

Policy Category:	Policy Title:	Policy #:
Registration	HIP Intern Practicum Requirements	POL-R-02
Regulation Bylaw Reference:		HPA Reference:
Section 82		Section 19
Authorization:	Date Approved:	Last Revised:
CSHBC Board	March 19, 2010	June 18, 2021

PURPOSE

To outline the supervised practicum requirements of a Hearing Instrument Practitioner (HIP) Intern.

To ensure that applicants understand that they may not practice independently – i.e., without approved supervision of a Full registrant – until all education, practicum, and examination requirements for registration have been successfully completed.

SCOPE

All HIP Intern applicants are required to complete a supervised clinical practicum under section 82(1)(c) of the CSHBC Bylaws.

POLICY

1. *Completion of a minimum of 660 practicum hours to be completed on a graduated progression from CONSTANT to CLOSE to GENERAL supervision.*

HIP Intern applicants must complete a minimum of 660 supervised hours within 12 consecutive months from the date of HIP Intern application acceptance. With the exceptions noted below, practicum hours commence once the application has been approved. See the standard *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.

a. *CONSTANT Supervision*

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. Under CONSTANT supervision, a HIP Intern may not provide services to clients in the supervisor’s absence from the clinic.

b. *CLOSE Supervision*

During the next 230 practicum hours, a HIP Intern must practice under 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. Under CLOSE supervision, a HIP Intern may provide services to clients 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.

c. GENERAL Supervision

During the final 100 practicum hours, a HIP Intern must practice under GENERAL supervision; that is, the supervisor must be available for case discussions and review case files at least weekly. Under GENERAL supervision, a HIP Intern may provide services to clients when then supervisor is not in the clinic, provided the supervisor is available for consultation via telephone or electronic means.

2. 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 CSHBC practical examination.

Recent graduates must provide documentation signed by their program coordinator or practicum supervisor of supervised clinical practicum hours.

3. HIP Intern Supervisors

A HIP Intern applicant must make their 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.

To qualify as a HIP Intern supervisor, the individual must be a Full registrant with the College as a Registered Hearing Instrument Practitioner (RHIP), and in active practice for a minimum of 2 years. The supervisor must be free from any actual or apparent conflict of interest that may affect the registrant's supervisory oversight of the HIP Intern. This means that, *inter alia*, family members, friends, and employees are precluded from becoming a HIP Intern's supervisor.

A HIP Intern supervisor must provide a training setting that allows for practical experience with the relevant client population. HIP Intern supervisors and HIP Interns must be located at the same place of business, with the exception noted under GENERAL supervision. See *Supervision (SOP-PRAC-07)* for definitions of the different categories of supervision.

IMPORTANT: A HIP Intern must inform the Registrar in advance of any proposed change in supervisor or work location during the practicum period.

4. HIP Intern Practicum Supervision Plans for Remote Locations -- Graduates of a Recognized Diploma Program²

HIP Interns who have completed their practicum requirements and are 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) (AF-17)* -- see the registration guideline *Supervised HIP Intern Practicum (GDL-R-02)* may also be employed in off-site/remote locations under GENERAL

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

² See Policy *Approved Academic Programs (POL-R-01)*

supervision. An off-site/remote location is based on geography and service needs, and not on corporate and/or human resource needs.

Written supervision plans must be developed and co-signed by the supervisor and the HIP Intern and submitted to the Registrar prior to the start of the HIP Intern's change of workplace. The supervision plan must include an assessment of the HIP Intern's strengths and weaknesses as they pertain to hearing aid dispensing and identify a competency development plan to address any weaknesses. In addition, a HIP Intern's competency to take earmold impressions must be established by the supervisor before off-site supervision will be approved. To this end, the HIP Intern must have satisfactorily performed a minimum of 25 impressions. The HIP Intern supervision plan must also include:

- A statement describing the HIP Intern's relevant work history;
- The location where the HIP Intern will be working;
- The supervision plan for remotely monitoring the activities of the HIP Intern (e.g., minimum monthly site visits, teleconferences, videoconferences, method for reviewing reports, and audiograms) and complete co-signing requirements;
- HIP Intern supervisors are required to review and co-sign written reports, audiograms, and verification measures at least weekly.

5. HIP Intern Practicum Supervision Plans for Remote Locations

Applicants who meet the education requirements under section 82(1)(a) of the College Bylaws and have at least 5 years dispensing experience from another jurisdiction, may be employed in off-site/remote locations during the fulfillment of practicum requirements under a supervision plan approved by the Registrar.

An off-site/remote location is based on geography and service needs, and not on corporate/human resource needs. Submission and approval of the written supervision plan must take place prior the applicant's employment start date and must include the following:

- A statement describing the relevant work history of the applicant;
- The location where the applicant will be working;
- The primary Location of the supervisor;
- The supervision plan for monitoring the activities of the applicant (e.g., minimum monthly site visits, teleconferences, videoconferences, method for reviewing reports and audiograms) and complete co-signing requirements;

Subject to approval by the Registrar, supervisors are not required to co-sign written reports, audiograms, and verification measurements.

CSHBC RELATED DOCUMENTS

Approved Education Programs (POL-R-01)

HIP Intern Examination Requirements (POL-R-04)

Proposed HIP Intern Practicum Supervisor (FORM 8)



Supervised HIP Intern Practicum (GDL-R-02)

Summary of Clinical Practice Hours (HIP Program) (AF-17)

Supervision (SOP-PRAC-07)