



# 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

**1. Name:** \_\_\_\_\_ **Registration #:** \_\_\_\_\_

Health Care Professional designation and Certificate C where applicable:

Email or Phone: \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

**2. Name:** \_\_\_\_\_ **Registration #:** \_\_\_\_\_

Health Care Professional designation and Certificate C where applicable:

Email or Phone: \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

**3. Name:** \_\_\_\_\_ **Registration #:** \_\_\_\_\_

Health Care Professional designation and Certificate C where applicable:

Email or Phone: \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

### Completed Form & Fee

\$100 per certificate. After completion of the Certification Program, please upload this form and supporting documents, and submit the application fee through the [Registrant Portal](#) of the [CSHBC website](#).

Date Submitted: \_\_\_\_\_



## 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).

## 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.** If the time exceeds 3 years a request for extension must be submitted for consideration.

Program Objectives	Knowledge, Skills, and Demonstrated Competencies for Certification Program	
<b>Objective 1</b>	<b>Attaining background knowledge for the Cerumen Assessment &amp; Management Certificate</b>	<b>Supervisor Initials</b>
1.1	Undertake an acceptable course in cerumen assessment & management. Course content is detailed in Appendix A. Certificate or proof of completion must be attached to the application submission.	
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.	
1.2	Registrant has completed a minimum of one-year, basic clinical practice experience before the certificate will be granted. Proof is required if the practical experience was completed outside of BC.	
<b>Objective 2</b>	<b>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</b>	<b>Supervisor Initials</b>
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 hand-held 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



<b>Objective 7</b>	<b>To establish appropriate protocol with medical personnel to handle EAC abrasion or laceration that could result from cerumen/desquamation material removal</b>	<b>Supervisor Initials</b>
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: Infection Prevention and Control Guidelines for Audiology (ACPG-04)	
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	
<b>Objective 8</b>	<b>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.)</b>	<b>Supervisor Initials</b>
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	
<b>Objective 9</b>	<b>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.</b>	<b>Supervisor Initials</b>
9.1	Complete a minimum of 5 observations of inspections and cerumen removal	
9.2	Complete 10 removals under constant supervision of a qualified practitioner	
9.3	Complete an additional 5 removals under general supervision that includes review of the patient outcomes	
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

Were any objectives extended beyond the minimum requirements? Yes No

If yes, which objectives were extended beyond the minimum requirements?

What was the rationale for the extension and was the issue resolved? Yes No

## CSHBC Related Documents

- Certified Practice & Above Entry Level Practice (SOP-PROF-06)*
- Infection Prevention & Control Guidelines for Audiology (ACPG-08)*
- Supervision (SOP-PRAC-07)*

Attach log to all certification programs

## Appendix A: Course Content 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).



## Practical Learning Log

Registrant Name:

Supervisor Name:

Certificate Name:

Registrants must check the certification program for any sequential activities. (e.g., if it says all constant supervision activities must be completed before close supervision, then the log dates must reflect those requirements). Observations must always precede practical training. The minimum observation and practical training requirements are outlined in each certification program and should be logged accordingly.

**Objective Number:**

Description of the objective including the required supervision level and number of practical activities required in the objective:

	Date	Client First Name and Last Initial	Supervisor Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Objective Number:**

Description of the objective including the required supervision level and number of practical activities required in the objective:

	Date	Client First Name and Last Initial	Supervisor Initials
1			
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5			
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8			
9			
10			



**Objective Number:**

Description of the objective including the required supervision level and number of practical activities required in the objective:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

**Date**

**Client First Name  
and Last Initial**

**Supervisor  
Initials**

**Objective Number:**

Description of the objective including the required supervision level and number of practical activities required in the objective:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

**Date**

**Client First Name  
and Last Initial**

**Supervisor  
Initials**



Objective Number:	Date	Client First Name and Last Initial	Supervisor Initials
Description of the objective including the required supervision level and number of practical activities required in the objective:	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

Note: If there is a specific need for a deviation from the required order please note why the process was changed and what the outcome was.