



### Practice Hours Requirement

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#### PURPOSE

- To outline the core requirements for each active registrant to attain the CSHHPBC Standard of Practice: *Attaining and Maintaining Practice Competence (SOP-PROF-02)*.
- To define practice and the Practice Hours Requirement (PHR) as they apply to registrants of CSHHPBC.
- To address the hours requirement for registrants returning to practice and coming to BC from other jurisdictions.
- To address the issue of practice hours for those registrants who are registered as active in more than one profession.

#### SCOPE

- All active registrants of CSHHPBC who are renewing their active registration(s).
- All applicants to CSHHPBC who have been practicing in another jurisdiction.
- New applicants who graduated more than 3 years before their application to CSHHPBC.
- Inactive registrants returning to active registrant status.

#### DEFINITIONS

- **“Practice”** means any professional role, whether remunerated or not, in which the registrant uses their knowledge, skills, and abilities as an audiologist, hearing instrument practitioner, and/or speech-language pathologist. Practice includes the provision of clinical care as well as working in management, administration, education, research, advisory, regulatory, and policy development roles and any other roles that impact on safe, effective delivery of services in the profession and/or use of professional skills. *Adapted from Medical Board of Australia, Registration standard, October 2016*
- **“Practice Hours”** means the number of eligible practice hours accumulated by a registrant within the specified, most recent 3-year cycle.

#### POLICY

- Registrants are ethically responsible to ensure that they attain the minimum number of practice hours required in a defined 3-year cycle. The cycle for practice hours is aligned with the continuing competence credit 3-year reporting cycle and the registration renewal timelines. All active registrants must keep documentation of their eligible, paid and unpaid practice hours.



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- Registrants, who transferred to BC, are responsible for providing documentation of their practice hours which were accumulated in another jurisdiction for any portion of the 3-year cycle when they practiced elsewhere.
- Inactive registrants who have been inactive for part of the three-year cycle must meet the practice hours requirement prior to the end of the cycle. If they have been inactive for all 3 years in the cycle, they must complete a Quality Assurance & Professional Practice (QAPP) Practice Review before resuming practice.
- Applicants who graduated more than 3 years before the start of the current 3-year cycle must provide documentation of practice hours or complete the section in this policy on failure to meet the practice hours requirement.
- At the end of the prescribed three-year cycle, registrants are responsible for having a record of their practice hours. For registrants with more than one active registration they must document the required number of hours for each of their registrations. There may be practice hours which qualify in more than one profession. If a registrant is uncertain as to how they should record their hours they should contact CSHHPBC.
- 750 hours over 3 years equates to 250 hours/year. Any combination of hours across the 3 years is acceptable.
- For illustrative purposes the following chart shows a distribution of practice hours. The totals exceed the minimum hours requirement for a registrant with one active registration:

<b>Days/worked per week for 8-hour days over 48 weeks per year</b>	<b>Total hours in one year</b>	<b>Total hours in three years</b>
1 days/week	384	1152
2 days/week	768	2304
3 days/week	1152	3456
4 days/week	1536	4608
5 days/week	1920	5760



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- Practice hours can include, but are not limited to:
  - Providing client services within the scope of practice for the registrant's profession;
  - Providing education, instructing/teaching and training to registrants, Communication Health Assistants (CHA), professional and CHA students and other health professionals as applicable;
  - Engaging in research or academic writing relevant to the practice of that profession;
  - Supervising or managing registrants, CHAs or students in the applicable profession(s);
  - Providing consulting, advisory or counselling services related to the profession(s);
  - Managing or administering professional programs or services;
  - Performing regulatory, association or policy development work related to the profession(s);
  - Other professional activities that impact the practice of that profession (e.g. committee work, advocacy roles).
- If registrants are unsure if their practice hours are eligible, they should contact CSHHPBC for advice.
- All practice hours must be reported by registrants in the registrant's only section of the CSHHPBC website before the December 31 deadline of the third year in a cycle.
- The next two 3-year reporting cycles for CSHHPBC practice hours are as follows:
  - April 1, 2016 ~ March 31, 2019 (ends December 31, 2018, with a 3-month grace period to March 31, 2019)
  - April 1, 2019 ~ March 31, 2022 (ends December 31, 2021, with a 3-month grace period to March 31, 2022)

#### **FAILURE TO MEET THE PRACTICE HOURS REQUIREMENT**

- At the end of the 3-year cycle, CSHHPBC will contact any registrants whose practice hours are deficient. If a registrant does not meet the practice hour requirement they must either:
  1. Submit a plan to correct the deficiency in hours within 3 months; or



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2. Be under the general supervision of another active registrant for a period set by the Quality Assurance & Professional Practice (QAPP) Committee.
  - If a registrant is unable to meet the Practice Hours Requirement (PHR) according to either option 1 or option 2 above, then they must undergo a Quality Assurance & Professional Practice (QAPP) Practice review, with resulting recommendations and if necessary, a remedial plan. All remedial actions must be completed within the timelines specified in the plan. Failure to meet any of the acceptable remedial actions will result in a referral to the Inquiry Committee. A random audit of registrants will be conducted at the conclusion of the 3- year cycle.

#### CSHHPBC RELATED DOCUMENTS

*Attaining and Maintaining Practice Competence (SOP-PROF-02)*

#### REFERENCES

Registration Standard: Recency of Practice, Medical Board of Australia, October 2016, available online at: [www.medicalboard.gov.au/](http://www.medicalboard.gov.au/)