

Frequently Asked Questions



College of
Speech and Hearing
Health Professionals of BC

Regulator of Audiologists, Hearing Instrument
Practitioners and Speech-Language Pathologists

The purpose of this document is to provide quick and easy reference to the most frequently asked questions. Where necessary, and for your convenience, names of forms, policies, guidelines, standards of practice, and protocols are also mentioned; these can be located on the College website under the Forms or the Publications tabs.

INDEX	Page
<u>Purpose of Regulation</u>	2
<u>Fees</u>	2
<u>Criminal Record Check</u>	3
<u>Classifications</u>	
<u>Active</u>	4
<u>Conditional Active</u>	4
<u>Student Hearing Instrument Practitioner</u>	5
<u>Inactive</u>	5
<u>Association Membership</u>	6
<u>Audiology and Speech-Language Pathology</u>	6
<u>Hearing Instrument Dispensing</u>	6
<u>Advanced Competencies</u>	7
<u>Support Personnel</u>	11
<u>Supervision</u>	12
<u>Contact</u>	16

PURPOSE OF REGULATION

Why must I be a registrant of the College?

The Government of British Columbia has deemed that certain health professions pose a significant risk to the public. There are 23 regulatory bodies under the *Health Professions Act of BC*, all of which are enacted by the provincial government to exist for the primary purpose of protecting the public by setting standards for the competent and ethical practice of its registrants. If you wish to practice a regulated health profession, you must apply to the applicable regulatory body.

Who sets the standards that I must abide by?

The College Board is comprised of eight elected health professionals: four Speech-Language Pathologists (SLP), two Audiologists (AUD), and two Hearing Instrument Practitioners (HIP), plus four public representatives appointed by the government. This composition and the framework of the *Health Professions Act* is referred to as 'self-regulation'. The Board develops the bylaws, policies, and standards of practice for its registrants in consultation with registrants and other stakeholders through committee and working groups.

What is labour mobility?

Currently there are seven provinces who regulate audiology and speech-language pathology in Canada: British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, and New Brunswick. Hearing instrument dispensing is regulated in British Columbia, Alberta (CHAPA), and Ontario (AHIP). In Alberta and Ontario, dispensing is included in the scope of practice for audiology.

Under the Agreement of Internal Trade (AIT), regulated professionals may *transfer* from one regulated jurisdiction to another regulated jurisdiction without the need for additional educational requirements. However, requirements such as 'currency to practice' and 'language proficiency' may vary from province to province and therefore additional requirements may apply. *Transfer* does not mean it is automatic and without fees. Registrants transferring under the AIT must apply to the applicable regulatory body, complete their necessary forms and pay the applicable fees.

Note: Advanced competencies are not transferable under the AIT.

FEES (Application, Registration, and Renewal)

Are fees tax deductible?

Yes. You may claim fees (including, but not limited to: application, registration, renewal, and Advanced Competency (AC) fees) on your personal tax return. Receipts are issued electronically by the College and stored under each registrant's secure online record.

Note: you cannot claim both College fees and association fees; only regulatory fees apply.

Are there pro-rated fees for leaves (such as maternity leaves) or retirement during the registration year?

No. In order to practice as a professional Audiologist (AUD), Hearing Instrument Practitioner (HIP), or Speech-Language Pathologist (SLP) in British Columbia you MUST be registered as 'Active' or 'Conditional Active' with the College.

Regulation is based on meeting certain standards to practice (i.e., competency, professional conduct, ethics). Regulation is not based on part-time or casual employment. Therefore, if you expect to practice, even for one

hour, during the registration year (April 1st to March 31st of the following year), you must renew as Active or Conditional Active.

Should you retire or commence a leave of absence anytime during the registration year, you will not receive any refund for the time that you did not practice. For professionals who retire, you may opt to renew as a 'Retired' classification. This will allow you to be nominated for a College Board position or appointed to a College committee. However, please keep in mind that should circumstances change and you need to revert back to Active from Retired, you will need to meet the Active registration requirements, such as the SAC exam, and pay all applicable fees (application, registration, criminal check). You may wish to consider renewing as Active or In-Active until such time as you are certain that you will no longer practice your regulated profession.

For those who expect to be on a leave of absence for the entire 12 months of the registration year (i.e., April through March), you may renew as an "Inactive" classification. The In-Active classification is not designed for registrants who will be on a shorter leaves of absence, such as maternity leaves or short term disability.

