Policy Category: Quality Assurance & Professional Practice  
Policy Title: Practice Hours Requirement  
Policy #: POL-QA-12

Regulation | Bylaw Reference: Part 13  
HPA Reference: Section 19

Authorization: CSHBC Board  
Date Approved: March 19, 2010  
Last Revised: September 20, 2019

DEFINITIONS
“Practice” means any professional role, whether remunerated or not, in which the registrant uses their knowledge, skills and abilities as an audiologist, hearing instrument practitioner and/or speech-language pathologist. Practice includes the provision of clinical care as well as working in management, administration, education, research, advisory, regulatory and policy development roles and any other roles that impact on safe, effective delivery of services in the profession and/or use of professional skills.

“Practice Hours” means the number of eligible practice hours accumulated by a registrant within the specified, most recent 3-year cycle.

PURPOSE
To outline the core requirements for each active registrant in accordance with the CSHBC standard of practice, Attaining & Maintaining Practice Competence (SOP-PROF-02).

To define practice and the practice hours requirement as they apply to registrants of CSHBC.

To address the hours requirement for registrants returning to practice and coming to BC from other jurisdictions.

To address the issue of practice hours for those registrants who are registered as active in more than one profession.

SCOPE
All Full registrants of CSHBC who intend to renew their Full registration(s).

All applicants to CSHBC who have been practicing in another jurisdiction.

1 Adapted from: Medical Board of Australia, Registration standard, October 2016
New applicants who graduated more than 3 years before their application to CSHBC.

Non-practising registrants returning to Full registrant status.

**POLICY**

Registrants are ethically responsible to ensure that they attain the minimum number of practice hours required in a defined 3-year cycle. The cycle for practice hours is aligned with the continuing competence credit three-year reporting cycle and the registration renewal timelines. All Full registrants must keep documentation of their eligible, paid and unpaid practice hours. Registrants who transferred to BC are responsible for providing documentation of their practice hours which were accumulated in another jurisdiction for any portion of the 3-year cycle when they practiced elsewhere.

Non-practising registrants who have been non-practising for part of the 3-year cycle must meet the practice hours requirement prior to the end of the cycle. If they have been inactive for all 3 years in the cycle, they must complete a Quality Practice & Professional Practice (QAPP) Practice Review before resuming to practice.

Applicants who graduated more than 3 years before the start of the current 3-year cycle must provide documentation of practice hours or complete the section in this policy on failure to meet the practice hours requirement.

At the end of the prescribed 3-year cycle, registrants are responsible for having a record of their practice hours. Registrants with more than one Full registration (RAUD, RHIP, RSLP) must document the required number of hours for each of their registrations. There may be practice hours which qualify in more than one profession. If a registrant is uncertain as to how they should record their hours they should contact CSHBC.

Seven hundred and fifty hours over 3 years equates to 250 hours/year. Any combination of hours across the 3 years is acceptable.

For illustrative purposes the following chart shows a distribution of practice hours. The totals exceed the minimum hours requirement for a registrant with one Full registration:

<table>
<thead>
<tr>
<th>8-hour days worked per week (48-week year)</th>
<th>Total hours (1 year)</th>
<th>Total hours (3 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day/week =</td>
<td>384</td>
<td>1,152</td>
</tr>
<tr>
<td>2 days/week =</td>
<td>768</td>
<td>2,304</td>
</tr>
<tr>
<td>3 days/week =</td>
<td>1,152</td>
<td>3,456</td>
</tr>
</tbody>
</table>
Registrant with More than One Full Registration

Registrants with more than one Full registration (RAUD, RHIP, RSLP) must document the required number of hours for each of their registrations. Registrants may choose which profession they are collecting the 750 hours for. For each subsequent registration, 250 practice hours are required which must be unique and specific to that professional registration.

<table>
<thead>
<tr>
<th>First Registration</th>
<th>Second Registration</th>
<th>Third Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>750 practice hours in 3 years</td>
<td>An additional 250 hours in 3 years</td>
<td>An additional 250 hours in 3 years</td>
</tr>
<tr>
<td>Of these, a minimum of 250 hours must be uniquely applied to this professional registration</td>
<td>These 250 hours must be unique to this second registration</td>
<td>These 250 hours must be unique to this third registration</td>
</tr>
</tbody>
</table>

In the example below, the registrant has chosen to show hearing instrument dispensing as the primary hours (first registration) as that is where they spend the majority of their time.

**First registration: Hearing Instrument Dispensing:**
- 750 hours in prescribing, fitting and verifying hearing instruments

**Second registration: Audiology:**
- An additional 250 hours in clinical audiology such as assessments that result in an audiology diagnosis

**Third Registration: Speech-Language Pathology:**
- An additional 250 hours in speech-language pathology such as assessing communication skills other than hearing

If a registrant is uncertain as to how they should record their hours they should contact CSHBC.

“Practice hours” can include, but are not limited to:
- Providing client services within the scope of practice for the registrant’s profession;
Providing education and training to registrants, communication health assistants (CHA), professional and CHA students and other health professionals as applicable;

Engaging in research or academic writing relevant to the practice of that profession;

Supervising or managing registrants, CHAs or students in the applicable profession(s);

Providing consulting, advisory or counselling services related to the profession(s);

Managing or administering professional programs or services;

Performing regulatory, association or policy development work related to the profession(s); and

Other professional activities that impact the practice of that profession (e.g. committee work, advocacy roles).

Registrants unsure whether their practice hours are eligible should contact CSHBC.

All practice hours must be reported by registrants in the registrant’s only section of the CSHBC website before the December 31st deadline of the 3rd year in a cycle.

The next two 3-year reporting cycles for CSHBC practice hours are:

1. April 1, 2020 ~ March 31, 2023
   Cycle ending December 31, 2022 + 3-month grace period ending March 31, 2023

2. April 1, 2023 ~ March 31, 2026
   Cycle ending December 31, 2025 + 3-month grace period ending March 31, 2026

Failure to Meet the Practice Hours Requirement

At the end of the 3-year cycle, CSHBC will contact any registrants whose practice hours are deficient. Registrants that do not meet the practice hour requirement have 2 options:

- OPTION 1: Submit a plan to correct the deficiency in hours within 3 months; or

- OPTION 2: Practice under the general supervision of another Active registrant for a period set by the Quality Assurance & Professional Practice (QAPP) Committee.

Registrants unable to meet the practice hours requirement by completing either Option 1 or Option 2 must undergo a Quality Assurance & Professional Practice (QAPP) practice review, including remediating any resulting recommendations and, if necessary, fulfilling the terms of a remedial plan – all remedial actions must be completed within the timelines specified in the plan. Failure to meet any of the acceptable remedial actions will result in a referral to the Inquiry Committee. A random audit of registrants will be conducted at the conclusion of each 3-year cycle.
REFERENCES
Recency of Practice, October 2016: Medical Board of Australia

CSHBC RELATED DOCUMENTS
Attaining & Maintaining Practice Competence (SOP-PROF-02)