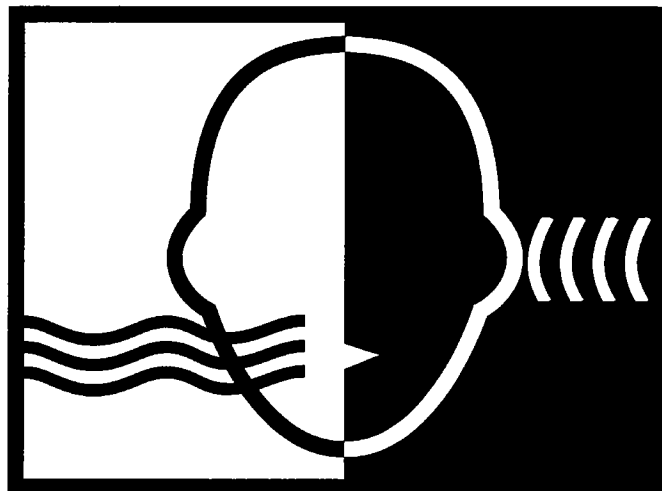


**C A S L P O**



**O A O O**

**INITIAL PRACTICE  
PERIOD  
GUIDELINES**

**JANUARY 2008**

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## OVERVIEW OF THE INITIAL PRACTICE PERIOD (IPP)

The Initial Practice Mentorship Program has been in place since 1994 and has been a key component of the Quality Assurance Program of the College of Audiologists and Speech-Language Pathologists of Ontario (CASLPO). It is designed as a mentoring process to promote professional growth and skills development in members.

The Initial Practice Period (IPP) provides an opportunity for developing a firm foundation for effective independent practice. While the primary purpose is public protection, it also promotes professional development and quality service provision by members.

The guidelines for the College's mentoring program have been revised to integrate the Self-Assessment Tool into the guidelines for Initial Practice. These changes will add a level of consistency to the mentoring evaluation process, while introducing Initial Practice Registrants (IPRs) to the Self-Assessment Tool and the Peer Assessment Program.

Please review these materials carefully and prepare for this mentored period with care. If you have any questions please contact the Manager of Registration Services at 416-975-5347 extension 211, for clarification.

## AN OVERVIEW OF THE NEW MENTORING PROCESS

Mentors and IPR will develop a contract to ensure that the IPR has the skills, knowledge, and competencies to comply with the practice standards at the end of the mentoring period. Mentors will be expected to evaluate the IPR's level of compliance with the practice standards midway through and again at the end of the Initial Practice Period. This new process is designed to assist the mentor in understanding the challenges faced by the IPR and to assist the IPR in developing accurate insight into his/her own professional skills and the ongoing development of practice competence.

### **STEP 1: Complete Application for Initial Registration with CASLPO.**

The IPP can only begin after an applicant has been issued a certificate of registration by CASLPO. If an applicant has not been issued a registration number, then the applicant has not completed their CASLPO registration and cannot begin the mentoring process.

Working as an audiologist or a speech-language pathologist without registration is a significant offence and can result in disciplinary action and/or fines.

### **STEP 2: IPR and Mentor Must Complete and Submit A Mentorship Guidance Contract To The College - Timeline: Week 1 To Week 4**

The mentor and IPR must complete a mentorship guidance contract form to identify, in writing a guidance plan and the IPR's learning goals for the IPP. A copy of the mentorship guidance contract must be submitted to the College within **30 days** of the IPR starting his/her IPP. When an Initial certificate of registration is issued to an applicant, the College will also confirm the due date of the IPR's mentorship guidance contract.

The IPR and his/her mentor must submit a copy of the completed mentorship guidance contract to the College's Program Assistant by fax (416-975-8394) or by mail (CASLPO, 3080 Yonge Street, Suite 5060, Toronto, ON M4N 3N1)

Both the IPR and the mentor should keep a copy of the mentorship guidance contract for their own records.

