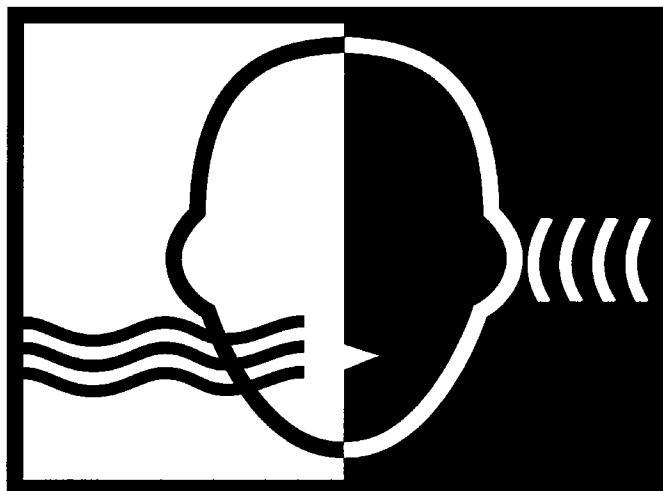


C A S L P O



O A O O

**INITIAL PRACTICE
PERIOD FORMS**

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MENTORSHIP GUIDANCE CONTRACT

SECTION 1 PRACTICE INFORMATION																	
INITIAL PRACTICE REGISTRANT																	
First Name	Last Name																
Res. Telephone	Bus. Telephone	CASLPO Reg. No.															
Primary Employment Setting: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Acute Care Hospital</td> <td style="width: 33%;"><input type="checkbox"/> Industry</td> <td style="width: 34%;"><input type="checkbox"/> Private Practice</td> </tr> <tr> <td><input type="checkbox"/> Adult Rehabilitation Centre</td> <td><input type="checkbox"/> Public Health</td> <td><input type="checkbox"/> Specialized Centre</td> </tr> <tr> <td><input type="checkbox"/> Children's Treatment Centre</td> <td><input type="checkbox"/> Preschool Service</td> <td><input type="checkbox"/> Supportive Living</td> </tr> <tr> <td><input type="checkbox"/> Education</td> <td><input type="checkbox"/> Long-term Care</td> <td><input type="checkbox"/> Other <i>(Please specify)</i></td> </tr> <tr> <td><input type="checkbox"/> Home Care/SHSS</td> <td><input type="checkbox"/> Mental Health</td> <td></td> </tr> </table>			<input type="checkbox"/> Acute Care Hospital	<input type="checkbox"/> Industry	<input type="checkbox"/> Private Practice	<input type="checkbox"/> Adult Rehabilitation Centre	<input type="checkbox"/> Public Health	<input type="checkbox"/> Specialized Centre	<input type="checkbox"/> Children's Treatment Centre	<input type="checkbox"/> Preschool Service	<input type="checkbox"/> Supportive Living	<input type="checkbox"/> Education	<input type="checkbox"/> Long-term Care	<input type="checkbox"/> Other <i>(Please specify)</i>	<input type="checkbox"/> Home Care/SHSS	<input type="checkbox"/> Mental Health	
<input type="checkbox"/> Acute Care Hospital	<input type="checkbox"/> Industry	<input type="checkbox"/> Private Practice															
<input type="checkbox"/> Adult Rehabilitation Centre	<input type="checkbox"/> Public Health	<input type="checkbox"/> Specialized Centre															
<input type="checkbox"/> Children's Treatment Centre	<input type="checkbox"/> Preschool Service	<input type="checkbox"/> Supportive Living															
<input type="checkbox"/> Education	<input type="checkbox"/> Long-term Care	<input type="checkbox"/> Other <i>(Please specify)</i>															
<input type="checkbox"/> Home Care/SHSS	<input type="checkbox"/> Mental Health																
Client Age Range: <i>(Please check more than one if applicable)</i> <input type="checkbox"/> 0-5 years <input type="checkbox"/> 6-11 years <input type="checkbox"/> 12-17 years <input type="checkbox"/> 18-64 years <input type="checkbox"/> 65 plus		Hours of Employment Per Week: I work _____ hours a week.															
MENTOR																	
First Name	Last Name																
Res. Telephone	Bus. Telephone	CASLPO Reg. No.															

