



**HEARING AID AUDIOLOGY SOCIETY OF AUSTRALIA LTD**

**Supervision Guidelines Rules**

**Rules made by Executive pursuant to the Constitution of  
Hearing Aid Audiology Society of Australia Ltd  
Published the 29 January 2024**

# HEARING AID AUDIOLOGY SOCIETY OF AUSTRALIA LTD

## Supervision Guidelines for Member under supervision

The Hearing Aid Audiology Society of Australia Ltd (HAASA) guidelines for Members under supervision for moving to Full Membership of the Society and to practice independently as a clinician are outlined in this document.

### 1 The Member under supervision

Is a current active associate member, who has completed the Diploma of Hearing Device Prescription and Evaluation as a minimum academic qualification or an equivalent qualification who is willing to undertake the clinical training phase of their program to meet the standards and requirements for Full Membership of HAASA.

### 2 The Supervisor

Is a person who applies and is accepted by the Board of Directors or the HAASA Education Committee to undertake the clinical training and supervision of a HAASA associate member; requesting supervision to complete his/her training to seek Full membership of HAASA.

### 3 Supervision Requirements

The Society requires that a Member under supervision preparing to go to Full Membership must be: -

- A) Directly supervised by an approved Supervisor.
- B) The supervisor must undertake to be present in the same work setting as the associate Member under supervision. It is important that the associate Member under supervision have access to their supervisor to discuss issues for clarification of procedure if the need arises.
- C) The supervision period is to be as per table below.
- D) A Member under supervision may have more than one supervisor but all supervisors must meet these guidelines/requirements, be approved by the Board of Directors or the HAASA Education Committee, agree to the supervision plan, abide by the Society's Code of conduct and clinical Conduct, and all other requirements of a Supervisor as outlined in these guidelines.
- E) Eligible to qualify as a Full member within two (2) years of being admitted as an Associate member, otherwise their membership and membership category may be varied by the Executive.

### 4 A Supervisor Must:

- 1) Be: -
  - A full member of the Hearing aid Audiology Society of Australia with 3 years of clinical experience and a Q.P number.

or

- A full member of another recognised Practitioner Professional Body with 3 years of clinical experience and a Q.P number.

And follow these prescribed guidelines

- 2) Complete and submit a “Supervisors Agreement” and receive an approval to supervise by the Executive Board of HAASA before commencing the supervision.
- 3) Preferably have completed an approved supervision training course but not essential.
- 4) Be directly involved in any and all appropriate ways that will assist the Member under supervision achieve successful clinical competency.
- 5) Embrace a positive and encouraging attitude towards the Member under supervision in the delivery of their teaching methods.
- 6) Ensure all clinical documentation by the Member under supervision is accurate and maintains client confidentiality.
- 7) Ensure that the Member under supervision can communicate effectively with individuals and groups.
- 8) Be prepared to commit and accept responsibility for the direct and personal training of the Member under supervision. The supervisor in developing the Supervisors Plan, should take into consideration the following:-
  - What type of supervision will be provided – direct at elbow, on-site, off-site
  - Face to Face regular meeting between supervisor and the Member under supervision
  - Log book – requirements for completion.
  - Documentation of clinical notes and administrative requirements
  - Exchange/sharing of information.
  - Feedback/Evaluation
  - Practical clinical considerations/development
  - Observation/mentoring
  - Communication with supervisor, colleagues, and clients
  - Privacy and Confidentiality
  - Outcomes – action plans to assist Member under supervision requiring additional training.
  - Theoretical/Practical Knowledge by the Member under supervision of audiometry encompassing the Standards of Practice.
- 9) Be responsible for providing direct and personal training to the Member under supervision to ensure his/her proficiency in the clinical dispensing standards of the Society in keeping with current industry best practice.
- 10) Be responsible for acts or omissions committed by the Member under supervision.
- 11) Maintain record keeping relevant to client files.

- 12) Assure Member under supervisions of a reasonable on-job-training.
- 13) Understand their own level of experience and knowledge and understand the need to refer or consult with peers or colleagues on areas that maybe beyond their competencies.
- 14) Must certify in writing at the completion of the Member under supervision's supervision period as per the Supervision Table for HAASA Member under supervision that to the best of the supervisor's knowledge the Member under supervision has reached a proficiency (as outlined in the HAASA Standards of Practice) level to practice independently as a clinical practitioner and is able/expected to perform his/her clinical duties efficiently and without supervision.
- 15) Must ensure that the Member under supervision;
  - Will acquire the knowledge, skills and attitudes to be a competent practitioner of clinical Audiometry and prescriptive hearing device dispensing.
  - Will function effectively in a range of health care settings both metropolitan and rural including minority and disadvantaged groups.
  - Can demonstrate empathy towards and understanding of the general issues with hearing impairment and hearing impaired individuals.
  - Acquire skills, appraise scientific equipment and clinical information that fosters a positive attitude towards the maintenance of professional competency ensuring further professional development.
  - Will work co-operatively with his/her supervisor to achieve optimal outcomes in the above areas.
  - Complete CPED obligations as a required part of maintaining membership.
- 16) Ensure that the Member under supervision practices in accordance with the HAASA Code of Conduct and Standards of Practice thus engaging in ethical decision making.
- 17) Ensures that the Member under supervision is aware of and complies with appropriate organizational hygiene and infection control standards.
- 18) As required by these guidelines to submit all documentation as it relates to the Member under supervision and agree to submit on a quarterly basis the following: -
  - HAASA - Supervision Quarterly Report
  - Any other relevant information the supervisor deems necessary for the continuation of the Member under supervision training.

