

Supervision Guidelines – General

Introduction

The purpose of these guidelines is to define supervision and to further classify the levels of supervision used by CASLPM. An additional purpose is to identify the required qualifications of supervisors in various practice capacities and outline the application of various levels of supervision.

Registered members are expected to implement policies and procedures to support the Supervision *Standard of Practice* and Guidelines. Members should review these documents in conjunction with employer policies and procedures and as needed, develop policies and procedures for their workplaces. The Standard and guidelines shall supersede any provisions outlined by an employer.

These guidelines refer to the clinical supervision of support personnel, speech-language pathology and audiology students in training, provisional registrants, and/or speech-language pathologists and audiologists who require a period of supervised practice to meet a condition on their certificate of practice. Support personnel, students, or speech-language pathologists and audiologists requiring supervised practice are named as appropriate in each indicator, and the term “supervisees” is used when an indicator addresses all three of these groups.

Criteria for Acting as a Supervisor

Supervision involves oversight of a supervisee’s practice. A registrant may act as a supervisor under the following criteria (the “general qualifications”):

- The registrant is a full or restricted purpose registrant (provisional and non-practicing registrants may not act as supervisors).
- The registrant supervisor of a Provisional Mentorship Program or a student must have at least one (1) year of experience in performing the reserved act they are supervising, (*CASLPM General Regulation 192/2013 Sections 2.14(1), 4.22(1)(b)*).
- The registrant must be legally permitted and competent to perform the reserved act.
- The registrant meets all requirements relating to the *Standard of Practice on Minimum Practice Hours*.
- The registrant must meet all requirements related to Continuing Competency including requirements pertaining to advanced competency, if applicable.
- The registrant is not subject to conditions on their practice.
- The registrar is satisfied the registrant is free from any actual or apparent conflict of interest that may affect the registrant’s supervisory oversight of the supervisee.
- The registrant is current on all obligations outlined in the RHPA, General Regulations, Standards of Practice, and by-laws of CASLPM.
- Registrants who have changed the population they serve must gain one year of experience in that group/setting before providing supervision (e.g. moving from adult to pediatric service). It is within the Registrar’s discretion to allow earlier supervision in some circumstances (e.g. consideration for total years of practice, advanced competencies held, education, etc.).

If a registrant fails to meet any of these criteria while acting as a supervisor, that registrant must immediately inform the Registrar. The Registrar will then conduct a review, which may involve a committee of the Council, to better understand the circumstances and determine if the registrant may continue to act as a supervisor. If instructed by CASLPM to cease acting as a supervisor, the registrant in question must make all reasonable efforts to arrange for an alternate supervisor for the supervisee.

Advanced Competency Supervision

A registrant may act as a supervisor for an applicant for an *advanced competency* certificate when the registrant meets the following criteria:

- The registrant currently holds the applicable certificate.
- The registrant has held the applicable certificate for a minimum of one (1) year.
- The registrant has declared they are competent and have the necessary skills to provide supervisory oversight.
- The registrant must have Full or Restricted Purpose registration with CASLPM and have the area of practice (e.g. area of practice or advanced competency) within their scope of practice.
- A regulated health professional, who is registered with another regulatory body, may act as a supervisor for an advanced competency applicant if:
 - The Registrar, in consultation with registrants of Council or a committee, has pre-approved the regulated health professional's qualifications as substantially equivalent to the requirements for holding the applicable certificate.
 - The regulated health professional meets the requirements of their regulatory body for the activities covered by the certificate for a minimum of one year.
 - The regulated health professional has declared they are competent and have the necessary skills to provide supervisory oversight.

Supervisor's Accountability

A registrant acting as a supervisor for a supervisee remains accountable and responsible for the care provided by the supervisee. Supervisors do not need to co-sign a supervisee's charting but may do so as the employer or academic program requires.

A registrant acting as a supervisor for a graduate student must adhere to the student's university guidelines and requirements for supervision of graduate students.

