

<i>POLICY</i> <b>RE-ENTRY TO PRACTICE</b>	<b>Number: 2-60</b> <b>Section: REGISTRATION</b> <b>Page: 1 of 11</b>
<b>Issuing Authority</b>	CASLP-NL Board of Directors
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## DEFINITIONS

- “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;
- “Vice Chair” means the Vice Chair 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 licensure through the Re-Entry to Practice pathway
- “Practice hours”: Profession-specific practice hours may come from a variety of settings to ensure high quality care and service that is evidence based and appropriately managed. It is generally accepted that there are four (4) domains/practice settings of work within any health discipline namely direct clinical, education, research, and administration. Hours of practice can include direct and indirect care as well as hours of work performed as an educator/professor, researcher, consultant, administrator/supervisor/mentor in the respective health profession.

## OVERVIEW

The *Health Professions Act* (the *Act*) section 19 and its associated regulations identifies the Newfoundland and Labrador Council of Health Professionals (NLCHP) responsibility with respect to registration of health professionals designated in the Schedule under the *Act*. Applicants applying for registration or renewing their registration status are required to demonstrate that their professional practice is current by showing they have:

- practiced as a speech-language pathologist or audiologist for at least 1000 hours in the four calendar years immediately preceding the application (if their program completion date is within the preceding 4 years this criteria does not apply),

This document provides direction to Speech-Language Pathologists (SLPs) and Audiologists who do not meet currency of practice requirements as identified above for registration.

## RE-ENTRY PROGRAM GUIDELINES:

The Audiologists and Speech-Language Pathologists Regulations associated with the Act allow for applicants who do not meet the requirements of hours of work to apply for registration following completion of a discipline-specific, College approved re-entry program. The CASLP-NL have the responsibility to approve individual re-entry programs.

Re-entry programs can have multiple components including:

- education;
- supervised practice, and/or
- completion of the Canadian Entry-to-Practice (CETP) examination.

These guidelines apply to:

Applicants/Registrants who do not meet the 1000 hours of work experience required for registration/renewal with the NLCHP. This excludes applicants/registrants who graduated in the 4 years preceding the application and individuals who have successfully completed an approved formal re-entry program in the 4 years preceding the application.

## PROCEDURES

### APPLICATION PROCESS

- Individuals seeking re-entry to practice will contact NLCHP with their intent, and follow the requirements as outlined by the Council. This may include providing details on the applicant's education, work experience, and continuing education.
- Once all documentation has been received, NLCHP will forward the portfolio to the Vice Chair and send this policy to the Applicant for review.
- The board will review each case on an individual basis and render a decision on the requirements for returning to practice. Requirements may include education, supervised practice and/or requirement to write the CETP exam. See form 5-130.
- Once an applicant has received their re-entry program requirements:
  - applicants requiring continuing education must identify and receive approval from the board for their re-entry to practice continuing education components. This will ensure that the education chosen by the individual will meet CASLP-NL requirements prior to enrollment. Education

components may have to be completed prior to the required supervised practice component. All hours are to be Category A unless otherwise specified. Population specific education may be required. See Appendix A and SLO form.

- applicants requiring supervised practice are responsible to obtain an appropriate supervisor in their designated profession. Supervisors must have at least three-years experience and be a member in good standing with the NLCHP/CASLP-NL. A supervised practice form must be completed by the applicant and their supervisor and approved by CASLP-NL prior to commencing practice. Applicants will be granted a general status – restricted (if exam is not required) and general status – temporary (if exam is required) registration during the supervised practice period. See Appendix B and Forms 5-140, 5-150, 5-160, 5-170, 5-180
- applicants required to write the Canadian Entry-to-Practice (CETP) exam will be required to apply through Speech Language and Audiology Canada (SAC) and provide NLCHP with proof of registration of same.

### INQUIRIES

- All inquiries regarding re-entry to practice will be received by the NLCHP and forwarded to the CASLP-NL Vice Chair, as indicated
- Inquiries received by the Vice Chair will receive a reply via email within 5 business days.
- If consultation with the board is required, the Vice Chair will respond to the NLCHP within 5 business days. The Vice Chair will inform the board of the inquiry via email and as such, tasked members will provide a reply to the inquiry, through the Vice Chair, via email, within 10 business days.
- The Vice Chair will maintain an electronic record of all inquiries and replies in accordance with the Record Management Policy (1-40).

