



By-Law 98-1

Membership Requirements

Adopted 25/06/98

Amended 1/10/03; 18/3/05, 27/10/2006, 8/09/2007, 22/11/08, 22/08/2009
23/04/2012, 24/08/13, 7/11/2014, 7/08/2015, 1/07/2016, 25/08/2017

BY-LAW 98-1

MEMBERSHIP REQUIREMENTS

1. NAME

1.1 Long Title

“Requirements for admission to membership of ACAud including requirements for variation of membership category and maintenance of membership.”

1.2 Short Title

“Membership Requirements”

2. AUTHORITY

This By-Law is passed by authority of Article 5 of the Constitution.

3. DEFINITIONS

‘application fee’

means the application fee referred to in paragraph 5.6.1 of the Constitution, the amount of which is determined from time to time in accordance with paragraph 5.6.2 of the Constitution.

‘approved’

means approved by the Board of Directors of ACAud.

‘Basic Competence’

means Basic Competence as defined in By-Law 97-5 (Competency Standards).

‘Competency Standards’

refers to By-Law 97-5 (Competency Standards) of ACAud.

‘competent’

means competent as defined in the Competency Standards.

‘employed’

(a) In the case of a person seeking admission or variation to Associate membership of ACAud, **‘employed’** means working in the hearing care industry.

(b) In all other cases, **‘employed’** means working as:-

- (i) a clinician in a hearing services practice; or
- (ii) a clinical researcher in audiology at an approved research establishment; or
- (iii) a clinical educator in audiology at an approved research establishment; or
- (iv) a clinical educator in audiology at an approved hearing aid distributor.

‘Board of Directors’

means the Board of Directors of ACAud.

‘membership subscription’

means the annual subscription referred to in paragraph 5.6.1 of the Constitution, the amount of which is determined from time to time in accordance with paragraph 5.6.2 of the Constitution.

‘Peer Review Committee’

means the Peer Review Committee established under By-Law 97-2 (Peer Review Committee) of ACAud.

‘Secretariat’

refers to the National Secretariat of ACAud and its employees, both paid and voluntary, as may be determined from time to time.

‘Senior Member’

refers to either a Fellow or a Full Member of three years standing and who is employed full time in clinical practice and/or research in Audiology.

‘University’

Means EITHER:-

- i) any Australian university or like Professional Body; OR
- ii) any New Zealand University or like Professional Body; OR
- iii) an American University or like Professional Body; OR
- iv) a Canadian University or like Professional Body; OR
- v) any other approved overseas educational facility.

‘Supervisor’

refers to any practitioner recognised by ACAud as suitable to supervise one of its members.

‘Colleague’

refers to any practitioner recognised by ACAud as suitable to mentor one of its members

3A Defined terms

- 3A.1 Where a word appears in **bold and underlined print** it is a defined term under article 3 of this By-law.
- 3A.2 This provision is intended as an aid to interpretation only. The absence of bold or underlined print does not necessarily mean that a word is not a defined term.

4. DATE OF EFFECT

- 4.1 This By-Law will take effect immediately.
- 4.2 At the time of acceptance, this By-Law will replace By-Laws 96-1 (Initial Admission Requirements), 96-2 (Admission Requirements) and 97-1 (Membership Variation Requirements) which are repealed.

5. SCOPE OF THIS BY-LAW

5.1 Admission Requirements

This By-Law details the conditions under which persons will be admitted to membership of *ACAud* and the procedures applicable to that admission

5.2 Membership Variation Requirements

This By-Law details the conditions that must be met by existing members of *ACAud* who wish to vary their category of membership and the procedures applicable to that variation.

5.3 Maintenance of Membership

In addition to the requirements of the Constitution, this By-Law amplifies the conditions that must be met by members to maintain a category of membership.