Will the fees be reduced for part-time or casual professionals?

No. Regulation is based on meeting certain standards to practice (i.e., competency, professional conduct, ethics) and not on the basis of part-time or casual employment.

I will be applying as an Audiologist and a Hearing Instrument Practitioner. Do I need to pay for two fees?

No. Only one application or one registration fee applies for one or more applications to the three professions regulated by the College. Only one renewal fee applies regardless of the number of reserved titles held by a registrant.

Can I pay by credit card?

Yes. Payments for renewal fees are available on-line and can be paid by credit cards: VISA or Mastercard. Each registrant is advised of their log-on information to access the secured section of the website entitled 'For Registrants Only'. Application and initial registration fees can also be paid by credit card and this can be arranged by contacting the Office Administrator 604.568.1568.

CRIMINAL RECORD CHECKS

My employer wants me to do a criminal record check. A recent check has been done for my registration with the College. Can I get a copy to give it to my employer?

No. As we do not receive individual letters from the BC Ministry of Justice, but rather a clearance report. However, we can issue a letter confirming you have undergone a criminal review check through the Ministry and the results of the check. Please inform your employer that ALL health professionals under the *Health Professions Act* must undergo a criminal check with their respective regulator. Your name on the Registry, without any limitation or notation of misconduct or discipline, denotes that you are in good standing with the College.

I am an active registrant with the College, but I live and work exclusively in the United States. When the five year renewal consent is required, can I provide the criminal check from the US?

No. The criminal review must be completed by the BC Ministry of Justice; therefore in the fifth year you must provide consent for a criminal review check and pay the appropriate fee – currently \$28.

I just underwent a criminal check in another province. Can I use this for the five year renewal check?

No. The criminal review must be completed by the BC Ministry of Justice under the *Criminal Records Review Act* of BC.

CLASSIFICATIONS

ACTIVE CLASSIFICATION

Are there any limitations under this classification?

No. In terms of independent practice and the non-advanced competencies, Active classification allows a registrant to practice the scope of the profession independently. However, in order to practice an advanced competency, a registrant needs an Advanced Competency Certificate. (Please refer to the Advanced Competency section).

Registrants serve various populations in various employment settings. Some registrants primarily or exclusively serve adult populations and others primarily serve pediatric populations. Registrants are bound by the *Code of Ethics* which places responsibility with the registrant to determine his/her competency to practice within certain populations and employment settings. So while an active classification does not put limitations on the type of employers or populations served, the *Code of Ethics* addresses registrants' responsibility to only provide services for which they are competent to deliver.

I plan to go overseas but I am unsure of when I will return. What should I do for the renewal?

Your options are:

1. Renew as Active, paying the renewal fee of \$500 in the event you return during the registration year and continue reporting Continuing Competency Credits (CCCs) online;
2. Renew as In-Active, paying the renewal fee of \$225 and continue reporting CCCs online. In the event you return during the registration year, you must pay the Active renewal fee of \$500, which means the total cost of renewal would be \$725 for the year you return. *Note: there is a maximum of three consecutive years for the In-active classification and any advanced competencies will automatically expire when transferring to in-active;*
3. Don't renew, and when you return you must reapply to the College paying all fees such as the application fee, registration fee, and meeting all requirements such as proof of passing the SAC exam.

I will be moving to another province but I may return to BC in a couple of years. What should I do for the renewal?

Your options are: same as above.

CONDITIONAL ACTIVE CLASSIFICATION

Can I secure employment as a Conditional Active registrant?

Yes. The Conditional Active classification was developed to allow professionals who have not yet passed the Speech-Language & Audiology Canada (SAC) exam to practice as an SLP or AUD under general supervision. Supervision of Conditional Active registrants is acceptable for Continuing Competency Credits (CCCs). A Conditional Active registrant has two years from the date of initial registration to pass the exam.

I am ASHA-certified. Can the SAC exam requirement be waived in my case?

No. The SAC exam is a requirement for all applicants into the Speech-Language Pathology or Audiology professions. The only exceptions are for applicants applying under the Agreement of Internal Trade (AIT) from another regulated Canadian province, or another country with a similar regulatory structure to the *Health Professions Act* of BC. Applicants must be *currently* regulated in another jurisdiction at the time of application.

STUDENT HEARING INSTRUMENT PRACTITIONER CLASSIFICATION

Can I secure employment as a Student HIP?

