



VERA Z. DWYER
COLLEGE OF HEALTH SCIENCES
School of Rehabilitation Sciences

MS-SLP Clinic Materials Check Out Policy # SLP-CL-05-A

About This Policy:

Faculty Approval: 06/29/2020

Effective Date: 06/29/2020

Scope

This policy is for all students enrolled in the MS-SLP program within the Vera Z. Dwyer College of Health Sciences.

Policy Statement

The clinic has a variety of resources that student clinicians may check out for clinical use, as long as proper procedures are followed. Student clinicians may bring clinic materials with them to offsite placements only if the checkout procedure is properly followed.

Procedures

Student clinicians may check out materials by filling out the designated log. Please be considerate of your peers and do not check materials out long before they are needed, and be sure to return them promptly. Student clinicians may be held responsible for lost or damaged materials, so please be courteous and take care of the materials you borrow. Student clinicians are not to take parts of a game/test/activity/materials set; take the entire thing to avoid separation and loss. A supervisor must provide approval for materials to be borrowed overnight, over the weekend, etc. and this is to be indicated on the checkout log.

Checking Out Materials:

1. On the MATERIALS CHECK OUT LOG, write the date and time of checkout, your name, and all materials you are borrowing. If you are checking the materials out overnight or over the weekend, indicate this by putting the approving faculty member's name in the appropriate column.

2. Check that all items/parts are in place. If anything is missing, or if there is damage, notify the Clinical Director IN WRITING.

Checking In Materials:

1. Check that all items/parts are in place. If anything is missing, or if there is damage, notify the Clinical Director IN WRITING.

2. Return the materials to their proper place.

3. Initial on the MATERIALS CHECK OUT LOG that you have returned the materials and add the date and time.