6. REQUIREMENTS - ADMISSION OF NEW MEMBERS

6.1 General Admission Procedures

- 6.1.1 Any person who wishes to apply for admission to membership of *ACAud* may apply to the Secretariat.
- 6.1.2 The applicant will be sent an application form. The format of the application form may be determined from time to time by the Board of Directors.
- 6.1.3 The completed application form, accompanied by any supporting documentation and any membership subscriptions is to be returned to the Secretariat. The application fee, if any is required, must be paid before the application will be considered.
- 6.1.4 Following any scrutiny or verification that the Secretary, or person the Secretary may delegate, may deem necessary, the application may be accepted.
- 6.1.5 Where in the opinion of the Secretary there is a question concerning any aspect of the application, it may be referred to the Board of Directors for consideration. The Board of Directors may take any action it considers necessary to assess the application and will determine whether or not the application is accepted.
- 6.1.6 The Secretariat will advise the applicant of the outcome of the application.

6.1.7 Should an applicant not be satisfied with the outcome of the application, that person may make direct appeal to the Board of Directors. The Board of Directors will consider the appeal, taking advice in whatever manner it sees fit, and will determine the outcome of the appeal. Its decision will be final.

6.1.8 The Secretariat will advise an appellant of the outcome of an appeal.

6.1.9 An unsuccessful applicant will have any membership subscription that has been paid returned, but the application fee will be retained by ACAud.

6.2 Special Requirements - Affiliate Membership

Any person with an interest in the activities of ACAud may apply for Affiliate Membership.

6.3 Special Requirements – Student Membership

Applicants must be enrolled in an approved course of study at an Australian tertiary education facility.

6.4 Special requirements - Associate Membership

Applicants must meet one of the following requirements:-

- i) Applicants with Postgraduate Qualifications
must hold a Masters Degree in Audiology (or a higher degree in audiology) from a university
- ii) Applicants without Postgraduate Qualifications
must hold a relevant Diploma or higher qualification from a recognised Australian tertiary educational facility

6.5 Special requirements - Full Membership

Applicants must meet one of the following requirements:

- i) Applicants with post-graduate qualifications
must hold a Masters Degree in Audiology (or a higher degree in audiology) from a university

AND Must hold, or be eligible to hold, a current Clinical Certificate or equivalent

AND Must have 2 referees (Proposer and Seconder) that are current and financial Full or Fellow Members of ACAud
- ii) Applicants without post-graduate qualifications
must hold a relevant Diploma OR higher qualification from a recognised Australian tertiary educational facility
AND Must be, or be eligible to be, a full member of a Practitioner Professional Body
AND Must have 2 referees (Proposer and Seconder) that are current and financial Full or Fellow Members of ACAud

6.6 Special requirements - Fellowship

Where an applicant has been recognised by ACAud as competent in at least one of the Specialist Competencies AND has been employed full time in that

speciality for a minimum of three years out of the previous five years, that person will be directly admitted to Fellowship (subject to approval by the Council of Fellows in the usual manner).

7. REQUIREMENTS - VARIATION OF MEMBERSHIP STATUS

7.1 Variation to Affiliate Member

Any member will, on application in writing to the Secretariat, have their membership status altered to Affiliate Membership.

7.2 Variation to Associate Member

Any member who wishes to have their membership status varied to Associate Member must meet the requirements of 6.4 of this By-Law.

7.3 Variation to Full Member

7.3.1 Admission of applicants without post-graduate qualifications

A member wishing to become a Full Member without post-graduate qualifications must:

- i) be an Associate Member.
- ii) Apply to the Secretariat for the approval of a Supervisor
- iii) be under direct supervision for the minimum requirement stipulated in the relevant supervision table in Appendix 1- Supervision Throughout the period the Supervisor will be responsible for the professional conduct of the member.
- iv) obtain a recommendation, after Level 2 is completed from the supervisor that, in the opinion of the supervisor, the member has sufficient knowledge and experience of the field of audiology to be ready to sit for a qualifying written examination.
- v) after the member has passed the written examination, they may then apply to the Secretariat to sit the panel examination after completing the remainder of the supervision period, in at least one of the basic competencies in accordance with requirements of the competency standards
- vi) sign an agreement to abide by the code of conduct and the standards of practice of *ACAud*

7.3.2 Admission of applicants with post graduate qualifications

A member wishing to become a Full Member with post graduate qualifications must:

- i) be an Associate member
- ii) be under direct supervision for the minimum requirement stipulated in the relevant Supervision table in Appendix 1 - Supervision. Throughout the period the Supervisor will be responsible for the professional conduct of the member.
- ii) apply to the Secretariat for recognition of appropriate competencies.

