

# Clinical Fellowship Skills Inventory (CFSI)

## Speech-Language Pathology

### Description Of The Inventory

The CFSI consists of 18 skill statements covering four areas: (a) evaluation, (b) treatment, (c) management, and (d) interaction. The rating scale for each skill has been designed along a 5-point continuum, ranging from “5” (representing the most effective performance) to “1” (representing the least effective performance). Approval of the clinical fellowship requires a minimum rating of “3” on the core skills during the last segment in which the core skill is rated. **Core skills are noted on the inventory with an asterisk (\*).** The clinical fellowship supervisor will match the clinical fellow’s performance to the descriptor for each skill. The rating for one skill need not be the same as the ratings for other skills. For each skill included on the CFSI the CF supervisor will decide which point on the scale best reflects the performance of the clinical fellow during the segment being rated. (Because the clinical fellowship is divided into three equal segments, each segment represents one third of the total experience.) **The fellowship supervisor must complete the inventory at least once during each of the three segments of the clinical fellowship.** The category “Not Applicable (NA)” appears on two items of the rating scale and may be used only for these items. **NA should be used only if the facility does not provide an opportunity for the fellow to perform the skill during the segment.** However, the CF supervisor is encouraged to coordinate the observation schedule to ensure that all applicable skills are observed and evaluated.

### RATING TIPS

- To determine the rating for **each** skill, consider the fellow’s effectiveness in working with specific client populations in terms of client’s (a) age (infants, children, adults), (b) type and severity of communication disorder, (c) physical limitations, (d) cultural background, (e) English proficiency, (f) literacy level, and (g) alternative communication system use. In addition to considering these factors for all skills, Skill 4 and Skill 10 have been included to evaluate the clinical fellow’s ability to **adapt** all testing and treatment procedures on the basis of these factors.
- To distinguish among the fellow’s performance levels (from 5, representing most effective performance, to 1, representing least effective performance), read the descriptors carefully and consider the following four factors, when applicable, in relation to the skill being rated:
  - **Accuracy**—the degree to which the clinical fellow performs a skill without error
  - **Consistency**—the degree to which the clinical fellow performs a skill at the same level of proficiency across cases
  - **Independence**—the degree to which the clinical fellow performs a skill in a self-directed manner
  - **Supervisory Guidance**—the degree to which the clinical fellow seeks consultations when needed

Rating accuracy depends upon the frequency, duration, and range of the fellowship supervisor’s observations of the fellow’s performance. One of the most important factors associated with rating accuracy is the opportunity to observe relevant behaviors. Rating accuracy will be greatest when the supervisor and the fellow interact frequently on the job and the fellowship supervisor has many opportunities to observe critical work behaviors.

Rating accuracy also depends upon the familiarity of the fellowship supervisor and the fellow with the Clinical Fellowship Skills Inventory. The fellowship supervisor must observe the on-the-job performance of the fellow, and both supervisor and fellow must understand the rating process and procedures described in the Handbook.

Choose the one descriptor that best describes the clinical fellow’s performance and circle the corresponding number on the Clinical Fellowship Report form. Options are available (ratings 4 and 2) for describing performance that falls between two adjacent descriptors.

*Do not submit the following form. Use the Clinical Fellowship Report and Rating Form (Form D) to record fellows’ rating on each skill.*

# Evaluation Skills

## 1. Implements screening procedures.

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently and accurately matches and/or adapts screening procedures to all populations, selects appropriate screening criteria, administers and scores screening instrument(s) efficiently, interprets results, and makes appropriate recommendations. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	CF independently and accurately matches and/or adapts screening procedures to most populations, selects appropriate screening criteria, administers and scores screening instrument(s), interprets results, and makes appropriate recommendations. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to accurately match and/or adapt screening procedures to populations and to select appropriate screening criteria. CF may demonstrate difficulty in administering and scoring screening instrument(s), and/or interpreting results, and making appropriate recommendations. CF does not seek supervisory guidance when needed.