- Where a university's guidelines and requirements for supervision do not specify an experience requirement, a registrant must not act as a supervisor for a graduate student without at least one (1) year experience as a full registrant.

A registrant may not charge a fee to any supervisee applicant for supervision.

Applications for the Levels of Supervision

A supervisor must provide, and a supervisee must receive, CONSTANT or CLOSE supervision when a supervisee is learning a new skill(s) and is not yet independent, or in any other situation where the supervisee's relevant skills are insufficient to practice independently or with GENERAL supervision.

Student ("supervisee") supervision – VARIES

The supervisor must initially provide CONSTANT supervision and be physically present and available to assist a student unless the supervisor determines on reasonable grounds that the individual does not require that level of supervision. In that case, the supervisor must be readily available for CLOSE or GENERAL supervision and consultation by a student performing a reserved act and need not be physically present. (CASLPM General Regulation 192/2013 Section 4.22(1)(b)).

Provisional registrant ("supervisee") practice supervision – GENERAL

A supervisor/mentor for a provisional registrant must always provide, and a provisional registrant must always receive, at least GENERAL supervision. They may adjust the level of supervision beyond the required levels by mutual agreement.

Advanced Competency Certificate Training supervision – VARIES

A supervisor for a registrant training for an advanced competency certificate, and their registrant supervisee, must adhere to the levels of supervision in the approved certification program. They may extend the level of supervision for any objective(s) beyond required levels by mutual agreement.

The supervisor must provide CONSTANT or CLOSE supervision and must be available to be physically present and assist during the registrant's performance of a specialized health care service.

Another health care professional who is legally permitted and competent to perform the service may supervise a specialized health care service/advanced competency. (CASLPM General Regulation 192/2013 Clause 4.23(2)).

Support Personnel ("SP") – VARIES

A supervisor must always provide GENERAL supervision to their SP (this may be in person, by telephone, or virtually).

A supervisor providing GENERAL supervision must document the essence of any issue, request or query, and the guidance they provided.

CONSTANT or CLOSE supervision is required when an SP is learning a new skill or needs a refresher at the discretion of the supervising registrant.

If, in a supervisor's clinical judgment, a potential risk to a client warrants increased supervision, a supervisor must provide CLOSE or CONSTANT supervision for the SP.

Guidelines for Working with Support Personnel have been developed for professionals to use in their work environment.

Remedial situational supervision – VARIES

A practice supervisor as directed, must provide to a supervisee, the level of supervision required by the

Complaints Investigation Committee (“CIC”), Inquiry Committee (“IC”), and Registrar, any undertaking & consent agreement of the CIC or IC or any remedial learning plan concerning supervision in an employment setting.

Supervision Specific Definitions

“Constant supervision” means supervision where the supervisee may only engage in clinical activities with the supervisor physically present.

“Close supervision” means supervision with a sufficient proximity between supervisor and supervisee that a supervisor may attend in person at the request of either the supervisor or supervisee (e.g. the supervisor and supervisee work within the same facility).

“General supervision” means supervision where the supervisor is accessible to a supervisee but does not attend in person. General supervision is synonymous with remote/virtual supervision. Access may be by telephone, email or virtual communications.

“Practice Supervisor” means a registrant appointed by the CIC to provide supervision to another registrant to remediate practice deficiencies identified in an investigation.

“Supervision” means the oversight provided by a registrant to another individual (e.g., student, support personnel, provisional registrant) who delivers speech-language pathology or audiology services under the registrant’s responsibility. This includes supervision where required by the Regulated Health Professions Act (RHPA), regulatory guidelines and legislation, CASLPM’s by-laws, Standards of Practice and guidelines, and the reserved acts of the profession. Supervisory oversight may include a supervisor monitoring, reviewing, guiding, directing, training, evaluating, or providing formal or informal feedback about a supervisee’s activities, performance, or competencies.