### REGISTRATION STATUS

- The Registration Committee of NLCHP will issue a “General Status - Restricted” registration once the Supervised Practice Guidance Contract has been approved by the College.
- In cases where the CETP exam is required, the Registration Committee of NLCHP will issue a “General Status – Temporary” registration for those applicants who are to write the exam or awaiting exam results.
- In cases where the CETP exam is required, NLCHP shall inform the College if the Applicant does not pass the CETP exam.
- NLCHP shall be responsible for notifying the Applicant of successful completion of the Re-Entry to Practice requirements and will remove the restriction to the registration.
- The NLCHP registration committee will review applicant files for supervised practice that are deemed not successful by the College. In this circumstance, results of the application review will be communicated to the Applicant within 30 days by NLCHP. The Applicant may then have their supervised practice period extended, start a new supervised practice period with a new supervisor, or have their registration terminated.

## RECORDS MANAGEMENT

- The Secretary and/or Vice Chair will keep an electronic copy of all inactive contracts in accordance with the Record Management Policy (1-40) for a minimum of 5 years.
- The Vice Chair will ensure all documentation is received from the NLCHP
- The NLCHP will have direct correspondence with the applicant and as such will forward all documentation to the Vice Chair
- The Applicant is asked to send required documentation as separate files rather than batch attachments (unless otherwise indicated), to ensure all documentation is received and organized in a timely manner.

## APPROVED BY:



CASLP-NL Chairperson



CASLP-NL Board Member

## APPENDIX A

### CONTINUING EDUCATION

- Prior to selecting your continuing education components, please see specific recommendations as made by CASLP-NL on your form 5-130.
- You must complete and submit a Summary of Learning Outcomes (SLO) form for each CE activity, using the follow procedure:
  - Step 1: Please complete sections 1-3 of the SLO form for each CE activity and submit to NLCHP for pre-approval

- Step 2: Upon completion of CE activities, fill out section 4 of the SLO forms and submit as a batch, with acceptable proof, to NLCHP.

Should additional hours be required, you should submit these hours, following steps 1 and 2 above, along with your Supervised Practice Report and Rating Form (SPRRF), at the end of your initial supervised practice period.

## CEE CATEGORY DESCRIPTION

### A. EDUCATION ACTIVITIES IN AUD/S-LP

Attending (in-person or virtually) a conference, workshop, manufacturer's presentation, etc. in AUD/S-LP

### B. UNIVERSITY/COLLEGE COURSE IN AUD/S-LP

Each course given or taken for audit or credit, will count for 10 CEEs.

### C. STUDY/INTEREST GROUP IN AUD/S-LP

A study/interest group has an educational component, meets regularly, and its ultimate goal is better service for the client. Meeting dates must be submitted. One meeting of a study/interest group, either in person or virtually equals 1 CEE.

### D. INDEPENDENT STUDY IN AUD/S-LP

Independent study is a self-initiated program of education that may be multi-media and is not designated for course work (reading a journal article, watching a recorded webcast, preparation for the entry to practice exam, etc. in AUD/S-LP). The list of articles or books studied, recordings viewed/audited, should be maintained. One hour of study equals 1 CEE.

### E. SUPERVISION/MENTORING IN AUD/S-LP

AUD/SLP acting as the primary clinical educator for a university or college student in AUD or S-LP. One hour of supervision equals 1 CEE to a maximum of 5 per year. Mentoring within the College Mentorship program will equal one CEE per hour of mentorship to a maximum of 5 CEEs/year.

### F. PEER-REVIEWED PROFESSIONAL PUBLICATIONS IN AUD/S-LP

## CEE CATEGORY DESCRIPTION

Four (4) CEES are available for all authors in the year of initial publication of an AUD/S-LP article/review/chapter in a professional publication. Ten (10) CEES are available for authors of a book in the year of initial publication.

### G. PRESENTATIONS GIVEN IN AUD/S-LP (FOR THE FIRST TIME ONLY)

A presentation given in-person or virtually in AUD/S-LP for the first time only, equals 4 CEES. Maximum 8 CEES per year.

### H. OTHER PUBLICATIONS IN AUD/S-LP

Other publications (e.g. blog posts, website content, newspaper articles, newsletters, workplace practice guidelines or protocols, etc.). Must have proof of publication, and must demonstrate enhanced knowledge relevant to clinical practice in AUD/S-LP. Each project will receive 1 CEE in the year in which it was completed.

### I. EDUCATION ACTIVITIES IN A RELATED FIELD

Attending (in-person or virtually) a conference, workshop, manufacturer's presentation, etc. in a related field. Related topic areas may include but are not limited to: Psychology, Education, Neurology, Stress Management, Supervision, Counseling, Linguistics, Business Management, Ethics, Telepractice, and Infection Control. Each hour of attendance for education content will equal 1 CEE.

