

Maryland Department of Health
**Board of Examiners for Audiologists, Hearing Aid Dispensers,
Speech-Language Pathologists and Music Therapist**
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Competency Skills Checklist

At the beginning of the Assistant's Limited Licensure:

The Supervising Speech-Language Pathologist and the Speech-Language Pathology Assistant should review the Competency Skills Checklist at the beginning of the period of limited licensure and periodically thereafter. Discussion of the skills required and review of the Assistant's progress towards acquiring these skills can prove useful throughout the limited licensure period. Using the Checklist as a learning tool will provide clear goals for the Assistant and lead to the successful completion of the Checklist at the end of the nine months of supervised practice.

After 9 months of supervised practice:

The Competency Skills Checklist is to be completed by the supervising Speech-Language Pathologist after the Speech-Language Pathology Assistant has completed a minimum of nine (9) months of supervised practice under a limited license. Completion of the Checklist verifies that the Assistant has acquired the skills and knowledge needed to receive a full license as a Speech-Language Pathology Assistant.

The Speech-Language Pathology Assistant shall submit the completed Competency Skills Checklist to the Board at least 60 days before the limited license expiration date.

Competency Skills Checklist

Speech-Language Pathology Assistant: _____

Supervising Speech-Language Pathologist: _____

Directions: The supervising speech-language pathologist marks Yes or No to indicate that the assistant is competent and meets the criteria. If the supervisor marks “not applicable” (N/A), the supervisor must include an explanation.

I. Interpersonal Skills

Standard: The speech-language pathology assistant actively demonstrates cooperation, adaptability, and effective communication.

1. Criteria: Deals effectively with the attitudes and behaviors of the patients/clients

	Yes	No
a. Maintains appropriate patient/client relationships	<input type="checkbox"/>	<input type="checkbox"/>
b. Communicates effectively and with sensitivity the needs of the patient/client, family and caregivers	<input type="checkbox"/>	<input type="checkbox"/>
c. Addresses/considers patient/client and significant others cultural needs and values	<input type="checkbox"/>	<input type="checkbox"/>
d. Demonstrates insight into patient/client and caregivers attitudes and behaviors	<input type="checkbox"/>	<input type="checkbox"/>
e. Refers patient/client/caregivers/other professionals to the supervising speech-language pathologist when appropriate	<input type="checkbox"/>	<input type="checkbox"/>
f. Other:	<input type="checkbox"/>	<input type="checkbox"/>

2. Criteria: Communicates and interacts effectively with supervisor

	Yes	No
a. Accepts and responds appropriately to constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>
b. Requests assistance from supervisor appropriately	<input type="checkbox"/>	<input type="checkbox"/>
c. Actively participates in interactions with supervisor	<input type="checkbox"/>	<input type="checkbox"/>
d. Other:	<input type="checkbox"/>	<input type="checkbox"/>

II. Personal Qualities:

Standard: The speech-language pathology assistant demonstrates professional behavior and confidentiality.

1. Criteria: Demonstrates behaviors of a dependable team member which may include:

	Yes	No
a. Arrives punctually to appointments with prepared assignments	<input type="checkbox"/>	<input type="checkbox"/>
b. Submits documentation on time	<input type="checkbox"/>	<input type="checkbox"/>
c. Completes assigned tasks within designated treatment session	<input type="checkbox"/>	<input type="checkbox"/>

2. Criteria: Demonstrates appropriate conduct in the work environment, which may include:

	Yes	No
a. Maintains confidentiality of client information at all times	<input type="checkbox"/>	<input type="checkbox"/>
b. Maintains professional appearance for work environment	<input type="checkbox"/>	<input type="checkbox"/>
c. Recognizes own professional limitations and performs within the boundaries of training and job responsibilities	<input type="checkbox"/>	<input type="checkbox"/>

III. Technical-Assistant Skills

Standard: The speech-language pathology assistant assists the therapist in providing adequate treatment.

