

BSHAA

Fellowship



## Portfolio guidance notes

### 1.0 Introduction to the Portfolio route to Fellowship

These notes provide guidance for new applicants for Fellowship and for those existing Fellows wishing to follow the portfolio route to renewal. If you prefer to follow the traditional CPD-points-based approach, please download and read the traditional renewal guidance notes.

BSHAA's preferred route to Fellowship (and the only route available for those applying to become fellows for the first time) is by demonstrating their knowledge of and involvement in a portfolio of different activities reflecting the many facets of professionalism in practice. These activities should reflect the applicant's achievements in keeping up with the latest evidence, insight and best practice in audiology.

This portfolio is broadly categorised in the following units:

- Experience
- Education
- Commitment to the society
- Commitment to the wider profession
- Enhanced practice and research

Those applying for or renewing their Fellowship must provide evidence showing the level of achievement in each of the above categories in one's professional life. This is a way of showing how the Fellowship applicant is involved in the profession above and beyond an MSHAA level member. The aim of the portfolio is to demonstrate what steps the applicant has taken to contribute to the audiology profession through their self enhancement to become a better practitioner, and by enhancing the wider profession both individually, and collectively through BSHAA, its professional body.

This document will lay out the procedure for applying to become a fellow. The renewal cycle for those adopting the portfolio basis for Fellowship will be extended to 4 years, recognising that the longer period will allow the portfolio to be demonstrated across a broader range of contributions to learning and development. Those following this route to fellowship will be notified of the period for their 4-year cycle which will normally run from the first day of the month in which they were accepted into Fellowship.

### 2.0 The portfolio

BSHAA members applying initially for Fellowship should compile their portfolio showing how they have contributed in at least four of these categories. A key element of the portfolio is to reflect on how the selected activities have contributed to the quality of their practice. A new



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portfolio will need to be submitted every four years to renew fellowship.

By popular demand, the assessment process follows a scheme based on CPD Points despite the shift towards reflection as a more reliable measure of professional development. The equivalent of CPD points are introduced across the breadth of the portfolio.

### 2.1 Experience

The applicant is expected to apply for fellowship only after completing, at least, two years of experience post qualification. More experience will contribute to more weighting in the assessment, with two different weightings for 2-5 years and 5 years or more.

If a Hearing Aid Dispenser has been subject to an HCPC Fitness to Practise review which has led to any practice restrictions, or has been subject to discipline under BSHAA's own Code of Practice, the qualifying period for experience will be counted from the lifting of that restriction or other sanction.

### 2.2 Education

Foundation degree or 'equivalent' is the minimum requirement. Finding the equivalence of the education is one of the functions of Health and Care Professional Council (HCPC). The Society will consider all education levels that lead to or have historically led to a registration of the applicant on HCPC register as a hearing aid dispenser.

A higher degree and/or completion of fellowship examination will have an appropriately higher weighting in assessment.

Under exceptional circumstances, Associate members of the Society deemed to have made a substantial and sustained (more than 5 years) contribution to the profession, but in a non-clinical field, may be considered for Fellowship, subject to suitable qualifications in related fields, and with the approval of BSHAA Council.

### 2.3 Commitment to the society

BSHAA can only fulfil its purpose as a professional body if it can rely on the support of its membership. This is especially important when seeking to attract the highest calibre of speakers for development, and when seeking sponsorship. Although there is an increasing breadth of opportunities for gaining CPD, it therefore continues to be a requirement for Fellowship that that some of the portfolio relates directly to BSHAA organised face-to-face events such as Congress and development days.

Over the four year period of the portfolio we require you to collect a minimum of 35 CPD points from events organised by BSHAA, including participation in at least two annual Congress meetings.

Additional points may be obtained by reflecting on and providing constructive criticism of

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development events that leads to improvement in future event.

Individuals can also contribute in other ways to BSHAA's profile as a professional body. In particular those seeking Fellowship might be expected to contribute by working with Council and its committees, or by undertaking roles such as editor of BSHAA People, or contributing to the organisation and delivery of BSHAA development events.

### 2.4 Commitment to the wider profession

Contribution to at least two different activities every year that demonstrate the commitment to the wider profession is essential.

By its nature, CPD generally focuses on what the individual draws from the profession by way of education or training against good practice, but the advancement of the profession can only take place when its practitioners not only draw upon the profession's corpus of knowledge and experience, but also contribute to it. This contribution can be made in a wide variety of ways, including, but not restricted to:

- relevant public service or voluntary work;
- development event or training course design and delivery;
- representing the profession, by speaking at professional and public events;
- contributing to academia;
- attending other professional development events;
- contribution to hearing healthcare,
- mentorship and/or supervision of hearing aid assistants, newly qualified professionals, or working with training organisations and students
- leadership;
- peer-review and clinical audits;
- activity promoting audiology on social and other print/online media.