Yes. You must secure a supervisor who is a Regulated Hearing Instrument Practitioner (RHIP) upon application to the College for the practicum portion of the requirements. You may do so under an employment arrangement or as a volunteer, but you must meet the obligations outlined in policy and the criteria outlined in the 'Student Declaration Form'. Student Hearing Instrument Practitioners (HIP) have two years from the date of initial registration to meet all requirements (i.e. practicum, written and practical exams).

Please refer to [Policy R-02](#)

As a supervisor of a Student HIP, do I need to be in the same location?

Yes. You need to be in the same location 100% of the time during the 'close supervision' components of the practicum. You must also be present in the same location as the Student HIP for at least 60% of the time during the 'general supervision' components of the practicum. A student HIP must practice under general supervision until he/she passes the practical exam.

Please refer to [Policy R-02](#)

Note: remote supervision is possible, but only in cases when the supervisor has submitted a supervision plan to the Registrar.

As a supervisor of a Student HIP, can I claim Continuing Competency Credits (CCCs)?

Yes. Supervision of Student HIPs is acceptable for CCCs to a maximum of 8 credits per year. If you are supervising two students (the maximum allowed), you may claim an additional 4 credits per year for the second student; the maximum number in any one year is therefore 12 credits.

As a supervisor of a Student HIP, am I accountable for the actions/performance of the Student HIP?

Yes. A student HIP is not yet a registrant. The RHIP supervisor must ensure the Student HIP is aware of the ethical obligations of a regulated health professional as well as the clinical requirements.

INACTIVE CLASSIFICATION

Do I need to obtain Continuing Competency Credits (CCCs) while inactive?

Yes. The Inactive classification is valid for a maximum of three consecutive years. After that time you must renew as Active or be transferred to the "Former" Registry. While an Inactive registrant, you must obtain and report CCCs online through the Registrant's Only section of the College website.

Can I change from Inactive to Active during the registration year?

Yes. The renewal fee for Inactive is \$225. If you wish to change to Active during the registration year you will be required to pay the Active renewal fee of \$500. Therefore, the total payment would be \$725. The purpose of the Inactive classification is not for short-term leaves.

Note: renewal payments are not made in installments: for example, \$225 paid in March and the balance paid when returning to work.

I hold an Advanced Competency. What happens to this certificate if I renew as Inactive?

Certification for an advanced competency automatically expires when there is a change of classification from Active to any other classification.

ASSOCIATION MEMBERSHIP

Do I need to be a member of an association AND a registrant of the College?

No. Registration with the College is mandatory should you wish to practice your profession in BC. Membership with an association, such as BCASLPA, SAC, HIPSBC, CAA, or CHIPS is voluntary. An association's mandate is to provide benefits to the professional member. The College's mandate is to ensure standards are met by professionals for the protection of the public.

SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS

I practiced as a Speech-Language Pathologist (SLP) or Audiologist (AUD) but I did not write the SAC exam, and I am considering re-entering the profession. Do I need to write the SAC exam?

Yes. A Conditional Active classification is available to professionals who have not yet passed the SAC exam but meet all the other registration requirements outlined in Bylaw section 85. You will have two years to successfully complete the SAC exam in order to be granted the independent classification of Active. While Conditional Active you must practice under general supervision.

Please refer to [Bylaw Section 87.9](#)

I am currently employed in another province. Is my transfer to BC automatic?

If you are *currently* regulated in another province, such as Alberta, Saskatchewan, Manitoba, Ontario, Quebec or New Brunswick, you must arrange to have that college provide us with verification of your registration in that province. You are also required to complete all forms including the Standard Application, Statutory Declaration, and Consent for a Criminal Check. You must also pay the applicable fees. If you are *not* currently regulated, then you must apply to the College under bylaw [section 85 or 87.9](#).

Please refer to [Bylaw Section 71](#)

I am graduating from a Canadian university soon and my transcripts will not be available until after convocation. Do I need to wait?

No. You may apply right away; however, you must ask the Dean of the university program to submit a letter directly to the College attesting to the fact that you have completed *all* the course work, including a thesis if this is applicable. Once your transcripts are available, you must arrange for these to be submitted to the College directly from the university.

Can I arrange to write the SAC exam prior to graduation?

You may arrange to write the SAC exam prior to graduation by contacting SAC at www.sac-oac.ca; however, SAC does not encourage writing the exam until all required course work has been completed.

