

**SKILLS & EXPERIENCE INVENTORY:
SPEECH-LANGUAGE PATHOLOGIST**



Name: _____

Check One:

Supervisor: _____

Hire Date: _____

___ Orientation

Date: _____

Position: _____

___ Annual Review

Additional Training Identified: _____

___ Other

KEY: SELF EVALUATION: 1 2 3 NA (CIRCLE ONE) AS YOU REVIEW THE SKILL / EXPERIENCE LIST IN columns 3 & 4.
1=VERY EXPERIENCED 2=SOMEWHAT EXPERIENCED 3=NOT EXPERIENCED NA=NOT APPLICABLE

** Core Competency = Proficiency must be demonstrated satisfactorily to be considered competent

NO.	Skill / Experience Inventory	Job Position Speech Language Pathologist	Date Observed & Observer's Initials	Comments
1.	Knowledge of Assessment Process			
	a. Health history, review of system and physical examination**	1 2 3 NA		
	b. Development of problem list**	1 2 3 NA		
	c. Development and revision of care plan**	1 2 3 NA		
	d. Assesses response to treatment**	1 2 3 NA		
	e. Establish and revises goals**	1 2 3 NA		
	f. Conducts complete Initial Evaluation**	1 2 3 NA		

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2.	Documentation Skills (accurate, timely, complete and legible)			
	a. OASIS / SOC (if allowed by law)	1 2 3 NA		
	b. OASIS Follow-up	1 2 3 NA		
	c. OASIS Status Change	1 2 3 NA		
	d. OASIS Discharge	1 2 3 NA		
	e. Discharge Summary	1 2 3 NA		
	f. 485, 487	1 2 3 NA		
	g. 60 Day Summary	1 2 3 NA		
	h. Skilled visit notes **	1 2 3 NA		
3.	Adheres to Plan of Care	1 2 3 NA		
	a. Reviews POC prior to care **	1 2 3 NA		
	b. Perform services as ordered **	1 2 3 NA		
	c. Documents according to POC **	1 2 3 NA		
	d. Communicates / Coordinates if appropriate.	1 2 3 NA		

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4.	Knowledge of Medical / State Regulations			
	a. Criteria for participation	1 2 3 NA		
	b. Skilled reimbursable visit	1 2 3 NA		
5.	Effective Case Coordination			
	a. Reports and documents key information to physician, case manager, and supervisor. **	1 2 3 NA		
	b. Team Member (RN, OT, ST, MSW, LPN / LVN, HHA) **	1 2 3 NA		
	c. Attends / participates in case conferences as required **	1 2 3 NA		
6.	Supervision of Ancillary Staff			
	a. HHA	1 2 3 NA		
7.	Infection Control			
	a. Handwashing **	1 2 3 NA		
	b. Proper bag technique **	1 2 3 NA		
	c. Protective equipment **	1 2 3 NA		

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	d. Exposure plan **	1 2 3 NA		
	e. Cleaning equipment between patients **	1 2 3 NA		
8.	Patient Vulnerability an Home Safety			
	a. Assess patient for abuse / neglect **	1 2 3 NA		
	b. Perform safety assessment of home **	1 2 3 NA		
9.	Patient Education			
	a. Determines learning needs **	1 2 3 NA		
	b. Sets objectives **	1 2 3 NA		
	c. Develops / Implements teaching plan **	1 2 3 NA		
	d. Evaluates effectiveness of teaching **	1 2 3 NA		
	e. Revises teaching plan **	1 2 3 NA		
	f. Documents patient response **	1 2 3 NA		
	Clinical Skills (General)			
1.	Vital Signs	1 2 3 NA		

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	Assessments and Evaluation			
1.	Verbal Expression	1 2 3 NA		
2.	Auditory comprehension	1 2 3 NA		
3.	Non-verbal expression	1 2 3 NA		
4.	Graphic expression	1 2 3 NA		
5.	Reading comprehension	1 2 3 NA		
6.	Speech Intelligibility	1 2 3 NA		
7.	Visual comprehension	1 2 3 NA		
8.	Voice			
9.	Prosody	1 2 3 NA		
10.	Latency of response	1 2 3 NA		
11.	Cognitive function	1 2 3 NA		
12.	Arithmetic skills	1 2 3 NA		
13.	Oral / vegetative functions			

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	a. Loss of food / drooling	1 2 3 NA		
	b. Bolus control	1 2 3 NA		
	c. Transit time	1 2 3 NA		
	d. Swallowing reflex	1 2 3 NA		
	e. Cough / choke	1 2 3 NA		
	f. Vocal quality post intake	1 2 3 NA		
	g. Pocketing / stasis	1 2 3 NA		
	Treatments / Skilled Interventions			
1.	Speech articulation disorder			
	a. Dysarthria (Oral-motor exercises, auditory /visual sounds, words, cues, self-monitoring)	1 2 3 NA		
	b. Apraxia (auditory, tactile, visual cues with without mirror, speech melody, rhythm practice)	1 2 3 NA		
2.	Language Disorder: Aphasia (multisensory stimulation, auditory comprehension strengthening, picture word board gestures)	1 2 3 NA		
3.	Dysphagia (oral sensitivity training, positioning, swallowing, diet, exercise, safety program, compensation techniques)	1 2 3 NA		

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4.	Rhythm (voicing control, breath steam)	1 2 3 NA		
5.	Voice disorder (Compensatory techniques, vocal hygiene, prosthesis artificial larynx palatal lift	1 2 3 NA		
6.	Hearing deficit (evaluate and referral)	1 2 3 NA		
7.	Teach non-oral communication skills (sign, board, electric or mechanical , gestural)	1 2 3 NA		
8.	Other:	1 2 3 NA		

Employee Signature: _____

Supervisor Signature: _____