



CERTIFICATION PROGRAM & APPLICATION

Certificate C: Cerumen Assessment & Management

APPLICANT INFORMATION [mandatory Full registration status]

Name:		Registration #	
Email or phone:			
Training/employment setting:			

Hospital | Outpatient | Agency | Private Clinic | School | Other

I hereby attest that, pursuant to Part 10 of the College Bylaws and as prescribed below, I have successfully completed the certificate program requirements for Certificate C within three years prior to the date of this application, and that the information in respect of the following knowledge, skills, and competency is accurate and complete.

Applicant Signature	Application Date

SUPERVISOR INFORMATION | Mandatory Full registration status and a holder of Certificate C or other qualified health professional subject to College approval

1. Name:			
Contact email or phone:		Registration #	
Health Care Professional designation and Certificate C where available:			

Supervisor Signature:			
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2. Name:			
Contact email or phone:		Registration #	
Health Care Professional designation and Certificate C where available:			

Supervisor Signature:			
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Completed Form & Fee:	<p>\$50.00 per certificate to a maximum of \$100 regardless of the number of certificates held.</p> <p>After completion of the Certification Program, please upload this form and submit the application fee through the Registrant Portal of the CSHBC website.</p>
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Date Submitted:	
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PRE-REQUISITES: CERTIFICATE C

The following PRE-REQUISITES are required prior to commencement of the CERTIFICATION PROGRAM objectives -- pre-requisite education/courses must have been completed within the past 7 years.

Pre-requisite 1	Full registration status as a Registered Audiologist (RAUD) or a Registered Hearing Instrument Practitioner (RHIP).	
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CERTIFICATION PROGRAM: CERTIFICATE C

The CERTIFICATION PROGRAM is a progressive learning process that includes knowledge, clinical judgment, practical application of skills, and demonstrated competencies -- the program must be completed within 3 years.

Program Objectives	Knowledge, Skills, and Demonstrated Competencies for Certification Program	
Objective 1	Attaining background knowledge for the Cerumen Assessment & Management Certificate	Supervisor initials
1.1	Undertake an acceptable course in cerumen assessment & management. (For examples of acceptable courses see Appendix A). <i>NOTE: The course may meet some of the knowledge objectives in the program but is not expected to fulfill the program requirements in its entirety.</i> <i>Certificate or proof of completion required</i>	
Objective 2	To inspect visually via hand-held otoscope or head light (mirror) and speculum the pinna, EAC and TM for presence of obstructing material, evidence of lesions or ongoing infectious process, evidence of anatomical anomalies that may affect the satisfactory completion of the desired procedures; and obtain a relevant history concerning conditions of the outer and middle ear, or past medical/surgical procedures of the outer and/or middle ear	Supervisor Initials

2.1	Knowledge of anatomy, physiology, and pathophysiology of the pinna, EAC and TM	
2.2	Knowledge of common medical or postsurgical conditions of the pinna, EAC, TM or middle ear that alter the appearance and/or function of the EAC and/or TM	
2.3	Skill in the use of otoscopy	
2.4	Skill in the interpretation of visual inspection of the pinna, EAC, and TM	
Objective 3	To inspect the EAC and TM visually via hand-held pneumatic otoscope or head light (mirror) and for determining the mobility of the TM.	Supervisor Initials
3.1	Knowledge of anatomy, physiology, and pathophysiology of the EAC and TM	
3.2	Knowledge of common medical or postsurgical conditions of the EAC, TM, or middle ear that alter the appearance and/or function of the EAC and/or TM	
3.3	Skill in the use of otoscopy and tympanometry	
3.4	Skill in the interpretation of visual inspection of the EAC and TM.	
Objective 4	To inspect the EAC and TM visually prior to and following procedures involving insertion of instruments or other materials into the EAC for documenting status of the EAC and TM	Supervisor Initials
4.1	Knowledge of common medical or postsurgical conditions of the EAC, TM or middle ear that alter the appearance and/or function of the EAC and/or TM	
4.2	Skill in the use of otoscopy	
4.3	Skill in the interpretation of visual inspection of the EAC and TM	
Objective 5	To determine if occluding material visualized in the EAC is cerumen and if it can be removed comfortably and safely without the use of an operating microscope.	Supervisor initials
5.1	Skill in the use of otoscopy for accurate visual inspection	