HEARING INSTRUMENT DISPENSING

I am an Audiologist (AUD) from an unregulated jurisdiction and I dispense hearing instruments. What do I need to do when I relocate to BC?

You will be required to apply as an AUD AND as a Hearing Instrument Practitioner (HIP) because 'dispensing' is regulated exclusively for HIPs in BC. If you are currently regulated outside BC, you may transfer to the college under the Agreement of Internal Trade (AIT) IF that jurisdiction regulates dispensing.

Please refer to [Bylaw Sections 82, 85 and 71](#)

If you are not currently regulated, you must apply as an AUD under [bylaw section 85 or 87.9](#) and as a Student HIP under [bylaw section 82](#). You will be required to practice dispensing under general supervision until you pass the Practical exam.

Please refer to [Policy R-04](#)

Do I have to pay two fees?

No. You are only required to pay one registration fee and one application fee, even though you will be registered with the College under two professions.

What professional titles may I use?

An Audiologist (AUD) may use the following professional title:

- **Registered Audiologist, or RAUD**

A Hearing Instrument Practitioner (HIP) may use the following professional title:

- **Registered Hearing Instrument Practitioner, or RHIP**

A dually-registered AUD-HIP may use both professional titles:

- **RAUD, RHIP**

Note: you may NOT use the title "Hearing Instrument Specialist".

Who can I hire as a Student HIP?

A person who has successfully completed a hearing instrument dispensing course from:

- Grant MacEwan University (Alberta);
- George Brown College (Ontario);
- Conestoga College (Ontario);
- Rosemont College (Quebec); or
- An audiology program.

ADVANCED COMPETENCY CERTIFICATION

What is an Advanced Competency (AC)?

An advanced competency certification (AC) is an area of practice within the scope of one or more of the professions of Audiology, Speech-Language Pathology and Hearing Instrument Dispensing that are considered by the BC Ministry of Health to be above entry level and therefore could pose a significant risk to the public.

What are the AC Certificates available through the College, and for which professions?

The current certificates include:

Advanced Certificate (AC)	Profession(s)
<i>Certificate A -- Vestibular Assessment & Management</i>	AUD
<i>Certificate B -- Cochlear Implant Management</i>	AUD
<i>Certificate C -- Cerumen Management</i>	AUD; HIP
<i>Certificate D -- Hearing Instrument Services for Children Aged 12 to 16 Years</i>	HIP
<i>Certificate E -- Fiberoptic Endoscopic Evaluation and Management of Voice Disorders</i>	SLP
<i>Certificate F -- Fiberoptic Endoscopic Evaluation and Management of Swallowing Disorders</i>	SLP
<i>Certificate G -- Voice Restoration (Voice Prostheses)</i>	SLP
<i>Certificate H -- Communication and Swallowing Management for Tracheostomy</i>	SLP
<i>Certificate I -- Videofluoroscopic Assessment of Adult Swallowing Disorders</i>	SLP
<i>Certificate J -- Videofluoroscopic Assessment of Paediatric Swallowing Disorders</i>	SLP
<i>Certificate K -- Management of Airway Secretions (Oropharyngeal or Tracheal Suctioning)</i>	SLP

Are all of the College's Restricted Activities (RAs) granted to each profession subject to an Advanced Certificate?

No. Only those activities considered to require advanced, rather than 'entry to practice' competencies that may pose significant risk of harm to the public or vulnerable populations.

Do Audiologists (AUDs) require an Advanced Certificate (AC) for services with children?

No. The Audiology scope of practice includes services to all age groups.

How long are the Advanced Certificates (AC) valid?

All ACs expire March 31st up to a maximum of three years. AC renewals are for a period of three years commencing April 1st and expiring March 31st three years later.

How do I know what the core competencies are for each Advanced Certificates (AC)?

In addition to the College bylaws posted on the College website, each AC has a specific 'Program of Study' outlining the competencies required for each certificate – these are available under the forms tab on the College website.

Can I perform these areas of advanced practice without having the Advanced Certificates (AC)?

No. You must have a valid AC, or be under the supervision of a holder of the AC, while you are gaining the competencies.

Can I perform all but the Restricted Activity (RA) involved in the advanced competency area without a certificate? For example, all of the functions of voice restoration but not actually inserting, cleaning, changing, or checking the prostheses?

