



ORLG 240: Advanced Clinical Procedures Laboratory

Medical Audiology Sciences Program
FHS-FM Division of Health Professions
American University of Beirut

Course Syllabus – Fall 2019

INSTRUCTOR INFORMATION:

Name:	Course Manager: Malek Abu-Safieh, Au.D, CCC-A, ABA, Aud (C) Kim S. Abouchacra, PhD, CCC-A, F-AAA Fadi Najem, PhD, AUD, CCC-A Jaime Westbrook, Au.D Maya Lababidi, BS Mohammad Kaadan, BS
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COURSE INFORMATION:

Day / Time:	Common Lectures: Wednesday 2:00 – 5:00 p.m.
Place:	MAS Classroom
Level/Credits:	Undergraduate / 5 credits
Prerequisites:	ORLG 230
Moodle Site:	MAUD 203 Moodle Site

COURSE DESCRIPTION:

This course provides students with 150+ hours of clinically-supervised direct patient care and continued development of audiological assessment and intervention techniques for children and adults. Clinicians will be expected to administer and interpret balance/vestibular tests and electrophysiological tests, under direct supervision. A weekly class meeting is held to discuss clinical decision making and report writing.

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

COURSE FORMAT:

ORGL 240 is the third of four practicum course you will take at the AUBMC Audiology Center. By the end of the course, each student must complete a **minimum of 115 patient contact hours under direct supervision**. (*Please note: Contact hours include direct clinical contact such as interviews, performing tests, recording results and explaining results.*)

The purpose of the practicum meetings is to enhance concepts introduced in other courses, introduce new procedures and equipment that you will need to use throughout the semester, as well as to discuss cases and report writing methods.

STUDENT LEARNING OBJECTIVES/OUTCOMES:

1. Follows AUBMC's policies and procedures (e.g., Fire Safety, Child Abduction Plan, HIPPA, Patient Confidentiality, and Infection Control).
2. Understands and follows the AUBMC Audiology Center's policies and practices.
3. Identifies and incorporates use of universal precautions for controlling infectious diseases in routine patient care.
4. Completes basic and advanced clinic procedures accurately with minimal guidance.

5. Demonstrates ability to use audiologic test equipment for advanced audiological procedures.
6. Demonstrates ability to administer and interpret advanced clinic procedures in a timely manner with good reliability (ABR, ASSR, selection and fitting of amplification devices).
7. Demonstrates ability to synthesize patient information and test results through accurate communications (oral and written reports).
8. Demonstrates emerging skills through active assistance of supervisor in advanced clinical procedures (*e.g.*, vestibular assessment and hearing aid assessment).
9. Demonstrates maturity/professionalism when interacting with supervisors, co-clinicians, staff members, patients and families.
10. Completes clinical practicum requirements as scheduled, and maintains a correct record of training activities (training logbook, portfolio).

REQUIRED TEXTBOOK AND READINGS:

Supplemental Readings:

Clinic manuals and other reading materials will be assigned throughout the semester. Most supplemental readings will either be accessible online (via the **ORGL 240 Moodle Site**) or distributed at the Weekly Meeting.

GUIDELINES FOR SUCCESS IN THE COURSE:

The key to being successful in this course is to assure that you are actively participating in clinical activities and fulfilling your practicum training requirements throughout the semester. To do this, be sure to (a) complete all required preparatory activities by the end of the second week of the semester, (b) schedule adequate clinic time at the AUBMC Audiology Center each week, (c) familiarize yourself with the clinic policies, procedures and equipment, (d) take initiative and ask questions, and (e) log all training activities with your supervisor's signature after each practicum block.

ASSESSMENT METHODS AND GRADING CRITERIA:

The grade for practicum is dependent on your ability to perform basic clinical procedures appropriately, actively assist in more advanced procedures, have an appropriate professional attitude and appearance, communicate effectively (oral and written), and use your time wisely (including arriving on time). The table below summarizes the ways in which your learning will be assessed throughout this course. Specifically, the ORGL 240 Syllabus Page 3 table lists the assessment methods, along with the number of times each method will be used, the total number of points, and the percentage contribute to the final grade.