- iv) sign an agreement to abide by the Code of Conduct and the standards of practice of ACAud.

7.3.3 Waiver of supervision

1. An Associate member who:-

- i) has been **employed** in Australia for at least five out of the last ten years; may apply in writing to the ACAud Secretariat to have all or part of the requirement for supervision under paragraph 7.3.1 (iii) waived.

7.3.3.2 Where a member has made an application under paragraph 7.3.3, the Board of Directors may, at its discretion:

- i) waive part of the requirement for supervision under paragraph 7.3.3 and direct the member to complete such a reduced period of supervision as the Board of Directors deems appropriate.
- ii) waive the requirements of paragraphs 7.3.2 and 7.3.3 completely and allow the member to proceed directly to examination in the Basic Competencies under paragraph 8.2 of By-law 97-5.

7.3.3.3 If a member who has had all or part of their supervision waived under paragraph 7.3.3.2 subsequently sits and is found to be not yet competent at an examination in a basic competency, then the member must:-

- i) complete the balance of the full supervision period as detailed in Table 1 – Supervision in Appendix 1 - Supervision
- ii) obtain a new recommendation from their supervisor that, in the opinion of the supervisor, the member has sufficient knowledge and experience of the field of audiology to be ready to sit for a qualifying examination before they will be eligible for re-examination in that competency.

7.3.4. Overseas applicants

All Overseas applicants will be admitted initially as Associate Members.

7.3.4.1 Applicants with post-graduate qualifications:

- i) must hold a relevant tertiary qualification in Audiology (minimum Masters of Audiology)
- ii) Apply to the Secretariat for the approval of a Supervisor
- iii) be under direct supervision for the minimum relevant supervision period stipulated in Appendix 1 - Supervision Throughout the period the Supervisor will be responsible for the professional conduct of the member
OR
must hold a relevant tertiary qualification in Audiology (minimum Masters of Audiology)

AND
- iv) must provide evidence of Visa Application approval or VET assess outcome letter
- v) where the applicant is from a non-english speaking background must provide

International English Language Testing System (IELTS) test with minimum score of 7.0 with no element below 6.5; OR provide Test of English as a Foreign Language (TOEFL) Internet Base Test (IBT) with a minimum score of 100/120

AND

7.3.4.2 Applicants without post-graduate qualifications

- i) must hold a relevant hearing aid dispensing diploma or higher qualification
- ii) Apply to the Secretariat for the approval of a Supervisor
- iii) be under direct supervision for the minimum relevant supervision period as stipulated in Appendix 1 Supervision. Throughout the period the Supervisor will be responsible for the professional conduct of the member

AND

iv)

must provide evidence of VET Visa Application approval or VET assess outcome letter
where the applicant is from a non-english speaking background must provide International English Language Testing System (IELTS) test with minimum score of 7.0 with no element below 6.5; OR provide Test of English as a Foreign Language (TOEFL) Internet Base Test (IBT) with a minimum score of 100/120

7.3.4.2 Applicants without post-graduate qualifications

- i) must hold a relevant hearing aid dispensing diploma or higher qualification
- ii) Apply to the Secretariat for the approval of a Supervisor
- iii) be under direct supervision for the minimum relevant supervision period as stipulated in Appendix 1 Supervision. Throughout the period the Supervisor will be responsible for the professional conduct of the member

- iv) where the applicant is from a non-english speaking background must provide International English Language Testing System (IELTS) test with minimum score of 7.0 with no element below 6.5; OR provide Test of English as a Foreign Language (TOEFL) Internet Base Test (IBT) with a minimum score of 100/120

7.3.5 Overseas Applicants - Variation to Full Membership

7.3.5.1

Applicants with post-graduate qualifications must:

- i) obtain a recommendation, from the supervisor that, in the opinion of the supervisor, the member has sufficient knowledge and experience of the field of audiology to be ready to sit for a qualifying panel examination for the HRS competency
- ii) if the member passes the HRS panel examination, they may then apply to the Secretariat to sit the DRS (Audiology) examination
- iii) on passing the DRS examination, the member may then be admitted as a Full Member Audiologist
- iv) if the member does not pass the DRS exam, after application they may be admitted as a Full Member Audiometrist
- v) The member may, at the discretion of the Board of Directors, resit the DRS exam

