

OHC Scope of Practice and Appeals Process

SCOPE OF PRACTICE OF THE COHC

Successfully completing the CAOHC course requirements provides you with the qualifications to act within the scope of practice of a Credentialed Occupational Hearing Conservationist (COHC). You are advised to understand the COHC scope of practice and always work within the limitations of the scope of practice unless otherwise qualified. Always consult with your Professional Supervisor (PS) for guidance. The COHC scope of practice can be found on the CAOHC website at:

<https://www.caohc.org/training-and-certifications/occupational-hearingconservationist/about-the-training/ohc-scope-of-practice>.

LIMITATIONS and CODE of ETHICS

The COHC certification (hereafter referred to as certification) does have limitations. Many jurisdictions issue official codes of ethics to which individuals must adhere. Whether following an official code of conduct or rules governing ethics, OHCs must stay within the boundaries of their scope of practice. CAOHC COHC certification does not authorize a COHC to:

- Assume the role of a PS/A.
- Assume the role of an instructor of other noncertified medical personnel.
- Interpret audiograms.
- Conduct any audiometric testing other than air conduction (e.g., bone conduction testing, speech audiometry).
- Diagnose hearing disorders.
- Independently evaluate HCP effectiveness.
- Conduct noise surveys and analyses.
- Be responsible for noise control solutions.

DISCIPLINARY ACTION

Violation of any of the policies established by CAOHC or exceeding the limitations of the established COHC scope of practice is grounds for revocation of the COHC credential. CAOHC may also report violations to the proper authorities or professional organizations.

Reasons for revocation of the CAOHC credential may include, but are not be limited to, the following:

- Certification period exceeded without renewal or extension.
- Evidence of falsification of any information on any documents submitted to CAOHC.
- Professional misconduct adversely affecting the reputation of CAOHC or any of its CPOs.

CAOHC will ensure that only valid and actionable complaints are considered and investigated to ensure that all parties involved have an opportunity to document circumstances of the complaint and to respond.

The appeal policy is available to any Applicant or Certificant who has applied or tested for COHC certification/recertification and wishes to contest any adverse decision affecting his/her certification/recertification status or eligibility. Any individual who does not file a request for an appeal within the required time limit shall waive the right to appeal.

APPEALS PROCESS

Two types of appeals are available to the OHC: appeal of disciplinary action and appeal relating to passing the certification or recertification exam.

Policy for Appeal of Disciplinary Action

A COHC will be notified by email and certified letter of any complaints received against them. The rules for an appeal are:

- It must be received within 30 days of the date of receipt of decision
- It must include reason for appeal
- It must be in writing and sent to the CAOHC Office by email at info@caohc.org or by mail to: 555 East Wells Street, Suite 1100, Milwaukee, WI 53202.

Once the appeal is received, a notice will be sent to the requester via email and certified mail, confirming receipt of the appeal and within 30 days, a decision will be made by the Executive Committee and OHC/CD Committee Chair. The written appeal request and any supporting materials will be sent immediately by electronic means to the committee, which will have 10 business days to review the appeal and schedule a time to meet via conference call to discuss and vote if the decision is to be upheld or reversed. The Chair will send the decision to the CAOHC office for official notification to be sent to the requester via email and certified mail.

Policy for Appeal of a Failed Certification or Recertification

If a candidate for COHC certification or recertification does not successfully complete the exam and practicum and feels that there were conditions or circumstances that the candidate feels unfairly impacted their ability to test successfully, an appeal may be submitted.

If the complaint relates to failing the practicum and cannot be resolved via written or verbal exchange with the Course Director, the candidate is required to file a formal appeal in writing with the Course Director with a copy to the CAOHC office via email or mail. The appeal should provide as much detail as possible in writing concerning the exact nature of the appeal. The Course Director has 10 business days to respond to the appeal. If the appeal is rejected by the Course Director, the candidate may appeal to the CAOHC Executive Committee. The appeal must be received within 30 days of the denial by the Course Director, and it must be in writing and sent to the CAOHC Office by email at info@caohc.org or by mail to 555 East Wells Street, Suite 1100, Milwaukee, WI 53202.

Once the appeal is received, a notice will be sent to the requester via email and certified mail, confirming receipt of the appeal and within 30 days, a decision will be made by the Executive Committee. The written appeal request and any supporting materials will be sent immediately by electronic means to the committee, which will have 10 business days to review the appeal and schedule a time to meet via conference call to discuss and vote if the decision is to be upheld or reversed. The CAOHC Council Chair will send the decision to the CAOHC office for official notification to be sent to the requester via email and certified mail.