**STEP 3: IPR and Mentor Must Maintain Guidance Schedule and IPR Must Begin To Collect Evidence Of Compliance - Timeline: Week 2 To Week 11**

The mentor and IPR begin to develop a relationship as they meet regularly to observe and discuss the IPR's progress.

The IPR must also begin the process of collecting evidence of compliance. Details regarding how to collect evidence of compliance are provided on page 9 of this guide.

The IPR must also record any learning activities that have been completed.

**STEP 4: IPR Must Submit Evidence of Compliance, Interim Self Assessment and Patient/Client Files For His/Her Mentor's Review - Timeline: Week 12**

The IPR and mentor evaluate the IPR's progress midway through the IPP. The IPR must complete his/her interim self assessment and must submit it to their mentor along with a few of their patient/client files and their collection of evidence of compliance. The IPR must also briefly comment on any success or difficulty they may have encountered in achieving their learning goals. Please note that the IPR's Self Assessment and the IPR's Evidence of Compliance are for their mentor's review only and should not be submitted to the College.

**STEP 5: IPR and Mentor Must Maintain Guidance Schedule, Discuss Mentor's Interim Evaluation Report And Submit A Copy Of The Completed Report To The College - Timeline: Week 12 To Week 16**

IPR and Mentor discuss the mentor's interim evaluation report and provide feedback for the remaining weeks of mentorship. A copy of mentor's interim evaluation report must be submitted to the College's Program Assistant by fax (416-975-8394) or by mail (CASLPO, 3080 Yonge Street, Suite 5060, Toronto, ON M4N 3N1).

Both the IPR and the mentor should keep a copy of the mentor's interim evaluation report for their own records.

**STEP 6: IPR and Mentor Must Maintain Guidance Schedule - Timeline: Week 16 To 23**

The IPR and Mentor continue to meet regularly to observe and discuss the IPR's progress.

The IPR must ensure that they are meeting their learning goals.

**STEP 7: IPR must Submit Revised Evidence of Compliance, Final Self Evaluation and Patient/Client Files for His/Her Mentor's Review – Timeline: Week 24**

The IPR and Mentor make a final evaluation of the IPR's mentoring experience. The IPR must complete his/her final self assessment and must submit it to their mentor along with a few of their patient/client files and a completed collection of evidence of compliance. Please note that the IPR's evidence of compliance and self assessment are to be kept for the IPR's own records. Do not submit these documents to the College.

**STEP 8: IPR and Mentor to discuss Mentor's Final Evaluation Report and Submit a Copy Of The Completed Report to the College – Timeline Week 24 to Week 28.**

The IPP has ended. IPR and Mentor discuss the mentor's final evaluation report and provide feedback for continuing practice in the profession. A copy of mentor's final evaluation report is submitted to the College's Program Assistant by fax (416-975-8394) or by mail (CASLPO, 3080 Yonge Street, Suite 5060, Toronto, ON M4N 3N1)

Both the IPR and the mentor should keep a copy of the mentor's final evaluation report for their own records.

## **BENEFITS OF CASLPO'S NEW MENTORING PROGRAM**

### **Benefits For IPRs:**

- Development of new professional and personal skills
- Support and guidance to facilitate integration into professional practice
- Exposure to CASLPO Practice Standards, Self Assessment and Peer Assessment Processes

### **Benefits For Mentors:**

- Helping shape the next generation of professionals
- Learning or relearning from IPR and from their own mentoring
- Exposure to new and different thinking styles, knowledge and perspectives

### **Benefits For The Public Of Ontario:**

- More knowledgeable CASLPO members with broader perspectives
- Strengthening of the professions

## **INTRODUCTION**

### **QUALIFICATIONS OF THE MENTOR**

Mentors of IPRs must be members of CASLPO, who are not in default of their certificates of registration. Mentors must also hold a General certificate of registration in the professional area (audiology or speech-language pathology) in which mentorship is provided, with a minimum of four years of professional practice in that area. Any exceptions require a written request and pre-approval by the College.

