

<i>POLICY</i>	<b>Number: 2-50</b>
<b>MENTORSHIP PROGRAM: ROLES AND RESPONSIBILITIES</b>	<b>Section: REGISTRATION</b>
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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).

## POLICY

The policy is designed to ensure that a registrant’s knowledge base, skills, and professional networks reflect the basic standard of practice for the registrant’s area of practice and are current. This policy aims to ensure new graduates have a firm foundation for effective independent practice.

## IN THIS POLICY

- “Business Day” means any weekday that is not a holiday

## 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

## CRITERIA:

Applicants must meet one of the following criteria:

- have passed the Canadian Entry to Practice (CETP) exam in the past 12 months; or
- have applied to sit for the next CETP exam.

The Applicant will provide the NLCHP with a certified copy of their results on the CETP exam as soon as they are available.

## COLLEGE'S MENTORSHIP PROGRAM

### DEFINITION OF MENTORSHIP

- 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.

### DURATION OF MENTORSHIP

- Mentorship requirements must be completed within a maximum of 6 months.
- Please note: the timeframe may be less; however, the MRRF must be submitted within 14 business days of meeting the 200-hour requirement. Do not wait until the end of your anticipated deadline to submit your form.
- Mentorship requirements include:
  - 200 total hours. Additional hours may be required based on recommendation of the Mentor or College.
  - Of these 200 hours:
    - A minimum of 10 hours must be spent in observation (direct or indirect) of the Applicant completing client assessment or intervention.

- A minimum of 10 hours must be spent in clinical consultation between Mentor and Applicant.
- The Mentor will review a minimum of five of the Applicant's patient/client files in the 200-hour period. 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.
- Mentorship should be face-to-face when it is feasible. If face-to-face guidance is not possible, the observation method(s) must be outlined in the Mentorship 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.
- If a Mentor feels that an Applicant requires more mentorship than prescribed, they can note it on their feedback form for the College.

### RESPONSIBILITIES OF THE APPLICANT

- The Applicant is responsible to find a Mentor to provide the required mentorship and submit the name to the College for approval. An eligible Mentor:
  - is a General Status Audiologist or Speech-Language Pathologist in good standing on the NLCHP General Register who is a member of the same profession as the Applicant being mentored; and
  - must have a minimum of 3 years' work experience in the identified profession.
- The Applicant may contact the College to obtain assistance in identifying a Mentor.
- The Applicant will submit a Mentorship Guidance Contract (Form 5-30) for approval by the College. This contract must be received and approved prior to a license being issued.
- The Applicant will notify the College in writing of any plan to change the approved contract. Any change requires the approval of the College.

- The Applicant must submit the Mentorship Report and Rating Form (Form 5-40) to the College within 14 business days of completion of the mentorship requirements noted above.
- The Applicant will not supervise student(s) or supportive personnel who are responsible for the delivery of clinical services to patient/clients during their mentorship period.
- The Applicant must submit a signed Membership Declaration Form (5-60) as part of their mentorship application

### RESPONSIBILITIES OF THE MENTOR

- A Mentor must be a General Status Audiologist or Speech-Language Pathologist in good standing with a minimum of three years of experience in the identified profession.
- The Mentor should retain a copy of the Mentorship Guidance Contract for their records.
- A Mentor will complete a Mentorship Report and Rating Form (Form 5-40) within 14 business days of completion of the 200-hour period.
- A Mentor will discuss their expectations with the Applicant in advance of the commencement of the mentorship period.
- The Mentor will continuously evaluate the Applicant's progress to:
  - determine if the Applicant has any problems or concerns
  - identify areas of success
  - identify challenges or frustrating experiences.
- In most cases, one Mentor will provide guidance. Where the College has approved it, more than one Mentor may be involved in providing mentorship to the Applicant.
- Exploitation of the Applicant by the Mentor is grounds for professional misconduct.
- A Mentor must abide by the Personal Health Information Act (PHIA) in relation to all patient/client information obtained during the mentorship period.
- The College prohibits remuneration of the Mentor by the Applicant; however, transfer of funds between employing agencies is not prohibited. This includes mentors in private practice. (i.e., a private practice Mentor may be reimbursed by the agency employing the Applicant, however the Applicant must not be expected to reimburse their Mentor directly.)
- The Mentor 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 Mentor observes practice that may result in harm to the patient/client, the Mentor has an obligation to intervene. Apart from this extreme example, the Mentor serves as a consultant to the Applicant during the mentorship process.

### RESPONSIBILITY OF THE COLLEGE/NLCHP

- The College will be responsible for approving Mentorship Guidance Contracts. Approval of Mentorship Guidance Contracts will be based upon requirements established by the College.
- The College will be responsible for reviewing the Mentorship Report and Rating Forms and providing recommendations to NLCHP.
- NLCHP will issue a “General Status - Temporary” registration once the Mentorship Guidance Contract has been approved by the College.
- NLCHP will issue a “General Status – Restricted” registration for those applicants who have passed the certification exam but are still completing their mentorship.
- NLCHP will notify the Applicant of successful completion of the mentorship and will remove the restriction to the registration.
- NLCHP will inform the Applicant of the unsuccessful completion of the mentorship and the registration will be removed.
- NLCHP will inform the College if the Applicant does not pass the CETP exam.

### MECHANISM FOR FEEDBACK

The Applicant and the Mentor must include in the Mentorship Guidance Contract how feedback will be provided (e.g., during face-to-face meetings, by written communication, phone conferences, email).

### SECONDARY EMPLOYMENT SETTING

An Applicant wishing to engage in the practice of audiology or speech-language pathology at a secondary employment setting may do so if the Mentor is willing to include the secondary employment site in the Mentorship Guidance Contract. Otherwise, a second Mentor must be chosen and approved by the College.

### THE MENTORSHIP GUIDANCE CONTRACT

Together the Applicant and the Mentor must:

- discuss the Applicant’s and Mentor’s expectations during the mentorship period.
- review the requirements set out in the Mentorship Program and identify specific learning goals for the Applicant which:
  - reflect on skills needed to function effectively in their area of practice.
  - help the Applicant recognize their strengths and to identify areas to be developed.
- review how the Applicant will be evaluated.
- develop a guidance plan to ensure that the Applicant has the necessary skills, knowledge and behavior.
- tailor the guidance plan to meet the needs of the Applicant in their employment setting.

- formulate a Mentorship Guidance Contract that includes:
  - A statement of the Applicant's individual goals
  - A statement of how the Applicant will prepare to achieve their goals.
- **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 SKILLS INVENTORY

The Mentor will evaluate the Applicant's performance during the mentorship using the Mentorship Skills Inventory (Form 5-50).

## SUCCESSFUL COMPLETION OF MENTORSHIP

When the College receives a Mentorship Report and Rating Form that recommends an Applicant for General Status registration, the College will review all documentation related to the registration process and will notify the NLCHP of the recommendation of the College within 14 business days.

## FAILURE TO MEET MENTORSHIP REQUIREMENTS

In some cases, the College may review the submitted MRRF and make additional recommendations before giving final approval of mentorship completion.

- The College will provide feedback to the Applicant within 14 business days from receipt of the MRRF.
- In circumstances where the College has deemed that the Applicant will not be recommended for General Status registration, the Applicant will be referred to the NLCHP for review.
  - The results of the application review will be communicated to the Applicant by NLCHP.
  - The Applicant may then have their mentorship period extended, start a new mentorship period with a new Mentor, or have their registration terminated.

## APPROVED BY:



**CASLP-NL Chairperson**



**CASLP-NL Board Member**