### J. COMMITTEE WORK FOR AUD/S-LP

Voluntary participation on national, provincial, or regulatory boards, committees or projects regarding the professions that are non-social in nature, for the purpose of improving the quality of speech-language pathology or audiology services. Each hour of participation will equal 1 CEE.

## CATEGORIES

## ACCEPTABLE PROOF OF CEES

### CATEGORIES A

A receipt or handout from the conference; an agenda of a seminar or

### CATEGORIES B

Proof of registration for a university course, or if teaching, proof of contract,

<b>CATEGORIES</b>	<b>ACCEPTABLE PROOF OF CEES</b>
<b>CATEGORIES C</b>	Dates of the study group, minutes or verification by another attendee.
<b>CATEGORIES D</b>	A list of articles read or recordings reviewed
<b>CATEGORIES E</b>	A letter from the university or college acknowledging your supervision/mentoring of the  AUD/S-LP, supportive personnel.
<b>CATEGORIES F</b>	A copy of the published article or acceptance letter from a journal.
<b>CATEGORIES G</b>	A program or contract acknowledging your presentation, or a letter from the person arranging the seminar requesting your
<b>CATEGORIES H</b>	Proof of completion of the project.
<b>CATEGORIES J</b>	Dates of the meetings, verification by another committee member.

## **SUMMARY OF LEARNING OUTCOMES (SLO) FORM**

The following questions help to summarize the registrant's learning outcomes, or what the registrant knows or can do at the end of the educational activity and how the new knowledge or skill(s) will be demonstrated in the registrants' practice. Please complete this form for each continuing education activity reported.

**1. LIST THE CATEGORY, NUMBER OF CEES AND ACTIVITY:**

Category	# of CEES	Activity
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**2. Briefly describe the Learning Activity:****3. How will you use the knowledge gained from this activity in your practice?****4. Please list 2 learning outcomes and/or areas of understanding acquired as a result of completing this activity;**

1.
2.

**APPENDIX B****SUPERVISED PRACTICE****DEFINITIONS:**

Supervised practice: Overseeing and evaluating the clinical work of an Audiologist or Speech-Language Pathologist which may include but is not limited to: conducting performance evaluations, case reviews, assessing written reports, and monitoring professional standards; Supervising research in audiology or speech-language pathology that involves the assessment or management of patients'/clients' communication disorders.

Direct Supervision: The supervisor is physically present within the environment or virtually present via real-time videoconferencing or audioconferencing. The supervisor is able to observe the applicant carry out activities and can provide immediate feedback, as necessary.

Indirect Supervision: The supervisor is not physically or virtually present when an activity is being carried out by the applicant. The supervisor monitors and evaluates the supervisee's performance of activities by reviewing audio/video recordings, written records, and/or through discussions with the supervisee, clients, family, team members, etc.

**ADDITIONAL INFORMATION**

- Supervised Practice should be face-to-face when feasible. If face-to-face guidance is not possible, the observation method(s) must be outlined in the Supervised Practice Guidance Contract. Client assessment or therapy observation can be observed in person or via an approved telepractice platform or recorded session (video review). Confidentiality must be ensured, and client consent must be obtained for all modes of observation.
- The College may require more than one supervised practice period, as noted on form 5-130
- In addition to a specific number of supervised practice hours, the College may require a specific number of direct observation hours, clinical consultation hours and, and a specific number of client file reviews, as noted on form 5-130
- Client File Reviews. The following items must be included in all patient/client files:
  - The patient's/client's name, address and phone number;
  - The date of each of the patient's/client's visits with the Applicant, unless this information is available from some other readily accessible source;
  - The name of the referring source;
  - Pertinent history of the patient/client or reference where this information may be found;
  - Reasonable information about assessments and treatments performed by the Applicant;
  - Reasonable information about significant clinical findings and recommendations made by the Applicant;
  - Reasonable information about significant recommendations made by the Applicant for examinations, tests, consultations or treatments to be performed by any other person;
  - Reasonable information about advice given by the Applicant;
  - Reasonable information about every referral of the patient/client by the Applicant to another professional