Yes. All the functions, excluding the RA, are within the scope of practice. Please note that Cert H – Communication and Swallowing Management for Tracheostomy has two sections and thus a registrant can apply only for the first part of the competencies or for both parts which include additional competencies.

If I am studying to obtain an Advanced Certificate (AC), what do I need to do? Do I need supervision?

Yes. Please also refer to the specific 'Acceptable Programs of Study' for the AC you are working towards.

Please refer to [Policy QA-04](#)

How much does an Advance Certificate (AC) cost?

The cost is \$45 each for the first two certificates applied for, with no additional cost for subsequent ones (i.e., a maximum of \$90). The renewal fee is \$25 for each of the first two renewals (i.e., \$50 maximum).

How do I maintain my competencies in order to renew my Advanced Certificate (AC)?

You must obtain and report Continuing Competency Credits (CCC) online in each of the advanced areas in which you hold a certificate and you must provide proof of currency of practice for this advanced competency prior to renewal. The CCCs for the AC are part of your total CCCs required for registration renewal and are specific to your area(s) of advanced practice. You must keep track of those credits you have achieved that pertain to your certification(s). A [CCC reporting form](#) is available to assist you – posted on the college website under the Forms tab.

Can I practice in one of the advanced competency areas before I have completed the Program of Study and attained my certificate?

You may practice under the supervision of a registrant who holds that particular Advanced Certificate (AC). Depending on where you are in your studies, the level of supervision may be constant, close, or general. These termed are defined by policy.

Please refer to [Policy QA-06](#)

If I am no longer an Active Registrant in BC, and my Advanced Certificate (AC) has therefore lapsed, can I still have it re-activated if my status becomes Active again?

Yes. But only if it is re-activated prior to the original expiry of the AC. If the AC's original expiration date has passed, you would need to re-apply.

In terms of advanced certification, what is unauthorized practice?

If you are practicing in an area that requires advanced certification and you do not hold the appropriate Advanced Certificate (AC), or if you are not in training to obtain that AC, this is considered unauthorized practice and is in violation of the regulations.

What do I do if I know that one of our registrants is doing an unauthorized practice or a registrant of another college is doing unauthorized practice?

In either case, you should discuss this with the person involved in case they are unaware they are performing an unauthorized practice. If the situation persists, you need to report this to either our College (for our registrants) or to the applicable College that the person is registered with.

Please refer to [Standard of Practice PRSC-P-03 Duty to Report](#)

Why do we have advanced certifications while other professions do not?

Some professions do not have any restricted activities and do not have any areas of high risk as presently determined by the Ministry of Health. For example, some professions cannot diagnose and are not authorized to do things such as applying topical anesthetic, working with artificial openings in the body etc. With advanced certification in place, registrants can practice independently and without the need for a physician order.

Other professions (e.g., registered nurses) do have certified practices for some areas of their practice in a model similar to ours for advanced certification. For other nursing services there may be a requirement for a physician order.

Some of the regulatory colleges have regulations which were established under separate legislation, which were repealed in 2009, and must be updated to fit the framework of the *Health Professions Act*. There will likely be more professions with limits and conditions on their practice(s) as their regulations are updated.

What is the purpose of the programs of study?

Our bylaws outline the high level core competencies for each Advanced Certificate (AC). The program of study translates the bylaws into the knowledge, skills and abilities that provide a registrant with the expected competencies and expected performance in that particular area of practice. This helps protect the public by ensuring they know you have advanced competency in the area(s) where you have obtained certification.

How would the public know if I have an advanced certificate or not?

You can post your Advanced Certificate(s) (AC) in your place of employment. You can also use the appropriate designation in your signature line to let clients know which AC you hold. You can also inform clients of your credentials when you are discussing their assessment or treatment with them.

During my training for an AC, my studies were interrupted for several months. Do I have to start over or can I carry on where I left off?

If you are able to complete the program of study within three years, there is no problem carrying on where you left off.

Can observations required in a program of study be with qualified registrants other than my AC supervisor?

Yes. You are encouraged to observe different registrants or health care professionals where applicable for a broader learning experience.

Do all of my required observations have to be in person?

No. Many of the AC areas lend themselves to observations in other modalities such as digital recordings, videotaped sessions, etc. If these alternate observations are acceptable to the trainee and the supervisor then that is not a problem. Please refer to the specific program of study you are interested in for observation details.

Why do the programs of study have an extension clause?

