



# STATE OF NEVADA BOARD OF OCCUPATIONAL THERAPY

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## ***Supervisory Documentation Guidelines***

An Occupational Therapy Assistant (OTA) or Provisional Licensee (PL) must be under general supervision of a Nevada licensed Occupational Therapist.

The Supervising Occupational Therapist and the occupational therapy assistant or provisional licensee ***shall jointly document*** the required supervision.

### **Supervising Occupational Therapists shall:**

- Document by completion of a Verification of Employment and Supervision form, the start date and termination date of their supervision for each OTA or PL supervised.
- Document ***through entry in a Supervisory Log***, not less than 1 hour for each 40 hours of work performed by the OTA or PL through any of the following methods:
  - Clinical Observation
  - Direct Communication
    - Direct or joint treatment of a patient;
    - Personal supervision while providing services
    - Conversation in person or by telephone
    - Exchange of written comments
    - Review of patient records
    - Conferences or other face-to-face meetings
- Document review of written documentation prepared by the OTA or PL by preparing a separate progress note or signing and dating the document.

### **Supervising Occupational Therapists Jointly With OTA or PL shall:**

- Maintain a Supervisory Log documenting the date, time, type of supervision and what was discussed.

### **Occupational Therapy Assistant or Provisional Licensee shall:**

- Document by submittal of a completed Verification of Employment and Supervision form, the assigned Supervising OT(s) with start date for each employment location.
- Provide a copy of the Supervisory Log(s) to the Board upon request.