

Oregon Board of Examiners for Speech-Language Pathology and Audiology

## SLPA compliance self-audit checklist

This checklist will help you assess whether you are meeting the requirements of Oregon law. It is for (1) all SLPAs working in Oregon or serving Oregon patients, (2) all SLPs working with Oregon SLPAs, and (3) employers and administrators working with Oregon SLPAs.

SLPA work and SLPA supervision in Oregon are governed by Oregon law, which includes the statutes: [ORS chapter 676](#), [ORS Chapter 681](#), and [Oregon Administrative Rules division 335](#). Rules must be followed in all settings, including in schools, private clinics, hospitals, nursing homes, etc.

### **PLEASE READ THE LAW**

Both the Speech-Language Pathologist (SLP) and the Speech-Language Pathology Assistant (SLPA) are responsible for meeting Board requirements. Every SLP-SLPA pair must meet these requirements. Be sure to read all of OAR 335-095: on SLPAs, OAR 335-005: Professional and ethical standards which includes information about telepractice, competence, and accurate representation of SLPAs to patients and parents, and OAR 335-010: Recordkeeping, including patient recordkeeping requirements of SLPAs and their supervisors.

Please contact the Board if you have any questions or need help.

E-mail preferred: [SpeechAud.Board@bspa.oregon.gov](mailto:SpeechAud.Board@bspa.oregon.gov);

[www.oregon.gov/bspa](http://www.oregon.gov/bspa)

| <u>ITEM</u>  | <u>Legal Reference(s)</u>  |
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| <p><b>1. Make sure the SLPA has an active Oregon SLPA certificate</b><br/> <a href="#">Check the Board (BSPA) database</a>. A qualified SLPA’s database profile will say (under “Licensure”) “SLPA” with status “active”. If the status is “inactive”, “expired”, “none”, or they are not in the database, the person is not qualified to work as an SLPA in Oregon. SLPs are responsible for verification. (See #2 for SLPA’s with “provisional status”.)</p>   | <p>ORS 681.205(8)(b)<br/>                     ORS 681.360(4)<br/>                     ORS 681.370(3)<br/>                     ORS 681.330<br/>                     OAR 335-095-050(5)(b)</p> |
| <p><b>2. Supervise Provisional SLPAs 100% of the time and track fieldwork hours</b><br/>                     A Provisional SLPA (PSLPA) certificate is issued to a person who has completed the required SLPA coursework or has a Bachelor’s in Communication Disorders but still needs to do their 100 hours of clinical fieldwork and 8 hours of consultation and assessment before qualifying for a regular SLPA certificate. People who are doing their clinical fieldwork while enrolled in an SLPA training program don’t need a PSLPA certificate from the Board, but still must participate in fieldwork that meets the requirements of the rules. Provisional SLPAs must be directly supervised by the supervising SLP at all times.</p>  | <p>OAR 335-095-0030<br/>                     (2)(a), (b), (c) &amp; (d)</p>  |
| <p><b>3. Make sure the SLP is qualified to supervise an SLPA</b><br/>                     Requirements for supervising an SLPA in Oregon are:<br/>                     - An active Oregon SLP license<br/>                     - 2 years of SLP work experience after completing grad school<br/>                     - 2 hours of qualified professional development training in SLPA supervision on file with the Board (copy of the certificate saved to your <a href="#">online licensure record</a>).<br/>                     - Time in the SLP’s schedule to supervise as the law requires<br/>                     - No more than 2 FTE supervisees<br/>                     - Be available every day the SLPA is working with ability to be reached by the SLPA. SLPs with a TSPC license may be exempt from holding an SLP license, but they have higher experience requirements to supervise SLPAs.</p> | <p>OAR 335-095-0040(2)</p>   |
| <p><b>4. Establish the SLP-SLPA relationship</b><br/>                     - Notify the Board of the supervision relationship within 30 days (sooner is better), or you may incur a \$100 fine. Complete and submit the Supervision Change Form available on the Board’s <a href="#">website</a>.<br/>                     - Create a written collaborative plan for supervision within two weeks of the start of the supervision relationship. See #5 below for the requirements of the supervision plan. <a href="#">Read/review SLPA rules</a> to get off to good start. The caseload belongs to the SLP, so conduct planning, determine how and when the SLP will see each patient/student and create the treatment plan for the SLPA to follow. Schedule:(1) monthly consultative supervision meetings, and (2) time for the SLP to treat or co-treat each patient at least every 60 days.</p>                 | <p>OAR 335-060-0010(d)(D)<br/>                     OAR 335-095-0010 thru<br/>                     335-095-0065</p>   |