7.3.5.2

Applicants without post-graduate qualifications must:

- i) obtain a recommendation, from the supervisor that, in the opinion of the supervisor, the member has sufficient knowledge and experience of the field of audiology to be ready to sit for a qualifying panel examination for the HRS competency
- ii) if the member passes the HRS panel examination, they may then be admitted as a Full Member Audiometrist

7.4 Variation to Fellow

7.4.1 Admission by Internal Study

A member wishing to become a Fellow by way of internal study must:-

- i) be a Senior Member
- ii) apply to the Secretariat, indicating the category of speciality desired, for the appointment of a Colleague. The Colleague is to be a Fellow appointed by the Board of Directors on the recommendation of the Council of Fellows. Wherever possible the Colleague is to specialise in the category of speciality requested.be a Senior Member.
- iii) work in close co-operation with the Colleague.
- iv) from time to time, obtain a recommendation from the Colleague, that in the opinion of the Colleague, the member has sufficient knowledge and experience to be ready to sit a qualifying examination in one of the competencies applicable to the speciality requested.
- v) from time to time, apply to the Secretariat to submit to the examination in each of the competencies applicable to the speciality requested.
- vi) submit to an examination in accordance with the requirements of the Competency Standards.
- vii) following successful completion of the examinations required to become a specialist, the Council of Fellows will consider the application, taking advice in any manner it determines. The Council of Fellows will then vote on whether or not to accept the application. If a majority of the members of the Council of Fellows accepts the application and no more than ten percent of the members of the Council of Fellows reject the application, the member will be admitted as a Fellow.

7.4.2 Admission by External Study

A member wishing to become a Fellow by way of external study must:-

- i) hold a relevant PhD or AuD from a university
- ii) be employed on a full-time basis for a minimum of 3 years post PhD or AuD
- iii) apply to the Secretariat for admission to Fellowship. The Council of Fellows will consider the application, taking advice by any manner it determines. The Council of Fellows will then vote on whether or not to accept the application. If a majority of the members of the Council of Fellows accepts the application and no more than ten percent of the members of the Council of Fellows reject the application, the member will be admitted as a Fellow.

7.4.3 Admission by Invitation

A member of the Council of Fellows may nominate anyone for admission to Fellowship. The Council of Fellows will consider the nomination, taking advice by any manner it determines. The Council of Fellows will then vote on whether or not to accept the nomination. If a majority of the members of the Council of Fellows accept the application and no more than ten percent of the members of the Council of Fellows reject the application, the member will be admitted as a Fellow.

8 MAINTENANCE OF MEMBERSHIP

8.1 General Requirements

To maintain membership members will be required to:-

- (1) remain competent at a level appropriate to the category of membership, in accordance with the requirements of the Competency Standards.
- (2) accept investigation by the Peer Review Committee as required.
- (3) pay annual subscriptions, as determined from time to time in accordance with the Constitution.

8.1.1 Special Requirements – Student Membership

In order to maintain Student membership, a member must:-

- 1) retain evidence of enrolment in an approved course for the relevant period for which Student Membership is claimed, submit such documentation to the Secretariat upon request; and
- 2) earn at least 25 CEP points per each two year period in compliance with article 3.2.2.3 of Appendix 2 to By-law 97-5; and
- 3) hold for audit a Biennial Competency Return in compliance with article 2.3 of Appendix 2 to By-law 97-5.

8.1.2 Special Requirements - Associate Membership

In order to maintain Associate membership, a member must:-

- (1) have a supervisor approved by *ACAud* in accordance with the requirements of Appendix 1; and
- (2) be employed for a minimum of 30 hours per week; and
- (3) earn at least 50 CEP points each two year period in compliance with article 3.2.2 3 of Appendix 2 to By-law 97-5; and
- (4) hold for audit a Biennial Competency Return in compliance with article 3.2.3 of Appendix 2 to By-law 97-5.

8.2 Variation of Membership Status

8.2.1 Loss of Competency

Where a member loses a competency such that the member no longer holds appropriate competencies for the category of membership held, that member will have his/her membership category varied to that for which compliance is held until such time as the appropriate competencies are regained.

