



College of Speech and
Hearing Health Professionals
of British Columbia

REGISTRATION GUIDELINE SUPERVISED HIP INTERN PRACTICUM

EFFECTIVE SUPERVISION

Supervising a Hearing Instrument Practitioner (HIP) Intern is a professional investment. To excel as a HIP Intern supervisor, several skills are essential, such as how to delegate, hire, communicate, resolve conflict, and work with difficult people. However, the first step to excellence is to know how to manage yourself.

Time Management

Effective supervision of others takes time. Ensure you make the time to provide the training and oversight that is needed. Far too often, new HIP Interns are given menial tasks or ignored until the supervisor has time to devote to their training. Another common situation is to expect HIP Interns to perform tasks without supervision due to the absence of a proper supervisor (resources). Plan ahead and ensure adequate resources are available to deal with the day-to-day operation, particularly during constant supervision. Supervisors must provide the necessary clinical setting to students if they are to sign-off on *Supervised Clinical Practicum Hours (HIP)* objectives.

Hiring

People cannot apply to the College unless they have secured a supervisor. Ensure the person meets the requirements outlined in section 82 of the College Bylaws in terms of education and language proficiency. The applicant must make his/her own arrangements to secure a supervisor and own or have access to the minimum equipment for the practice of the profession as required by the Registration Committee.

Ask the person questions to get a sense of their values and ethics. If the person is to work with a team, is the person a team player? If the person is to work independently in a very small clinic, is this a suitable environment for the person's personality?

Supervised clinical practicum hours do not start until the student's application has been approved by the College.

Know & Apply Supervisory Skills

It takes personal confidence to become a successful supervisor. Building that level of personal confidence requires learning supervisory skills. A supervisor's job is to: communicate effectively (providing information and listening to feedback) and demonstrate technical skills, sound professional judgement, and ethics as outlined in the *Registrant Code of Ethics* (SOP-PROF-08).

Technical Knowledge

Effective supervision involves imparting your knowledge to others. Ensure you are current in best practices by reviewing all the clinical decision support tools provided by the College and other industry journals.

General Supervisory Skills

The following online courses are considered excellent resources for understanding and developing supervisory skills. These courses are FREE:

- The [Preceptor Education Program](#) – 8 excellent modules of 15-20 minutes; and/or
- [E-Tips](#) – covers the basics.

Supervising Hearing Instrument Practitioner (HIP) Interns

See *HIP Intern Practicum Requirements* (POL-R-02)

Supervised Clinical Practice Hours (HIP)

The *Summary of Clinical Practice Hours (HIP Program)* (AF-17) form has been developed for both the supervisor and the HIP Intern. The sections covered during the examinations are listed and are in accordance with the College's mandate to protect the public through both set standards and a supervised practicum. The latter refers to your providing the HIP Intern with **660 hours of supervision practice**, on a graduated progression from **CONSTANT** to **CLOSE** to **GENERAL** supervision within 12 consecutive months from the date of HIP Intern application acceptance. Practicum hours commence once the application has been approved. See *Supervision* (SOP-PRAC-07) for definitions of the different categories of supervision. The supervisor may extend the number of hours required at any level of supervision.

HIP Interns must submit a completed *Summary of Clinical Practice Hours (HIP Program)* (AF-17) form to the College to be eligible to take the practical examination administered by the College.

What is expected during CONSTANT Supervision (330 hours)?

During the initial 330 practicum hours, a HIP Intern must practice under constant supervision, with the supervisor on site 100% of the time. The supervisor must co-sign reports, audiograms, and verification measures. A HIP Intern may not provide services to clients in the supervisor's absence from the clinic.

What is expected during CLOSE Supervision (230 hours)?

During the next 230 practicum hours, the supervisor must provide a close supervision; that is, the supervisor monitors the actions performed by the HIP Intern, co-signs written reports, audiograms, and verification measures. The supervisor must also be available for case discussions and will review case files at least weekly. At this stage, the HIP Intern may provide services to clients on occasions when the supervisor is not in the clinic, provided the supervisor is available for consultation via telephone or electronic means, and provided the supervisor is present in the clinic at least 60% of the time the HIP Intern is providing clinical services.

What is expected during GENERAL Supervision (100 hours)?

During the final 100 practicum hours, the supervisor must provide general supervision; that is the supervisor must be available for case discussions and review case files at least weekly. At this stage, the HIP Intern may provide services to clients on occasions when the supervisor is not in the clinic, provided the supervisor is available for consultation via telephone or electronic means.

Credit for Previous Supervised Clinical Work

HIP Intern applicants who are also recent graduates¹ of a graduate or doctoral degree in audiology may be exempted from the required 660 practicum hours noted above but must work under **GENERAL supervision** until successful completion of the practical exam.

Termination/change of practicum with a student

If employment has been terminated between the supervisor and the HIP Intern, the supervisor must advise the College. It is then the HIP Intern's responsibility to secure another supervisor. If the practicum supervisor can no longer fulfill the role, the supervisor or employer must first seek approval from the College for a change in supervisor.

What is expected if the HIP Intern fails the practical exam?

Comments from the examiner(s) are provided to the student and supervisor in writing by the Registrar. The supervisor is expected to review these areas with the student and, if need be, to observe the student practicing in these areas and provide the appropriate instruction/remedial training.

CLINICAL DECISION SUPPORT TOOLS

Adult Ear Related Red Flags (PROT-QA-01)

Audiologic Management of Adult Hearing Impairment (ACPG-06)

Clinical Masking for Audiometric Testing in Adults (PROT-QA-03)

Documentation & Records Management (CPG-04)

Ear Impressions (PROT-QA-04)

Hearing Assessment and Hearing Instrument Fitting and Dispensing (POL-QA-05)

Infection Prevention & Control Guidelines for Audiology (ACPG-08)

Real Ear Probe Microphone Measurement Verification of Hearing Aids in Adults (PROT-QA-02)

Sales of Equipment and Services (POL-QA-09)

Unique & Shared Scope of Practice (SOP-PROF-03)

¹ Note: Thesis students of a master's or doctoral program in audiology are not eligible for this exemption.