

**C-24: RESPONSIBILITIES AND GUIDELINES
FOR STUDENT CLINIC ASSISTANTS
(Register for CD680 for 2 units & CD711 for 1 unit)**

Note: Each semester, Student Clinicians and Assistants must purchase student liability insurance. Please contact the CD clinic office for details.

1. Assist clinicians in preparation of therapy rooms, materials, etc. Responsible for opening therapy rooms. Get keys from clinic secretary if supervisor is not available.
2. Assist clinicians and clinic supervisor in videotaping and monitoring sessions. Training will be given by clinic administrative office assistant.
3. Parents should know where student assistant is located in case they want to observe.
4. At the end of all clinics, assistant is responsible for making sure that the therapy rooms are all locked including room BH116, BH127, BH136 and BH138 if used. **NOTE: Please make sure that rooms BH127 (clinician's materials room) and BH136 (audio/video central control room) are locked at all times. Also, please assist the clinicians in cleaning up room, putting furniture back in the room, etc.**
5. During therapy sessions, assistant would be in main monitor room, room BH136 or in room BH140.
6. Assistant maintains a copy of the therapy room map so he/she knows where clinicians/clients are scheduled.
7. Mid-term Grade evaluation criteria - Supervisor and clinician assistant review the following:
 - summary of duties
 - further objectives
 - feedback
8. Final grade evaluation criteria: Supervisor and clinician assistant complete a written grade form reflecting semester competency. The objectives include the following:
 - a written report of experience
 - a written report on a specific therapeutic process
 - a written report on a specific CD disorder