

Essential Information for Applicants – Case-by-case Pathway

Advanced Paediatric Audiologist Certification

Essential Information for Applicants - Case-by-case Pathway includes the application questions you will encounter in the application form, in addition to important instructions and guidance for each section of the form. You must refer to this document as you work through your application.

The application form to use to apply for certification is online. The link to the application form for each Pathway, along with other resources, is accessible [here](#).

If you encounter any issues completing this application form, please contact us at certification@audiology.asn.au

APPLICATION SUMMARY

The application covers the following:

- Name, AudA membership number, contact details
 - Case-by-case Pathway eligibility criteria and declaration
 - Declarations and responses to the competencies of the Paediatric Audiologist area of the *Paediatric Competency Standards for Audiologists*
 - CV
 - Online interview
 - Referee details
 - Payment details
-

REFER TO THE FOLLOWING WHEN COMPLETING YOUR APPLICATION:

- [Advanced Paediatric Audiologist Certification framework](#)
- [Paediatric Competency Standards for Audiologists](#)
- *Experience examples*
- *Experience calculator* (MS Office Excel workbook)
- *Experience table*
- *Template – responses to competencies*
- *Referee form*
- *Legislation and regulations*

All resources listed are available on our [website](#)

FEE

\$150 Application fee - required on submission of application (instructions for payment are detailed in the application form).

ELIGIBILITY CRITERIA – PAEDIATRIC CLINICAL ACTIVITIES

The degree and recency of experience below refer to paediatric clinical activities. These are activities that are completed by the Audiologist in a paediatric clinical audiology setting, and comprise direct and indirect paediatric clinical activities.

Direct paediatric clinical activities

Activities of a paediatric clinical nature that are completed by the Audiologist that are face to face with a child/family/carer or directly contribute to the child's care.

Examples include but are not limited to the following activities:

- Preparing, reviewing, maintaining or discussing a child's case file
- Taking a case history
- Clinical discussion with child/family/carer
- Preparing a child/family/carer and/or audiology equipment for testing
- Setting up of the environment for best practice family centred interventions
- Performing audiology assessments
- Contact and initial interaction with family/carer prior to appointment
- Interacting with a child/family/carer and/or clinical educator during the child's appointment
- Interacting with other professionals for the benefit of a child, including referral to others; communication with the treating provider
- Analysing, integrating, and interpreting audiology test results
- Providing feedback on audiology test results
- Planning and implementing management plans, including (re)habilitation plans
- Providing audiological counselling
- Selecting, fitting and fine tuning hearing aids, ALDs, etc.
- Teaching child/family/carer how to use hearing aids, ALDs, cochlear implants, etc.
- Reading reports and report checking (including co-signing)
- Writing an audiology report
- Case conferences and discussion regarding a child (including with other allied health and medical professionals)
- School/family clinical discussion and planning
- Delivering or delegating school visits
- Delivering or delegating paediatric focussed screening clinics
- Peer review, mentoring or supervising a student or colleague with paediatric clients/cases
- Triage into appropriate appointment timing and types
- Clinical paediatric research if interacting directly with families/carers & children
- Clinical audits that involve critical analysis of paediatric clinical decision making

Indirect paediatric clinical activities

Activities of a paediatric clinical nature that are completed by the Audiologist that are not face to face with a child/family/carer or do not directly contribute to the child's care.

Examples include but are not limited to the following activities:

- Delivering paediatric focussed CPD
- Delivering paediatric focussed education and training
- Clinical paediatric research
- Peer review of articles if used for evidence based paediatric practice
- Developing clinical protocols and policies for paediatric practice
- Clinical auditing and quality assurance with paediatric focus
- Preparing and delivering paediatric focussed presentations conducted at schools, GP clinics etc
- Providing expert paediatric audiology advice on paediatric audiology matters that do not directly contribute to a child's care

CASE-BY-CASE PATHWAY ELIGIBILITY CRITERIA AND DECLARATION

The applicant:

