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Standard of Practice	Supervision	SOP-PRAC-07
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DEFINITIONS

In this standard:

“Supervision” means the process by which a supervisor oversees a supervisee’s practice of a health profession superintended by the CSHBC, or oversees a supervisee’s engagement in delegated clinical activities as part of a registrant’s practice, where that supervisory oversight is required by or under the *Health Professions Act* or CSHBC’s bylaws, including requirements of CSHBC standards or guidelines. Supervisory oversight may include a supervisor monitoring, reviewing, guiding, directing, training, evaluating, or providing formal or informal feedback about, a supervisee’s activities, performance, or competencies, in accord with professional standards and guidelines.

NOTE: Supervision focuses on professional standards and guidelines. Supervision may be distinguished from employment-related or organizational (e.g., administrative or managerial) supervision.

Types of CSHBC Supervisors:

“Supervisor” means a registrant who has agreed to provide supervision, including supervision for a certified practice applicant, communication health assistant, conditional or temporary registrant, HIP Intern, university student or registrant. A supervisor includes a Practice Review Supervisor.

“Practice Review Supervisor” means a registrant appointed by the Quality Assurance & Professional Practice (QAPP) Committee to provide supervision to another registrant to remediate practice deficiencies identified in a practice review.

NOTE: A supervisor for a conditional registrant may have a concurrent role as the registrant’s employment-related (e.g., administrative or managerial) supervisor, but must not occupy any role during supervision giving rise to an actual or apparent conflict of interest.

Levels of Supervision:

“In person supervision”, in the context of a supervisor providing oversight to a supervisee, means attending physically, unless the College has specified through a standard, a guideline, an order, an undertaking

and consent agreement, or amendments thereto, that “in person” includes contemporaneous oversight using electronic methods of visual and audio communication.

“**Constant supervision**” means supervision where the supervisee may not engage in clinical activities unless the supervisor is in attendance.

“**Close supervision**” means supervision with a sufficiently close proximity between supervisor and supervisee that a supervisor may attend in person at the request of either supervisor or supervisee, e.g., the supervisor and supervisee work within the same facility.

“**General supervision**” means supervision where the supervisor is accessible to a supervisee but does not attend in person. General supervision is synonymous with remote supervision. Accessible may be by telephone, email or virtually.

SCOPE

All registrants of CSHBC.

PURPOSE

To define types of supervisors.

To classify levels of supervision used by the CSHBC.

To outline the application of the various levels of supervision.

To identify the required qualifications of supervisors in various practice capacities.

STANDARD

General Qualifications for All Supervisors

A registrant may not act or continue as a supervisor unless the registrant meets the following criteria (the “General Qualifications”):

- The registrant is a Full registrant. For clarity, a Conditional, Temporary or Non-practising registrant may not act as a supervisor.)
- The supervision involves oversight of the supervisee practicing the registrant’s profession or engaging in clinical activities as part of the registrant’s practice.
- The registrant meets all requirements relating to Practice Hours and Continuing Competence Credits (CCC), including requirements pertaining to certified practice if applicable.
- The registrant is not subject to limits or conditions on their practice.

- The registrant is not under investigation by the Inquiry Committee.
- The register is satisfied registrant is free from any actual or apparent conflict of interest that may affect the registrant's supervisory oversight of the supervisee, e.g., where the registrant is involved in an ongoing or recent personal, employment, or business relationship with the supervisee, that has influenced, or that a reasonable person would conclude might influence, the registrant's supervisory oversight of the supervisee (e.g., where the registrant is related to the supervisee, where the registrant is employed by the supervisee, or where the registrant is otherwise subject to the supervisee's authority). Supervisor assignments may be reviewed by the appropriate CSHBC committee.

If a registrant fails to meet any of these criteria while acting as a supervisor, the registrant must inform the College and the supervisee, must cease acting as a supervisor immediately, and must make all reasonable efforts to arrange for an alternate supervisor for the supervisee, except that where a registrant is under investigation by the Inquiry Committee, the Inquiry Committee may permit the registrant to continue as a supervisor.

A registrant may not, with respect to supervision, directly charge any certified practice certificate applicant supervisee, communication health assistant supervisee, or student supervisee.

Additional Qualifications for Specific Circumstances

In addition to meeting the General Qualifications, registrants must meet the following additional qualifications as they apply to specific circumstances.

Certified Practice Certificate Applicants:

A registrant may not act or continue as a supervisor for an applicant for a Certified Practice (CP) certificate unless the registrant meets the following criteria:

- The registrant currently holds the applicable certificate;
- The registrant has held the applicable certificate for at least 6 months;
- The registrant has declared they are competent and have the necessary skills to provide supervisory oversight;
- A non-registrant who is registered with another college or regulatory body may not act as a supervisor for an applicant for a Certified Practice (CP) certificate unless:
 - The Certified Practice Advisory Committee (CPAC) has pre-approved the non-registrant's qualifications as substantially equivalent to the requirements for holding the applicable certificate;
 - The non-registrant meets the requirements of their regulatory body for the activities covered by the certificate;
 - The non-registrant has met the requirements of their regulatory body for the activities covered by the certificate for at least 6 months;
 - The non-registrant has declared they are competent and have the necessary skills to provide supervisory oversight.

