

# FLORIDA | Board of Speech-Language Pathology and Audiology

## Ad Hoc Committee Meeting Agenda

**September 29, 2020  
1:00 p.m.**

**Conference Number: 1-888-585-9008  
Conference Code: 346-983-002**



Peter Johnson, PhD  
**Chair**

Frederick Rahe, Au.D.  
**Vice-Chair**

Kama Monroe  
**Executive Director**

***Tuesday, September 29, 2020***

Meeting will be called to order at 1:00 p.m. or soon thereafter.

**Call to Order:** Frederick Rahe, Vice Chair

**Roll Call:** Carol Taylor, Program Operations Administrator

**AGENDA**

**COMMITTEE ITEMS**

**TAB 1-FLAA RREQUEST FOR PROTOCOL ADDITION TO RULE 64B20-4.004**

Letter from Florida Academy of Audiology

**ADJOURN**

June 8, 2020

TO: Florida Board of Speech-Language Pathology and Audiology (“the Board”) and Board Ad Hoc Committee

FROM: Suzanne Younker, Au.D., Julia Andrews, Au.D., Barry Friedman, Ph.D., Jodi Conter, Au.D., Dan Gardner, Au.D., Lydia Gladwin, Au.D., and Debra Griffin, Au.D.  
Representing the Florida Academy of Audiology (“FLAA”)

Dear Board Ad Hoc Committee Members,

Please allow this letter to document a request submitted on behalf of the Florida Academy of Audiology and representing Florida audiologists.

- 1) We request the Board to adopt a new protocol into rule temporarily titled Rule 64B20-4.0046 that defines the ability for licensees to be available for consultation and direction for Audiology Assistants via synchronous telecommunications. Please see attachment 1 for the language of the new rule that specifies the protocol for allowing this method of supervision.
- 2) We request that Board to adopt a new protocol form titled Written Audiology Assistant Collaborative Practice Agreement with temporary reference number Form DH50??-MQA-5/2020 (?). The use of this form is defined in the proposed protocol defined in the proposed rule temporarily titled Rule 64B20-4.0046. The Form is below as attachment 2.

Following initial review and comment by the Florida Board Ad Hoc Committee, FLAA formally requests to be included on the board meeting agenda that is scheduled for June 15, 2020. If appropriate, the FLAA Ad Hoc Committee could be available for a meeting via conference call to discuss the proposal prior to the June 15<sup>th</sup> Board meeting.

We welcome your comments. Thank you for your time and attention,

Suzanne Younker, Au.D.  
Representing FLAA Board Ad Hoc Committee

## Attachment 1

### CHAPTER 64B20-4

#### ASSISTANTS

- 64B20-4.001 Certification of Assistants
- 64B20-4.002 Educational Requirements for Assistants
- 64B20-4.003 On-the-Job Training, Role and Observation of Speech-Language Pathology and Audiology Assistants
- 64B20-4.004 Supervision of Speech-Language Pathology Assistants and Audiology Assistants
- 64B20-4.0045 Board Established and Approved Protocols for Speech-Language Pathology Assistants

##### **64B20-4.001 Certification of Assistants.**

Any person desiring to be certified as a speech-language pathology assistant or audiology assistant shall apply to the Department of Health. The application shall be made on Form DH-SPA-3, Application for Speech-Language Pathology or Audiology Assistant Certification, which is incorporated by reference herein, revised (11/19), and can be obtained from <http://www.flrules.org/Gateway/reference.asp?No=Ref-11841>, or the Board of Speech-Language Pathology and Audiology, Department of Health, 4052 Bald Cypress Way, Bin #C-06, Tallahassee, Florida 32399-3256 or at <http://floridasspeechaudiology.gov/resources/>. Such application and application fee required pursuant to Rule 64B20-3.0001, F.A.C., shall expire one year from the date on which the application and fee are initially received in the Board office. After the period of one year, a new application and application fee must be submitted.

