

SAC Telepractice Checklist for Speech-Language Pathology Services

This checklist is designed to assist SAC members and associates in delivering speech-language pathology services via telepractice. This checklist should be used as a guide only, recognizing all steps and information may not be relevant to your individual practice or the needs of your clients. You may edit this checklist to suit your clinical needs.

Each section includes step-by-step considerations—from preparation to implementation.

- 1. Preparation:** Familiarize yourself with SAC resources, regulatory requirements and applicable privacy laws.
- 2. Planning:** Lay the groundwork for effective telepractice service delivery.
- 3. Environment:** Create a professional environment in your workspace.
- 4. Technology/Equipment:** Tips and techniques to optimize your technology and equipment.
- 5. Tips for Working with Families and Carers as Support:** Help families/carers understand their roles and facilitate sessions.

Preparation: Familiarize yourself with SAC resources, regulatory requirements and applicable privacy laws			
STEPS	COMPLETE	IN PROCESS	NOTES
Review SAC’s telepractice webpage .			
Review SAC Position Paper: The Use of Telepractice for S-LPs and Audiologists .			
Review relevant guidance from your provincial regulatory body related, but not limited, to telepractice, informed consent, records, security and privacy.			
Review SAC’s webpage on telepractice and extended health insurance benefits .			
Review applicable provincial or territorial privacy laws .			

Planning: Lay the groundwork for effective telepractice service delivery

STEPS	COMPLETE	IN PROCESS	NOTES
Familiarize yourself with the telepractice platform you will be using: <ul style="list-style-type: none"> • Ensure that the platform is encrypted and secure • Practice sharing tools and therapy materials ahead of time • Practice using features, such as screensharing, mirroring, chat functions, additional cameras, etc. 			
Verify that you and the client have the required equipment and internet access.			
Verify the client's contact information, including mobile phone number and email.			
Verify that a facilitator (e.g. parent or caregiver) will be physically present to support your client during the session (if applicable).			
Inform the client and/or facilitator regarding: <ul style="list-style-type: none"> • Login / password instructions • Features of the platform and hardware to be used • Processes to maintain privacy and security, including policy around recording sessions • Potential risks associated with telepractice. 			
Obtain informed consent to proceed with telepractice.			
Schedule session(s) in advance.			
Prepare session materials in advance: <ul style="list-style-type: none"> • Keep material accessible and within reach. • Ensure the materials can be accessed and used via the telepractice platform. 			
Schedule extra time between client sessions to prepare, plan, and take a break.			

Environment: Create a professional environment in your workspace

STEPS	COMPLETE	IN PROCESS	NOTES
Select a private, quiet space (ideally a room with a door), with proper lighting and background to eliminate distractions.			
Arrange for a professional background: <ul style="list-style-type: none"> • Sit with your back to a wall to avoid a “busy” or “messy” background. • Consider using a virtual background. 			
Dress professionally, as you would if you were seeing clients “in person”.			

Technology/Equipment: Tips to optimize your technology and equipment

STEPS	COMPLETE	IN PROCESS	NOTES
Before each session, check positioning of camera and video monitor via the platform.			
Before each session, check microphones and sound via the platform.			
Connect your computer to your router via an Ethernet cable for the most stable, reliable connection.			
If using WiFi, sit as close as possible to your router. Ask others in your home or practice to avoid using the WiFi while you provide telepractice services.			
Perform a tech “trial run” with clients before beginning services. Make sure that the family can access the platform and can join the session easily.			
Prepare to troubleshoot the audio and visual aspects of the platform. Have a contingency plan in place before providing services.			

Tips for Working with Families and Carers as Support: Help families/carers understand their roles and facilitate sessions

STEPS	COMPLETE	IN PROCESS	NOTES
Confirm contact information (e.g., mobile phone number to call or text, email addresses) before beginning telepractice services.			
Advise of security features associated with logging on to the session, including passwords and virtual waiting rooms.			
Ask the facilitator to sign on to the platform approximately 5 minutes before the start of the session to troubleshoot technical difficulties.			
Remind the facilitator to prepare the client for the session (e.g., have the client take care of personal needs before the start of the session).			
Explain how the facilitator can assist during the session (e.g. silent observer unless otherwise asked).			
Explain how you would like to address questions that the facilitator may have during the session (e.g., wait until afterward to ask/answer).			
Explain behavioural expectations for the client and how they can provide support during the session.			

This resource was adapted from:

American Speech-Language-Hearing Association (2020, April). [ASHA Telepractice Checklist for School-Based Professionals](#).

Speech Pathology Australia (2020, April). [Telepractice Checklist for Speech Pathologists](#).