- The Applicant will not supervise student(s) or supportive personnel who are responsible for the delivery of clinical services to patient/clients during their supervised practice period.
- The Supervisor and Applicant shall discuss their expectations in advance of the commencement of the supervised practice period.
- In most cases, one supervisor will provide supervision. Where the College has approved it, more than one supervisor may be involved in providing supervision to the Applicant.
- An Applicant wishing to engage in the practice of audiology or speech-language pathology at a secondary employment setting may do so if the Supervisor is willing to include the secondary employment site in the Supervised Practice Guidance Contract. Otherwise, a second supervisor must be chosen and approved by the NLCHP.
- An applicant must abide by the Personal Health Information Act (PHIA) in relation to all patient/client information obtained during the supervised practice period.
- Exploitation of the Applicant by the Supervisor is grounds for professional misconduct.
- The College prohibits remuneration of the Supervisor by the Applicant. Transfer of funds between employing agencies is not prohibited. This includes supervisors in private practice. (i.e., a private practice supervisor may be reimbursed by the agency employing the Applicant, however the Applicant must not be expected to reimburse their supervisor directly.)
- The Supervisor is not responsible for the patients/clients under the care of the Applicant. It is the Applicant who has the ultimate responsibility for all care provided. If the supervisor observes practice that may result in harm to the patient/client, the Supervisor has an obligation to intervene. Apart from this extreme example, the Supervisor serves as a consultant to the Applicant during the (re)-entry process.
- If a supervisor feels that an applicant requires more supervision than initially prescribed, they can note this on their Supervised Practice Report and Rating form (SPRRF, Section 7) for the college to consider

### SUPERVISED PRACTICE CONTRACT - PROCEDURES

- A Supervised Practice Contract (form 5-140) must be submitted electronically to the NLCHP. NLCHP will then submit the contract to the CASLP-NL, Vice Chair (designated lead for all re-entry to practice files).
- The Vice Chair will review the Contract to ensure all sections have been completed.
- If the Supervised Practice Contract is incomplete, the Vice Chair will return the Contract, via email, to NLCHP within 10 business days.
- If the Supervised Practice Contract is complete the Vice Chair will:
  - inform the NLCHP via email, within 10 business days that the contract has been received and that it will be reviewed by the board.
  - Forward the completed Supervised Practice Contract, via email, to the board within 10 business days.
- The board will review the Supervised Practice Contract and provide the Vice Chair 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 Supervised Practice contract, the Vice Chair will provide the NLCHP with a reply, via email, of either approval of the Supervised Practice Contract (Form 5-170) or request for additional information.

- The Secretary will keep an electronic record of all active Supervised Practice contracts in accordance with the Record Management Policy (1-40)
- The Vice Chair will forward any forms and documents to the Secretary for housing on the One Drive
- The Applicant shall notify the NLCHP in writing of any plan to change the approved contract. Any change requires the approval of the College.
- If an extension is required to the contract end date, the request must be made by the Applicant to the NLCHP, who will forward to the College for review and approval. The request must detail why the requirements could not be met within the specified timeline, as well as how long of an extension is desired to complete same.

### SUPERVISED PRACTICE REPORT AND RATING FORM PROCEDURES

- Upon completion of the supervised practice hours, the Supervised Practice Report and Rating Form (5-150) must be completed by both the applicant and supervisor, and submitted to the NLCHP via email, within 14 business days. NLCHP will then forward this document to the Vice Chair.
- As part of form 5-150, section 5, the Supervisor will evaluate the Applicant's performance during the supervised practice period using the Supervised Practice Skills Inventory (Form 5-160).
- The Vice Chair will monitor active Supervised Practice contracts to ensure that the Supervised Practice Report and Rating Forms are completed within 14 business days of the contract end date. When Applicants fail to comply, the Vice Chair notifies the NLCHP.
- The Vice Chair will review the Supervised Practice Report and Rating Form to ensure all sections have been completed.
- If the Supervised Practice Report and Rating Form is incomplete, the Vice Chair will return the Form, via email, to the NLCHP within 10 business days.
- If the Supervised Practice Report and Rating Form is complete, the Vice Chair will inform the NLCHP, 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 Supervised Practice Report and Rating Form and provide the Vice Chair with feedback through phone calls, email, meetings, etc. The Form must be approved by a majority (50%+1).
- Within 15 business days of receiving the Supervised Practice Report and Rating Form, the Vice Chair will provide the NLCHP with a reply via email. This reply may:
  - request additional information/ make additional recommendations
  - give approval to proceed with the next supervised practice period, or
  - provide notification that the Applicant has successfully completed the supervised practice requirement of the re-entry to practice program (Form 5-180).
  - 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.

- The Vice Chair will forward any forms and documents to the Secretary for housing on the One Drive

## APPENDIX C

### REFERENCED FORMS

Form 5-130: 5-130 CASLP-NL Recommendations to Applicant

Form 5-140: 5-140 Supervised Practice Contract

Form 5-150: 5-150 Supervised Practice Report and Rating Form

Form 5-160: 5-160 Supervised Practice Skills Inventory

Form 5-170: Form 5-170 Contract Approval - Re-Entry

Form 5-180: Form 5-180 Supervised Practice Completion - Re-entry to practice