Ethics, Policies and Procedures: Making a winning recipe for your practice

Registration *this course will take place during the 2021 annual convention

Saturday, March 14, 2021  11:00-12:30 PM

This session is being offered for 1.5 SLPAHADB Credits

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Course Description: Starting a private practice is the dream of many professionals. It has never been an easy path and has become increasingly more difficult over time. Efficient administrative systems, proper protection, and management skills all play a vital role in a successful practice. This course will review and outline ethics, policies, and procedures that should be implemented in your practice. It will provide information on additional documents and handbooks to implement as your practice grows.

Speaker Bio: Leann is the founder and executive leader of a multidisciplinary private practice with 2 locations in Southern California. Leann is the current CSHA district 8 director-elect and serve on the advisory and board connection committees. In addition, she is adjunct faculty for California State University, Fullerton and Chapman University.

Session Agenda:
10-min Opening/Intro
20-min Employee Handbook
20-min Policies and procedures
25-min Parent/Client Handbook
15-min Questions and answering

Speaker Disclosures:
Financial Disclosures: Leann Schouten has no relevant financial disclosures.
Non-Financial Disclosures: Leann Schouten - Organization: I am the current CSHA district 8 direct-elect

At the end of this session, attendees will be able to:

- Identify and describe the basic policies and procedures needed to provide effective management and protection for your company and employees.
- Develop and summarize the importance of an employee handbook and state the main areas to include and add as your practice grows and changes.
- Describe why a parent handbook is important for effective administration and management and list the items that are needed.

Instructional Level: Beginner

This session is being offered for .15 ASHA CEUs
In order to cancel your registration you must send an email to csha@csha.org under the subject line "Convergence 2021 Cancellation Request." In your email please list the names of the registered attendees and the reason for cancellation. Cancellation requests received by Friday, Feb 12, 2021 will be refunded 100 percent.