



Policy Title: Practicum Requirements (Conditional Registrants)	Replaces former policy:
	<input checked="" type="checkbox"/> Title: CSHBC RHIP (Conditional) Practicum Requirements <input type="checkbox"/> N/A
Applies to: Hearing Instrument Dispensing	Date Effective: 2024-06-28
	Last Update: Select date
Contact: Name of Policy Owner	

Policy Statement:

Once an Applicant’s initial application is processed, they become a Registrant of the Designated Health Profession of Hearing Instrument Dispensing in the registration class of Conditional (a “Conditional Registrant”).

A Conditional Registrant must complete a supervised clinical practicum consisting of 660 hours of clinical practice under the supervision of a practicum supervisor. The supervisor must be a Registrant of the Designated Health Profession of Hearing Instrument Dispensing in the registration class of Full and must obtain approval from the College prior to commencing supervision. A Conditional Registrant must not practise independently (i.e., without their supervisor) until they have met the requirements for — and received confirmation of — registration in the class of Full.

A Conditional Registrant must inform the College, in advance, of any proposed change in supervisor or work location during their practicum period.

Supervision requirements are detailed in Appendix A.

1. Policy Rationale and Purpose:

This policy establishes the requirements of the supervised clinical practicum that a Conditional Registrant must complete under Schedule 8, 2.1.3 of the CHCPBC Bylaws.

2. Policy Scope:

This policy applies to Registrants of the Designated Health Profession of Hearing Instrument Dispensing in the registration class of Conditional, excluding those who are exempt under Schedule 8, 2.4 of the CHCPBC Bylaws.

3. Legal Authority:

- *Health Professions Act*



- Speech and Hearing Health Professionals Regulation
- Declaration on the Rights of Indigenous Peoples Act (DRIPA)
- CHCPBC Bylaws, Schedule 8, 2.1.3

4. Key Partnerships:

N/A

5. Definitions:

N/A

6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other: Click or tap here to enter text.

7. Resources/References:

- Policy: RHIP - Examination Requirements (Conditional Registrants)
- Registration Guideline: Supervised RHIP (Conditional) Practicum
- Summary of Clinical Practice Hours (HIP Program) Form
- Standard of Practice: Supervision

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



Appendices

Appendix A

Supervision Requirements

The 660-hour practicum is completed on a graduated progression from “constant” to “close” to “general” supervision. These categories are defined in the *Supervision* standard of practice¹. The supervisor may extend the number of hours required at any level of supervision.

- **Constant supervision**

During the first 330 practicum hours, a Conditional Registrant must practice under constant supervision. They must not engage in clinical activities unless their supervisor is in physical attendance. The supervisor must co-sign reports, audiograms and verification measures.

- **Close supervision**

Between 330 and 560 practicum hours, a Conditional Registrant must practice under at least “close” supervision, with a supervisor working within the same facility. The supervisor and the Conditional Registrant must maintain sufficiently close proximity, such that the supervisor may attend in person at the request of either the Conditional Registrant or the supervisor. The supervisor monitors the actions performed by the Conditional Registrant and continues to co-sign reports, audiograms and verification measures. The supervisor must also be available for case discussions and must review case files at least weekly.

- **General supervision**

During the final 100 practicum hours, a Conditional Registrant must practice under at least “general” supervision. The supervisor must be accessible to the Conditional Registrant but does not need to attend in person. “General supervision” is synonymous with “remote supervision”; access may be by telephone, email or virtual meeting. The supervisor must also remain available for case discussions and must continue to review case files at least weekly.

Exemption from practicum requirement

Schedule 8, 2.4 of the CHCPBC Bylaws provides that if an individual has not completed the practicum, they may be exempted from this requirement if the Registration

¹ In the case of any discrepancies in the application of these definitions between this policy and the *Supervision* standard, the latter will prevail.



Committee is satisfied that their knowledge, skills and abilities are substantially equivalent to those one would gain during the practicum, and that they meet the applicable standards of academic and technical achievement.

