

Teaching (and Building) Professional Survival Skills

Think of something you have needed to do in your career, that you
DID NOT learn in a class or through formal training,.....

This poster session provides an overview of a set of professional survival skill training activities designed and implemented within a 1 year time frame on a limited budget.

These include:

- Upgrading a university course curriculum
- Organizing a Professional Survival Skills track during a state association convention
- Publishing an article series in a state association newsletter
- Developing a Professional Survival Skills & Ethics Lending Library

The following slides provide additional information about professional survival skills: what they are, why they are critical for career success, and where to get them.

Stuff We All Know Credentials We All Have

- **Screening**
- **Assessment**
- **Treatment**
- **Counseling**
- **Documentation**
- **Professional degree**
- **ASHA CCC**
- **State license**

Professional Survival Skills Are:

- **More than excellent clinical skills**
- **More than glowing references**
- **More than having and holding a job**
- *The skills that promote career growth*
- *Skills that set professionals apart from the crowd*
- *Skills that contribute to a satisfying and successful career*

Professional Survival Skills Include:

- Ethical Decision-Making
- Human Resource Management
- Public Relations
- Career-long Learning
- Networking
- Mentoring & Being Mentored
- Critical Evaluation of Research & Development
- Stress & Conflict Management
- Negotiating
- Public Speaking
- Teaching
- Risk Management
- Maintaining Professional Documentation
- Use of Technology
- Balancing Work and Family

Who Needs Them and Why?

- Students
- New professionals
- Experienced clinicians
- Managers
- Educators
- Researchers

YOU!

Building a Professional Survival Toolkit

- **A professional network**
 - Colleagues—present and former
 - Mentor(s)
 - Special Interest Division membership
 - State association membership
 - Legal advisor
- **An *up-to-date* professional history**
 - Resume
 - References
 - Continuing education record
 - Data backup

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- **Current Clinical Skills**
 - Use evidence-based practices
 - Obtain continuing education
 - Take advantage of on-the-job training
 - Ongoing competency demonstration & assessment
 - Cross-train to gain new skills
- **Risk Management**
 - Consider liability insurance
 - Evaluate your documentation
 - Establish relationship with legal counsel
 - Obtain informed consent for the care you provide
 - Maintain confidentiality

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- **Human Resource Management**
 - Managing employees
 - Employment law—hiring & firing
 - Retaining quality staff
 - Motivating staff
 - Accepting supervision
- **Personal Public Relations & Marketing**
 - Know the current job market
 - Know what your skills are worth
 - Network
 - Volunteer
 - Make presentations
 - Add a listing to ASHA's ProSearch:
<http://www.asha.org/findpro/join.htm>

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- **Ethical Decision-Making**
 - Making the right choices at the right time for the right reasons
 - Avoid conflicts of interest
 - Bill appropriately
 - Discharge when therapy is no longer needed or helpful
- **Manage the stress & conflict**
 - Set boundaries
 - Be proactive
 - Exercise & eat a healthy diet
 - Find an “escape”
 - Make time for fun
 - Cultivate a sense of humor

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- **Technology Skills & Equipment**
 - Learn a new Office application
 - Maintain clinical records electronically
 - A website for your clinic or private practice
- **Leadership Skills**
 - Volunteer for projects at work or school
 - Volunteer for an State Assn or ASHA Committee
 - Run for a State Assn or local NSSLHA office
 - Apply for a management-level position at work

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How Do We Learn? Who Do We Learn From?

- As part of a degree program
- During externships & fellowships
- During continuing education activities
- Through reading
- Through life experiences

- **From teachers**
- **From mentors**
- **From students**
- **From co-workers**
- **From ourselves**

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Professional Survival Skills Action Plan

- Get started
- Be realistic
- Be creative
- Set achievable goals
- Be accountable
- **Celebrate success**
- Put your plan in a visible location
- Meet with yourself periodically to review your progress
- Check things off as they are accomplished
- Add new action items
- Repeat actions as needed

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Can I Get CE Credit for Building My Professional Survival Skills?

Yes! In many cases, CE credit is available for these activities.

Or, consider organizing independent study for learning activities you undertake.

You will need to develop learning objectives that clearly relate your learning to your practice as a SLP or audiologist, but this is not difficult! ☺

Independent studies can be arranged for both non-ASHA approved CE offerings as well as self-directed learning activities. For more information, see <http://www.asha.org/about/continuing-ed/self-direct/istudy.htm>. State associations often sponsor independent study activities for their members.

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Resources

- Oklahoma Speech-Language Pathology & Audiology Professional Survival Skills & Ethics Lending Library www.pro-issues-slp.net/LendingLib.htm
- University of Pittsburgh Survival Skills & Ethics Program www.survival.pitt.edu
- ASHA Website
 - Ethics: Documentation & Issues www.asha.org/about/ethics
 - Mentoring: <http://www.asha.org/students/gatheringplace/mentoring.htm>
 - Stress Management: ASHA's BREATHE Program <http://www.asha.org/breathe/>

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- American Speech-Language-Hearing Association. (2004). *Knowledge and skills in business practices for speech-language pathologists who are managers and leaders in health care organizations*. ASHA Supplement 24, in press. (available on the ASHA Website).
- Professional Codes of Ethics
 - <http://www.asha.org/about/ethics/>
 - Check the website for your state licensure board and/or professional association

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