SECTION 2 PROPOSED INITIAL PRACTICE PERIOD		
Contract Start Date: ____/____/____ <small>DD MM YY</small>	Contract End Date: ____/____/____ <small>DD MM YY</small>	Duration of Contract: <input type="checkbox"/> 24 weeks <input type="checkbox"/> Other <i>(please specify)</i> _____

SECTION 3 TIME ALLOCATION
Number of mentored hours per week or per month <i>(Please circle to indicate if guidance is provided weekly or monthly)</i> The IPR will be mentored _____ hours per week/ per month.

For Office Use Only	
Approval:	Date Approved:
Interim Evaluation Report Due Date: ____/____/____ <small>DD MM YY</small>	Final Evaluation Report Due Date: ____/____/____ <small>DD MM YY</small>

SECTION 4 METHOD OF GUIDANCE

Check all that apply

- Observation of Initial practice Registrant with clients
- Clinical management discussions
- Reviewing written reports
- Administrative management discussions
- Review of videotapes or audiotapes of sessions
- Telephone conferences
- Other (please specify): _____

SECTION 5 METHOD OF FEEDBACK

Check all that apply:

- Face to Face Meetings
- Telephone Conferences
- Email
- Written Communication
- Other (please specify): _____

SECTION 6 GUIDANCE PLAN

Professional Practice Standard 1 – Management Practices

Audiologists and Speech-Language Pathologists manage their practice in an accountable manner

- 1.1 The Initial Practice Registrant (IPR) has the criteria to begin and end intervention
- 1.2 The IPR maintains records, which accurately reflect the services provided.
- 1.3 The IPR performs controlled acts according to preferred practice guidelines and position statements
- 1.4 The IPR is accountable for unregulated personnel providing intervention under his/her direction
- 1.5 The IPR ensures that all materials and equipment used in his/her practice is in proper working order and calibrated as required
- 1.6 The IPR follows health and safety procedures and practices.

MANAGEMENT PRACTICES – INDIVIDUAL GOALS	APPROACH

Professional Practice Standard 2 - Clinical Practice

Audiologists and Speech-Language Pathologists possess, continually acquire and use the knowledge and skills necessary to provide high quality clinical services within their scope of practice.

- 2.1 The IPR practices within the limits of his/her individual competence.
- 2.2 The IPR continually acquires knowledge and skills necessary to provide high quality service
- 2.3 The IPR utilizes intervention procedures based on current knowledge in the field of audiology and/or speech-language pathology and consideration of available evidence-based techniques.
- 2.4 The IPR utilizes intervention procedures that are appropriate to the abilities of the patient/client
- 2.5 The IPR utilizes intervention procedures that are appropriate to the cultural/linguistic background of the patient/client.
- 2.6 The IPR monitors, evaluates and modifies his/her intervention procedures based on patient/client outcome.

CLINICAL PRACTICES – IPR’S INDIVIDUAL GOALS	APPROACH

Professional Practice Standard 3 - Patient/Client Centred Practice

Audiologists and Speech-Language Pathologists ensure that his/her patients/clients are treated with respect and are provided with sufficient information and opportunities to made informed decisions regarding intervention. In making clinical decisions, the patient/client’s interest should be primary.

- 3.1 The IPR informs patients/clients of the benefits, limitations and potential risks of intervention
- 3.2 The IPR consults with a patient/client when establishing an intervention plan
- 3.3 The IPR sets intervention goals that describe realistic outcomes for patient/client.
- 3.4 The IPR respects each patient/client’s decision to decline intervention
- 3.5 The IPR maintains patient/client confidentiality at all times.

