



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

MS-SLP Test Checkout and Reservation Policy # SLP-CL-19-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

Tests are “first reserve first serve.” If someone has already signed up for that test, you **MUST** be able to have the test back before that person needed it. Tests are to be reserved only for times when they will be used with a client. If you want to check out a test for educational purposes, again, make sure no one has already reserved the test. Always return tests promptly.

Test protocols may be borrowed by clinicians in the community.

Procedure

Test protocols are located in the filing cabinets in the open clinic space. If there are fewer than 3 protocols, inform the Clinical Director in writing. Official test protocols may not be taken or used for anything other than diagnostic sessions (i.e., don't take a protocol just to practice with).

Checking Out Tests

1. Check the Test Reservation form first to make sure the test you need is available.
2. If it is available, to reserve a test for a specific date/time, please fill out the TEST RESERVATION form as soon as you are able.
3. When you get your test, check that all items/parts are in place. If anything is missing, or if there is damage, notify the Clinical Director **IN WRITING**.

4. On the MATERIALS CHECK OUT form, write the date and time of checkout, your name, and the test you are borrowing. If you are checking the materials out overnight, list the faculty member who approved it.

Checking In Tests

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 test to its proper place.
3. Initial on the MATERIALS CHECK OUT form that you have returned the test and add the date and time.

Requests from community SLPs to borrow an assessment from the MS-SLP program are to be filtered through the Clinical Director. If a request is approved, the community SLP will show proof of identification and sign an Assessment Loan form at the time of pick-up. Assessments may be checked out for one week at a time, unless specifically requested and approved for longer. The SLP is responsible for picking up and returning all parts of the test, and will provide signature again at the time of return.