In circumstances where the mentor does not meet the above criteria, the written request to the College should include:

- i) Number of years of experience of proposed mentor.
- ii) Rationale for selection of proposed mentor.

### **RESPONSIBILITIES OF THE MENTOR**

1. Mentors are responsible for submitting completed evaluation reports to the College.
2. The mentor must discuss his/her expectations with the IPR in advance of the commencement of the IPP.
3. Mentors must have an up-to-date and completed Self Assessment Tool.
4. In most cases, one mentor will provide guidance. Where the College has approved it, more than one mentor may be involved in providing guidance to the IPR.
5. Exploitation of the IPR by the mentor is grounds for professional misconduct.
6. The College prohibits remuneration of mentors by an IPR. 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 IPR, however the IPR must not be expected to reimburse his/her mentor directly.)
7. The mentor is not responsible for the patients/clients under the care of the IPR. It is the IPR who has the ultimate responsibility for all care provided. If the mentor observes substandard

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 IPR to assist in the transition from IPR to general member of CASLPO.

### **RESPONSIBILITIES OF THE IPR**

1. The IPR is responsible for identifying a mentor with a General certificate of registration and a minimum of four years professional practice experience. The IPR may contact the College to obtain assistance in identifying a mentor.
2. The IPR shall submit a mentorship guidance contract for approval by designated College staff. This contract must be received within 30 days of beginning employment in Ontario.
3. The IPR shall notify the College in writing of any plan to change the approved contract. Any change requires the approval of the College.
4. Upon completion of the IPP, the IPR will be required to pay a fee adjustment to the College to reflect the change of class of his/her certificate of registration from Initial to general.

### **RESPONSIBILITIES OF THE COLLEGE**

1. The College shall maintain an inventory of mentors of IPRs, which shall be reviewed periodically to ensure that the mentors are not in default of their certificates of registration.
2. Designated College staff shall be responsible for approving mentorship guidance contracts and achievement reports. Approval of mentorship guidance contracts shall be based upon guidelines established by the College.
3. Designated College staff shall be responsible for notifying the IPR of successful completion of the period of guided professional practice.
4. In circumstances where professional practice standards are not achieved or where the mentor does not recommend the IPR for General registration, IPRs will be referred to the Registration Committee for review.

## **INTRODUCING YOUR MENTOR TO YOUR PATIENT/CLIENT**

When a mentor is introduced to a patient/client, the IPR is responsible for explaining the role of the mentor. The IPR when introducing his/her mentors to his/her patient/clients should use the following protocol:

“Speech-Language Pathology/Audiology is a regulated profession. As part of our regulatory body’s Quality Assurance Program, we have colleagues observe our activities. This is <Mentor’s Name>. She/He is a Speech-Language Pathologist/an Audiologist and with your permission she/he will be observing today.”

## **INITIAL PRACTICE PERIOD POLICIES**

### **1. General**

- 1.1. The period of mentored practice must be undertaken in the first employment setting following confirmation of Initial registration. This setting shall be defined as the IPR’s primary employment setting.
- 1.2. The period of mentored practice must be in the professional area (audiology or speech-language pathology) in which the IPR has a certificate of registration.
- 1.3. The period of mentored practice must be under the direction of a CASLPO member who holds a General class certificate of registration in the professional area

(audiology or speech-language pathology) in which the IPR is practising and who has at least 4 years of professional experience.

## **2. Duration of the IPP:**

2.1. The IPR must be mentored for a minimum period of 6 months of employment, in which the IPR must provide a minimum of 500 hours of patient care. If the IPR does not complete 500 hours of patient care within 6 months of mentored practice, the term of the IPP may be extended.