## \*2. Collects case history information and integrates information from client, family, caregivers, significant others, and professionals.

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently and accurately selects case history or other interview formats with consideration for all relevant factors. CF efficiently collects and spontaneously probes for additional relevant information, obtains information from other sources, and integrates data in order to identify etiologic and/or contributing factors. CF seeks supervisory guidance if needed
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations, CF independently and accurately selects case history or other interview formats with consideration for all relevant factors. CF collects and probes for additional information, obtains information from other sources, and integrates data to identify etiologic and/or contributing factors. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to accurately select case history or other interview formats with consideration for all relevant factors. CF collects case history information that is incomplete or lacking in relevance. CF is unable to integrate data to identify etiologic and/or other contributing factors and does not seek supervisory guidance when needed.

**\*3. Selects and implements evaluation procedures (nonstandardized tests, behavioral observations, and standardized tests).**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently selects a comprehensive assessment battery with consideration for all relevant factors. CF efficiently and accurately administers the battery and consistently scores tests accurately. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations, CF independently selects an adequate assessment battery (i.e., basic procedures needed to define problem adequately) with consideration for all relevant factors. CF administers the battery, scores tests accurately, and usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to select evaluation procedures that are appropriate and complete. CF may administer and/or score tests inaccurately and does not seek supervisory guidance when needed

**\*4. Adapts interviewing and testing procedures to meet individual client needs.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently and accurately recognizes when testing procedures need to be adapted to accommodate needs unique to specific clients. Effectively implements appropriate adaptations, and makes maximum use of all available resources to provide for unusual situations. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations CF independently and accurately recognizes when testing procedures need to be adapted to accommodate needs unique to specific clients and implements appropriate modifications. May need assistance in accessing available resources. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to recognize the need for and/or to adapt procedures to accommodate individual needs. CF does not seek supervisory guidance when needed.

**\*5. Interprets and integrates test results and behavioral observations, synthesizes information gained from all sources, develops diagnostic impressions, and makes recommendations.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF consistently, independently, and accurately interprets and integrates test results and behavioral observations to define the client’s communicative functioning, which includes relating etiologic factors to observed behaviors and test results. CF consistently develops diagnostic impressions and makes comprehensive recommendations leading to appropriate case management. CF seeks supervisor guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations, CF independently and accurately interprets and integrates test results and behavioral observations to define the client’s communicative functioning. CF develops diagnostic impressions and makes basic recommendations that are consistent with evaluation results and that are adequate for case management. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to interpret diagnostic data and/or behavioral observations accurately. Diagnostic impressions and/or recommendations are either absent, inappropriate, or inconsistent with evaluation results. CF does not seek supervisory guidance when needed.

**6. Develops and implements specific, reasonable, and necessary treatment plans.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently and accurately establishes a treatment plan appropriate for the client. CF consistently develops specific and reasonable treatment plans that include long-term goals and measurable short-term objectives which reflect appropriate learning sequence, identifies the most appropriate settings for service, explores all alternative service delivery options, and effectively implements plans. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations, CF independently and accurately establishes treatment plans appropriate for the client. The treatment plan includes long-term goals and measurable short-term objectives, which usually reflect a logical sequencing of learning steps. CF generally identifies the need to explore alternative service delivery options, but may need help in selecting the most appropriate options. CF can effectively implement planned procedures. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to accurately develop a treatment plan appropriate for the client. The treatment plan may include adequate long-term goals, but objectives are not measurable and/or do not reflect logical sequencing of learning steps. CF cannot identify appropriate service delivery options and, even with guidance, may not effectively implement treatment plans. CF does not seek supervisory guidance when needed.

**7. Selects/develops and implements intervention strategies for treatment of communication and related disorders.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently selects/develops and implements comprehensive intervention strategies that take into consideration all unique characteristics and communication needs of the client. CF seeks supervisory guidance if needed
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations, CF independently selects/develops and implements intervention strategies relevant to the communication disorder and the unique characteristics of the client. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to select/develop and/or implement intervention strategies relevant to the needs of the client. CF does not seek supervisory guidance when needed.

