

INTRODUCTION

This guide supports registrants while navigating the supervised practice requirement during the provisional registration period or during a period of re-integration into the profession. CSASK uses the term “Supervision” as it differentiates from “mentorship” as follows:

Supervision:

- a formal relationship focused on meeting specific goals (meeting the requirement for full licensure in this case). Although supervisors may act as mentors, their core function emphasizes accountability and performance rather than personal growth and knowledge transfer.

Mentorship:

- an informal relationship focused on broad, long-term career and personal development combined with guidance and support from an experienced individual.

Unlike students and support personnel, supervised registrants are regulated professionals who hold the same responsibilities and accountabilities as other registered and licenced members of CSASK.

PURPOSE

The purpose of the supervised practice period is to ensure that registrants (re)entering practice:

- possess the knowledge and skills required to practice their profession safely while maintaining the essential competencies;
- consolidate and/or update their knowledge base and skills;
- (re)establish professional networks; and
- are supported and assisted in becoming successful in (re)integrating into their profession.

The supervised practice period is not intended as:

- a determinant of the registrant’s competency; or
- a sole determinant of the registrant’s eligibility for the practising status of registration and licensure.

SUPERVISED PRACTICE PERIOD REQUIREMENT FOR ENTRY-TO-PRACTICE

Duration	<p>The supervised period is complete once the registrant has:</p> <ul style="list-style-type: none"> ○ completed a minimum of 750 hours, equivalent to approximately 6 months of full-time employment of patient/client care, where at least 80% of the registrant’s work is direct clinical contact (assessment/diagnosis/evaluation, screening) related to the management process of individuals who exhibit communication difficulties; ○ provided evidence of obtaining a passing score on the required examination; ○ submitted the required documentation; and ○ been officially informed by CSASK they no longer need to practice under supervision.
Formal Supervision Hours	<p>Formal supervision is a structured and planned process that is important for in-depth reflection, skill development, and addressing broader professional goals.</p> <p>48 formal supervision hours (minimum) –approximately 2 hours/week or 8 hours/month of formal supervision based on full time employment. Must span the duration of the period of supervised practice (formal supervision hours cannot be entirely completed within the first half</p>

	<p>of supervised practice as the intention is for the registrant to receive formal feedback throughout this period).</p> <p>Formal supervision must include direct observation: A minimum of 24 of the 48 formal supervised hours must be direct observation of intervention. This means the supervisor is physically present within the environment or virtually present via real time video conferencing. The supervisor observes while the registrant is engaged in clinical practice and provides feedback. Examples include:</p> <ul style="list-style-type: none"> • a client session/interaction • a multidisciplinary team meeting • a client assessment • a client/ caregiver counseling session <p>The formal supervision may include supervision activities where the supervisor is not physically or virtually present when the registrant is engaged in clinical practice. In this case, the supervisors may engage in formal supervision by providing feedback while reviewing audio/video recording or written records/reports/intervention plans.</p>
<p>Informal Supervision</p>	<p>Informal supervision occurs over the entirety of the supervised practice period, often in response to a specific situation or question.</p> <p>Informal supervision is not typically planned in advance; it involves brief, informal conversations with the supervisor(s) about practice/work-related issues, often focusing on immediate concerns. Informal supervision complements formal supervision by providing immediate support and guidance in the moment. Examples include:</p> <ul style="list-style-type: none"> • addressing day-to-day challenges, • discussing clinical dilemmas, • providing advice on specific cases. <p>Hours of informal supervision are not tracked and are not reported to CSASK.</p>
<p>Supervisor Requirements</p>	<p>Supervisors must be approved by CSASK and/or the Registration and Licensing Committee. Provisional registrants are notified if the supervisor(s) listed on the contract is not approved. Supervisors must meet the following minimum requirements:</p> <ul style="list-style-type: none"> • Practice as a full registrant of CSASK in good standing; and • Hold a minimum 5 years of experience (unless other experience is approved).

SUPERVISED PRACTICE PERIOD REQUIREMENT FOR RE-INTEGRATION INTO THE PROFESSION

Details of the supervised practice period are individualized according to specific circumstances and are determined by the Registration and Licensing Committee/Registrar and are outlined in the conditions set out in the registration and licence letter.

Supervisors must be approved by CSASK and/or the Registration and Licensing Committee. Registrants are notified if the supervisor(s) listed on the contract is not approved. Supervisors must meet the following minimum requirements:

- Practice as a full registrant of CSASK in good standing; and
- Hold a minimum 3 years of experience

EXTENSION OF THE PERIOD OF SUPERVISED PRACTICE

The period of supervised practice is extended beyond the minimum practice hours requirement and the minimum formal supervised practice hours when the other requirements or conditions of their registration are not met:

- Successfully meeting the exam requirement (in the case of registrants entering practice);
- Completion of additional educational requirements (in the case of registrants completing a re-integration program)
- CSASK has not received all required documentation and approved the registrant for practicing registration without conditions.