PATIENT/CLIENT CENTRED PRACTICES – INDIVIDUAL GOALS	APPROACH

PATIENT/CLIENT CENTRED PRACTICES – INDIVIDUAL GOALS CONTINUED...	APPROACH

Professional Practice Standard 4 – Communication

Audiologists and Speech-Language Pathologists communicate effectively and with sensitivity to the needs of his/her patients/clients.

- 4.1 The IPR communicates in a manner that facilitates patient/client comprehension and participation.
- 4.2 The IPR uses language that is appropriate to the age and cognitive abilities of the patient/client.
- 4.3 The IPR uses language that is appropriate to the linguistic and cultural background of the patient/client.
- 4.4 The IPR communicates constructively and effectively with his/her peers/team/co-workers.
- 4.5 The IPR accurately communicates his/her professional credentials to his/her patients/clients and others

COMMUNICATION – IPR’S INDIVIDUAL GOALS	APPROACH

Professional Practice Standard 5 - Professional Accountability

Audiologists and Speech-Language Pathologists are accountable and comply with legislation.

The IPR complies with Regulations, Preferred Practice Guidelines, Position Statements, Code of Ethics and Relevant Legislation.

PROFESSIONAL ACCOUNTABILITY – INDIVIDUAL GOALS	APPROACH

SECTION 7 INITIAL PRACTICE REGISTRANT'S DECLARATION

1. I understand that I will be assessed with respect to my compliance with the practice standards set out in the section 6 of the Mentorship Guidance Contract and will undertake to acquire the skills, knowledge and behaviour to demonstrate my competence to practice
2. I agree to comply with the regulations and policies associated with an Initial class certificate of registration.
3. I agree that I shall only practise under the mentorship of the person named in this contract.
4. I agree to obtain the approval of the College for any proposed changes to my mentorship guidance contract prior to the change occurring.
5. I agree to complete a Self Evaluation Form midway through the Initial Practice Period and review the results with my mentor.
6. I agree to collect evidence of compliance for my mentor's review.

Signature of Initial Practice Registrant

Date

SECTION 8 MENTOR'S DECLARATION

1. I agree that I will review the practice standards with the Initial Practice Registrant and identify the skills, knowledge and behaviour necessary with compliance the practice standards.
2. I agree to assess the Initial Practice Registrant to determine if they have the required skill, knowledge and behaviour to meet the practice standards and become a General member.
3. I agree to mentor the above named Initial Practice Registrant in accordance with the College regulations and policies regarding mentorship.
4. I agree to notify the College immediately if I am no longer able or willing to continue to fulfill my responsibilities as a mentor.
5. I agree to review the Initial Practice Registrant's progress and complete an interim evaluation report midway through the Initial Practice Period.
6. I agree to review the Initial Practice Registrant's progress and complete a final assessment report at the end to the Initial Practice Period.

Signature of the Mentor

Date

SECTION 9 INITIAL PRACTICE REGISTRANT AND MENTOR AGREEMENT

We agree to the following process:

1. To review the practice standards set out in the section 6 of the Mentorship Guidance Contract and identify areas requiring specific attention.
2. To develop an action plan to ensure that the Initial Practice Registrant gets advice and guidance in the areas of need to acquire the necessary skills, knowledge and behaviours for compliance.

Signature of the Mentor

Date

Signature of Initial Practice Registrant

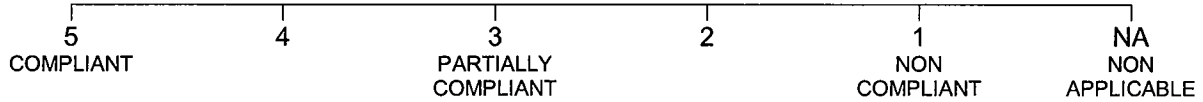
Date



SELF ASSESSMENT: INITIAL PRACTICE REGISTRANT

Initial Practice Registrant's Name:	Reg. No.
-------------------------------------	----------