Communication Health Assistants:

A registrant acting as a supervisor for a communication health assistant (CHA) remains accountable and responsible for the care provided by the CHA.

Conditional or Temporary Registrants:

A registrant may not act as a supervisor for a Conditional or Temporary registrant unless the registrant has at least 2 years' of clinical experience as a Full registrant.

HIP Interns:

A registrant may not act as a supervisor for a Conditional HIP or a HIP Intern unless the registrant meets the following criteria:

- The registrant has had at least 2 years' of practice in British Columbia;
- The registrant is not supervising more than 2 HIP Interns concurrently;
- Except in the case of General Supervision, the registrant is located in the same facility as the HIP Intern;
- If the registrant is to sign-off on the *Proposed HIP Intern Supervisor Form (AF-18)* and *Summary of Clinical Practicum Hours (HIP) (AF-17)*, the registrant provides the necessary clinical setting.

Graduate Students:

A registrant Speech-Language Pathologist (SLP) or Audiologist (AUD) acting as a supervisor for a graduate student must adhere to the student's university guidelines and requirements for supervision of graduate students.

A registrant acting as a supervisor for a graduate student with the University of British Columbia (UBC) must adhere to UBC's guidelines for clinical instructors/educators.

Where a university's guidelines and requirements for supervision do not specify an experience requirement, a registrant must not act as a supervisor for a graduate student without at least 5 years' experience as a Full registrant.

APPLICATION OF THE LEVELS OF SUPERVISION

All Supervisory Situations

A supervisor must provide, and a registrant supervisee must receive, Close or Constant Supervision when a supervisee is learning a new skill(s) and is not yet independent, or in any other situation where the supervisee's relevant skills are insufficient to practice independently or with general supervision.

Certified Practice Training

A supervisor for a registrant in training for a Certified Practice (CP) certificate, and their registrant supervisee, must adhere to the levels of supervision in the approved certification program. They may adjust the level of supervision for any objective(s) beyond required levels by mutual agreement.

Communication Health Assistants

A supervisor must always provide General Supervision to their communication health assistant (CHA) supervisees, e.g., in person, by telephone, or otherwise electronically.

A supervisor providing General Supervision must document the essence of any issue, request or query, and the guidance they provided.

If, in a supervisor's clinical judgment, a potential risk to a client warrants increased supervision, a supervisor must provide Close or Constant Supervision for their communication health assistants (CHAs), either personally or through another registrant.

Conditional or Temporary Registrant Practice

A supervisor for a Conditional or Temporary registrant must always provide, and a Conditional or Temporary registrant must always receive, at least General Supervision. They may adjust the level of supervision beyond required levels by mutual agreement.

HIP Intern & Graduate Student Training

The Level of Supervision appropriate for a HIP Intern or graduate student will vary with the supervisee's level of training and their skills in various aspects of practice.

A supervisor for a HIP Intern or a graduate student must provide, and the supervisee must receive, levels of supervision appropriate to learning objectives, and as required by the College's Bylaws or the student's university guidelines and requirements for supervision and/or instructors/educators. They may adjust the level of supervision beyond required levels by mutual agreement.

Remedial Situations

A Practice Review Supervisor and other supervisors as directed, must provide and a registrant supervisee must receive, at least the level of supervision required by any order of the QAPP Committee, any order of the Inquiry Committee, any order of the Discipline Committee, any undertaking and consent agreement, or any remedial learning plan concerning supervision in an employment setting.

REFERENCES

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](#) – this is free and has 8 excellent modules of 15-20 minutes each and/or:
2. [E-Tips](#) – also free modules that cover a number of the basics.
3. One day workshops offered periodically by UBC's [Department of Physical Therapy](#) – CSHBC can submit names of potential attendees. Please notify the College 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 Tool (Victorian Government, Melbourne, Australia) offers extensive learning plan options.

CSHBC RELATED DOCUMENTS

Approved Certification Programs (POL-QA-04)

Certification Program & Application (Certificates A ~ L)

Clinical Supervision Skills Toolkit (ACPG-07)

Attaining & Maintaining Practice Competence (SOP-PROF-02)

Communication Health Assistants (Delegation & Assignment) (SOP-PRAC-04)

Communication Health Assistants (Education, Training, & Competence) (SOP-PRAC-05)

HIP Intern Practicum Requirements (POL-R-02)

Registrant Code of Ethics (SOP-PROF-08).

Registrant Code of Ethics (Annotated) (SOP-PROF-09).