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| <p><b>5. Meet the annual supervision plan requirement</b></p> <p>The supervision plan must contain:</p> <ul style="list-style-type: none"> <li>- The date</li> <li>- Discussion of the SLPA’s competencies</li> <li>- Plan for direct and consultative supervision</li> <li>- Signatures of the SLP and SLPA</li> </ul> <p>Create the supervision plan within 2 weeks of the beginning of the supervision relationship. Do a new plan every year. See the rule for requirements and see the sample annual supervision plan on the Board’s website.</p>   | <p>OAR 335-095-0050(1) and (4)</p>  |
| <p><b>6. Do one hour of consultative supervision every month</b></p> <p>Consultative supervision can include consultation, patient file review, intervention planning, lesson planning, and review of recorded sessions. Document one hour per month for each SLP-SLPA pair in a log. See the rule for requirements and see the sample consultative supervision plan on the Board’s website.</p>   | <p>OAR 335-095-0050(4)(a)</p>   |
| <p><b>7. SLP treats or co-treats every patient every 60 days.</b></p> <p>The caseload belongs to the SLP. The SLPA is the supervising SLP’s assistant. The rules require the SLP to treat or co-treat with the SLPA each and every patient/client/student on the SLP’s caseload at least every 60 days. (See sample tracking spreadsheet on website)</p>   | <p>OAR 335-095-0050 (1)(a), (b), and (e).</p>   |
| <p><b>8. SLPA treats only patients on their supervisor’s caseload.</b></p> <p>The SLPA may not treat patients/clients/students on the caseload of an SLP who is not their supervisor. The SLPA may have more than one supervisor. Every rule must be met for each SLP-SLPA pair.</p>   | <p>ORS 681.370(1)<br/>OAR 335-095-0050(1)(e)</p>  |
| <p><b>9. The SLP makes decisions and reviews the SLPA’s work</b></p> <p>For every patient session, the SLP or SLPA must keep the records required by the rules, including what happened in the session.</p> <p>The SLP must:</p> <ul style="list-style-type: none"> <li>- Make all diagnostic and treatment-related decisions for every patient/client/student</li> <li>- Review and sign the SLPA’s treatment notes</li> <li>- Sign every page of records</li> </ul>  | <p>ORS 681.370(1)<br/>OAR 335-095-0050(1)(e)<br/>335-095-0050 (3)<br/>335-095-0050 (4)(a)<br/>335-010-0060(1), (2)(b), (2)(c)<br/>335-010-0070(1) – (5)</p> |
| <p><b>10. Notify every patient, client, and student’s parent or guardian in advance that treatment will be provided by an SLPA.</b></p> <ul style="list-style-type: none"> <li>- The notice must be in writing</li> <li>- The notice must be given prior to the first SLPA session.</li> <li>- Document in the patient/client/student record that notice was given.</li> </ul> <p>. . If the patient/client/student will be seen over the Internet, consent to receive services via Telepractice must also be given in writing and documented in the record. <b>If using Telepractice, study OAR 335-005-0016.</b></p> | <p>ORS 681.370(2)<br/>OAR 335-095-0050(5)(a)<br/>OAR 335-005-0016(9)</p>  |

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| <p><b>11. <i>The SLPA must notify the Board if not receiving proper supervision.</i></b><br/>If an SLPA does not receive the supervision required by the rules for two consecutive months, the SLPA <i>must</i> notify the Board within 10 days. The rules require the SLPA to “file a report with the Board explaining the lack of supervision.” The SLPA can comply with the rule by sending an email to <a href="mailto:SpeechAud.Board@bspa.oregon.gov">SpeechAud.Board@bspa.oregon.gov</a>, giving the name of the supervisor and describing the gap in supervision.</p> | <p>OAR 335-095-0050(6)</p> |
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