RATING SCALE



Professional Practice Standard 1 – Management Practices Audiologists and Speech-Language Pathologists manage their practice in an accountable manner.	RATING
1.1 I have the criteria to begin and end intervention	
1.2 I maintain records, which accurately reflect the services provided.	
1.3 I perform controlled acts according to preferred practice guidelines and position statements	
1.4 I am accountable for unregulated personnel providing intervention under my direction	
1.5 I ensure that all materials and equipment used in my practice is in proper working order and calibrated as required	
1.6 I follow health and safety procedures and practices.	
IPR's Comments Regarding His/Her Progress On Individual Goals For Management Practices	

COPY AS NEEDED

Professional Practice Standard 2 - Clinical Practice Audiologists and Speech-Language Pathologists possess, continually acquire and use the knowledge and skills necessary to provide high quality clinical services within their scope of practice.	RATING
2.1 I practice within the limits of my individual competence.	
2.2 I continually acquire knowledge and skills necessary to provide high quality service	
2.3 I utilize intervention procedures based on current knowledge in the field of audiology and/or speech-language pathology and consideration of available evidence-based techniques.	
2.4 I utilize intervention procedures that are appropriate to the abilities of the patient/client	
2.5 I utilize intervention procedures that are appropriate to the cultural/linguistic background of the patient/client.	
2.6 I monitor, evaluate and modify my intervention procedures based on patient/client outcome.	
IPR's Comments Regarding His/Her Progress On Individual Goals For Clinical Practice	

Professional Practice Standard 3 - Patient/Client Centred Practice Audiologists and Speech-Language Pathologists ensure that his/her patients/clients are treated with respect and are provided with sufficient information and opportunities to made informed decisions regarding intervention. In making clinical decisions, the patient/client's interest should be primary.	RATING
3.1 I inform patients/clients of the benefits, limitations and potential risks of intervention	
3.2 I consult with a patient/client when establishing an intervention plan	
3.3 I set intervention goals that describe realistic outcomes for patient/client.	
3.4 I respect each patient/client's decision to decline intervention	
3.5 I maintain patient/client confidentiality at all times.	
IPR's Comments Regarding His/Her Progress On Individual Goals For Patient/Client Centred Practice	

COPY AS NEEDED

Professional Practice Standard 4 – Communication Audiologists and Speech-Language Pathologists communicate effectively and with sensitivity to the needs of his/her patients/clients.	RATING
4.1 I communicate in a manner that facilitates patient/client comprehension and participation.	
4.2 I use language that is appropriate to the age and cognitive abilities of the patient/client.	
4.3 I use language that is appropriate to the linguistic and cultural background of the patient/client.	
4.4 I communicate constructively and effectively with my peers/team/co-workers.	
4.5 I accurately communicate my professional credentials to my patients/clients and others	
IPR's Comments Regarding His/Her Progress On Individual Goals For Communication	

Professional Practice Standard 5 - Professional Accountability Audiologists and Speech-Language Pathologists are accountable and comply with legislation.	RATING
The IPR complies with regulations, preferred practice guidelines, position statements, the code of ethics and relevant legislation.	
IPR's Comments Regarding His/Her Progress On Individual Goals For Professional Accountability	

GENERAL COMMENTS

Initial Practice Registrant's Signature	Date
Mentor's Signature	Date

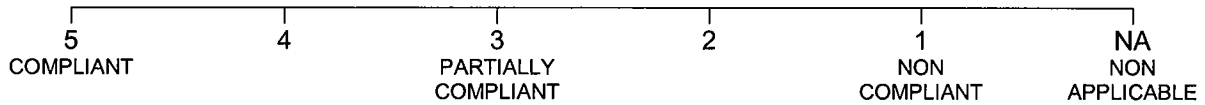
COPY AS NEEDED



MENTOR'S INTERIM EVALUATION REPORT

Initial Practice Registrant Name:	Reg. No.
Mentor Name:	Reg. No.

