

# Speech Language Pathology Assistant Competencies

SLPA: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising SLP: \_\_\_\_\_

ASHA # \_\_\_\_\_

Facility/School: \_\_\_\_\_

Please complete the following evaluation form by circling the appropriate number in the Rating column according to the following criteria:

- 1 = No knowledge or experience about this topic
- 2 = Knows little about this topic and needs lots of guidance
- 3 = Understands this topic, but still needs some guidance to be independent
- 4 = Knows this information and completes this activity independently

Interpersonal Skills	Rating			
Appropriately addresses clients, families, caregivers and other professionals	1	2	3	4
Greets clients and families appropriately and identifies self as an SLPA	1	2	3	4
Restates information & concerns from client, family, or caregivers to supervising SLP as appropriate	1	2	3	4
Directs client, family or caregiver to supervisor for clinical information	1	2	3	4
Is courteous & respectful in various communication situations	1	2	3	4
Uses language appropriate to client, family, or caregiver's educational level, communication style, developmental age, communication disorder, and emotional state	1	2	3	4
Demonstrates awareness of client needs and cultural values	1	2	3	4

Conduct in Work Setting	Rating			
Recognizes own limitations within the ASHA-approved SLPA job responsibilities	1	2	3	4
Upholds ethical behavior & maintains confidentiality	1	2	3	4
Maintains client records in accordance with confidentiality regulations/laws as prescribed by supervising SLP	1	2	3	4
Discusses confidential client information only with direction of the SLP	1	2	3	4
Identifies self as an assistant in all written and oral communication	1	2	3	4
Demonstrates ability to explain to SLP the scope of information that should be discussed with clients, families, caregivers, and professionals	1	2	3	4
Arrives punctually and is prepared for work-related activities	1	2	3	4
Completes documentation and other tasks in a timely manner	1	2	3	4

Maintains personal appearance and language appropriate for work setting	1	2	3	4
Maintains accurate records representing work with clients	1	2	3	4
Uses screening instruments & treatment protocols only after training and as prescribed by SLP	1	2	3	4
Seeks clarification from SLP regarding prescribed treatment and screening protocols	1	2	3	4
Actively demonstrates use of supervisor's feedback	1	2	3	4
Evaluates own performance	1	2	3	4

Technical Skills	Rating			
Accurately administers screening instruments and calculations, and reports results to supervising SLP	1	2	3	4
Provides instructions that are clear, concise & appropriate to client's developmental age, level of understanding, language use and communication style	1	2	3	4
Accurately calculates client's chronological age	1	2	3	4
Follows treatment protocol as prescribed by SLP	1	2	3	4
Implements treatment objectives in appropriate sequence	1	2	3	4
Appropriately paces treatment session to ensure maximum client response	1	2	3	4
Starts & ends treatment sessions on time	1	2	3	4
Identifies & describes relevant client responses to SLP	1	2	3	4
Uses appropriate stimuli, cues, and prompts with the client to elicit target behaviors as defined by treatment protocol	1	2	3	4
Accurately records target behaviors as prescribed by SLP	1	2	3	4
Provides appropriate feedback to client regarding response accuracy	1	2	3	4
Provides appropriate behavioral reinforcement consistent with client's developmental age, cultural preferences, & communication disorder	1	2	3	4
Maintains on-task or redirects off-task behavior of clients in individual or group treatment consistent with developmental age, communication style and disorder	1	2	3	4
Accurately reviews & summarizes client performance	1	2	3	4
Uses age-appropriate & culturally sensitive treatment materials appropriate to client's developmental age & communication disorder	1	2	3	4
Obtains co-signature of supervising SLP on all written documentation	1	2	3	4
Uses professional terminology correctly with SLP	1	2	3	4
Maintain legible records, log notes, & written communication	1	2	3	4

*Based on: American Speech-Language Hearing Association (2004, draft). Guidelines for the training, use and supervision of speech-language pathology assistants.*

**Areas of Strength:**

**Goals for the Future:**

**Signature of SLP:** \_\_\_\_\_

**Signature of SLPA:** \_\_\_\_\_

**Total** \_\_\_\_\_ **/156** \_\_\_\_\_