

North Dakota Board of Occupational Therapy Practice

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Supervision Plan Guidelines

Within the scope of occupational therapy practice, supervision is aimed at ensuring the safe and effective delivery of occupational therapy services and fostering professional competence and development. This is a shared responsibility between an Occupational Therapist and an Occupational Therapy Assistant. The occupational therapist will have direct and indirect involvement in the delivery of services. Direct supervision means face to face contact including observation, modeling, co-treatment, discussions, teaching and video teleconference. Indirect supervision means indirect contact including, phone conversations, written correspondence, electronic exchange, and other methods using secure telecommunication technology. Supervisors who take leave of absence or vacation must make arrangements to another qualified Occupational Therapist fulfill any necessary supervisory responsibilities.

The occupational therapist and occupational therapy assistant will collaborate to develop a supervision plan that promotes client safety and professional growth. Plans should contain the following information:

- Description of practice setting
- Years of practice in the practice setting
- Frequency of supervisory contact
- Methods or types of supervision
- Practice content areas addressed
- Evidence to support areas and levels of competency
- Names and credentials of the persons participating in the supervisory process.

The written format of the supervision plan is determined by the OT, OTA and corresponding facility. NDBOTP will accept service competency documentation or forms completed within the employment facility. For example, content areas and evidence to support levels of competency in those areas may already be addressed in a job description or yearly review form implemented by the place of employment. While 1 OTR authorizes the “Substantiation Form”, another OTR may sign off on competency elements included in the supervisory plan form. The supervision plan shall *be reviewed and* completed as determined by the OTR/OTA team to attain the necessary and safe service competency for the job requirements within the workplace. The substantiating OTR will authorize or sign off on the overall Supervisory Plan form. The minimum requirement for all OTA’s is a yearly review of job skill level requirements and OTA competency.

Plans should be completed every year. The Board will audit 10% of plans every 2 years.

A sample format supervision plan is available on the Board’s website on the Supervision page.

Additional resource:

AOTA (2009). ***Guidelines for supervision, roles and responsibilities during the delivery of occupational therapy services.*** *American Journal of Occupational Therapy*, 63(6), 797-803.