*Rulemaking Authority 456.013, 468.1125(9), 468.1135(4) FS. Law Implemented 456.013, 456.0635, 468.1125(3), (9), 468.1215 FS. History—New 3-14-91, Amended 12-4-91, Formerly 21LL-4.001, Amended 10-12-93, Formerly 61F14-4.001, Amended 5-22-96, Formerly 59BB-4.001, Amended 7-16-09, 4-18-10, 7-13-13, 9-9-13, 10-23-16, 4-20-20.*

##### **64B20-4.002 Educational Requirements for Assistants.**

(1) Candidates for certification as a speech-language pathology assistant shall submit to the Board an official transcript or transcripts evidencing that they have earned a bachelor's degree which includes at least 24 semester hours of coursework at an institution as described in subsection 64B20-2.002(1), F.A.C., to include:

(a) Nine (9) semester hours in courses that provide fundamental information applicable to normal human growth and development, psychology, and normal development and use of speech, hearing and language.

(b) Fifteen (15) semester hours in courses that provide information about and observation of speech, hearing, language disorders, general phonetics, basic articulation, screening and therapy, basic audiometry, or auditory training.

(2) Candidates for certification as an audiology assistant shall submit to the Board documentation evidencing that they have completed a high school education or its equivalent.

(3) The provisions of this rule shall not apply to any student, intern or trainee performing speech-language pathology or audiology services while completing a clinical practicum as required by subsection 64B20-2.002, F.A.C.

*Rulemaking Authority 468.1135(4), 468.1215(3) FS. Law Implemented 468.1215(1), (2) FS. History—New 3-14-91, Formerly 21LL-4.002, Amended 10-12-93, Formerly 61F14-4.002, 59BB-4.002, Amended 2-14-01, 2-2-04, 2-14-07.*

##### **64B20-4.003 On-the-Job Training, Role and Observation of Speech-Language Pathology and Audiology Assistants.**

(1) A licensee who employs a speech-language pathology assistant or an audiology assistant shall provide such assistant with on-the-job training, and shall maintain responsibility for all services performed or omitted by such assistant. The licensee shall not permit the assistant to perform any service on a client unless:

(a) The licensee provides the assistant with on-the-job training for each service for which there is no available documentation of a previously acquired competency; and,

(b) The assistant is clearly identified as an assistant by means of a nametag or similar identification.

(2) At a minimum, on-the-job training shall include step by step instruction and demonstration of each and every service the assistant is to perform and continuous visual observation by the licensee of the assistant's performance of such service until the licensee establishes the assistant's competency. The licensee shall maintain a record of each service indicating the activity, date, time, and location of the foregoing demonstration and observations concerning competency. The record shall be signed by both the licensee and the assistant and a copy thereof shall be provided to the assistant and shall be maintained by the supervising licensee for the duration of employment and shall be maintained by the assistant as long as the assistant is certified by the Board. A new supervising licensee shall obtain and maintain for the duration of employment, records demonstrating competency for all services performed by the assistant. Upon request of the Department or Board, the supervising licensee and the assistant shall produce the documentation of competency records required herein.

(3) The speech-language pathology or audiology licensee shall notify the Department within thirty (30) days of any changes in the roster of assistants registered under his or her name by submitting Form DH-MQA 1269 (4/13), entitled "Board of Speech-Language Pathology and Audiology Assistant Activity and Supervisory Plan," hereby adopted and incorporated by reference, and can be obtained from the following website at <http://www.flrules.org/Gateway/reference.asp?No=Ref-03085>, or <http://www.doh.state.fl.us/mqa/speech/index.html>.

(4) Following the completion of on-the-job training, the speech-language pathology assistant shall engage only in those services that are planned, designed and supervised by the speech-language pathology licensee. The scope of services which a speech-language pathology assistant may provide includes:

(a) Record case history information.

(b) Screen speech, language or hearing by the use of procedures that are included in published material containing directions for administration and scoring.

(c) Implement, without diagnostic interpretation, evaluative procedures that are:

1. Planned and designed by the licensee; and,
2. Included in published materials which have directions for administration and scoring.

(d) Implement treatment programs that:

1. Are planned and designed by the licensee to meet pre-established goals; and,
2. Contain pre-established criteria for mastery.