- Must be an Audiology Australia Accredited Audiologist
- Must have completed their Clinical Internship
- Is required to demonstrate they meet all competencies described in the Paediatric Audiologist area in the [Paediatric Competency Standards for Audiologists](#) (see Response to Competencies below)

The applicant must meet the following degree and recency of experience requirements:

- Details of at least some current and recent experience in paediatric clinical activities and an estimation of how much it is below that of the requirements of either Pathway A or Pathway B
- This experience must be gained after completion of the Clinical Internship, and can include practice undertaken overseas

Instructions:

- The *Experience examples*, *Experience calculator* (MS Office Excel workbook) and *Experience table* will assist you in calculating your hours of paediatric clinical experience
- First, refer to the *Experience examples* for definitions of key terms and examples
- Then use the *Experience calculator* and/or the *Experience table* to calculate your hours/years of experience
- Attach one or both of the completed calculator and table to your application

- Complete the declaration of which pathway's (A or B) degree and recency of experience requirements you are closest to meeting, and an estimation of how much your relevant experience is below that required of Pathway A or B
- Enter details of any extenuating circumstances (if you do not wish to disclose in detail, outline the length and extent, but not the full details, of the circumstances), and why you believe you should be awarded certification

The application form requires you to attach the calculator and/or table, complete the declaration and provide details of any extenuating circumstances:

- I have attached the *Experience calculator* and/or the *Experience table*

Case-by-case Pathway Declaration – select one only:

- I declare that I am closest to meeting the degree and recency of experience requirements of Pathway A

Enter an estimation of how much the amount of your relevant experience is below the requirements of Pathway A

OR

- I declare that I am closest to meeting the degree and recency of experience requirements of Pathway B

Enter an estimation of how much the amount of your relevant experience is below the requirements of Pathway B

- I have entered below details of any extenuating circumstances, and an explanation of why I believe I should be awarded certification.

Enter your details here

- I have also chosen to attach further details or supporting documents of extenuating circumstances

RESPONSES TO THE SIX SECTIONS OF THE COMPETENCIES

The competencies in the Paediatric Audiologist area of practice in the *Paediatric Competency Standards for Audiologists* are grouped into the following six sections:

- Fundamental knowledge and principles
- Legal requirements
- Communications
- Cultural
- Appointment planning, service delivery and environment
- Paediatric hearing assessment

Instructions:

- Complete the declarations that you meet each of the individual competencies in the Paediatric Audiologist area (all of its six sections) of the [Paediatric Competency Standards for Audiologists](#) (PCS). These competencies describe advanced practice as a paediatric Audiologist, with child defined as all those under 18 years of age
- Provide a response for each of the 6 sections of the Paediatric Audiologist area of the PCS
- Your responses should demonstrate that you have the competencies described in each section – please include examples from your paediatric clinical practice
- Examples should be de-identified
- Please keep your responses relevant and as brief as possible
- You may decide on the most appropriate approach you would like to take in responding to and providing examples for each of the 6 sections of the competencies, for example using the STAR approach:
 - Situation: describe a paediatric clinical audiology situation that you were faced with
 - Task: describe the task that you had to complete
 - Action: describe the action that you took to complete the task
 - Result: describe the result of your action
- Your response may refer to items in your CV
- Submission of other documents such as presentations is not required or encouraged
- Refer to *Legislation and regulations* – this includes suggested links which may assist you when reviewing the competencies, particularly the Legal requirements section
- Use the *Template – responses to competencies* to write your responses, and copy and paste your completed responses into the online application form
- You can save your application as you work through it, but we recommend using the template to guard against inadvertently losing any of your responses in the online application form

The application form requires you to complete the declarations, and enter a response to each of the six sections of the competencies:

