

<i>POLICY</i> MENTORSHIP PROGRAM	Number: 2-40 Section: REGISTRATION Page: 1 of 4
Issuing Authority	CASLP-NL Board of Directors
Author	CASLP-NL Board of Directors
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OVERVIEW

To provide public protection and promote professional development and quality service, the *Health Professionals Act*, SNL 2010, c.H-1.02 requires that all applicants applying to register as Audiologists or Speech-Language Pathologists with the Newfoundland and Labrador Council of Health Professionals (NLCHP) abide by regulations, by-laws and policies outlined by NLCHP and the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL). As such the College outlines different requirements to practice depending on an Applicant's practice hours. These requirements may include completing the College's Mentorship Program.

POLICY

All business conducted with or for CASLP-NL's Mentorship Program will be completed in a structured and consistent manner.

PROCEDURE

DEFINITIONS

IN THIS POLICY

- “Board” means the Board of Directors of the College established under Section 6 of the CASLP-NL Administrative By-laws;
- “Business Day” means any weekday that is not a holiday;
- “Council” means the Newfoundland and Labrador Council of Health Professionals (NLCHP) as established under the Act;
- “Secretary” means the secretary of the Board of Directors of the College established under Section 6 of the CASLP-NL Administrative By-Laws;
- “Applicant” means the person applying for general status temporary registration

THIS POLICY APPLIES TO:

- Applicants who graduated from an accredited Canadian program of study, who have not previously registered in another regulated Canadian Province
- Applicants who graduated from an accredited Canadian program of study, in the preceding four years and who have fewer than 1000 clinical hours
- Registrants progressing through the internationally-educated applicant process

INQUIRIES

- All inquiries regarding the Mentorship Program will be received by the Secretary through secretary@caslpnl.ca
- If an inquiry is received that can be addressed by the Secretary (e.g., request for forms, question regarding where to find registration policies, etc.), a reply will be sent via email within 5 business days.
- If consultation with the Board is required (e.g., request for a Mentor, request to forego the mentorship period, etc.), the Secretary will respond to the Applicant of such within 5 business days. The Secretary will inform the Board of the inquiry via email and the Board will provide a reply to the inquiry, through the Secretary, via email within 10 business days.
- An electronic record of all inquiries and replies will be maintained in accordance with the Record Management Policy (1-40) by the secretary for a minimum of 6 months.

MENTORSHIP CONTRACT

- A Mentorship Contract must be submitted electronically to the Secretary via secretary@caslpnl.ca .
- The Secretary will review the Contract to ensure all sections have been completed.
- If the Mentorship Contract is incomplete, the Secretary will return the Contract, via email, to the Applicant within 10 business days.
- If the Mentorship Contract is complete, the Secretary will inform the Applicant, via email, within 10 business days that the Contract has been received and that it will be reviewed by the Board.
- All completed Mentorship Contracts, will be forwarded, by the Secretary, via email, to the Board within 10 business days.
- The Board will review the Mentorship Contract and provide the Secretary with feedback through phone call, email, meeting, etc. The Contract must be approved by at least three Board Members.

- Within 15 business days of receiving the Mentorship Contract, the Board will provide the Applicant with a reply via email through the Secretary. This reply will either notify the Applicant of approval of the Mentorship Contract (Form 590) or request additional information.
- The Secretary will inform the Registrar/Assistant Registrar of the Council when the Board has approved a Contract by forwarding a copy of Form 5-90 via email.
- The Secretary will keep an electronic record of all active Mentorship Contracts in accordance with the Record Management Policy (1-40) and will provide a verbal report on the status of these Contracts to the Board during each Board meeting.
- The Secretary will keep an electronic copy of all inactive contracts in accordance with the Record Management Policy (1-40) for a minimum of 5 years.
- If an extension is required, the applicant must make a request to the college, via secretary@caslpnl.ca stating reason for extension and anticipated completion date.

MENTORSHIP REPORT AND RATING FORM

- A Mentorship Report and Rating Form must be submitted electronically via secretary@caslpnl.ca within 14 days of completing the mentorship requirements:
 - 200 hours in indicated categories
 - observation (minimum 10 hours in assessment and/or treatment)
 - clinical consultation (minimum 10 hours)
 - file review (5)
- The Secretary will monitor active mentorship contracts to ensure that the Mentorship Report and Rating Forms are completed in a timely manner. When Applicants fail to comply, the Secretary notifies the Registrar/Assistant Registrar.
- The Secretary will review the Mentorship Report and Rating Form to ensure all sections have been completed.
- If the Mentorship Report and Rating Form is incomplete, the Secretary will return the Form, via email, to the Applicant within 10 business days.
- If the Mentorship Report and Rating Form is complete, the Secretary will inform the Applicant, via email, within 10 business days that the Form has been received and that it will be reviewed by the Board.
- The Board will review the Mentorship Report and Rating Form and provide the Secretary with feedback through phone call, email, meeting, etc. The Form must be reviewed by at least three Board Members.
- Within 15 business days of receiving the Mentorship Report and Rating Form, the Board will provide the Applicant with a reply via email through the Secretary. This reply may request additional information, give approval to proceed with the next mentored hour period (Form 5-100), or provide notification that the Council that has been informed that the Applicant has completed the Mentorship Program (Form 5-110).
- The Secretary will inform the Registrar/Assistant Registrar of the Council when an Applicant has completed the Mentorship Program and the College Board is recommending the Applicant be granted general status registration by forwarding a copy of Form 5-110 via email.
- The Secretary will keep an electronic copy of all Mentorship Report and Rating Forms in accordance with the Record Management Policy (1-40) for a minimum of 5 years.

REFERENCES

Province of Newfoundland and Labrador: Health Professionals Act, SNL 2010, c.H-1.02

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APPROVED BY:



CASLP-NL Chairperson



CASLP-NL Board Member