

SECTION 03:00

SUPERVISION

03:01 Supervisory Reporting

Supervision by a licensed OT is required for all OTA and Provisional Licensees. Supervisory updates and changes must be reported within 30 days of the change. Notification of changes in supervisory status are reported electronically through the on-line license system accessed through the Board website.

03.02: Supervisory Responsibility

The treating Occupational Therapist and the occupational therapy assistant are **jointly responsible** for documenting supervision. The Primary Supervisor for each employer on record must review and sign monthly supervisory logs maintained by the OTA and treating OT(s) verifying compliance with supervisory requirements.

03:03 Supervisory Log(s)

At a minimum, a supervisory log must contain:

- the date and time or length of the supervisory inter-actions,
- the type of supervision provided and/or received;
- a summary of the subject matter covered during the supervision;
- signature/initial of the treating occupational therapist for each daily entry, and
- signature of Primary Supervisor and occupational therapy assistant certifying the supervisory log has been reviewed and complies with supervisory requirements.

The supervisory log shall document general supervision of not less than 1 hour for each 40 hours of work performed by the OTA and, in any event, not less than 1 hour per month. If the OTA has not worked during the month, the supervisory log must so state.

Licensees may utilize the sample Supervisory Log provided by the Board or may utilize another document format to record the required information.

An Occupational Therapy Assistant shall provide a copy of the Supervisory Log(s) to the Board upon request.

03.04: Client / Patient Records - Documentation, Review and Signing of Records

An Occupational Therapy Assistant shall document all treatment provided to a patient in the patient's record.

The Occupational Therapist and Occupational Therapy Assistant shall jointly ensure that each record regarding a patient treated by the occupational therapy assistant is reviewed, signed, and dated at least monthly.