



STATE OF NEVADA
BOARD OF OCCUPATIONAL THERAPY

Supervision Guidelines

NAC 640A.250, 640A.255, 640A.260, and 640A.265

An occupational therapy assistant or provisional licensee shall not practice occupational therapy without the general supervision of an occupational therapist.

- Verification of employment and supervision by a primary supervisor must be submitted to the Board within 30 days of change.
- An occupational therapy assistant or provisional licensee must have at least one primary supervisor (and may have one alternate) for each employer of record. A primary supervisor shall review documentation maintained by the treating occupational therapist and the OTA or provisional licensee.
- A treating occupational therapist is responsible for delegated occupational therapy services provided by an occupational therapy assistant or provisional licensee.
- Immediate physical presence or constant presence is not required for the occupational therapist.
- To provide satisfactory general supervision, the treating occupational therapist shall:
 - Provide an initial program of intervention and any changes for patients assigned to the OTA or provisional licensee.
 - Ensure that the OTA or provisional licensee does not function autonomously.
 - Establish the patient workload based on the competency of the OTA or provisional licensee.
 - Review written documentation prepared by the OTA or provisional licensee evidenced by a separate progress note or by the OT signing and dating the document prepared by the OTA or provisional licensee.

- Engage in clinical observation or direct communication with the OTA or provisional licensee not less than 1 hour for each 40 hours of work performed. Direct communication may consist of:
 1. Direct or joint treatment of a patient.
 2. Personal supervision while providing services.
 3. Conversation, in person or by telephone.
 4. Exchange of written comments.
 5. Review of patient records.
 6. Conferences, or face-to-face meetings.
 7. Communication using audio-video technology.
- The treating occupational therapist and OTA or provisional licensee shall jointly:
 1. Document the supervision (other than the signing of service records) through:
 - a. Daily or weekly treatment or intervention schedules.
 - b. Logs of supervision.
 - c. Patient records.
 2. Ensure that the record is signed, dated, and reviewed at least monthly by the occupational therapy assistant or provisional licensee and the occupational therapist.
- An OTA or provisional licensee may assist an occupational therapist in:
 1. Preparing and disseminating written or oral reports, including the final evaluation and discharge summary of a patient.
 2. Determine when to terminate treatment unless terminated by the patient or provider of health care.
 3. Delegate duties to an occupational therapy aide or technician.
- An OTA or provisional licensee shall document all treatment provided to a patient and may respond to acute changes in a patient's condition that warrant immediate assistance or treatment.
- An occupational therapy assistant **shall not**:
 1. Write formal evaluations of the progress of a patient to another health care professional. (Daily chart notes in patient records do not constitute a formal evaluation.)
 2. Participate in any meeting with a patient or health care professional, including an educational setting in which the OTA is the sole licensee and the program of intervention may be modified.
 3. Make clinical decisions regarding the provision of services to a patient that conflicts with or overrule the occupational therapist.