5.2	Skill in the interpretation of visual inspection of the EAC and TM	
5.3	Skill in cerumen removal by a variety of techniques and equipment	
Objective 6	To determine if the procedure to be performed should be deferred, based on pinna, EAC and TM inspection, and if referral to an otolaryngologist is indicated	Supervisor initials
6.1	Knowledge of anatomy, physiology, and pathophysiology of the pinna, EAC and TM	
6.2	Knowledge of common medical or postsurgical conditions of the EAC, TM or middle ear that alter the appearance and/or function of the EAC and/or TM	
6.3	Skill in the use of otoscopy for client selection and required referrals	
6.4	Skill in the interpretation of visual inspection of the EAC and TM	
6.5	Skill in cerumen removal by, for example, use of cerumen loop and handheld otoscopic device; use of cerumen loop, head mirror and hand-held speculum; use of cerumen loop and binocular microscope; use of material for softening and gentle water irrigation; or a combination of these methods	
Objective 7	To establish appropriate protocol with medical personnel to handle EAC abrasion or laceration that could result from cerumen/desquamation material removal	Supervisor initials
7.1	Knowledge of anatomy, physiology, and pathophysiology of the EAC and TM	
7.2	Knowledge of common medical or postsurgical conditions of the EAC, TM or middle ear that alter the appearance and/or function of the EAC and/or TM	
7.3	Knowledge of all required infection control practices including:	
7.3.1	History taking pertinent to infectious diseases and ear canal lesions	
7.3.2	Familiarity with the CSHBC adopted guideline entitled: <i>Infection Prevention and Control Guidelines for Audiology (ACPG-04)</i>	
7.3.3	Hand washing techniques and gloving	

7.3.4	Cleaning, disinfection, and sterilization of equipment	
7.3.5	Disposal processes	
7.3.6	Referral criteria	
Objective 8	To select appropriate method and remove occluding cerumen or refer to an otolaryngologist for removal once determining that: (a) contact with the TM is required or likely to occur; (b) the occluding material is not cerumen; (c) the comfort or safety of the patient may be compromised. (These represent suggested situations and are not intended to be an exhaustive list.)	Supervisor initials
8.1	Knowledge of anatomy, physiology, and pathophysiology of the EAC and TM	
8.2	Skill in cerumen removal by a variety of techniques and equipment as required	
Objective 9	To demonstrate clinical performance and decision making in cerumen removal with increasing level of independence expected. Objectives 9.1, 9.2 and 9.3 must be completed in order.	Supervisor initials
9.1	Complete a minimum of 5 observations of inspections and cerumen removal	
	Date(s) completed:	
9.2	Complete 10 removals under constant supervision of a qualified practitioner	
	Date(s) completed:	
9.3	Complete an additional 5 removals under general supervision that includes review of the patient outcomes	
	Date(s) completed:	
9.4	As part of the supervised removals, demonstrate accurate documentation of the procedure and outcome(s) including referrals as required.	
Extensions:	By mutual agreement between the supervisor and trainee, any or all objectives may be extended beyond the minimum requirements	
Objectives extended? YES <input type="checkbox"/> NO <input type="checkbox"/>		



If yes, which objectives were extended?		
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CSHBC RELATED DOCUMENTS

Certified Practice & Above Entry Level Practice (SOP-PROF-06)

Approved Certification Programs (POL-QA-04)

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

Supervision (SOP-PRAC-07)

APPENDIX A: ACCEPTABLE COURSE(S) FOR OBJECTIVE 1.1

It is expected that the course for this objective within the Certificate C program should be a minimum of a half day course which provides the following information:

- an overview of cerumen management;
- prevalence of cerumen impaction;
- scope of cerumen practice;
- case history requirements;
- informed consent;
- precautions;
- client selection;
- professional referrals;
- infection control;
- anatomy and physiology of the external ears;
- conditions of the outer ear;
- cerumen production;
- risk assessment;
- otoscopy and lighting;
- otoscopic inspection;
- equipment requirements;
- methods of cerumen management;
- contraindications;
- post cerumen management issues;
- documentation and discharge criteria.

There are numerous courses offered in-person (e.g. at conferences) and online which may meet the objective course requirement.

If a registrant is unsure of the acceptability of a course that they are considering, they may submit the course outline to be reviewed by the College's Certified Practice Advisory Committee (CPAC).