RATING SCALE



Professional Practice Standard 1 – Management Practices Audiologists and Speech-Language Pathologists manage their practice in an accountable manner	RATING
1.1 The Initial Practice Registrant (IPR) has the criteria to begin and end intervention	
1.2 The IPR maintains records, which accurately reflect the services provided.	
1.3 The IPR performs controlled acts according to preferred practice guidelines and position statements	
1.4 The IPR is accountable for unregulated personnel providing intervention under his/her direction	
1.5 The IPR ensures that all materials and equipment used in his/her practice is in proper working order and calibrated as required	
1.6 The IPR follows health and safety procedures and practices.	
Mentor's Comments Regarding IPR's Progress On Individual Goals For Management Practices	

Professional Practice Standard 2 - Clinical Practice Audiologists and Speech-Language Pathologists possess, continually acquire and use the knowledge and skills necessary to provide high quality clinical services within their scope of practice.	RATING
2.1 The IPR practices within the limits of his/her individual competence.	
2.2 The IPR continually acquires knowledge and skills necessary to provide high quality service	
2.3 The IPR utilizes intervention procedures based on current knowledge in the field of audiology and/or speech-language pathology and consideration of available evidence-based techniques.	
2.4 The IPR utilizes intervention procedures that are appropriate to the abilities of the patient/client	
2.5 The IPR utilizes intervention procedures that are appropriate to the cultural/linguistic background of the patient/client.	
2.6 The IPR monitors, evaluates and modifies his/her intervention procedures based on patient/client outcome.	
Mentor's Comments Regarding IPR's Progress On Individual Goals For Clinical Practice	

Professional Practice Standard 3 - Patient/Client Centred Practice Audiologists and Speech-Language Pathologists ensure that his/her patients/clients are treated with respect and are provided with sufficient information and opportunities to made informed decisions regarding intervention. In making clinical decisions, the patient/client's interest should be primary.	RATING
3.1 The IPR informs patients/clients of the benefits, limitations and potential risks of intervention	
3.2 The IPR consults with a patient/client when establishing an intervention plan	
3.3 The IPR sets intervention goals that describe realistic outcomes for patient/client.	
3.4 The IPR respects each patient/client's decision to decline intervention	
3.5 The IPR maintains patient/client confidentiality at all times.	
Mentor's Comments Regarding IPR's Progress On Individual Goals For Patient/Client Centred Practice	

Professional Practice Standard 4 - Communication Audiologists and Speech-Language Pathologists communicate effectively and with sensitivity to the needs of his/her patients/clients.	RATING
4.1 The IPR communicates in a manner that facilitates patient/client comprehension and participation.	
4.2 The IPR uses language that is appropriate to the age and cognitive abilities of the patient/client.	
4.3 The IPR uses language that is appropriate to the linguistic and cultural background of the patient/client.	
4.4 The IPR communicates constructively and effectively with his/her peers/team/co-workers.	
4.5 The IPR accurately communicates his/her professional credentials to his/her patients/clients and others	
Mentor's Comments Regarding IPR's Progress On Individual Goals For Communication	

Professional Practice Standard 5 - Professional Accountability Audiologists and Speech-Language Pathologists are accountable and comply with legislation.	RATING
The IPR complies with regulations, preferred practice guidelines, position statements, the code of ethics and relevant legislation.	
Mentor's Comments Regarding IPR's Progress On Individual Goals For Professional Accountability	

1. Does the Initial Practice Registrant understand the professional practice standards set out in the Interim Evaluation Report? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has the guidance schedule been maintained? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has the Registrant demonstrated any behaviour(s) that may interfere with successful completion of the Initial practice registration period? <input type="checkbox"/> Yes <input type="checkbox"/> No



MENTOR'S FINAL EVALUATION REPORT

Initial Practice Registrant's Name:	Reg. No.
Mentor's Name:	Reg. No.