The clinic premises shall be fitted out with suitable calibrated audiometric equipment to ensure all audiometric tests, device fitting and rehabilitation can meet the proficiency levels of the Hearing Aid Audiology Society of Australia Ltd and the Australian Standards relevant to noise levels AS/NZS 1269.4:2005 and current industry Standards

## Supervision Table for HAASA Member under supervision

Weeks	Level	No. of weeks	Minimum <sup>(1)</sup> Hours of Clinical Supervision	Hours At Elbow <sup>(2)</sup>	Location <sup>(3)</sup>	File Review <sup>(5)</sup>
1 – 4	1	4	32/wk	100%	On-site	100%
5 – 10	2	6	32/wk	(8 hrs per week)	On-site	100%
11 - 18	3	8	32/wk	5	On- site	75%
19 - 26	4	8	32/wk	As required	On-site; 24hrs/wk remote; 8hrs/wk  exam prep <sup>(4)</sup> , 2hrs week	50%
Sit and pass HAASA Competency Examination before proceeding to full membership						

- (1) **Minimum** is the least number of hours the Member under supervision should be working in a clinical capacity. If the Member under supervision is working more than the minimum, they still must be supervised all hours working in a clinical capacity. If the Member under supervision is working less than the minimum, they can apply for pro-rata consideration.
- (2) **At Elbow** refers to the Member under supervision and Supervisor being together in the same room with the client. It is expected the Member under supervision consult with the client with the Supervisor observing and providing direct feedback and involvement as required. During the Member under supervisions 1<sup>st</sup> week at Level 1, is expected that all client consultation be At Elbow.
- (3) **Location** refers to the clinic geographical location of the Member under supervision and Supervisor. On-site means they both must be in the same clinic location ie. physical building. Remote means they can be at different clinic location, but the Member under supervision must be able to contact the Supervisor at any time via telephone, email, text etc.
- (4) **Exam Preparation** is a requirement to ensure the best outcome for the HAASA Competency Exam. It is expected the Member under supervision and Supervisor, will spend the equivalent of 2 full days in the 2 months preceding examination, away from clinic consultations to study and prepare for the exam. This is a minimum requirement, but it is recommended that exam preparation be an ongoing theme of supervision and that the Supervisor consider specific exam preparation time be implemented earlier as they may see necessary.
- (5) **File Review** refers to the Supervisor reviewing client files ensuring that practices, diagnosis and resolutions were appropriate and provide feedback to Member under supervision and rectification if required

**Description:**

<b>Level 1</b>	Requires that when practicing as a HAASA Member under supervision, that all client contact for the first four weeks must be at elbow with the supervisor, therefore both Member under supervision and supervisor cannot be seeing separate clients at the one time.
<b>Level 2</b>	Requires that when practicing as a HAASA Member under supervision, For the remainder of Level 2, 8 hours each week must remain at elbow, however at all times the Member under supervision and Supervisor must be at the same physical clinic location and the Supervisor available to assist as required. Refer to the HAASA Supervision Table for details.
<b>Level 3</b>	Requires that when practicing as a HAASA Member under supervision Member, that both Member under supervision and Supervisor can be seeing separate clients at the same time but must be at the one physical clinic location.
<b>Level 4</b>	Requires that when practicing as a HAASA Member under supervision Member, both Member under supervision and Supervisor can be remote for 8 hrs per week meaning they can be at different clinic locations, but the Member under supervision must be able to contact the Supervisor at any time via telephone, email, text etc. The remaining 24 hrs per week to be on site ie. Member under supervision and supervisor at the same physical location.

**HAASA – Standards of Practice**

- Anatomy and physiology of the peripheral auditory system
- Relevant pathologies contributing to the causes of hearing loss
- Types of hearing loss
- Equipment necessary to achieve most accurate and reliable assessment results
- Medical Clearance – Recognize need for further referral and/or investigation
- Audiometric Assessment Battery
- Medical Referral Procedure
- Interpretation of Results
- Device Selection – Prescriptive methods for the appropriate dispensing of hearing instruments
- Comprehensive understanding of full range of hearing instruments including ALDs
- Earmold Selection to provide most effective acoustic outcome
- Selection of Electroacoustic Characteristics
- Hearing Device Demonstration and Training
- Evaluation of Device Fitting
- Follow Up
- Auditory Communication Training and Counseling skills
- Provide client and/or carer with information regarding other services relevant to hearing or communication
- Provide client and/or carer with information regarding alternate or supplementary devices eg. Telstra Disability Services amplified telephone

- Liaise effectively with other relevant Allied-Health professionals
- Assess and report accurately on initial and long term client outcomes
- Hearing Aid Maintenance and Repair
- Client Records
- Premises
- Occupational Health and Safety procedures for staff and patients
- Infection Control Protocol
- Effective time management