PAEDIATRIC COMPETENCY STANDARDS FOR AUDIOLOGISTS – PAEDIATRIC AUDIOLOGIST

FUNDAMENTAL KNOWLEDGE AND PRINCIPLES

1. Understands and demonstrates commitment to child and family-centred practice.
 I declare that I meet this competency
2. Demonstrates that safety and well-being of the child is paramount in all decisions and actions.
 I declare that I meet this competency
3. Demonstrates knowledge of and commitment to principles and approaches which address the wider hearing health determinants of children in the community.
 I declare that I meet this competency
4. Understands and demonstrates awareness of the prevalence and impact of otological diagnoses, hearing loss, tinnitus and balance disorders on child development and wellbeing.
 I declare that I meet this competency
5. Understands and applies knowledge of current evidence-based practice for paediatric audiology.
 I declare that I meet this competency
6. Understands and demonstrates knowledge of the principles of early intervention.
 I declare that I meet this competency
7. Demonstrates awareness of the Audiologist's role in the paediatric multidisciplinary team and the need for onward referral for services and support outside the Audiologist's scope of practice.
 I declare that I meet this competency
8. Demonstrates knowledge of current national, state and local programs, policies, protocols and support for hearing screening and referral pathways for newborns and older children.
 I declare that I meet this competency
9. Demonstrates knowledge of child ear disease and its impact in Aboriginal and Torres Strait Islander populations.
 I declare that I meet this competency
10. Builds holistic knowledge of the child using a range of tools and approaches.
 I declare that I meet this competency

11. Maintains awareness of current range of resources or services, including funding options, available to child/family/carer and understands when to refer.
 I declare that I meet this competency

12. Recognises issues which may be impacting the child, including learning, medical, and social issues, and refers or advocates for support as appropriate.
 I declare that I meet this competency

13. Educates and advocates for paediatric ear and hearing health and the benefits of early detection, intervention, and prevention to a range of stakeholders.
 I declare that I meet this competency

YOUR RESPONSE TO FUNDAMENTAL KNOWLEDGE AND PRINCIPLES

LEGAL REQUIREMENTS

1. Demonstrates awareness of and complies with the Commonwealth, State and Territory legislation and regulations relevant to the delivery of audiology services to children.
 I declare that I meet this competency

2. Demonstrates awareness of the rights of the child, and the age and capability requirements, including relevant legislation, that allows them to make decisions, maintain privacy if they choose, and provide their own informed consent.
 I declare that I meet this competency

3. Demonstrates understanding of mandatory reporting obligations under the legislation applicable to the relevant jurisdiction.
 I declare that I meet this competency

4. Demonstrates understanding of and works in accordance with family court directives pertaining to custody arrangements, information sharing and consent.
 I declare that I meet this competency

5. Demonstrates awareness of ethical and legal obligations, and respects the rights and choices of child/family/carer, with regards to involvement in research.
 I declare that I meet this competency

YOUR RESPONSE TO LEGAL REQUIREMENTS

COMMUNICATIONS

1. Establishes and addresses the communication needs of the child/family/carer, including working effectively with professional interpreters when required.
 I declare that I meet this competency
2. Builds rapport with the child/family/carer, to develop trust, respect, and effective communication.
 I declare that I meet this competency
3. Works with child/family/carer to establish a shared understanding of goals for appointment and ongoing paediatric management.
 I declare that I meet this competency
4. Communicates clearly and fully with child/family/carer in a manner that is sensitive and considers the family's health literacy level to:
 - i. Set context and expectations, explain own role and that of other personnel or services who may be involved
 - ii. Provide information throughout appointments on procedures being undertaken
 - iii. Explain results, relating them to the child's developmental level and age
 - iv. Establish their understanding of test results and the implications for the child, and provide further information as required
 - v. Include child in appointment decisions and discussions as appropriate to the age and abilities of the child. I declare that I meet this competency
5. Manages case discussions with discernment, including with whom they should occur.
 I declare that I meet this competency
6. Encourages child/family/carer to ask questions and seek clarification and further information as required and encourages shared decision making.
 I declare that I meet this competency
7. Determines when written communication may be required to support the child's management, and prepares and distributes accurate, clear and relevant reports according to the needs of the recipient/s.
 I declare that I meet this competency
8. Supports the child's care by providing individualised information, advice, and education to all identified stakeholders involved in the child's program.
 I declare that I meet this competency