(e) Record, chart, graph or otherwise display data relative to client performance.

(f) Perform clerical functions necessary to maintain clinical records.

(g) Report changes in client performance to the licensee having responsibility for that client.

(h) Prepare clinical materials.

(i) Test equipment to determine if the equipment is performing according to published specifications.

(j) Participate with the licensee in research projects, in-service training, public relations programs, or similar activities as planned, designed and directed by the licensee.

(k) Serve as an interpreter (translator) for the speech-language pathology licensee during clinical procedures.

(l) Assist in the evaluation or treatment of difficult-to-test clients.

(5) The speech-language pathology licensee shall not delegate to the speech-language pathology assistant any tasks which call for a diagnostic interpretation or put the client at physical risk. The following tasks shall not be delegated to a speech-language pathology assistant:

(a) Conducting the initial interview with the client.

(b) Performing initial testing or evaluation.

(c) Determining or discussing specific diagnoses with the client or making statements regarding prognosis or levels of proficiency.

(d) Relating or discussing with clients or consumers of services the reports from other professionals or related services unless those findings have previously been interpreted and reported by the supervising licensee.

(e) Providing any interpretation or elaboration of information that is contained in reports written by the licensee, although he or she may, upon assignment from the licensee, present information regarding clients at staffings or conferences; however, the assistant may discuss with the client or consumer specifically observed behaviors that have occurred during a treatment when they are supported by objective data.

(f) Performing any procedure where there is a risk of physical injury as a result of the procedure; specifically, the insertion of tracheoesophageal prostheses or catheter into the esophageal puncture; endoscopy; administration of barium or other substances for the assessment of swallowing; fitting or insertion of tracheal valves or instrumentation for generation of voice; and initial measurements and fitting of oral prostheses.

(g) Devising or planning treatment based upon assessment or diagnostic findings.

(h) Providing counseling to the client or to his or her family.

(i) Making referrals for additional services.

(j) Signing any document without the co-signature of the licensee.

(k) Using any title other than the Speech-Language Pathology Assistant.

(l) Determining patient or client dismissal criteria have been met.

(6) Following the completion of on-the-job training by the supervising audiology licensee, the audiology assistant may engage only in those services that are planned, designed, and supervised by the licensee.

(7) The audiology licensee may permit the audiology assistant to perform the following services under the direct supervision of the supervising licensee unless acting pursuant to Board of Speech Language Pathology and Audiology approved protocols as established in Rule 64B20-4.0046, F.A.C., in order for the licensee to be available for consultation and direction:

(a) Conduct basic hearing testing without diagnostic interpretation, including air and bone conduction thresholds and speech audiometry.

(b) Conduct impedance audiometric testing.

(c) Assist in the evaluation of difficult-to-test patients.

(d) Record case history information.

(e) Assist in conducting real ear measurements.

(f) Assist in ABR, ENG, and otoacoustic emissions testing.

(g) Report changes in client performance to the audiology licensee having responsibility for that client.

(h) Participate with the audiology licensee in research projects, in-service training, in public relations programs, or similar activities as planned, designed and directed by the audiology licensee.

(i) Assistant in implementing a plan or program for management and/or treatment developed by the supervising audiology licensee.

(8) The following activities of a certified audiology assistant are permitted under the responsible supervision of the supervising audiologist without the requirement of the physical presence of a supervising audiologist:

(a) Demonstrate assistive listening devices.

(b) Test hearing aids to determine if they meet appropriate specification and/or mechanical performance.

(c) Demonstrate care and use of the hearing aid controls, battery insertion and insertion of the hearing aid or ear mold into the ear.

- (d) Perform clerical functions necessary to maintain clinical records.
- (e) Prepare clinical materials and where appropriate, in accordance with universal precautions.
- (f) Test equipment to determine if the equipment is performing according to published specifications.
- (g) Screen hearing using established criteria on a pass/fail basis, including but not limited to newborn hearing screening.