**\*8. Selects/develops and uses intervention materials and instrumentation for treatment of communication and related disorders.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently and consistently selects/develops materials and instrumentation for which there is a clear rationale and uses these materials and instrumentation creatively and effectively to enhance the treatment process. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations, CF independently selects/develops materials and instrumentation that are relevant to the communication disorder and uses materials and/or instrumentation effectively. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to select materials and/or instrumentation that are appropriate to the treatment objectives, client, and/or the activity. Once selected, CF may not use materials and/or instrumentation effectively. CF does not seek supervisory guidance when needed.

**\*9. Plans and implements a program of periodic monitoring of the client’s communicative functioning through the use of appropriate data collection systems. Interprets and uses data to modify treatment plans, strategies, materials, and/or instrumentation to meet the needs of the client.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently develops and implements a comprehensive program of periodic monitoring of the client’s communicative functioning and collects and interprets data accurately. Uses this information to effectively modify treatment plans, strategies, materials, and/or instrumentation to meet the needs of the client. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations, CF independently develops and implements a program of periodic monitoring of the client’s communicative functioning. Collects and interprets data accurately and uses this information to modify treatment plans, strategies, materials, and/or instrumentation to meet the needs of the client. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to plan and implement a program of periodic monitoring of the client’s communicative functioning. CF does not collect useful and/or accurate data in order to modify treatment plans, strategies, materials, and/or instrumentation to meet the needs of the client. CF does not seek supervisory guidance when needed.

**\*10. Adapts intervention procedures, strategies, materials, and instrumentation to meet individual client needs.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently and consistently adapts intervention procedures, strategies, materials, and instrumentation to accommodate needs unique to specific clients. Makes maximum use of all available resources to provide for unusual situations. CF effectively implements appropriate adaptations and seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	CF recognizes when intervention procedures, strategies, materials, and/or instrumentation need to be adapted to accommodate needs unique to specific clients. May need assistance in making appropriate adaptations. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to recognize the need for adaptation of intervention procedures, strategies, materials, and/or instrumentation to accommodate needs unique to specific clients. CF may have difficulty implementing identified adaptations and does not seek supervisory guidance when needed.

# Management Skills

## \*11. Schedules and prioritizes direct and indirect service activities, maintains client records, and documents professional contacts and clinical reports in a timely manner.

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently and consistently prioritizes activities, schedules client contacts and meetings, maintains client records accurately, and makes and documents professional contacts in a timely manner. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	CF independently prioritizes most activities, consistently schedules client contacts and meetings, maintains client records accurately, and usually makes and documents professional contacts in a timely manner. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to prioritize activities, schedule client contacts and meetings, maintain client records, and make professional contacts in a timely manner. CF does not seek supervisory guidance when needed.

## 12. Complies with program administrative and other regulatory policies such as required due process documentation, reports, service statistics, and budget requests.

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently and consistently complies with administrative and regulatory policy requirements and does so in a timely and accurate manner. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations, CF independently complies with administrative and other regulatory policy requirements, although CF may need help with complex reports. Most information requested is provided in an accurate and timely manner. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to comply with administrative and other regulatory policy requirements. Information requested may be inaccurate and/or does not meet established time lines. CF does not seek supervisory guidance when needed.

**13. Uses local, state, national, and funding agency regulations to make decisions regarding service eligibility and, if applicable, third-party reimbursement.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently and accurately makes service eligibility decisions that are based on appropriate regulations and follows applicable mandates. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations, CF independently and accurately makes service eligibility decisions that are based on appropriate regulations and follow applicable mandates. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to make service eligibility decisions that are based on appropriate regulations. May not be able to follow applicable mandates even with direction. CF does not seek supervisory guidance when needed.
<input type="checkbox"/> NA	Not applicable. Skill not performed by CF at this facility