YOUR RESPONSE TO COMMUNICATIONS

CULTURAL

1. Demonstrates understanding of and is sensitive to the needs of children/families/carers from culturally and linguistically diverse backgrounds.
 I declare that I meet this competency
2. Partners with other professionals such as interpreters, social workers and cultural liaison officers, to help understand different cultural perspectives and assist with planning and support for child/family/carer.
 I declare that I meet this competency
3. Adapts service delivery and resources to provide a safe environment that meets the cultural and linguistic needs of the child/family/carer.
 I declare that I meet this competency
4. Demonstrates sensitivity to cultural beliefs which may impact on how results or recommendations are received and provides information about support options available.
 I declare that I meet this competency
5. Demonstrates awareness of the Deaf community, its unique cultural identity and the integration of related Deaf organisations and stakeholders involved in planning and delivering paediatric services.
 I declare that I meet this competency
6. Demonstrates awareness of the role of Aboriginal and Torres Strait Islander communities and affiliated organisations in the planning and delivery of services to clients who identify as Aboriginal and Torres Strait Islander.
 I declare that I meet this competency
7. Engages and consults with Aboriginal and Torres Strait Islander communities and affiliated organisations when planning and delivering services to Aboriginal and Torres Strait Islander clients.
 I declare that I meet this competency
8. Demonstrates understanding of culturally safe practice that includes recognition of the distinct needs of Aboriginal and Torres Strait Islander peoples in relation to hearing health care for children.
 I declare that I meet this competency

YOUR RESPONSE TO CULTURAL

APPOINTMENT PLANNING, SERVICE DELIVERY AND ENVIRONMENT

1. Determines plan for the appointment/s and procedures according to the clinical information and observations, child/family/carer's goals and choices, and the child's individual needs.
 I declare that I meet this competency
2. Modifies approach as required to meet the needs of the child/family/caregiver, including coordination of appointments, mode of service delivery and provision of additional resources or support.
 I declare that I meet this competency
3. Ensures that child/family/carer is provided with sufficient information to adequately prepare them for the appointment.
 I declare that I meet this competency
4. Adjusts environment, access and room configuration to suit the age, culture, developmental stage and needs of the child, including their sensory and physical needs, and those of the family/carer.
 I declare that I meet this competency
5. Ensures test modifications, mode of service delivery or environmental factors that impact appointment outcomes are documented in clinical notes and/or reports.
 I declare that I meet this competency

YOUR RESPONSE TO APPOINTMENT PLANNING, SERVICE DELIVERY AND ENVIRONMENT

PAEDIATRIC HEARING ASSESSMENT

1. Determines appropriate tests and test order, taking into the child's state and/or interactions, medical status, gestational and chronological age, development, reason for referral and results obtained to date.
 I declare that I meet this competency
2. Performs paediatric assessments accurately, using behavioural and objective techniques.
 I declare that I meet this competency
3. Troubleshoots when optimal test conditions change and implements changes to resolve the situation.
 I declare that I meet this competency

4. Observes child's responses to different testing methods and adapts testing plan accordingly and engages family/carer to assist with the assessment.
 I declare that I meet this competency
5. Recognises inconsistencies in test results and takes appropriate action which may include further testing or collaboration with colleagues.
 I declare that I meet this competency
6. Analyses and interprets test results, accounting for the child's age, developmental stage and any other factors that impact the assessment.
 I declare that I meet this competency
7. Identifies when additional, follow up, or confirmation testing is required and arranges in a timely manner, considering the audiological results already obtained and the individual circumstances, history and needs of the child.
 I declare that I meet this competency
8. Refers children who are diagnosed with permanent hearing loss for medical investigation, audiological management, and educational/therapeutic intervention
 I declare that I meet this competency
9. Refers children with sudden sensorineural loss or sudden deterioration for urgent medical care.
 I declare that I meet this competency
10. Provides support following diagnosis to respond to the emotional and informational needs of the child/family/carer.
 I declare that I meet this competency
11. Assists child/family/carer through linking with support services and additional counselling.
 I declare that I meet this competency