Method	% of Grade	Linked to Objective
Documentation	10	10
Attendance and Professionalism	10	1, 2, 3, 9
Direct Hours	30	3, 4, 5, 6, 7, 8
Indirect Hours (Clinical Reports)	10	6, 7
Summative Assessments (Midterm and Final)	40	4, 5, 6, 7, 8
Total	100	

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

Preparatory Activities:

Preparatory Activities include training and certification required by the AUBMC as well as clinic preparation activities required by the AUBMC Audiology Center. Specifically, the AUBMC requires that all students obtain student insurance, obtain a name tag, and complete the following training activities (which are valid for one year), before training can begin:

- Fire Safety
- Infection Control
- Waste Management

The AUBMC Audiology Center requires students to assist in daily and weekly clinic preparatory activities. Daily activities include performing a check on equipment to ensure proper working condition, and placing all cleaned materials and tools to the proper storing facility (Morning Block). Students assigned to the Mid-Day Block must participate in cleaning all of the materials and tools used throughout the day and cleaning Immittance tips as per instructions. Weekly activities include disinfecting all hard surfaces and toys in the audiology spaces. A daily/ weekly audiology clinic clean-up schedule will be distributed to students each semester, along with appropriate documentation forms.

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.

Weekly Submissions:

1. **Clinical Practicum Logbook:** After each practicum block, you must record all activities in your logbook. Your Clinical Educator (CE) should certify (i.e., stamp and sign) your logbook immediately after each practicum block, but no later than the Friday of each week. A photocopy of the logbook (pages of the specific week) must be submitted.
2. **Weekly Summary:** You must accurately summarize your weekly activities on spreadsheet document and submit it.
3. **Patient Results/Worksheets:** A copy of test results/worksheets for each patient that you see in the clinic, must be signed by your CE and submitted in your course binder.

Monthly Submissions:

You will turn in corrected and up-to-date documentation during the semester for grading, including your: (1) Clinical Practicum Logbook, (2) Weekly Summary, and (3) Coversheet. You are expected to complete the following number of training hours throughout the semester:

- Week 5: Documentation should reflect a total of 50+ hours
- Week 10: Documentation should reflect a total of 100+ hours
- Last Day of Class: Documentation should reflect a total of 150+ hours

End of Semester 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 per 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 250.

OTHER IMPORTANT INFORMATION:

Attendance & Professionalism:

Student attendance and professionalism is worth 10% of your grade. Your attendance is mandatory for all assigned blocks. It is important that you attend the weekly Common Session because it gives us an opportunity to introduce policies and clinical procedures, as well as to discuss assignments, cases and develop report-writing skills. Laboratory Blocks provide you with various hands-on and simulated activities to prepare you for the AUBMC Audiology Center. It is essential that you arrive on time because you must complete laboratory activities during assigned block(s). The Practicum Blocks help you apply concepts that you've learned in MAUD classes and in the laboratory to clinical situations. Students should arrive at least 10 minutes early to their assigned Practicum Block. If you are unable to attend an assigned block (Common Session, Laboratory Block, Practicum Block) because of an emergency, please let your CE know as soon as possible. **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.*

Professionalism will be assessed on the following 10 categories:

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

Direct Hours:

The Direct Hours component of the course is worth 30% of your grade, and consists of the following. First, your skills during hands-on laboratories will be assessed by the CEs. Ten percentage will be allocated to the 10 hearing aids laboratories and 10% to the vestibular labs. Second, your CEs will monitor your performance during assigned Practicum Blocks 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:

- Full patients' evaluation: case history taking, otoscopy, pure tone and speech audiometry (masking)
- Screening procedures (OAE, AABR)
- Immittance testing
- Basic vestibular assessment
- Assess patient candidacy for amplification.
- Prescribe appropriate amplification options according to patient's candidacy.
- Conduct aided hearing evaluation.
- Conduct validation methods such as speech mapping.
- Inspect, check, and clean hearing aids.
- Recommend adjustments to hearing aid fitting and modifications to earmold structure.
- Counsel patients regarding all matters related to their hearing aids, including, using, cleaning, maintaining the hearing aid and all related accessories.
- Complete all clinical paperwork related to the hearing aid evaluation.

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 form at the ORGL 240 Moodle Site. Finally, CEs will provide a grade for your overall progress throughout the semester.

Indirect Hours:

The Indirect Hours component of the course is worth 10% of your grade, and is based on your performance on Clinical Reports. The purpose of the Clinical Reports (CRs) is to expose you to basic professional writing skills required for the profession. By the end of the semester, you will need to write ten (10) reports, using the provided Clinical Report templates (found at the ORGL 240 Moodle Site). A CR must include results from appropriate testing. NO report 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.

