

Speech-Language Pathology Assistant (SLPA) Skills Inventory

This form was created as a guide for supervisors of speech-language pathology assistants (SLPAs) and SLPAs to use as a general assessment of clinical skills. This form is modeled on the Clinical Fellowship Skills Inventory (CFSI); however, using it or submitting it to ASHA is NOT a requirement. Extra cells are provided in each section for general use (e.g., to include state-specific or employer requirements or any other skills relevant to different settings).

NOTE: If the state licensing board (or equivalent) for SLPAs has a required document to use for supervision of SLPAs, then that form supersedes this form for the purposes of meeting state regulation requirements.

RATING SYSTEM

3 = Exceeds expectations	The SLPA is consistently accurate and independent on tasks within their scope of practice, asks for guidance from the supervising speech-language pathologist (SLP) when appropriate, and exceeds the skills expected for their level of experience.
2 = Meets expectations	The SLPA is accurate and consistent with tasks within their scope of practice, asks for guidance from the supervising SLP when appropriate, and meets the skills expected for their level of experience.
1 = Does not meet expectations	The SLPA is inaccurate and inconsistent, is not independent on tasks within their scope of practice, and/or does not seek guidance from the supervising SLP when it is appropriate to do so, and does not meet the skills expected for their level of experience.

A. SCREENING and ASSESSMENT SKILLS

SKILL	DESCRIPTION	1 Does not meet expectations	2 Meets expectations	3 Exceeds expectations	N/A
<p>1. SLPA implements screening procedures as directed by the SLP.</p>	<p>SLPA informs client about screening procedures developed and directed by the SLP. Administers and scores speech, language, hearing screening instrument(s) without clinical interpretation.</p> <p>SLPA assists the SLP with bilingual translation during screening and assessment activities exclusive of interpretation, as appropriate; refer to Issues in Ethics: Cultural and Linguistic Competence (ASHA, 2017).</p>				
<p>2. SLPA assists with collecting comprehensive case history information for assessment.</p>	<p>SLPA collects case history information without integration or interpretation.</p> <p>SLPA collects and obtains additional information from various sources and records without interpretation.</p>				
<p>3. SLPA assists with administration and scoring of assessments IF (a) the SLPA meets the examiner requirements specified in the examiner's manual and (b) the SLPA is allowed to assist with assessments according to state and employer regulations.</p>	<p>SLPA accurately administers and scores assessment without clinical interpretation.</p>				

COMMENTS:

B. TREATMENT SKILLS

		1	2	3	
		Does not meet expectations	Meets expectations	Exceeds expectations	N/A
SKILL	DESCRIPTION				
1. SLPA selects and uses materials as directed by the SLP.	<p>SLPA selects and/or develops materials that are relevant to client/patient needs.</p> <p>SLPA uses materials and/or instrumentation effectively.</p>				
2. SLPA implements treatment plan designed by supervisor.	<p>SLPA uses appropriate stimuli, cues, and prompts with the patient/client to elicit target behaviors as defined in the treatment protocol.</p> <p>SLPA maintains on-task behavior or redirects off-task behavior of patients/clients in individual or group treatment, consistent with the patient/client's developmental age, communication style, and disorder.</p> <p>SLPA demonstrates or shares information with patients, families, and staff regarding feeding strategies developed and directed by the SLP.</p> <p>SLPA serves as interpreter for patients/clients, students, and families, as appropriate.</p> <p>SLPA provides services under an SLP's supervision in another language, as appropriate.</p> <p>SLPA programs and provides instruction in the use of augmentative and alternative communication (AAC) devices, as appropriate.</p>				
3. SLPA provides feedback to the supervising SLP about effectiveness of current treatment strategies.	<p>SLPA recognizes successful treatment strategies—as well as strategies, procedures, materials, and/or instrumentation—that may need to be adapted to meet individual client needs.</p> <p>SLPA provides culturally responsive treatment to clients/patients and students in collaboration with the supervising SLP.</p>				
4. SLPA accurately collects data as directed by supervisor.	<p>SLPA accurately identifies correct and incorrect responses.</p> <p>SLPA provides constructive, accurate feedback and redirection as needed to client responses.</p>				

COMMENTS:

