



<b>Policy Title:</b>  <b>Entry-to-Practice Examinations - Approval</b>	<b>Replaces former policy:</b> <input checked="" type="checkbox"/> Title: CSHBC Entry to Practice Examination Approval <input type="checkbox"/> N/A
<b>Applies to:</b> <ul style="list-style-type: none"> <li>• <b>Audiology</b></li> <li>• <b>Hearing Instrument Dispensing</b></li> <li>• <b>Speech-Language Pathology</b></li> </ul>	<b>Date Effective:</b> 2024-06-28  <b>Last Update:</b> Select date
<b>Contact:</b> Name of Policy Owner	

## Policy Statement:

Pursuant to CHCPBC Bylaws, Schedule 8, 8.1, the Registration Committee approves entry-to-practice examinations for the Designated Health Professions of Audiology, Hearing Instrument Dispensing and Speech-Language Pathology.

The Registration Committee may consult with the Quality Assurance Committee and/or the Professional Practice and Standards Advisory Committee for expertise in the examination approval process:

- Where specialist knowledge is required that is unavailable within the Registration Committee.
- Where examination content may impact or reference quality assurance programming and/or compliance with competency profiles and standards.
- Where examination reliability and validity may impact or reference quality assurance programming and/or compliance with competency profiles and standards, including standards with respect to required levels of evidence.
- Where consultation is needed for any other reason.

The Registration Committee will review all materials considered by the Quality Assurance Committee and/or the Professional Practice and Standards Advisory Committee in relation to a given exam, as well as any recommendations or comments. Where it determines that additional information is needed to make a decision, the Registration Committee may direct College staff to obtain such information.



Additionally, the Registration Committee may appoint subject matter experts to provide further specialist knowledge. The scope of a subject matter expert's work will be defined by the Committee, and the subject matter expert will be accountable to the Committee or staff directing their work.

The Registration Committee will conduct its exam approval process in accordance with the principles outlined in Appendix A. The same process is applied in cases where the exam being considered is an iteration of an existing and previously approved exam and where no public protection and/or reputational risk has been identified, as well as in cases where the proposed exam is offered by an alternative provider, where it is an existing exam that has undergone substantial change, and where public protection and/or reputational risk has been identified.

The roles played by College staff in this process are outlined in Appendix B.

The length of the approval process, requirements for publication and notification, and recommendations for periodic review of approved exams are established in Appendix C.

## 1. Policy Rationale and Purpose:

This policy establishes requirements for the Registration Committee in assessing and approving entry-to-practice examinations for the Designated Health Professions of Audiology, Hearing Instrument Dispensing and Speech-Language Pathology.

## 2. Policy Scope:

This policy applies to the Registration Committee, the Quality Assurance Committee, the Professional Practice and Standards Advisory Committee, and appointed subject matter experts assessing entry-to-practice examinations for the Designated Health Professions of Audiology, Hearing Instrument Dispensing and Speech-Language Pathology.

## 3. Legal Authority:

- *Health Professions Act*
- Speech and Hearing Health Professions Regulation
- *Declaration on the Rights of Indigenous Peoples Act*
- CHCPBC Bylaws, Schedule 8, 8.1

## 4. Key Partnerships:

N/A

## 5. Definitions:

N/A



## 6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other:

## 7. Resources/References:

- Hearing Instrument Dispensing Competency Profile
- Policy: RHIP - Examination Requirements (Conditional Registrants)
- Professional Standards: Marketing
- Professional Standards: Unique & Shared Scope of Practice

<b>Reviewed by the Board on:</b>		Select date	<input checked="" type="checkbox"/> N/A
<b>Reviewed by the Registrar/Deputy Registrar on:</b>		Select date	<input type="checkbox"/> N/A
<b>Date Approved</b> Select date	<b>Approved By</b> <input type="checkbox"/> Board <input type="checkbox"/> Committee ( <i>Name of Committee</i> ) OR Name <i>Full Name</i> Title <i>Title</i>		
<b>Date Effective</b> Select date	<b>Revision history</b>	<b>Last Updated:</b>	Select date
<b>Next Review</b> Select date		<b>Previous Update:</b>	Select date
<b>Drafted by:</b> Name <i>Name</i>		Title <i>Title</i>	



# Appendices

## Appendix A

### Principles for Assessing and Approving Examinations

The Registration Committee should apply the following principles when assessing and approving examinations required for registration under the CHCPBC Bylaws:

- a. Examinations must assess Applicants against entry-to-practice competency profiles which have been either approved or accepted in principle by the Registration Committee.
- b. Examinations, where possible, should be culturally relevant to the Canadian health care system. In cases where this is not possible, mitigations should be explored (e.g., reducing the weighting of questions relating to international health care contexts).
- c. Examinations must be sufficiently accessible to Applicants and must operate with appropriate frequency.
- d. Examinations are legally defensible in terms of how they are developed, maintained and administered.
- e. The requirement for at least one entry-to-practice examination as a condition of Full registration in the Designated Health Professions of Audiology, Hearing Instrument Dispensing and Speech-Language Pathology is currently codified in bylaw.

Given that examination content, reliability and validity may impact or reference quality assurance programming and/or compliance with competency profiles and standards — including standards with respect to required levels of evidence — it is recommended that the Registration Committee consult the Quality Assurance Committee and/or the Professional Practice and Standards Advisory Committee during the review period. The scope of work involved in the approval process will be defined by the relevant committee(s).



## Appendix B

### Staff Roles

College staff may, on their own initiative or at the direction of the Registration Committee, conduct preliminary research with respect to an entry-to-practice examination that may be appropriate to adopt for Audiology, Hearing Instrument Dispensing and/or Speech-Language Pathology. Staff will respect the confidential and sensitive nature of examinations when making inquiries. Staff will report to the Registration Committee.

Information pertaining to an exam will be collated, ready for presentation to the Registration Committee. This information should include:

- Exam blueprint(s)
- Sample exams
- Exam reliability and validity data
- Handbooks/manuals for candidates
- Handbooks/manuals for regulatory authorities
- Case studies
- Other resources as available



## Appendix C

### Approval Process

#### Length of process

The length of the assessment and approval process for an entry-to-practice exam will vary case-by-case. However, all parties involved in the process must recognize the importance of the College's statutory mandate, and of compliance with the *Health Professions Act* and CHCPBC Bylaws, and prioritize examination assessment and approval work accordingly.

#### Publication and notification

Following the approval of an entry-to-practice exam, College staff will take the following actions:

- Update the College website.
- Advise all Applicants known to be currently eligible to write an entry-to-practice exam under Schedule 8, 2.1.2 and 3.1.2 of the CHCPBC Bylaws.
- Advise key stakeholders, which may include approved B.C. and Canadian education programs, other Canadian speech and hearing health regulators, and professional associations.

#### Review of approved exams

The Committee should consider undertaking a full or partial review of all approved entry-to-practice exams every seven years, or whenever there has been a substantial change in the circumstances impacting an approved exam. A substantial change may include:

- A change in exam content.
- A change in the reputation and/or integrity of the exam.
- A change in the approach of a national alliance towards the exam.
- A change in a competency profile that has been created or accepted on principle by the College.
- A change in accepted practices for assessing and approving entry-to-practice exams.