

ACAud Clinical Internship 'ACI' Supervision Steps

Step 1: Eligibility & Training

- Become a member of ACAud Inc. / HAASA
- Complete Supervisor Training Course
- Meet supervisor requirements (CPD and 3 years' experience)

Step 2: Begin Supervision Setup

Supervisor and Intern complete:

- Supervisory Plan and Responsibilities Form
- Understand Intern pathway and level of supervision required throughout
- Obtain approval from the Secretariat

Step 3: At elbow supervision - Stage 1

- Provide the correct supervision
- Complete file review as per Intern schedule
- Provide clinical guidance and support

Step 4: General supervision - Stage 2, 3 and 4

- Provide the correct supervision
- Complete file review as per Intern schedule
- Provide clinical guidance and support

Step 5: Daily & Ongoing Requirements

- Complete Daily Logbook (Supervisor + Intern)
- Maintain Clinical Competency Journal together

Supervisor ensures development in:

- Clinical practice
- Communication
- Safety & compliance
- Ethics & professionalism
- Lifelong learning

Supervisor Portfolio Guidance:

Supervisor ensures the Intern complete 3 portfolio cases

- Stage 2 → Sensorineural
 - Stage 3 → Conductive
 - Stage 4 → Complex/Mixed
- Complete Supervisor reports for each completed stage
 - Monitor Intern progress
 - Provide feedback and remediation
 - Ensure Interns complete the assigned webinars/quizzes

Step 6: Professional Governance & Accountability

The supervisor is responsible for:

- Ensuring adherence to ethical and legal standards
- Maintaining accurate supervision records
- Managing risk and escalating concerns when needed
- Ensuring confidentiality and informed consent compliance
- Upholding ACAud inc. HAASA Code of Conduct

Step 7: Managing Performance & Remediation

The supervisor must:

- Identify underperformance early
- Implement structured remediation plans
- Increase supervision intensity if required
- Document all concerns and interventions
- Escalate serious concerns appropriately

Step 8: Professional Development of Intern

The supervisor must:

- Support CPD and learning progression
- Encourage reflective practice
- Provide access to learning resources and mentorship
- Foster independence as competence increases

Step 9: Final Sign-Off Responsibility

The supervisor must:

- Confirm readiness for progression between stages
- Approve portfolios and competency milestones
- Ensure all requirements are completed before final certification
- Support eligibility for Clinical Certificate of Practice

10. Overall Supervisor Responsibility Checklist

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| <input type="checkbox"/> CAPE & KIT readiness confirmed | <input type="checkbox"/> Portfolios submitted |
| <input type="checkbox"/> Supervision hours completed | <input type="checkbox"/> Webinars & quizzes completed |
| <input type="checkbox"/> File reviews completed | <input type="checkbox"/> Feedback is detailed & constructive |
| <input type="checkbox"/> Logbook reviewed regularly | <input type="checkbox"/> Mentorship support provided if required |
| <input type="checkbox"/> Competency journal and feedback completed | |
| <input type="checkbox"/> Supervisory reports completed | |