### **PATIENT CARE**

Includes direct client care or supervision of direct client care where:

Direct client care is defined as professional activities on behalf of a client including:

- Assessment of the hearing, communication or swallowing abilities and needs of the client.
- Recommending, developing or implementing a treatment and/or management program based on the client's abilities and needs.
- Counselling and consulting with the families /caregivers and/or other parties or individuals directly associated with the client.
- Other client management activities such as discharge, referrals, follow-up, report writing, case conferences.
- Conducting research in speech-language pathology or audiology that involves the assessment or management of clients with communication disorders.

Supervision of direct client care is defined as:

- Overseeing and evaluating the clinical work of speech-language pathologists or audiologists (e.g. conducts performance evaluations or case reviews, assesses written reports, monitors professional standards)
- Determining, on professional grounds whether an individual client should receive or be discharged from speech-language pathology or audiology services.
- Supervising research in speech-language pathology or audiology that involves the assessment or management of clients with communication disorders.

2.2. The term of an Initial certificate of registration shall not exceed 24 months unless specified by the Registration Committee

## **3. Number of Mentored Hours:**

3.1. The number of mentored hours is defined as no less than 48 hours in total. During each half segment of the IPP a minimum of 24 hours of guided practice is required. Although it is preferable that two hours per week are spent in guided practice, it is also possible to accumulate the hours over one full day per month. The College under exceptional circumstances may consider other arrangements.

## **4. Direct vs. Indirect Guidance:**

4.1. At least a third of the mentored hours (16 hours minimum) should be direct in nature, i.e. the guidance should be face-to-face. If face-to-face guidance is not feasible, the College must pre-approve a written request for direct guidance to be conducted by audio and/or video tape recordings of clinical sessions. This should also be indicated in the proposed contact.

4.2. Normally, both direct and indirect guidance should be provided. The needs of the employment setting and of the IPR should determine the proportion of direct to indirect guidance. For IPRs employed in under serviced areas or at some distance from a mentor, the guidance may need to be largely indirect.

**5. Methods of Guidance:**

5.1. Methods of guidance may include any technique, which permits the mentor to assist in the development of professional competencies in the context of the work/practice setting.

Direct guidance shall include:

- Observation of IPR with clients
- Review of videotapes or audiotapes of clinical sessions.

Indirect guidance may include:

- Clinical management discussions
- Reviewing written reports
- Administrative management discussions
- Telephone conferences

**6. Mechanism Whereby the IPR Receives Feedback:**

6.1. The IPR and the mentor must include in the contract how feedback is provided. (i.e. During face-to-face meetings, by written communication, phone conferences or email)

**7. Reports:**

7.1. The College shall inform the IPR of the due dates associated with his/her interim and final evaluation reports.

**8. Secondary Employment Setting:**

8.1. An IPR wishing to engage in professional practice at a secondary employment setting may do so if the mentor at his/her primary employment site is willing to discuss issues arising at the secondary employment site or a second on-site mentor is found.

8.2. An IPR wishing to supplement his/her income by engaging in private practice in addition to his/her primary employment may do so if his/her mentor will agree to discuss private practice issues. The College recommends that the IPR work within an established clinical setting for the first two years. However, the College does not prohibit the IPR from setting up a private practice if the mentor agrees to discuss administrative aspects of private practice in addition to clinical activities with patients/clients.

**9. Completion of ASHA's Clinical Fellowship Year:**

9.1. Completion of ASHA certification, including Clinical Fellowship Year may be considered as meeting the requirements of one half of the IPP upon receipt of a letter of confirmation from ASHA.

**10. Supervision of Supportive Personnel during IPP:**

10.1. The IPR should not supervise supportive personnel during his/her IPP. According to the Position Statement: Guidelines for the Use of Supportive Personnel, the College recommends, where possible, that a member have no less than two years of experience in the profession prior to undertaking a supervisory role. The College understands that this is not always possible but believes that this is a goal to which members and employers should aspire.