8.2.2 Loss of Supervisor

Where an Associate Member no longer has a supervisor approved, the Member will be varied to an Affiliate Member, until such time as a supervisor is approved.

8.3 Refusal to accept investigation by the Peer Review Committee

Where a member who has been brought before the Peer Review Committee, refuses to co-operate with the investigation, it will have no alternative other than to return a recommendation that the membership be terminated and the Board of Directors will be obliged to accept the recommendation.

9 ADMISSION TO HONORARY FELLOWSHIP

9.1 General Intention

The bestowing of an Honorary Fellowship is the highest honour that ACAud can award an individual. It can be bestowed on any person, member or otherwise, who has been of outstanding service to the field of audiology or to ACAud.

9.2 Limit on number of Honorary Fellows

9.2.1 The maximum number of Honorary Fellows that may exist may be determined by the Board of Directors, from time to time, but in the absence of such determination there is to be a maximum of ten (10) living Honorary Fellows.

9.2.2 Only one (1) new Honorary Fellowship may be bestowed in any one year.

9.3 Requirements for admission to Honorary Fellowship

9.3.1 Any member may nominate any other individual at any time.

9.3.2 Nominations are to be in writing and forwarded to the Board of Directors through the Secretariat. Nominations should include comprehensive details of the contribution made by the nominee.

9.3.3 At its first meeting each year, the Board of Directors will consider all nominations, if any, received during the previous year. If, in the opinion of the Board of Directors, there exist nominees who might be worthy of the bestowing of an Honorary Fellowship, it may select one nominee as a candidate for Honorary Fellowship.

9.3.4 The Board of Directors will then cause to be held a postal ballot sent to all voting members, asking if they accept the candidate for admission to Honorary Fellowship. The candidate will be accepted if a majority of voting

members votes in favour of the candidate being accepted AND not more than ten percent of voting members vote against the candidate being accepted.

9.3.5 If the candidate is accepted, the President, or a person designated by the President, will then approach the candidate and determine whether or not the candidate is willing to accept the Honorary Fellowship.

9.3.6 If the candidate accepts the offer, the candidate will be admitted to Honorary Fellowship.

10 SUPERVISORS

10.1 Appointment

Supervisors are approved by the Board of Directors (or its delegate)

10.2 Member may request a particular person

A member requesting the approval of a supervisor, may request a particular person be appointed, and subject to that person meeting the requirements for appointment as a supervisor, the Board of Directors will appoint that person.

10.3 Terms and Conditions of Appointment

10.3.1 ACAud adopts Appendix One as the terms and conditions for the approval of a Supervisor

10.3.2 Subject to paragraph 10.3.3 the Board of Directors may make amendments to Appendix One.

10.3.3 When an amendment is made to Appendix One it must not disadvantage any member that has a supervisor appointed nor any supervisor that is appointed. Should this occur the member and/or supervisor may elect to continue under the conditions pertaining prior to the amendments until the conclusion of the supervisory period.

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## **APPENDIX ONE**

Appendix Amendment - 7/08/2015, 1/07/2016, 25/08/2017

### **SUPERVISION**

#### **1. Scope**

This appendix concerns the approval of a supervisor of a person who is preparing for examination in one or more of the Basic Competencies. These competencies are detailed in By-Law 97-5 Competency Standards – Appendix One.

#### **2. Qualifications and Approval of a Supervisor**

2.1 A supervisor must be fully qualified in the field of Audiology or Audiometry

- 2.2 A primary supervisor should have a minimum of three (3) years' experience in the competency they are supervising.
- 2.3 A supervisor's hours of employment must be such that they are able to meet the requirements of the supervisory plan
- 2.4 A supervisor need not be a member of ACAud, but must accept the Code of Conduct of ACAud and accept being subject to the Peer Review by ACAud if required.
- 2.5 Any change in the supervisory arrangements should be recorded and notified to the ACAud Secretariat.