# Interaction Skills

**\*14. Demonstrates communication skills (including listening, speaking, nonverbal communication, and writing) that take into consideration the communication needs as well as the cultural values of the client, the family, caregivers, significant others, and other professionals.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF independently presents information accurately, clearly, logically, and concisely. Oral communications, written reports, and letters are always appropriate for the needs of the audience. CF uses terminology and phrasing consistent with the semantic competency of the audience and includes accurate and complete information, listens carefully to clients and others, takes initiative in providing appropriate clarifications when needed, and demonstrates appropriate nonverbal communication style. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	CF usually presents information clearly, logically, and concisely. Oral communications, written reports, and letters are appropriate in most situations in that terminology and phrasing are consistent with the semantic competency of the audience. CF includes information that is accurate and/or complete. Listens to clients and others but may have difficulty providing appropriate clarification when needed. CF acknowledges the impact of own nonverbal communication style but may have difficulty demonstrating this consistently. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF does not present information clearly, logically, and concisely. Oral communication, written reports, and letters are inappropriate for the needs of the audience. CF uses terminology and phrasing inconsistent with the semantic competency of the audience and includes information that is inaccurate and/or incomplete. Does not listen carefully to clients and others and fails to provide appropriate clarification when needed. CF demonstrates inappropriate nonverbal communication style. CF does not seek supervisory guidance when needed.

**\*15. Identifies and refers clients for related services including audiological, educational, medical, psychological, social, and vocational, as appropriate.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF consistently identifies the need for and makes appropriate client referrals. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations, CF identifies the need for client referrals but may need some assistance in locating specific referral sources. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to identify the need for client referrals and/or to make appropriate referrals. CF does not seek supervisory guidance when needed.

**\*16. Collaborates with other professionals in matters relevant to case management.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF consistently listens to input from others, makes appropriate decisions based on shared information, and initiates activities and contributes information that promotes mutual problem solving. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations, CF listens carefully to input from others, makes appropriate decisions based on shared information, usually participates in activities and contributes information that promotes mutual problem-solving. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF requires supervisory guidance to effectively identify the need to consult or collaborate with other professionals in case management activities. Does not make decisions based on shared information and/or focus on mutual problem-solving activities. CF does not seek supervisory guidance when needed.

**\*17. Provides counseling and supportive guidance regarding the client's communication disorder to client, family, caregivers, and significant others.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	CF listens, reflects, and explains information using terminology appropriate to the audience. CF monitors understanding by asking questions and encouraging interaction among all participants. Engages client/family in problem-solving activities. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	CF listens but may show some difficulty reflecting and/or explaining information using terminology appropriate to the audience. CF monitors understanding by asking questions but may have some difficulty encouraging interaction among all participants. CF attempts to engage client/family in problem-solving activities. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF does not listen, reflect, and/or explain information appropriately and does not use terminology appropriate to the audience. CF does not monitor understanding by asking questions and/or encouraging interaction among all participants. Does not engage client/family in problem-solving activities. CF does not seek supervisory guidance when needed.

**18. Plans and implements educational programs for other professionals and the general public to facilitate acceptance and treatment of disabilities associated with communication disorders.**

RATING	DESCRIPTOR
<input type="checkbox"/> 5	With consideration of the needs of the audience, CF independently and consistently provides clear and meaningful educational information to facilitate the acceptance and treatment of disabilities associated with communication disorders. CF seeks supervisory guidance if needed.
<input type="checkbox"/> 4	
<input type="checkbox"/> 3	In most situations, CF considers the needs of the audience and independently provides clear and meaningful educational information to facilitate the acceptance and treatment of disabilities associated with communication disorders. CF usually seeks supervisory guidance when needed.
<input type="checkbox"/> 2	
<input type="checkbox"/> 1	CF does not consider the needs of the audience and requires supervisory guidance to provide educational information that facilitates the acceptance and treatment of disabilities associated with communication disorders. CF does not seek supervisory guidance when needed.
<input type="checkbox"/> NA	Not applicable. Skill not performed by CF at this facility.