Summative Assessment:

The Summative Assessment (SA) component of the course is worth 40% of your grade, and includes the Mid-term Exam (15%) and Final Exam (25%). The Mid-Term Exam includes a FACS component and a written exam. Questions for the written exam will include interpretation of clinical findings, as well as questions taken from the assigned readings, Audiology Online courses and laboratory assignments. The Final Exam, includes a practicum component and a written exam.

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. If permission is granted, typically a student will be given one week to finalize the assignment without penalty. If a student does not obtain permission from the instructor and turns in an assignment late (but within five days of the due date), a minor penalty will be applied, as defined in the activity's rubric; submissions later than five days from the due date will not be accepted and zero points will be given for that activity.

Missed Exams/Assessments:

All quizzes and exams must be completed on the date specified. *(The only delays that will be considered by the instructor are for documented illness, death in the family, and personal/family emergency).*

Moodle Support:

Moodle will be used in this course. Students should check the *Moodle* course site at least once per week for announcements, guidelines, resources, and assessment instructions/due dates. Should you have any difficulty with *Moodle*, you can consult [Moodle for Students](#).

Cell Phones:

The use of cell phones is **prohibited in the classroom**, 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 before entering class. **All cell phones must be placed on your desk face down during class.**

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, x3246; West Hall, 314.

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. If you're in doubt about what constitutes plagiarism, ask your instructor because it is your responsibility to know. The American University of Beirut has a strict anti-cheating and anti-plagiarism policy. 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. Penalties may range from loss of credit for a particular assignment to dismissal from the University. Kindly, review AUB's [Student Code of Conduct](#) about plagiarism.

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 Title IX Coordinator Ms. Mitra Tauk at 01-350000 ext. 2514, or titleix@aub.edu.lb. An anonymous report may be submitted online via EthicsPoint at www.aub.ethicspoint.com.

ORLG 240 SCHEDULE AT-A-GLANCE

Day	Date	Topic(s)	VEST Labs	HA Labs
Wed	4-Sep-2019	Introduction: Syllabus	-	-
		Professional Issues: CV and Resume (Guest Speaker: Writing Center)	-	-
Wed	11-Sep-2019	60 min: ABR Case	Orientation Part I (MAS Laboratory Equipment)	General Concepts (Physiology and Amplification)
		60 min: Lab Review	-	-
		60 min: HA Case		
Wed	18-Sep-2019	60 min: ABR Case	Orientation Part II (Balance Center - Observe VNG)	Determining Candidacy
		60 min: Lab Review		
		60 min: General Case (P)		
Wed	25-Sep-2019	60 min: HA Case	-	Ear Impression Earmolds Acoustics Ear protection/Noise protection
		60 min: Lab Review		
		60 min: General Case (P)		
Wed	2-Oct-2019	60 min: HA Case	Case History	Hearing Aids Selection – Style and Compression
		60 min: Lab Review		
		60 min: General Case (P)		
Wed	9-Oct-2019	60 min: Professional Issues: Organizations and Resources	Oculomotor and Gaze	Hearing Aids Selection - Compression and Features
		60 min: Lab Review		
		60 min: HA Case		
Wed	16-Oct-2019	60 min: ABR Case	Positioning and Positional	Hearing aid programming
		60 min: Lab Review		
		60 min: General Case (P)		
Wed	23-Oct-2019	60 min: Professional Issues: Conflict of Interest Considerations	Air Calorics	Hearing Instrument Orientation basics (HIO-BASICS).
		60 min: Lab Review		

		60 min: HA Case		
Wed	30-Oct-2019	Midterm Week		
Wed	6-Nov-2019	60 min: ABR Case	Water Calorics	Verification methods including (Test box)
		60 min: Lab Review		
		60 min: General Cases (P)		
Wed	13-Nov-2019	60 min: Professional Issues: Workplace Ethics	Bedside Assessment	Verification (Real Ear Measurement)
		60 min: Lab Review		
		60 min: ABR Case		
Wed	20-Nov-2019	60 min: HA Case	CDP	Validation
		60 min: Lab Review		
		60 min: VEST Cases		
Wed	27-Nov-2019	60 min: General Case (P)	VEMP	General Review
		60 min: Lab Review		
		60 min: VEST Cases		
TBD		FINAL EXAM		

Final Exam date is TBD.

N.B: Instructor reserves the right to make changes to schedule.