RATING SCALE



Professional Practice Standard 1 – Management Practices	RATING
Audiologists and Speech-Language Pathologists manage their practice in an accountable manner	
1.1 The Initial Practice Registrant (IPR) has the criteria to begin and end intervention	
1.2 The IPR maintains records, which accurately reflect the services provided.	
1.3 The IPR performs controlled acts according to preferred practice guidelines and position statements	
1.4 The IPR is accountable for unregulated personnel providing intervention under his/her direction	
1.5 The IPR ensures that all materials and equipment used in his/her practice is in proper working order and calibrated as required	
1.6 The IPR follows health and safety procedures and practices.	
The IPR has complied with the professional practice standards for management practice.	

Professional Practice Standard 2 - Clinical Practice	RATING
Audiologists and Speech-Language Pathologists possess, continually acquire and use the knowledge and skills necessary to provide high quality clinical services within their scope of practice.	
2.1 The IPR practices within the limits of his/her individual competence.	
2.2 The IPR continually acquires knowledge and skills necessary to provide high quality service	
2.3 The IPR utilizes intervention procedures based on current knowledge in the field of audiology and/or speech-language pathology and consideration of available evidence-based techniques.	
2.4 The IPR utilizes intervention procedures that are appropriate to the abilities of the patient/client	
2.5 The IPR utilizes intervention procedures that are appropriate to the cultural/linguistic background of the patient/client.	
2.6 The IPR monitors, evaluates and modifies his/her intervention procedures based on patient/client outcome.	
The IPR has complied with the professional practice standards for clinical practice	

Professional Practice Standard 3 - Patient/Client Centred Practice Audiologists and Speech-Language Pathologists ensure that his/her patients/clients are treated with respect and are provided with sufficient information and opportunities to make informed decisions regarding intervention. In making clinical decisions, the patient/client's interest should be primary.	RATING
3.1 The IPR informs patients/clients of the benefits, limitations and potential risks of intervention	
3.2 The IPR consults with a patient/client when establishing an intervention plan	
3.3 The IPR sets intervention goals that describe realistic outcomes for patient/client.	
3.4 The IPR respects each patient/client's decision to decline intervention	
3.5 The IPR maintains patient/client confidentiality at all times.	
The IPR has complied with the professional practice standards for patient/client centred practice.	

Professional Practice Standard 4 - Communication Audiologists and Speech-Language Pathologists communicate effectively and with sensitivity to the needs of his/her patients/clients.	RATING
4.1 The IPR communicates in a manner that facilitates patient/client comprehension and participation.	
4.2 The IPR uses language that is appropriate to the age and cognitive abilities of the patient/client.	
4.3 The IPR uses language that is appropriate to the linguistic and cultural background of the patient/client.	
4.4 The IPR communicates constructively and effectively with peers/team/co-workers.	
4.5 The IPR accurately communicates his/her professional credentials to his/her patients/clients and others	
The IPR has complied with the professional practice standard for communication.	

Professional Practice Standard 5 - Professional Accountability Audiologists and Speech-Language Pathologists are accountable and comply with legislation.	RATING
The IPR complies with regulations, preferred practice guidelines, position statements, the code of ethics and relevant legislation.	

AVAILABLE IN THE CASLPO DESK REFERENCE or WEBSITE www.caslpo.com .	IPR has reviewed this document.	This document is applicable to IPR's practice
REGULATIONS		
Quality Assurance Program, Ontario Regulation 543/94*	Yes No	Yes No
General Registration Ontario Regulation 543/94*	Yes No	Yes No
Professional Misconduct, Ontario Regulation 749/93*	Yes No	Yes No
Proposed Regulation for Advertising, April 1996*	Yes No	Yes No
Proposed Regulation for Conflict of Interest, April 1996	Yes No	Yes No
Proposed Regulation for Records, April 1996	Yes No	Yes No