(9) The audiology licensee shall not delegate to the audiology assistant any tasks which call for a diagnostic interpretation or put the client at physical risk. The following tasks shall not be delegated to an audiology assistant:

(a) Providing diagnostic services to children below the age of five years or to other clients whose hearing impairment, medical condition, behavior or other disabling condition would preclude the use of services from anyone other than the licensed audiologist.

(b) Performing any procedure where there is a risk of physical injury as a result of the procedure; specifically, where injury to the physical structures of hearing is likely to occur.

(c) Developing a plan of care or treatment for auditory or vestibular disorders.

(10) The speech-language pathologist shall directly observe the speech-language pathology assistant's service as follows:

(a) During the first 12 months of continuous employment on at least one occasion, and if treatment is provided, a minimum of one session every 30 days per client or more frequently depending upon the individual client's needs.

(b) Following the first 12 months of continuous employment on at least one occasion and, if treatment is provided, a minimum of one session every 60 days or more frequently depending upon the individual client's needs.

(11) A speech-language pathology assistant who has greater than 12 months continuous employment at one site and changes employment settings shall, for the first 30 calendar days of employment within a new facility, be provided the same level of supervision/observation as required for new assistants. After the initial 30 days, with licensee certification of competency, then the assistant will be provided supervision as required for the assistant who has greater than 12 months experience.

*Rulemaking Authority 468.1135(4) FS. Law Implemented 468.1125(3), (4), 468.1215 FS. History—New 3-14-91, Formerly 21LL-4.003, 61F14-4.003, Amended 9-8-94, 8-17-95, Formerly 59BB-4.003, Amended 2-2-04, 2-21-05, 9-9-13, 3-18-20.*

#### **64B20-4.004 Supervision of Speech-Language Pathology Assistants and Audiology Assistants.**

(1) A licensee shall supervise and be responsible for all client services provided by an assistant.

(2) Any licensee who employs a speech-language pathology assistant or audiology assistant shall notify the Department of all new assistants or other changes in assistants under the licensee's supervision by submitting Form 1269, entitled "Board of Speech-Language Pathology and Audiology Assistant Activity and Supervisory Plan" set forth in Rule 64B20-4.003, F.A.C., and the licensee also shall:

(a) Ensure that the assistant is not responsible for making decisions regarding the diagnosis, management and future disposition of clients.

(b) Ensure that the assistant is assigned only to those duties for which the assistant has been specifically trained and is authorized to perform under Chapter 468, Part I, F.S., and Rule Division 64B20, F.A.C.

(c) Maintain contact with each client during the course of clinical management.

(d) Conduct performance reviews on the assistant on a quarterly basis during the first year of employment, on an annual basis thereafter, and on termination. Such reviews shall document direct observation of the role and of the task experience of the assistant. These reviews shall be signed by the supervisor and the assistant. These reviews shall be retained for four (4) years by the licensee and submitted to the Board upon request. Performance reviews shall be submitted to the Board office on Form SPA3-D, entitled "Evaluation Report for Speech-Language Pathology and Audiology Assistants," effective 9-8-94, which is hereby incorporated by reference. Copies of the form are available from the Board office, located at Board of Speech-Language Pathology and Audiology, Department of Health, 4052 Bald Cypress Way, Bin #C-06, Tallahassee, Florida 32399-3256.

(e) Reassess and redesign programs when either the task or the environment changes significantly.

(f) Discontinue clinical services provided by the assistant should conditions arise in which any of the above cannot be adhered to.

(3) Assistants must be under the direct supervision of a licensee who has met all the requirements of Section 468.1185, F.S. Direct supervision requires the physical presence of the licensee in the same facility when the assistant is carrying out assigned responsibilities, unless acting pursuant to Board of Speech Language Pathology and Audiology approved protocols as established in Rule 64B20-4.0045 or Rule 64B20-4.0046, F.A.C., in order for the licensee to be available for consultation and direction. The supervising licensee shall make provisions for emergency situations including the designation of another licensee who has agreed to be available to provide direct supervision to the assistant when the supervising licensee is not available. In the event that a supervising licensee is not on the premises, the assistant may only perform duties not involving direct client contact unless acting pursuant to Board of Speech Language Pathology and Audiology approved protocols as established in Rule 64B20-4.0045 or Rule 64B20-4.0046, F.A.C.