No two learners learn at the same rate, so the minimum requirements are listed in the program of study. There is an option for additional study or practical experience should the trainee and/or the supervisor feel that is necessary for any of the objectives.

Can I have more than one supervisor for my AC training?

Yes, as long as all supervisors in Audiology, Hearing Instrument Dispensing, or Speech-Language Pathology are certified in that advanced practice area. If there are multiple supervisors, they would need to co-ordinate who is responsible for what in terms of the supervision and training as well as who has the overall responsibility and will sign off on the various objectives. Supervisors from other professions are acceptable if they have the advanced practice area in their scope of practice and are regulated in B.C.

I have completed my Continuing Competency Credits (CCC) for my AC area but I am worried that I have not seen enough patients to renew my certificate. What should I do?

The renewal process is not contingent on how many patients you have seen because that would not be practical, particularly for registrants who work casual, part time, or in a setting with a limited number of patients. It is your responsibility to ensure that in addition to your credit submission that you are competent to perform the requirements of that certificate as per our *Code of Ethics*. If not, you may be able to do some remedial work with another certified registrant.

What resources are available to help me?

- Check the College registry to find colleagues who hold the various ACs and who may be able to assist you;
- Email the Director of Quality Assurance with your questions director.ga@cshhpbcc.org;
- Check under the 'Publications' or 'Forms' tabs of the College website for documents that may help you (e.g., Standard of Practice; Acceptable Program of Study);
- Check professional resources on the topic of your choice.

What is the cycle for reporting Continuing Competency Credits (CCCs)?

The current cycle began January 1, 2016 and ends December 31, 2018. Thereafter, the next three year cycle will run from January 1st 2019 to December 31st, 2021. You must report all CCCs online under the “registrants only” tab of the College website.

Please refer to the [Reporting Form for CCCs](#) (posted on the college website under the ‘Forms’ tab)

A total of 45 CCCs are required per cycle or pro-rated for new registrants. Pro-ration is based on 1.25 credits per month of registration within the cycle. In order to meet the renewal requirements, registrants **must** report their total number of CCCs. Reporting CCCs **must** be done online through the ‘Registrant’s Only’ section of the website. If you have been issued an Advanced Competency (AC) Certificate, CCCs must be reported prior to the expiration of the AC in order to meet the renewal requirements.

BYLAWS PART 12 – SUPPORT PERSONNEL

Until such time as Part 12 of the College Bylaws is approved by the Ministry of Health, the College has developed standards of practice and guidelines regarding supervision and delegation.

What types of supervision are involved?

The policy outlines the various types of supervision.

Please refer to [Policy QA-06](#)

SUPERVISION

Supervising University Students

What qualifications do I need to supervise student placements in Audiology and Speech-Language Pathology?

For Audiology and Speech-Language Pathology you must be an active registrant of the College. In some instances the educational institution will require that you be a clinical instructor with their school in order to take students – for example, UBC requires one year experience.

What are my responsibilities as the student supervisor?

Each educational institution should provide you with the materials required to perform effectively in a student supervision role. They will guide you as to your responsibilities in teaching and evaluation of the student(s) assigned to you.

How much autonomy can I give my student in their practice?

This would depend on where the student is in their educational program, what level of supervision they require, and what the educational institution expects for supervision and oversight. At no time should a student be practicing autonomously.

Supervising Hearing Instrument Practitioner (HIP) Students

Who can I hire and supervise as a Student HIP?

People who have successfully completed a hearing course through Grant MacEwan University (Alberta), George Brown College (Ontario), Conestoga College (Ontario), Rosemont College (Quebec), or graduates of an audiology program.

As a supervisor of a Student HIP, do I need to be in the same location?

Yes. 100% of the time during the close supervision of the practicum. You must be present in the same location as the Student HIP for at least 60% of the time during general supervision. A student HIP must practice under general supervision until he/she passes the practical exam.

Please refer to [Policy R-02](#)

Remote supervision is possible, but only in cases when the supervisor has submitted a supervision plan to the Registrar.

As a supervisor of a Student HIP, can I claim Continuing Competency Credits (CCCs)?

Yes. Supervision of Student HIPs is acceptable for CCCs to a maximum of 8 credits per year. If you are supervising two students (the maximum allowable), you may claim an additional four (4) credits per year for the second student – the maximum number in any one year is therefore 12 credits.

As a supervisor of a Student HIP, am I accountable for the actions/performance of the Student HIP?