AVAILABLE IN THE CASLPO DESK REFERENCE or WEBSITE www.caslpo.com .	IPR has reviewed this document.	This document is applicable to IPR's practice
Code of Ethics, May 1996 [¶]	Yes No	Yes No
Health Care Consent Act, A Guide for Speech-Language Pathologists and Audiologists, September 1996 [¶]	Yes No	Yes No
Sexual Abuse Prevention Plan, May 1998	Yes No	Yes No
PREFERRED PRACTICE GUIDELINES		
Preferred Practice Guideline for Dysphagia, January 2001 [*] [¶] (Speech-Language Pathologists)	Yes No	Yes No
Preferred Practice Guidelines for Cognitive-Communication Disorders 2002 [*] [¶] (Speech-Language Pathologists)	Yes No	Yes No
Preferred Practice Guideline for The Prescription of Hearing Aids to Adults, January 2001 [*] [¶] (Audiologists)	Yes No	Yes No
Preferred Practice Guideline for The Prescription of Hearing Aids to Children, 2002 [*] [¶] (Audiologists)	Yes No	Yes No
POSITION STATEMENTS		
Position Statement on Acceptance of Delegation of a Controlled Act, December 2000	Yes No	Yes No
Position Statement on Alternative Approaches to Intervention, December 2001		
Position Statement on Changing Hearing Aid Prescription, December 2000 [¶] (Audiologists)	Yes No	Yes No
Position Statement on Concurrent Intervention Provided by CASLPO Members December 2001	Yes No	Yes No
Position Statement on Delegation of the Controlled Act of Prescribing a Hearing Aid for a Hearing Impaired Adult, December 2000 [*] [¶] (Audiologists)	Yes No	Yes No
Position Statement on Facilitated Communication, May 1996	Yes No	Yes No
Position Statement on Guidelines for the Use of Supportive Personnel, June 1997 [*] [¶]	Yes No	Yes No
Position Statement on Interprofessional Disagreement, April 2002	Yes No	Yes No
Position Statement on Professional Relationships and Boundaries, December 2001 [*]	Yes No	Yes No
Position Statement on Service Delivery to Linguistically and Culturally Diverse Populations, September 2000 [¶]	Yes No	Yes No
Position Statement on Supervision of Students of Audiology and Speech-Language Pathology, April 2002	Yes No	Yes No
Position Statement on Use of Surveillance Materials in Assessments, June 2000 [¶]	Yes No	Yes No
Position Statement on Use of Telepractice Approaches in Providing Services to Patient/Clients, June 2004	Yes No	Yes No
Position Statement on the Use of the Title "Doctor", June 2003	Yes No	Yes No

[¶] AVAILABLE IN FRENCH

OTHER DOCUMENTS AS DEVELOPED:		
	IPR has reviewed this document.	This document is applicable to IPR's practice
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No

LEGISLATION	IPR has reviewed this document.	This document is applicable to IPR's practice
Regulated Health Professions Act (1991)	Yes No	Yes No
Audiology and Speech-Language Pathology Act (1991)	Yes No	Yes No
Child and Family Services Act	Yes No	Yes No
Health Care Consent Act (1996)	Yes No	Yes No
<i>Personal Health Information Protection Act (2004)</i>	Yes No	Yes No
Any other relevant acts	Yes No	Yes No
Any other relevant acts as appropriate (such as Education Act, Public Hospital Act, etc)		
AVAILABLE ON GOVERNMENT OF ONTARIO WEBSITE: http://www.e-laws.gov.on.ca		
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No
	Yes No	Yes No

NUMBER OF MENTORED HOURS COMPLETED	
Hours of direct guidance:	Hours of indirect guidance:
Total mentored hours: <i>5 Check that minimum requirement has been met.</i>	

MENTOR COMMENTS AND RECOMMENDATIONS

The Initial Practice Registrant has complied with CASLPO's Professional Practice Standards and I recommend him/her for a General certificate of registration:

Yes No

INITIAL REGISTRANT'S PATIENT CARE HOURS

The IPR has provided a minimum of 500 hours of patient care in audiology or speech-language pathology during the initial practice period.