(4) The maximum number of assistants supervised by one licensee shall not exceed two (2) full-time or three (3) part-time assistants.

(5) In the event that multiple licensees are employed by a business entity, an assistant may be supervised by more than one licensee, but no more than three licensees, when the following conditions are met:

(a) The assistant has been continuously employed for more than twelve (12) months;

(b) The assistant has been in that employment setting for more than 30 days;

(c) Each individual licensee takes responsibility for training, planning, and supervising the assistant or assistants for those clients for whom they have direct responsibility; and,

(d) One primary supervisor shall be designated to be responsible for conducting performance reviews and notifying the Department of any changes in the supervisory plan or roster.

*Rulemaking Authority 468.1125(9) FS. Law Implemented 468.1125(3), (4), (9) FS. History—New 3-14-91, Amended 11-3-92, 2-4-93, Formerly 21LL-4.004, 61F14-4.004, Amended 9-8-94, 8-17-95, 5-22-96, Formerly 59BB-4.004, Amended 9-9-13, 3-18-20.*

#### **64B20-4.0045 Board Established and Approved Protocols for Speech-Language Pathology Assistants.**

(1) The following are Board of Speech-Language Pathology and Audiology established and approved protocols for consultation and supervision of speech-language pathology assistants prior to providing services in a location distant to the supervising licensee pursuant to Section 468.1125(9), F.S., Rules 64B20-4.003 and 64B20-4.004, F.A.C.:

(a) Competency of duties for which the assistant has been specifically trained and is authorized to perform under Chapter 468, F.S. and Division 64B20, F.A.C. in the areas defined in subsection 64B20-4.003(4), F.A.C.

(b) Once competency is achieved, Form DH5043-MQA entitled, "Written Protocol: Speech Language Pathology Assistant Collaborative Practice Agreement," (11/19), which is incorporated by reference herein, and can be obtained from <http://www.flrules.org/Gateway/reference.asp?No=Ref-11840>, must be signed by supervising licensee and speech language pathology assistant confirming the mutual agreement between the licensee and the assistant are acting under established and approved Board of Speech-Language Pathology and Audiology protocols.

(c) The written protocol Form DH5043-MQA signed by the licensed Speech Language Pathologist (SLP) and the Speech Language Pathology Assistant (SLPA) shall minimally include the following:

1. General Information
2. Description of Duties of the SLPA
3. Description of Duties of the SLP
4. Certification
5. Designated Licensee

(d) Supervising licensee shall require the availability of the supervising speech language pathologist for consultation with and direction of the supervised assistant must be available via synchronous telecommunication.

(2) The licensed supervising speech-language pathologist will maintain full ethical and legal responsibility for all actions of the assistant when services are provided.

(3) The licensed supervising speech-language pathologist must hold a clear and active license within the state of Florida.

*Rulemaking Authority 468.1125(9) FS. Law Implemented 468.1125(3), (4), (9) FS. History—New 4-20-20.*

**64B20-4.0046 Board Established and Approved Protocols for Audiology Assistants.**

(1) The following are Board of Speech-Language Pathology and Audiology established and approved protocols for consultation and supervision of audiology assistants prior to providing services in a location distant to the supervising licensee pursuant to Section 468.1125(9), F.S., Rules 64B20-4.003(6) and 64B20-4.004, F.A.C.:

(a) Competency of duties for which the assistant has been specifically trained and is authorized to perform under Chapter 468, F.S. and Division 64B20, F.A.C. in the areas defined in subsection 64B20-4.003(7), F.A.C.

(b) Once competency is achieved, Form DH50??-MQA entitled, "Audiology Assistant Collaborative Practice Agreement," (5/20), which is incorporated by reference herein, and can be obtained from [http://www.flrules.org/Gateway/reference.asp?No=Ref-11840\(?\)](http://www.flrules.org/Gateway/reference.asp?No=Ref-11840(?)), must be signed by supervising licensee and audiology assistant confirming the mutual agreement between the licensee and the assistant are acting under established and approved Board of Speech-Language Pathology and Audiology protocols.