YOUR RESPONSE TO PAEDIATRIC HEARING ASSESSMENT

The application form invites you to complete these two questions:

If your application is successful, would you like to have your contact details shared with the Certified Advanced Paediatric Audiologists for networking?

Yes/No

If your application is successful, would you like to be considered to act as an assessor of other applicants in future?

Yes/No

CV

Instructions:

- Your CV should be no more than 4 pages in length
- Highlight all audiology education and experience
- Detail relevant paediatric audiology work, including amount and complexity/level of experience
- Include any paediatric educational or workplace certificates such as a PhD or any certifications gained overseas, etc

The application form requires you to attach your CV:

I have attached a CV

ONLINE INTERVIEW

After review of your application, the assessors will invite you to an interview if:

- Your degree and recency of paediatric clinical experience is sufficient, AND
- Your application, including your responses to the competency sections, indicates that the competencies may be met

If the interview proceeds:

- The interview will be held online at a time to be determined
- It will be of up to 45 minutes' duration
- It will usually be with the two assessors reviewing your application
- It will be recorded to allow the assessors to review the interview if needed. The recording will not be distributed or used beyond the purpose of assessing your application
- The focus will be on the competencies
- The assessors will seek to explore your experience in meeting the competencies in more detail, including asking you to discuss examples from your paediatric clinical experience
- No particular preparation for the interview is required

The application form requires you to complete this tickbox and enter preference information for days and times:

I have provided my preferred days and times for an interview

Enter your preferred days of the week and times (including your timezone) here

REFEREE FORM

Instructions:

- Access the Referee Form on our [website](#).
- You have the option of having more than one referee if desired – attach all forms
- Your referee preferably should be an AudA Accredited Audiologist, ideally with certification as an Advanced Paediatric Audiologist
- Your referee knows you and can attest to or verify your claimed experience and advanced skills as a paediatric Audiologist. The referee acts as a witness and is not required to be or to have been in a position of seniority to you, but should not be or have been supervised by you
- Referees based overseas who are Audiologists but are not AudA Accredited Audiologists should be accredited by an equivalent body
- If you use an alternate referee (i.e., not an AudA Accredited Audiologist), the referee is a professional colleague who can attest to your clinical skills. You must provide a justification for using the alternate referee. For example:
 - *The referee is a (GP, Speech Pathologist, ENT or Head of Department) and I have worked with them for (number of) years, or*
 - *The referee is overseas qualified, accredited by an equivalent body (name of the equivalent body)*
- Your referee must review your application including your declarations for each individual competency, your responses to the six competency sections, and your CV, before completing the referee form

Forwarding your application and CV to your referee

On the last page of the application, you will be able to select Print, to print the form as a PDF document.

Firstly, select your preferred payment method, but you do not need to enter your full payment details before printing your application.

Select Print and save the document. Email the following to your referee:

- Your printed application form
- Your CV
- The referee form template

Ask your referee to review your application including your declarations for each individual competency, your responses to the six competency sections, and your CV, and to complete the referee form.

Attach the referee form to your application, and enter your payment details to complete the application.

The application form requires you to complete these tick boxes, and enter information in the box below or attach your referee form

I have a referee who is an AudA Accredited Audiologist, **AND**

I have attached the referee form

OR

I have an alternate referee who is not an AudA Accredited Audiologist, **AND**

I have provided a justification below for using this referee, **AND**

I have attached the referee form

Expandable field

Lastly, you are required to enter payment details, and are invited to review your application before submission.

You can expect to receive the outcome of your application within no more than three months from the date of submission.