The IPR does NOT meet the above requirement. Explain: _____

INITIAL PRACTICE REGISTRANT'S COMMENTS

Mentor's Signature	Date
Initial Practice Registrant's Signature	Date

APPENDIX I CHECKLIST FOR CHART REVIEW

	RECORD REFERENCE #						
CRITERIA FROM PROPOSED REGULATION FOR RECORDS <i>The patient or client record must include the following:</i>							
The patient's or client's name and address and phone number;							
The date of each of the patient's or client's visits with the member, unless this information is available from some other readily accessible source;							
The name of the referring source;							
Pertinent history of the patient or client or reference where this information may be found;							
Reasonable information about assessments and treatments performed by the member and reasonable information about significant clinical findings, diagnosis and recommendations made by the member;							
Reasonable information about significant recommendations made by the member for examinations, tests, consultations or treatments to be performed by another provider/professional;							
Every written report received by the member with respect to examinations, test, consultations, or treatments performed by other professionals or a reference to where the reports are available;							
Reasonable information about advice given by the member and every pre-treatment or post-treatment instruction given by the member;							
Reasonable information about every controlled act within the meaning of subsection 27(2) of the <i>Regulated Health Professions Act</i> 1991, performed by the member;							
Reasonable information about every delegation of a controlled act within the meaning of Subsection 27(2) of the <i>Regulated Health Professions Act</i> 1991, by the member including the name of the person to whom the act was delegated;							
Reasonable information about every referral of the patient or client by the member to another professional;							
Any reasons a patient or client may give for cancelling an appointment;							
Reasonable information about every <i>relevant and material service activity</i> that was commenced but not completed, including reasons for the non-completion;							
A copy of every written consent related to the member's service to the patient or client;							
Each member shall maintain a system that records the date of each contact with a patient or client whom the member assesses or treats.							

COPY AS NECESSARY

APPENDIX II CHECKLIST FOR FINANCIAL RECORD

	<i>RECORD REFERENCE #</i>							
<i>CRITERIA FROM PROPOSED REGULATION FOR RECORDS</i> <i>The Financial Record must contain the following:</i>								
The recipient of the services;								
The provider of the services;								
The date the services were performed;								
The nature of the services performed;								
The unit fee for the services;								
The total charge for the services;								
Whether payment has been received for the services;								
The date and source of the payment.								

**APPENDIX III
CHECKLIST FOR COMPILING EVIDENCE OF COMPLIANCE**

STANDARD/INDICATOR	SOURCE OF EVIDENCE
1.1 I have criteria to begin and end intervention.	
1.2 I maintain records, which accurately reflect the services provided.	
1.3 I perform controlled acts according to preferred practice guidelines and position statements.	
1.4 I am accountable for unregulated personnel providing intervention under my direction.	
1.5 I ensure that all materials and equipment ¹⁴ used in my practice are in proper working order and calibrated as required.	
1.6 I follow health and safety procedures and practices.	
2.1 I practice within the limits of my individual competence.	
2.2 I continually acquire knowledge and skills necessary to provide high quality service.	
2.3 I utilize intervention procedures based on current knowledge in the fields of audiology and/or speech-language pathology and consideration of available evidence-based techniques.	
2.4 I utilize intervention procedures that are appropriate to the abilities of the patient/client.	
2.5 I utilize intervention procedures that are appropriate to the cultural/linguistic background of the patient/client.	
2.6 I monitor, evaluate and modify my intervention procedures based on patient/client outcome.	
3.1 I inform patients/clients of the benefits, limitations and potential risks of intervention.	
3.2 I consult with a patient/client when establishing an intervention plan.	
3.3 I set intervention goals that describe realistic outcomes for patient/client.	
3.4 I respect each patient/client's decision to decline intervention.	
3.5 I maintain patient/client confidentiality at all times.	
4.1 I communicate in a manner that facilitates patient/client comprehension and participation.	
4.2 I use language that is appropriate to the age and cognitive abilities of the patient/client.	
4.3 I use language that is appropriate to the linguistic and cultural background of the patient/client.	
4.4 I communicate constructively and effectively with my peers/team/co-workers.	
4.5 I accurately communicate my professional credentials to my patients/clients and others.	

¹⁴ Includes clinical tools, assessment and therapy materials