C. PROFESSIONAL PRACTICE SKILLS

SKILL	DESCRIPTION	1 Does not meet expectations	2 Meets expectations	3 Exceeds expectations	N/A
<p>1. SLPA adheres to ASHA Assistants Code of Conduct and state codes of ethics—as well as local, state, and federal laws related to client/patient information and confidentiality.</p>	<p>SLPA reviews and interprets the ASHA Assistants Code of Conduct.</p> <p>SLPA acts in accordance with the ASHA Assistants Code of Conduct.</p> <p>SLPA acts in accordance with state codes of ethics.</p> <p>SLPA acts in accordance with local, state, federal, and/or payer’s regulations.</p> <p>SLPA maintains client/patient records in accordance with HIPAA/FERPA policies—including the appropriate, confidential, and ethical use of social media.</p>				
<p>2. SLPA engages in only those activities delegated by the supervising SLP and permitted by local, state, and federal regulations.</p>					
<p>3. SLPA assists with documentation.</p>	<p>SLPA maintains accurate, detailed client/patient records.</p> <p>SLPA completes documentation in a timely manner.</p>				
<p>4. SLPA suggests resources to the supervising SLP.</p>	<p>SLPA identifies clear, meaningful resources to assist with client assessment and treatment.</p> <p>SLPA shares these resources with clients upon approval by the supervising SLP.</p>				
<p>5. SLPA accurately represents their credentials and informs those they serve of their (the SLPA’s) role—as well as the role and professional credentials of the supervising SLP.</p>	<p>SLPA identifies self as an assistant in all written and oral communication with the client/patient, family, caregivers, and staff.</p>				
<p>6. SLPA implements appropriate infection control procedures and universal precautions that are consistent with the employer’s standards and guidelines.</p>					
<p>7. SLPA implements injury prevention strategies that are consistent with the employer’s standards and guidelines.</p>					

C. PROFESSIONAL PRACTICE SKILLS (cont'd)

SKILL	DESCRIPTION	1 Does not meet expectations	2 Meets expectations	3 Exceeds expectations	N/A
<p>8. SLPA provides information regarding prevention of communication disorders and emergency response for individuals with communication disorders, as appropriate.</p> <p><i>Source:</i> American Speech-Language-Hearing Association. (2022). <i>Speech-language pathology assistant scope of practice</i> [Scope of practice]. www.asha.org/policy</p>	<p>SLPA (a) presents primary prevention information to individuals and groups who are known to be at risk for communication disorders and other appropriate groups and (b) promotes early identification and early intervention activities.</p> <p>SLPA advocates for individuals and families through community awareness, health literacy, education, and training programs to promote and facilitate access to full participation in communication—including the elimination of societal, cultural, and linguistic barriers, as appropriate.</p> <p>SLPA provides information to emergency response agencies for individuals who have communication and/or swallowing disorders.</p> <p>SLPA supports the supervising SLP in research projects, in-service training, public relations programs, and marketing programs.</p>				

COMMENTS:

D. INTERPERSONAL SKILLS

SKILL	DESCRIPTION	1 Does not meet expectations	2 Meets expectations	3 Exceeds expectations	N/A
<p>1. SLPA communicates with clients, families, and other professionals in a culturally responsive manner.</p>	<p>SLPA informs client about screening procedures developed and directed by the SLP. Administers and scores speech, language, hearing screening instrument(s) without clinical interpretation.</p> <p>SLPA interprets and responds to the nonverbal communication of others.</p> <p>SLPA uses terminology and phrasing in oral and written communication (e.g., reports, correspondence, emails, text messages) that meet the needs of the intended audience.</p> <p>SLPA actively listens to client/patient and others—and responds accordingly.</p> <p>SLPA shares information that is accurate and complete.</p>				
<p>2. SLPA collaborates interprofessionally.</p>	<p>SLPA communicates about the scope of practice of allied health and/or education colleagues.</p> <p>SLPA engages interprofessionally with allied health and/or education professionals to enhance client/patient outcomes with the supervising SLP.</p>				

COMMENTS:

E. ADMINISTRATIVE SKILLS

SKILL	DESCRIPTION	1 Does not meet expectations	2 Meets expectations	3 Exceeds expectations	N/A
1. SLPA assists with clerical skills and departmental operations (e.g., preparing materials, scheduling activities, keeping records).					
2. SLPA performs checks regarding safety/maintenance and calibration of equipment, as appropriate.					
3. SLPA collects data for quality improvement of programs.					
4. SLPA prepares and maintains patient/client charts, records, and graphs for displaying data.					

COMMENTS:

Optional Template for Tracking Supervisory Activities

SLPA Name: _____ SLPA Supervisor: _____
 Supervisor's ASHA ID: _____ Location: _____
 Start Date: _____ End Date: _____

DATE OF OBSERVATIONS	ACTIVITY OBSERVED	COMMENTS/FEEDBACK	HOURS OBSERVED	DIRECT OR INDIRECT?

Date of Feedback: _____ Total Number of Hours Observed: _____

This form was created as a **guide** for SLPA Supervisors and SLPAs to use while completing clinical hours. Using this form—or submitting it to ASHA at the completion of the clinical hours—is NOT required. **Do not submit this table or tracking form to ASHA.**