If an Applicant or Conditional Registrant believes they may meet the threshold to be exempted from the practicum, they may apply to the Registration Committee for such consideration. In doing so, they should provide tangible evidence of clinical experience similar to that which would be gained through the practicum.

A Conditional Registrant who is also a recent graduate of an audiology education program that has been found by the Registration Committee to meet the requirements prescribed in Schedule 8, Table 3 of the CHCPBC Bylaws is automatically considered for this exemption.

If exempted from the practicum, a Conditional Registrant must still work under general supervision until they have successfully completed the required entry-to-practice examinations.

Supervisors

A Conditional Registrant must make their own arrangements to secure a supervisor who:

- Meets the criteria of “General qualifications for all supervisors” as set out in the *Supervision* standard of practice.
- Is a current Registrant of the Designated Health Profession of Hearing Instrument Dispensing in the registration class of Full.
- Has been in active practice for a minimum of two years.
- Is free from any actual or apparent conflict of interest that may affect their supervisory oversight. (For example, an individual cannot supervise a Conditional Registrant who is their family member, friend or employer.)

A Conditional Registrant must own or have access to the minimum equipment required for the practice of the profession, as specified by the Registration Committee, and their supervisor must provide a training setting that allows for practical experience with the relevant client population. Conditional Registrants and their supervisors must be located at the same facility throughout the “constant” and “close” supervision stages.

Practicum supervision plans for remote locations – Graduates of recognized diploma programs

A Conditional Registrant who has completed their practicum requirements and is accepted to take the next scheduled registration examinations — i.e., where they have



submitted a completed and signed *Summary of Clinical Practice Hours (HIP Program)*, per the *Supervised RHIP (Conditional) Practicum* registration guideline — may also be employed in an off-site/remote location under general supervision. The classification of “off-site/remote” is based on geography and service needs, not on corporate and/or human resource needs.

A written practicum supervision plan must be developed and co-signed by the Conditional Registrant and their practicum supervisor and submitted to the College prior to the Conditional Registrant commencing off-site/remote work. The supervision plan must include an assessment of the Conditional Registrant’s strengths and weaknesses specific to hearing aid dispensing and must identify a competency development plan to address such weaknesses. In addition, a Conditional Registrant’s competency in taking earmold impressions must be established by the supervisor before off-site supervision can be approved. To this end, the Conditional Registrant must have satisfactorily performed a minimum of 25 impressions. The Conditional Registrant’s practicum supervision plan must also include:

- The Conditional Registrant’s relevant work history.
- The location where the Conditional Registrant will be working.
- A plan for remotely monitoring the activities of the Conditional Registrant (e.g., minimum monthly site visits, regular teleconferences and videoconferences, methods for reviewing reports and audiograms) and completing co-signing requirements.

The supervisor must review and co-sign reports, audiograms and verification measures at least weekly.

Practicum supervision plans for remote locations – Other

An Applicant or Conditional Registrant who meets the education requirements under Schedule 8, 2.1.1 or 2.3 of the CHCPBC Bylaws and has at least five years of dispensing experience from another jurisdiction may be employed in an off-site/remote location during the fulfillment of their practicum requirements under a supervision plan approved by the College. The classification of “off-site/remote” is based on geography and service needs, not on corporate and/or human resource needs.

Submission and approval of the written practicum supervision plan must take place prior the Applicant or Conditional Registrant’s employment start date and must include the following:

- The Applicant/Conditional Registrant’s relevant work history.
- The location where the Applicant/Conditional Registrant will be working.
- The primary location of the supervisor.



- A plan for remotely monitoring the activities of the Applicant/Conditional Registrant (e.g., minimum monthly site visits, regular teleconferences and videoconferences, methods for reviewing reports and audiograms) and completing co-signing requirements.

Subject to the approval of the College, supervisors are *not* required to co-sign reports, audiograms or verification measurements.