



Supervisor Qualifications

PURPOSE

- To outline the required qualifications of supervisors who are supervising:
 - Graduate students in an Audiology or Speech-Language Pathology Master's program;
 - Advanced Certificate Applicants in training;
 - Communication Health Assistants;
 - Conditional Active Registrants;
 - Hearing Instrument Practitioner Interns.

SCOPE

- All CSHHPBC Registrants involved in supervision;
- All Speech-Language Pathology and Audiology students seeking supervision by a qualified professional;
- All Conditional Active Registrants;
- All HIP Interns;
- Applicants in training for Advanced Certification.

DEFINITIONS

- **“Supervisor” (or mentor)** means the person who has agreed to oversee the supervision of a graduate student, advanced competency certification applicant, communication health assistant or a conditional active registrant. This may or may not be a registrant's administrative or employment-related supervisor.
- **“Supervision”** means the many registrant responsibilities that may include but are not limited to: observing, directing, overseeing, evaluating, reviewing, and monitoring someone else's clinically related performance, in the regulatory context. There may be requirements for supervisors to provide: training, observation practical competencies, constructive formal and informal feedback and practice or clinical performance plans and evaluations. This is not administrative or management supervision.

POLICY

- Supervisors must be active registrants and may only supervise within their registered profession(s). Under no circumstances may a registrant provide supervision if they have any limits or conditions placed on their practice. In the instance that a limit or condition is placed on a supervisor's practice, they must cease supervising immediately. The supervisor's continuing competency credit requirements must be up to date and not in arrears, including those pertaining to advanced competency certification, if applicable.

NOTE: No fee for supervision will be charged by a registrant directly to any student, Advanced Certificate (AC) applicant, or Communication Health Assistant (CHA).



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Graduate Students:

- A registrant in Speech-Language Pathology and Audiology, who is supervising students, must adhere to the student's university's guidelines/requirements for supervision of graduate students. For UBC, supervisors must adhere to the guidelines for clinical instructors/educators. Where there is no requirement stated for a University program, then 5 years' experience should be used.

Advanced Certification (AC) Applicants:

- A registrant in British Columbia, who is supervising or training an applicant for advanced certification, must be an active registrant in the applicable profession(s) and hold the applicable advanced certificate. For supervisors outside of British Columbia, the supervisor must be approved by the Quality Assurance & Professional Practice Committee prior to submission of a completed application for an advanced certificate. For out of province, substantial equivalency applications, each case including the supervisor qualifications will be reviewed and assessed on its own merit.
- AC supervisors must declare that they are currently competent to practice the applicable advanced certificate, that they have the necessary supervisory skills and that they have at least 6 months experience since they received their certificate following a standard application. Certificate holders who have been granted their certificate based on substantial equivalency may have applicable experience obtained in another jurisdiction.

Communication Health Assistants (CHA):

- A registrant who is supervising communication health assistants must be an active registrant in the applicable profession(s) and understand that the supervisor is accountable and responsible for the oversight of the communication health assistants while "in training" and when competent to perform as a CHA.

Conditional Active Registrants:

- A registrant, who is supervising a conditional active registrant, must have a minimum of 2 years of clinical experience as an active registrant. Conditional active registrants must not supervise other registrants, students or communication health assistants.



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HIP Interns:

- To qualify, a HIP Intern (formerly, “Student-HIP”) supervisor must be an Active registrant and have been in practice in British Columbia for a minimum of 2 years. HIP Intern supervisors must provide the necessary clinical setting to students if they are to sign-off on HIP Intern Declarations and Work Plan objectives and may supervise a maximum of 2 students concurrently. HIP Intern supervisors and interns must be located at the same place of business, with the exception noted under general supervision.

RELATED CSHHPBC DOCUMENTS

CSHHPBC Bylaws (Schedule E: Registrant Code of Ethics)

Continuing Competency Credit Reporting Requirements (POL-QA-02)

Levels of Supervision (POL-QA-06)

HIP Intern Practicum Requirements (POL-R-02)

Use of Communication Health Assistants (SOP-PRAC-04)

Supervisor Resources:

- Many of the core supervisory skills are the same in these various practice contexts. UBC has excellent resources including:
 1. The preceptor education program (<http://www.preceptor.ca>) – this is free and has 8 excellent modules of 15-20 minutes each and/or:
 2. E-Tips (<http://practiceeducation.ca>) – also free modules that cover a number of the basics.
 3. One day workshops offered periodically by the School of Physical Therapy at UBC; CSHHPBC can submit names of potential attendees. Please notify CSHHPBC if you are interested in an upcoming workshop.
- Supervision requires skills and abilities on the part of the supervisor. Registrants providing supervision are advised to review their skills and abilities and develop a learning plan accordingly. The *Clinical Supervision Skills Toolkit* (Victorian Government, Melbourne, Australia) offers extensive learning plan options.

REFERENCES

[Clinical Supervision Skills Toolkit \(ACPG-07\)](#)