Yes. A student HIP is not yet a registrant. The RHIP supervisor must ensure the Student HIP is aware of the ethical obligations of a regulated health professional as well as the clinical requirements.

Supervising Advanced Certification (AC) Applicants

What qualifications do I have to have to supervise an advanced competency trainee, and can I train them in more than one AC at a time?

You must be an active registrant and hold the advanced certificate in the area(s) you are supervising. Yes, a trainee may be working with you on more than one AC simultaneously.

What are my responsibilities as an AC supervisor?

To decide with the trainee when each of the objectives in the program of study have been met, and to ensure at the end of the program of study that the trainee is ready to practice in this area independently. You must also have verification from the applicant that pre-requisite and program of study courses have been taken. If the need arises, you as the supervisor can, in conjunction with the trainee, extend any objective where the applicant needs more experience or knowledge.

What are the timelines for completing an Advanced Competency (AC) certificate program of study?

The pre-requisite coursework (where they exist) must have been completed within the past 7 years. If it is longer than that, some programs of study have an equivalency that must be completed before beginning the program of study. The actual program of study objectives must be completed within 3 years and the certificate is then valid for 3 years. All current programs of study are posted for reference on the website under 'Forms'.

What if there is more than one supervisor assigned to a student or an AC applicant?

The supervisors, in collaboration with the student or AC applicant, should decide who is responsible for what and who the student/applicant should consult if there are questions or issues along the way. All supervisors must be qualified for their role (i.e., hold the appropriate AC certificate). In the case of multiple supervisors, one supervisor must be assigned to sign off on the objectives and program of study. The other supervisor(s) may provide input and feedback.

Can other health professionals supervise our AC applicants?

Only regulated health professionals can supervise, and only if the advanced practice is within their scope of practice. For example, an ENT physician can supervise an Audiologist (AUD) or Hearing Instrument Practitioner (HIP) for cerumen management. Unregulated professionals (such as respiratory therapists) cannot be designated as supervisors but can participate in training such as for Speech-Language Pathologist (SLP) observations.

Supervising Other Health Professionals

What “training or education” can I provide to other health care professionals (i.e., not our professions and not speech and hearing support personnel)?

There are several areas where education can be provided, such as: our professional roles and responsibilities, our scope of practice and advanced practice requirements, and communication methods for individual clients.

Training denotes teaching someone else to do something. You cannot “train” others in our advanced certification areas. Registrants should not train someone in an aspect that is outside their scope of practice (e.g. assessments from our professional perspective).

Can other health care professionals observe me?

Yes. But you need to be mindful of the purpose of the observation. If the observation is to gain a better understanding of what we do, then with the client’s consent, observation is acceptable.

Observation provides information to others but does not necessarily demonstrate competency on the part of the other person. If the purpose of the observation is to assist them in gaining their competencies in a given area of their practice, then observing you would be insufficient.

In addition, registrants are not in a position to decide if a health care provider from another profession is competent, as one professional does not necessarily possess the required body of knowledge or have the required professional clinical perspective.

Am I responsible for the competencies of other health care professionals whom I have been asked to “train”?

Generally, you cannot determine another professional’s competencies from the perspective of their profession. If however you have accepted responsibility for training a screening program, as an example, you must be able to determine if the person has the knowledge, skills, and abilities to complete that specific pass/fail screening appropriately. This is a finite task and does not imply broader clinical judgment or interpretation.

Whether I am supervising a student from my profession, a student support person, or an Advanced Certificate (AC) applicant, what resources are available to assist me?

Many of the core supervisory skills are the same in these various contexts. UBC has excellent resources including:

- The preceptor education program (<http://www.preceptor.ca>) – this is free and has 8 excellent modules of 15-20 minutes each; and/or
- E-Tips (<http://practiceeducation.ca>) – again, these are free modules that cover a lot of the basics;
- One day workshops offered periodically by the School of Physical Therapy at UBC, to which we can submit names of potential attendees -- please notify the College if you are interested in an upcoming workshop;
- Contact the Director, Quality Assurance (director.qa@cshhpb.org) with specific questions you may have.

CONTACT

For clarification or more information, please contact:

Cameron Cowper

Registrar & CEO

registrar@cshhpb.org

Mardi Lowe-Heistad

Director, Quality Assurance

Director.qa@cshhpb.org

Christina Chen

Office Administrator

infor@cshhpb.org