



Policy Title: Levels of Supervision: Definitions and Application	Policy #: QA-06	
Reference Bylaws: Sections 82(1); 87.10; 89(2); 157; 160(1); 162(1); 164(2) and Code of Ethics	HPA reference:	
Authorization: Quality Assurance Committee	Date Approved: December 2, 2011	Date Revised: December 2, 2016

PURPOSE OF THIS POLICY

- To define the levels of supervision used in the CSHHPBC
- To outline the application of the various levels of supervision

SCOPE

- All registrants of the CSHHPBC

Note: The practicum training requirements for Hearing Instrument Practitioner students are outlined in the Registration Policy R-02: Requirements for Application towards Registration as a Hearing Instrument Practitioner.

POLICY DEFINITIONS:

General Supervision:

General supervision refers to the oversight of the work of another registrant or communication health assistant, in order to provide practice oversight, clinical direction and/or clinical guidance. The supervisor does not necessarily have to be present or in close proximity to the person being supervised but is accessible when required. Remote supervision is often used synonymously with general supervision that is provided from a distance.

Forms of Direct Supervision:

A. Close Supervision:

Refers to a supervisory relationship where there is close proximity between the supervisor and supervisee. The supervisor is able to attend in person if required by either party. There may be a stipulation, in various training situations, of how much time the supervisor is required to be in attendance.



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B. Constant Supervision:

The supervisor is always present and services are not provided by the supervisee in the absence of the supervisor. The supervisor authorizes and approves all services being provided to the client by the supervisee.

POLICY APPLICATIONS:

Communication Health Assistants:

General supervision is applicable in many practice settings between supervisors/practice leaders and registrants and between registrants and communication health assistants. General supervision should always be available to communication health assistants. The communication may be provided electronically or by phone. It is the supervisor's responsibility to increase the type/form of supervisory contact, if in their clinical judgment; there is a potential risk to the client. This may involve attending the location in person or having another registrant attend if it is not practical or reasonable for the supervisor to attend in person.

Registrants providing "remote" general supervision (i.e. not in person) must document the essence of the request and the guidance that was provided.

All Supervisory Situations:

Close or constant supervision may be a requirement of a supervisor, when a supervisee is learning a new skill(s) and is not yet independent or in situations requiring upgrading or refresher.

Specific levels of supervision are applicable to the various conditions as outlined below:



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Conditional Active Registrant Classification

Conditional active registrants must be under the general supervision of a registrant and may be increased to a form of direct supervision (i.e. close or constant) with mutual agreement between the conditional active registrant and the supervisor. Conditional active registrants must not supervise: students, other registrants or communication health assistants.

Remedial or Learning Plans

Registrants, who have a remedial or learning plan in place, to address deficiencies as a result of a complaint or a practice review, must have the level of supervision outlined in the plan available to them. In any employment setting, a learning plan or similar document must also outline the level of supervision expected. The registrant who requires supervision in these circumstances must not supervise other registrants or conditional active registrants.

Advanced Competency Certification Training

Registrants in training for an Advanced Competency Certificate must adhere to the supervisory levels that are outlined in each acceptable program of study. In all programs of study, the level of supervision for any objective(s) may be extended by mutual agreement between the registrant and the supervisor.

Student Training

Students (professional and communication health assistant students) require supervision that varies with the level of their training and their independence in various aspects of practice. The level of supervision must comply with the students' learning objectives, the college bylaws and the requirements of the appropriate educational institution. Timelines for a level of supervision may be extended by the supervisor and/or the educational institution, if required.



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Observation

Observation is not a form of supervision but is designed to offer students, trainees, non-registrants and in some instances registrants (e.g. observation during advanced competency certification training) a learning opportunity with minimal client risk. Observers must not provide any hands on or direct client services including but not limited to: assessment, treatment/intervention, education or counselling.

CSHHPBC Related Documents

Policy QA-04 Acceptable Programs of Study for Advanced Certifications
FORM- Acceptable Programs of Study (Certificates A-K)
Policy QA-07 Qualification of Supervisors
Policy R-02 HIP Practicum Requirements