="list-style-type: none"> Missing 1 result of the patient's package (e.g., if you are missing CH+ short reports its minus 3 points) Unorganized package <p>-5.0 points:</p> <ul style="list-style-type: none"> Missing patient's package
Excel Summary 25%	<ul style="list-style-type: none"> Pediatrics/Adult Direct, Indirect, Professional categories Duration (15 min blocks) Supervisors Initials Total minutes 	<ul style="list-style-type: none"> Weekly Midterm (weeks 1-7) Final (weeks 1-14) <i>Printed version should be submitted (stapled, student name, ID, week date and number)</i> 	<p>-1.0 point per entry</p> <ul style="list-style-type: none"> Formatting not following sample Wrong logging of age or category

¹ You need to present corrections and new submission at Midterm and Final submission.

² Any corrections that were asked to be changed in Weekly/Monthly/Midterm submissions, but not changed in the End of Semester/Final submission, will receive minus 1.