### 3. Duties of a Supervisor

- 3.1 A supervisor is to accept responsibility for the professional conduct of the member throughout the period of supervision.
- 3.2 A supervisor is to ensure the trainee is given controlled exposure to all aspects of clinical practice so that the member may develop clinical facility in each of the skills required for recognition in the Basic Competencies.
- 3.3 A supervisor is to monitor the member's progress and, when appropriate, is to provide a written statement to the effect that in his/her opinion, the member has acquired a thorough theoretical knowledge and practical competence in the Basic Competencies and that the member is now ready for examination.
- 3.4 A supervisor is to maintain up-to-date knowledge of and implement current clinical training techniques to ensure the member has the best opportunity of developing required clinical skills.
- 3.5 Throughout the supervisory period, the supervisor is to ensure that members are supervised in accordance with a supervisory plan detailed in Table 1 or 2 where:
  - i) Level 1 and 2 require the supervisor to be on site at all times the associate member is in contact with clients
  - ii) as per clause 8.2 a mid term exam is sat and passed before proceeding to level 3
  - iii) Level 3 requires the supervisor to be accessible but is not required to be on site
- 3.6 Any changes to the supervisory plan must be notified to the Secretariat.

Table 1 – Supervision

| WEEKS  | LEVEL | HOURS OF GENERAL SUPERVISION (logged hours) | HOURS AT THE ELBOW | FILE REVIEW        |
|--------|-------|---------------------------------------------|--------------------|--------------------|
| 1 – 4  | 1     | 30 hours per week                           | 15 hours per week  | 100% of case files |
| 5 - 14 | 2     | 15 hours per week                           | 7.5 hours per week | 100% of case files |
| 15- 26 | 3     | 7.5 hours per week                          | As required        | 50% of case files  |

Table 2 – Supervision where a waiver has been granted

| WEEKS  | LEVEL | HOURS OF GENERAL SUPERVISION (logged hours) | HOURS AT THE ELBOW | FILE REVIEW        |
|--------|-------|---------------------------------------------|--------------------|--------------------|
| 1 – 2  | 1     | 30 hours per week                           | 30 hours per week  | 100% of case files |
| 3 - 12 | 3     | 7.5 hours per week                          | As required        | 50% of case files  |

3.7 All members undertaking supervision are required to keep a log book of their activities which includes the following information:

| Full Date | Location | Type of Supervision | Duties performed | Initials Supervisor & Supervisee (Daily Basis) |
|-----------|----------|---------------------|------------------|------------------------------------------------|
|-----------|----------|---------------------|------------------|------------------------------------------------|

3.7.1 All Supervisors will be required to keep appropriate records and to submit evidence of their supervision if requested. Records should clearly detail the content, duration, and frequency of the supervision provided.

3.8 On completion of the approved period of supervision and on receipt of the supervisor’s recommendation, members will undertake examination in their elected competencies.

3.9 Members must apply, in writing, to the Board of ACAud requesting permission to extend their supervision beyond 3 years, explaining why they feel they require further supervision.

3.10 Members who are deemed to be not yet competent have the right to be re-examined as detailed in By-Law 97-5.

3.11 Members have the right of appeal as detailed in By-Law 97-5.

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## **COLLEAGUES – TERMS AND CONDITIONS**

### **1. Introduction**

This appendix concerns the approval of a colleague of a member who is preparing for examination in an Extended Competency.

### **2. Qualifications of a Colleague**

2.1 A colleague must be approved by ACAud

- 2.2 A colleague must meet the employment and Continuing Education requirements appropriate to the competency in which the member is to be examined.
- 2.3 A colleague need not be a member of *ACAud*, but must accept the Code of Conduct of *ACAud* and accept being subject to the Peer Review by *ACAud* if required.

**4. Appointment of a Colleague**

**4. Approval of a Colleague**

- 4.1 When a member applies for the approval of a colleague, that application is to indicate a person who is prepared to undertake the position
- 4.2 *ACAud* will then make any enquiries that it deems appropriate, to determine that the proposed colleague is suitably qualified to mentor the member.
- 4.3 The proposed colleague must indicate, in writing, that he/she will perform the duties of a colleague.
- 4.4 The proposed colleague, if not a member of *ACAud*, must undertake, in writing, to be subject to all the requirements of *ACAud*, as though he/she were a member. Specifically, the colleague must undertake the requirement to maintain his/her own competence and to be subject to *ACAud*'s Code of Conduct and Peer Review Process.

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