

Area: Administration  
Subject: Staff Meetings  
Policy No.: 210

### **POLICY**

It is the policy of the clinical service programs of the Department of Communication Disorders (Center for Communication Disorders, Access Network, Southern Connecticut Audiology Services) to hold periodic meetings of all certified clinical staff, and to hold additional clinical meetings pertaining to the business of the clinical service programs as needed.

### **PURPOSE**

The purpose of this policy is to ensure that clinical program staff have designated opportunities to meet and discuss clinical service delivery, case management, policy setting and implementation, and goal development.

### **PROCEDURES**

1. The Clinical Director will develop the agenda, convene, and preside at Clinical Staff Meetings.
  - a. Agenda items may be submitted to the Clinical Director at any time until the beginning of each meeting. Items submitted on the meeting day will be included on the agenda at the discretion of the Clinical Director.
  - b. Along with items which may be submitted by staff, the meeting agenda will include opportunities to discuss: problems and issues in the delivery of diagnostic and treatment services; coordination of intake, treatment and referral services and staff community activity; and clinical research.
2. Weekly clinical seminar meetings will be held for all students enrolled in CMD 560, 561 and 564. These seminars will serve as a context for discussion of client service and clinic protocol issues.
3. Regular meetings will be held between case clinical instructors and student clinicians to discuss case management as outlined in Policy #130.