1. Criteria: Maintains a facilitating environment for all tasks

	Yes	No
a. Adjusts environment to facilitate learning (i.e. lights, noise, etc)	<input type="checkbox"/>	<input type="checkbox"/>
b. Organizes treatment space appropriately	<input type="checkbox"/>	<input type="checkbox"/>
c. Other:	<input type="checkbox"/>	<input type="checkbox"/>

2. Criteria: Selects prepares and presents materials effectively

	Yes	No
a. Selects and prepares appropriate treatment materials	<input type="checkbox"/>	<input type="checkbox"/>
b. Selects treatment materials based on clients age, needs, culture and motivation	<input type="checkbox"/>	<input type="checkbox"/>

3. Criteria: Complies with documentation standards

	Yes	No
a. Documents treatment plans and protocols accurately, completely and concisely for the supervising speech-language pathologist	<input type="checkbox"/>	<input type="checkbox"/>
b. Documents client progress and performance to supervisor	<input type="checkbox"/>	<input type="checkbox"/>
c. Signs documents and assures co-signature when required	<input type="checkbox"/>	<input type="checkbox"/>
d. Prepares and maintains client records, charts, graphs, objective data as directed by the supervisor	<input type="checkbox"/>	<input type="checkbox"/>

4. Criteria: Provides assistance to the supervising speech-language pathologist

	Yes	No
a. Assists the supervisor as directed during assessments by the speech-language pathologist	<input type="checkbox"/>	<input type="checkbox"/>
b. Assist with informal documentation	<input type="checkbox"/>	<input type="checkbox"/>
c. Schedules activities appropriately	<input type="checkbox"/>	<input type="checkbox"/>
d. Participates with the supervisor in research projects	<input type="checkbox"/>	<input type="checkbox"/>
e. Participates in in-services training	<input type="checkbox"/>	<input type="checkbox"/>
f. Participates in public relations programs	<input type="checkbox"/>	<input type="checkbox"/>
g. Performs checks and maintenance of equipment	<input type="checkbox"/>	<input type="checkbox"/>

IV. Screenings

Standard: The speech-language pathology assistant will provide appropriate screening procedures.

1. Criteria: Administers screening tools appropriately as directed by the supervisor for communication and/or swallowing disorders which may include

	Yes	No
a. Differentiates correct vs. incorrect responses	<input type="checkbox"/>	<input type="checkbox"/>
b. Completes screening protocol form accurately	<input type="checkbox"/>	<input type="checkbox"/>

2. Criteria: Manages screening

	Yes	No
a. Reports any difficulties encountered with screening procedures	<input type="checkbox"/>	<input type="checkbox"/>
b. Schedules screenings	<input type="checkbox"/>	<input type="checkbox"/>
c. Organizes screening materials	<input type="checkbox"/>	<input type="checkbox"/>

3. Criteria: Communicates results to supervising speech-language pathologist

	Yes	No
a. Seeks guidance when appropriate	<input type="checkbox"/>	<input type="checkbox"/>
b. Provides descriptive behavioral observations that contribute to results	<input type="checkbox"/>	<input type="checkbox"/>

V. Treatment

Standard: The speech-language pathology assistant provides appropriate treatment resulting in optimal client improvement.

1. Criteria: Performs treatment tasks as outlined by the supervisor

	Yes	No
a. Accurately and efficiently follows treatment plans developed by the speech-language pathologist	<input type="checkbox"/>	<input type="checkbox"/>
b. Incorporates feedback from speech-language pathologist for modifying own behavior with the client, caregivers and other professional staff	<input type="checkbox"/>	<input type="checkbox"/>

2. Criteria: Manages client behavior and provides appropriate treatment

	Yes	No
a. Maintains on-task behavior	<input type="checkbox"/>	<input type="checkbox"/>
b. Provides appropriate feedback to the client as to the accuracy of the response	<input type="checkbox"/>	<input type="checkbox"/>
c. Uses feedback and reinforcement that are consistent, discriminating and meaningful	<input type="checkbox"/>	<input type="checkbox"/>
d. Gives direction and instructions that are age, education and culturally appropriate	<input type="checkbox"/>	<input type="checkbox"/>
e. Implements treatment objectives/goals in specified sequence	<input type="checkbox"/>	<input type="checkbox"/>
f. Applies behavior modification and other reinforcement behavior appropriately as designated by the speech language pathologist	<input type="checkbox"/>	<input type="checkbox"/>

3. Criteria: Demonstrates knowledge of treatment objectives and plan

	Yes	No
a. Demonstrates understanding of client disorder and needs	<input type="checkbox"/>	<input type="checkbox"/>
b. Identifies correct vs. incorrect responses	<input type="checkbox"/>	<input type="checkbox"/>
c. Identifies client behaviors which demonstrate an improvement in function	<input type="checkbox"/>	<input type="checkbox"/>
d. Accurately reports completion of tasks	<input type="checkbox"/>	<input type="checkbox"/>

I verify that, _____,

Speech-Language Pathology Assistant has completed a minimum of nine (9) months of supervised practice as a Speech-Language Pathology Assistant under my supervision and has obtained the knowledge and skills needed to obtain a full license as a Speech-Language Assistant.

Supervising Speech-Language Pathologist

Date