

INTRODUCTION

This guide supports registrants in navigating the supervised practice requirement during the provisional registration period or during a period of re-integration into the profession.

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;
- are supported in developing an understanding of the unique aspects of practice in Saskatchewan, including applicable legislation, standards of practice, professional expectations, service delivery models, and local health care systems and resources;
- (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 practising registration and licensure.

CSASK uses the term "Supervision" as it differentiates from "Mentorship" as follows:

SUPERVISION

A **formal and required** relationship focused on meeting specific goals (meeting the requirement for practising registration in this case). Although supervisors may act as mentors, their core function emphasizes accountability and performance rather than personal growth and knowledge transfer. Typically includes a formal evaluation component.

MENTORSHIP

An **informal and non-mandatory** relationship focused on broad, long-term career and personal development combined with guidance and support from an experienced individual. Does not typically include a formal evaluation component.

Unlike students and support personnel, supervised registrants are regulated professionals who hold the same responsibilities and accountabilities as other registered and licensed members of CSASK. Supervised registrants are believed to possess the minimum competencies required of an audiologist or speech-language pathologist entering practice in a regulated Canadian jurisdiction as prescribed in the National Competency Profiles.

All registrants must:

- comply with the relevant legislation, code of ethics, standards, and guidelines;
- be responsible, accountable, and liable for all services provided;
- use the professional titles as specified in the legislation; and
- report suspected professional misconduct and professional incompetence to CSASK.

SUPERVISED REGISTRANT'S RESPONSIBILITIES

Supervised registrants must ensure **formal supervision hours span the duration of the supervised practice period**. Formal supervision hours cannot be completed entirely within the first half of the supervised practice period, as the intention is for the registrant to receive formal feedback throughout the period.

Upon securing employment in an established setting, the supervised registrant must:

- identify a supervisor(s) and engage in supervised practice at each employment setting;
- complete the supervision agreement (for each place of employment) and submit to CSASK for approval **within 30 days** of starting work; and
- share the *Supervised Practice Period Guide* and relevant forms with each supervisor.

Throughout the period of supervision, the supervised registrant must:

- apply employer policies (e.g. informed consent, supervisor observation, etc.);
- inform CSASK of any changes in employment and/or supervisor;
- prepare for each supervision activity;
- obtain consent from the client/caregiver/substitute decision maker prior to supervisor observation;
- introduce the supervisor to clients when the supervisor is observing direct client care; and
- regularly track hours of formal supervision for supervisor approval.

SUPERVISOR ELIGIBILITY AND RESPONSIBILITIES

Supervisors must be approved by CSASK and/or the Registration and Licensing Committee and must meet the following minimum requirements:

- Hold a CSASK practising registration and licence without conditions; and
- Have a minimum of 5 years' current clinical experience to supervise provisional registrants or 3 years' current clinical experience to supervise registrants for re-entry (unless otherwise approved).

Supervisors must:

- be familiar with their roles and responsibilities as per CSASK standards and guidelines;
- be mindful of the potential or perceived power imbalance within the supervisory relationship. Supervisors will strive to minimize this imbalance and create an environment where the supervised registrant feels comfortable seeking guidance and asking questions;
- discuss expectations with the supervised registrant in advance of starting supervision;
- complete the supervision agreement, in collaboration with the supervised registrant, and submit to CSASK **within 30 days** of starting work;
- provide supervision, feedback, 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 the required documentation and evaluation reports to CSASK; and
- inform CSASK if supervision has been discontinued before the end of the supervised practice period.

Did You Know?

- Time spent supervising qualifies for continuing education credits.
- The supervisor may use the Supervised Clinical Practice Feedback Tool to provide directed feedback, but it is not submitted to CSASK.

DURATION OF THE PERIOD OF SUPERVISED PRACTICE

Supervised registrants who are required to complete supervised practice for at least 750 hours must ensure that the required formal supervision hours span the duration of the supervision period. To assist with planning, supervisors and supervised registrants can expect that, based on full-time employment, the required formal supervision hours (i.e. 48 hours) can be achieved over a period of approximately 6 months and by completing, on average:

- 2 hours of formal supervision per week (at least 1 hour should be live observation of the registrant engaged in direct practice); or
- 8 hours per month (at least 4 hours should be live observation of the registrant engaged in direct practice).

The supervision requirement is **only** met once proof of meeting the requirements set out in the licence letter have been submitted and approved by CSASK; this may include:

- successful completion of the required examination;
- completion of refresher education or training;
- submission of all required supervision documents.

The registrant must continue to practice under supervision and continue to track formal supervision hours until official clearance is communicated by CSASK.

NOTE: The supervised practice period for re-integration into the profession is individualized and based on the conditions outlined in the registrant's licence/registration letter or other formal communication from CSASK.