(c) The written protocol Form DH50??-MQA(?) signed by the licensed Audiologist (AUD) and the Audiology Assistant (AA) shall minimally include the following:

1. General Information
2. Description of Duties of the AA
3. Certification
4. Designated Licensee

(d) Supervising licensee shall require the availability of the supervising audiologist for consultation with and direction of the supervised assistant must be available via synchronous telecommunication.

(2) The licensed supervising audiologist will maintain full ethical and legal responsibility for all actions of the assistant when services are provided.

(3) The licensed supervising audiologist must hold a clear and active license within the state of Florida.

Attachment 2

Written Audiology Assistant Collaborative Practice Agreement  
Form DH50??-MQA-5/2020 (?)

Print clearly or type the following:

AUDIOLOGY ASSISTANT APPLICANT NAME: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

GENERAL INFORMATION

Supervising Licensee Name: \_\_\_\_\_

Supervising Licensee License Number: \_\_\_\_\_

Supervising Licensee Business Address: \_\_\_\_\_

Supervising Licensee Business Phone: \_\_\_\_\_

ADDITIONAL PRACTICE LOCATIONS

Office or Agency Address: \_\_\_\_\_

Office or Agency Address: \_\_\_\_\_

(additional pages may be added for additional locations)

COMPETENCY EVALUATION PERIOD

Office or Agency Address Where Experience Took Place: \_\_\_\_\_

Office or Agency Additional Address: \_\_\_\_\_

Dates of the Applicant's Professional Employment Experience:

Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_

Month/Day/Year

Month/Day/Year

Average Number Hours Applicant Worked Per Week: \_\_\_\_\_

DESCRIPTION OF DUTIES OF AUDIOLOGY ASSISTANT Rule 64B20-4.003 (7):

(check all services in which AA has demonstrated competency)

- Conduct basic hearing testing without diagnostic interpretation, including air and bone conduction thresholds and speech audiometry.
- Conduct impedance audiometric testing.
- Assist in the evaluation of difficult-to-test patients.
- Record case history information.
- Assist in conducting real ear measurements.
- Assist in ABR, ENG, and otoacoustic emissions testing.
- Report changes in client performance to the audiology licensee having responsibility for that client.
- Participate with the audiology licensee in research projects, in-service training, in public relations programs, or similar activities as planned, designed and directed by the audiology licensee.
- Assist in implementing a plan or program for management and/or treatment developed by the supervising audiology licensee.

CERTIFICATION:

***I have discussed the Audiology Assistant Collaborative Practice document with the assistant and recommend the assistant to enter into a Written Protocol Agreement. I attest the competency of the assistant to perform duties for which the assistant has been specifically trained and is authorized to perform under Chapter 468, Part I, F.S., and Rule 64B20-4.003 and Rule 64B20-4.004, F.A.C.***

I certify that the above information is true and correct to the best of my knowledge.

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Signature of the Supervising Licensee

Date

I have read and discussed this protocol with my evaluator. I certify that the above information is true and correct to the best of my knowledge.

---

Signature of Assistant

Date

The supervising licensee shall make provisions for emergency situations including the designation of another licensee who has agreed to be available to provide supervision to the assistant when the supervising licensee is not available acting pursuant to Board of Speech Language Pathology and Audiology approved protocols as established in Rule 64B20-4.0046, F.A.C.

The record signed by both the licensee and the assistant and a copy thereof shall be provided to the assistant and shall be maintained by the supervising licensee and the assistant for the duration of employment working under the protocol and shall be maintained by the assistant and supervising licensee for four years after termination of employment. Upon request of the Department or Board, the supervising licensee and the assistant shall produce the documentation of competency records required in Rule 64B20-4.003, F.A.C.

This form is *not transferable*.

Written Protocol: Audiology Assistant Collaborative Practice Agreement is valid for one year from date of certification.