

CLINICAL EDUCATOR WORKLOAD FORMULA

1. The formula assumes a **40-hour work week**, with **25% (10 hours per week)** allocated for administrative responsibilities (committee/council meetings, records review and consultation, community outreach, program development and maintenance, literature review/continuing education, research projects, etc.). This results in **30 hours per week** being available for clinical education and/or teaching academic courses.
2. Each 3 semester hour academic course taught reduces the time available for clinical education by 10 hours per week (3 hours/semester hour).
3. Clinical education assignments are made according to the following guidelines, with the proviso that total time assigned may not exceed 30 hours per week for a person doing full-time clinical education, or a proportional amount of time for various levels of less than full-time clinical education (20 for 3/4, 15 for half, and 10 for 1/4):
 - a. **Clinical Education in Therapy** -
 - 1) **Direct Observation Time** - 50% of total scheduled individual therapy time per week for assigned clients. If a clinical educator is doing demonstration therapy, 100% of the scheduled total time is added to the formula, adding in paperwork time using the formula below.
 - 2) **Conferences with Students** - half an hour per student per week per case.
 - 3) **Paper Work** – review of student-generated reports, including evaluation reports, progress notes, intervention plans, progress reports, and discharge summaries, and lesson plans) - half an hour per client per week. One client is equal to twice a week for 50 minutes per session.
 - 4) **Travel Time** – If a clinical educator must travel to a different site to see a client, the estimated travel time will be included as a part of the clinical educator's time.
 - 5) **Hanen formula** – Class/home visits counts as 2 hours per week and planning/seminar 2 hours per week, adding in paperwork time according to the above formula.

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- 6) **PLCC formula** – counts as 12 hours per week of direct observation time and 4 hours per week for the seminar, conference time, and lesson planning time.
 - 7) **Hospital formula** – at least 2 clinical educators will be assigned to Watauga Medical Center/Medical Center Home Health. They may have one or two additional assignments at the Clinic, primarily in the afternoons.
- b. **Clinical education in Diagnostics** (includes Speech/Language and Audiology Diagnostics and Screenings) - 1.75 hours per hour of service provision (accounts for planning, conducting, and paper work review)
4. Examples of how the assignment formula works (maximum load):
- a. **Quarter-time person** - 6 @ 3-hour diagnostics for the term - 2.5 hours per week; 3 clients scheduled for 7 hours per week, total - 3.5 hours per week direct observation time and 1.5 hours per week paper work time; 4 students - 2 hours per week conference time **[total = 9.5 hours per week]**.
 - b. **Full-Time Person** - 6 @ 3-hour diagnostics for the term - 2.5 hours; 16 clients scheduled for 32 hours per week, total - 16 hours per week direct observation time and 8 hours per week paper work time; 6 students - 3 hours per week conference time **[total = 29.5 hours per week]**.
5. This is meant to be a flexible guideline for making clinical assignments. It is subject to change.

Based on the Miami University of Ohio formula