



GENERAL REGISTRANTS ON LEAVE OR UNEMPLOYED AND SELF-ASSESSMENT TOOL (SAT) REQUIREMENTS

If you are a General registrant of the College you are required to complete and submit your Self-Assessment Tool (SAT) even if you are not currently working as an audiologist or a Speech-Language Pathologist ([Quality Assurance Regulation](#)).

EXAMPLES OF NOT WORKING

- Parental leave
- Medical leave
- Educational/research leave
- Other leave
- Unemployed

You will find additional information in the [Quality Assurance](#) section of the [website](#)

1) SELF-ASSESSMENT TOOL

The SAT is part of the Quality Assurance Program. The SAT is completed and submitted every January.

PRACTICE DESCRIPTION

- Unemployed registrants
Select 'unemployed'. When you are employed, you can return to your SAT and change your Practice Description to reflect your current role.
You do not have to resubmit your SAT to CASLPO.
- Leave of absence
If you are on a parental or other leave of absence and will be returning to your position, then complete the Practice Description section as though you were currently working.

PROFESSIONAL PRACTICE STANDARDS

- Unemployed registrants
If you are unemployed, you will select **Non Applicable** for the majority of indicators. Some indicators, however, will still apply, for example:

3.6 I maintain patient confidentiality at all times (for previous patients)

4.3 I communicate effectively and collaboratively with members of my profession, other professions and/or co-workers

4.4 I accurately communicate my professional credentials, to my patients and others

5.1 I have reviewed in detail, specific documents that relate to my current practice

When you get a new position, access your online SAT and rate yourself on the Professional Standard indicators to help determine if, in your new position, you **meet the standard** or if you **need work to meet the standard**.

You do not have to resubmit your SAT to CASLPO until the following January.

- Leave of absence

If you are returning to your position on a specific date during the year, then complete the Professional Practice Standards section as though you were currently working.

If you are on an extended leave and are not sure if and when you will return, then complete the section in the same manner as unemployed (see above).

2) LEARNING GOALS AND CLACS

Develop three learning goals for the year.

Examples:

To keep current with College regulations and standards to ensure that the service I provide upon my return is up to date, ethical and complies with legislation and regulations.

To further knowledge of 'capacity to consent' in order to preserve patients' rights when obtaining informed consent to assess or treat.

CONTINUING LEARNING ACTIVITY CREDITS (CLAC)

You are still required to collect CLACs to help meet your learning goals. While you are on leave develop a learning goal that applies to your role or responsibilities, but that you can meet, for example,

LEARNING GOAL: To keep current with consent for services to ensure my patients are well informed prior to initiating SLP/AUD services

CLACS:

Completed the Consent and Capacity e-learning module - 2.5 CLACs

Reviewed consent e-Forums (Consent for Audiologists) - 1.0 CLAC

Read CASLPO Forum power point slides - 1.0 CLAC

If you cannot obtain and document 15 CLACs because of medical reasons, contact Qualityassurance@caslpo.com and discuss the possibility of a deferral.

The [Self-Assessment Tool Guide](#) outlines how to access your SAT and complete the process.

You must submit your SAT to CASLPO by midnight, January 31st.

3) PEER ASSESSMENT

If you are selected for peer assessment while you are unemployed or on leave, contact the College, and arrangements to defer the peer assessment until you are working will be made.

4) PRACTICE STANDARDS

You are required to keep up to date with the standards of your profession ([Professional Misconduct 1.2](#) and [Code of Ethics](#))

Practice standards are developed or reviewed on a regular basis to ensure that they are up-to-date, focus on risk of harm and reflect current practice.

Practice standards can be found on the [Resource section](#) of CASLPO's website and include legislation, regulations, Practice Standards, Guidelines, Position Statements and other documents.

PRACTICE ADVICE

If you have questions about the Quality Assurance Program, or any regulatory matter, please call or e-mail us. We are here to help you. If you want to remain anonymous you can call and choose not to give your name. Practice Advice is offered in both English and French.

Click [here for Practice Advice](#)

For more information, email us at qualityassurance@caslpo.com

Alexandra Carling Ph.D. SLP Reg. CASLPO

Director of Professional Practice and Quality Assurance

acarling@caslpo.com