The above list is neither exhaustive nor complete and any other relevant activity will be considered as long as the applicant has demonstrated how their essential commitment to wider profession via a short description in their application form, and reflected upon the impact this engagement has on their own practice..

### 2.5 Enhanced practice and research

Practising at enhanced level in areas such as tinnitus guidance, ear care, and/or involvement in research publication in a peer-reviewed journal (or other international publication with ISSN) will be looked very positively when assessing fellowship application.



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### 3.0 The portfolio process

#### 3.1 Completing the portfolio

The Fellowship scheme will be operated on the premise that professionals are bound by the Code of Practice in which trust and integrity are essential personal attributes. In keeping with principles of good governance, this will be validated through audit of a randomly selected number of applications. Members will be expected to keep clear records and evidence that can be made readily accessible to support the portfolio, but they will not be required to submit this, unless they are selected for audit purposes.

Around a third of portfolios will be selected randomly for audit and review, to ensure that the Fellowship scheme is working effectively. Those selected as part of this process may be interviewed to help the Society to learn and continually improve the working of the scheme.

All content of the portfolio will remain confidential to the individual and the assessment panel only, with the exception of the initial statement outlining the individual's motivation for seeking fellowship. The Society may choose to publish selected statements as part of its evaluation and promotion of the fellowship scheme.

The application for Fellowship should be submitted using the links on the website. BSHAA's professional standards committee will appoint a small panel chaired by an existing Fellow of the Society, and this panel will meet at least quarterly to consider applications and renewals. Each of the five criteria in the portfolio will be scored against a template, and Fellowship will be approved for those applicants who have demonstrated an appropriate breadth and quality of contribution.

Where an application falls short of the threshold, feedback and guidance will be provided to enable that applicant to strengthen the relevant evidence in the key areas. Successful applicants will receive a certificate reflecting their new status, and will be permitted to use the post-nominals from the date of approval. They will also have the opportunity to be publicly recognised at a suitable BSHAA event.

#### 3.2 Assessing the portfolio

The table below indicates how the different components of the portfolio are weighted, using the equivalent of CPD Points, but applied across the whole portfolio. Individuals must collect a minimum of 100 points collected over a period of no more than 4 years, for the initial application, and must renew every 4 years by collecting a further minimum of 100 points.

#### 3.3 BSHAA's privacy policy

BSHAA respects the privacy of all our members and will only share materials provided to those directly involved in considering the renewal of fellowship. Materials submitted as part of the renewal process will be retained securely for 3-years following the end of the period



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covered by this renewal cycle.

BSHAA's privacy policy is available to download from <https://www.bshaa.com/Privacy-Policy>

### **3.4 Submitting the portfolio**

Completed forms should be returned to [Fellowship@bshaa.com](mailto:Fellowship@bshaa.com)

### **3.5 Document revision**

Guidance last updated July 2018

Renewal template version 2 last updated July 2018.

Application template version 4 last updated July 2018.



<b>Table showing how the weight of components in the portfolio are assessed</b>				
<b>Criteria</b>	<b>Basis of weighting</b>	<b>Weight</b>	<b>Min wt</b>	<b>Max wt</b>
Experience	2-5 years over 5 years = 10	5 10	–	10
Education	HCPC registration standard audiology related BSc Masters or higher Fellowship exam	5 +5 +10 +10	–	15
Contribution to BSHAA	CPD points earned from BSHAA events  Serving BSHAA on Council, or volunteering in committees  Representing BSHAA within hearing sector, regionally, nationally or internationally  Organising or tutoring on BSHAA events/ editing BSHAA  Reflection on BSHAA development events leading to constructive feedback & change to future events	per event  3-8  2-6  3-5  2-4	35	75
Contribution to wider profession	CPD points earned from non BSHAA events  Organising and running training events and/or working with students, mentoring  Publishing in recognised journals, based on frequency and journal impact level  Promoting good hearing, at public and professional events and/or volunteering  Participating in peer review/ audit; acting as expert witness	as awarded to each event  3-9  2-9  2-8  5	–	35  45 (including max of 35 CPD event points)
Enhanced practice	Trained and working beyond basic HAD role – e.g ear care, tinnitus management  Research, including recruiting clients as research subjects  Evaluating impact of learning on practice outcomes	4-12  4-8  5		20