The period of supervised practice period is extended and continues with the same frequency of formal supervision as detailed in the section above until the registrant has been notified in writing.

- Average of 2 hours per week or 8 hours per month
- One half of the formal supervision hours consisting of direct observation of the registrant engaged in clinical practice.

SUPERVISED REGISTRANT'S RESPONSIBILITIES

The supervised registrant **must**:

- comply with the relevant legislation, established audiology and speech language pathology standards and guidelines and most recent version of the code of ethics;
- use the professional titles as specified in the legislation:
 - addition of the word **“Provisional”** for entry-to-practice registrants; or
 - addition of the words **“With Conditions”** for re-entry;
- be responsible, accountable, and liable for all services provided;
- report misconduct behaviours, concerns about practice or suspected violations of the code of ethics to CSASK.

In addition to completing all required preliminary paperwork, the supervised registrant must:

- secure employment in Saskatchewan in an established setting(s);
- identify a supervisor(s), approved by CSASK (a supervisor is required for each place of practice);
- inform CSASK of any changes in employment and/or supervisor;
- engage in supervised practice at each employment setting
- share the *Supervised Practice Period – Guide* with supervisor;
- complete the supervision contract, in collaboration with the supervisor, and submit to CSASK **within 10 business** days of starting work;
- prepare for each supervision activity;
- track hours of formal supervision and provide to the supervisor at the end of the supervision period;
- introduce the supervisor to clients when the supervisor is observing direct client care;
- obtain consent from client/caregiver/substitute decision maker prior to supervisor observation;
- obtain information about employer policies for supervisor observation (in situations where the supervisor is not an employee); and
- supply the necessary documents/reports to be completed in conjunction with the supervisor and ensure they are submitted to CSASK.

SUPERVISOR RESPONSIBILITIES

Supervisors must:

- be familiar with the roles and responsibilities as per CSASK guidelines;
- provide supervision and feedback;
- provide guidance and support by assisting the supervised registrant to develop:
 - a firm foundation for independent, professional practice; and
 - a process of self-assessment of essential competencies to ensure the supervised registrant is providing ongoing safe and ethical practice to the Saskatchewan public;
- complete and submit required documentation and evaluation reports to CSASK;

- complete, in collaboration with the supervised registrant, the supervision contract;
- discuss expectations with the supervised registrant in advance of starting supervision;
- inform CSASK if supervision has been discontinued prior to the end of the supervised practice period;
- report misconduct behaviours, concerns about practice or suspected violations of the code of ethics to CSASK.

NOTE: Time spent supervising qualifies for continuing education credits.

The Supervised Clinical Practice Feedback Tool may be used by the supervisor to provide directed feedback but is not submitted to CSASK.

MITIGATING CONFLICT

- Supervisors and supervised registrant are expected to manage and mitigate concerns by engaging in respectful and open conversations about expectations, while providing specific and timely feedback when necessary.
- When conflicts persist, concerns arising during the period of supervised practice must be directed to the CSASK Staff. CSASK staff will work with the supervisor and supervised registrant to help resolve conflicts.
- In cases where conflicts interfere with the supervision process, the supervision contract may be dissolved, and the supervised registrant is responsible for finding a new supervisor. They are not required to re-start the supervision process.
- The following situations are examples of instances where CSASK should be notified:
 - The supervisor is unavailable to provide adequate supervision as per the agreement;
 - The supervised registrant is experiencing bullying, discrimination or harassment;
 - Both parties are unable to resolve issues;
 - The supervisor or supervised registrant is acting in ways that breach the CSASK code of ethics, standards of practice or guidelines; or signal concerns about fitness to practice.
 - The supervisor has concerns about the supervised registrant's essential competencies and ability to deliver safe and ethical practice;
 - When there are concerns about the supervised registrant's ability to integrate feedback provided by the supervisor.
 - When a client has issued a complaint about the supervised registrant's behavior or the quality of their practice.

The documents below must be submitted to CSASK prior to being approved for a change in status from provisional to practicing. The registrant's status will be reviewed within 10 business days following receipt of all required documents. The registrant will be informed in writing once their registration has been changed and is no longer required to practice under supervision.

SUBMITTED BY THE SUPERVISED REGISTRANT	SUBMITTED BY THE EMPLOYER/SUPERVISOR
<input type="checkbox"/> Period of Supervised Practice Contract(s) within 10 business days of starting work	<input type="checkbox"/> Supervised Practice Plan mid and final evaluation forms
<input type="checkbox"/> Exam results although the exam vendor sends CSASK a general list of exam results; the registrant is responsible for sending their individual proof of passing the exam.	<input type="checkbox"/> Employer verification of currency form(s)
<input type="checkbox"/> Official transcripts graduates from a Canadian accredited university, who did not submit at the time of application)	<input type="checkbox"/> Formal Supervision hours tracking form completed by the supervised registrant and supervisor