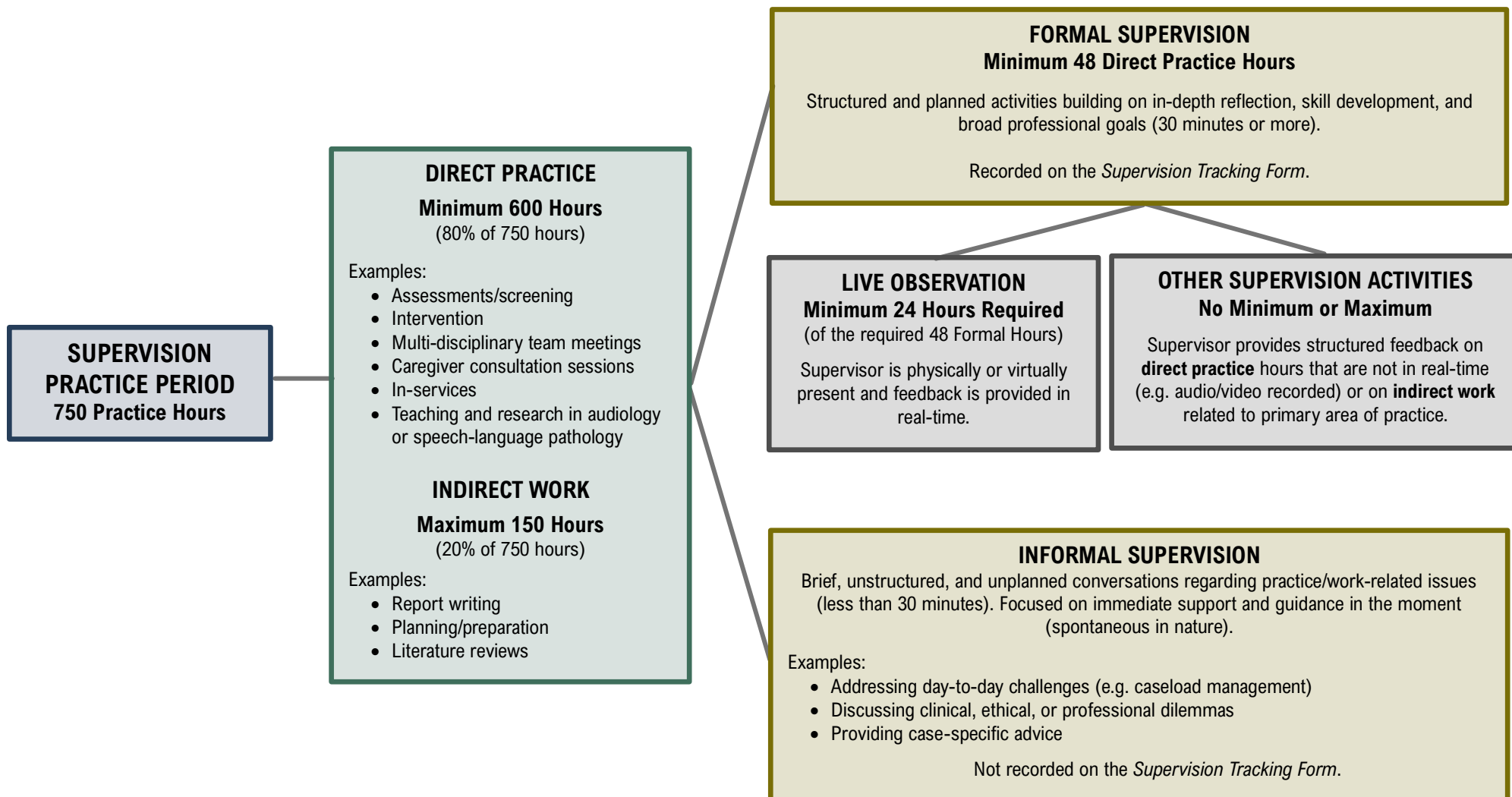
MITIGATING CONFLICT

- Actual, potential, or perceived conflicts of interest must be evaluated and disclosed to ensure that supervision and evaluation are conducted objectively and fairly, without either preferential treatment or bias that could impede a registrant's successful completion of the supervised practice period.
- Supervisors and supervised registrants 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 CSASK. CSASK will work with the supervisor and the supervised registrant to help resolve conflicts.
- In cases where conflicts interfere with the supervision process, the supervision agreement may be dissolved, and the supervised registrant is responsible for finding a new supervisor. They are not required to restart 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.
 - Either party is experiencing bullying, discrimination, or harassment.
 - There are unresolvable issues between the supervisor and the supervised registrant.
 - 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.
 - Concerns are present regarding either party's essential competencies and ability to deliver safe and ethical practice.
 - There are concerns about the supervised registrant's ability to integrate feedback provided by the supervisor.
 - A client has issued a complaint about the supervised registrant's behaviour or the quality of their practice.

SUPERVISED PRACTICE PERIOD REQUIREMENT

Where possible, supervised practice hours should relate to client care, however, teaching, research, administrative and management settings are also acceptable when they represent the supervised registrant's **primary area of practice**. Registrants are encouraged to contact CSASK for guidance when direct practice hours are outside of direct client care.

Note: All CSASK registrants must adhere to the CSASK Code of Ethics by engaging only in the provision of services that fall within their professional competence, considering their level of education, training and experience. When moving into a new area of practice, returning to clinical work, or taking on new responsibilities, registrants are responsible for obtaining the necessary education, training, mentorship, or other supports to ensure competent and ethical service delivery.



REGISTRATION CHANGE TO PRACTISING

The documents below must be submitted to CSASK before approval for a change in status to practising. The supervised registrant's status will be reviewed within 10 business days following receipt of all required documents.

SUBMITTED THROUGH THE REGISTRANT PORTAL

- ☐ **Period of Supervised Practice Agreement(s)** – within 30 days of starting work
 - ☐ **Formal Supervision Hours Tracking form**
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SUBMITTED BY THE SUPERVISED REGISTRANT to office@csask.ca

- ☐ **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.
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SUBMITTED BY A THIRD-PARTY to office@csask.ca

- ☐ **Employer Verification of Practice Hours form(s)**
- ☐ **Official transcripts** – Required for graduates from a Canadian accredited university, who did not submit at the time of application.
- ☐ **Supervised Practice Period Evaluation form**

The registrant must continue to practice under supervision and track formal supervision hours until official clearance is communicated by CSASK.