



Policy Title: General Supervision (Provisional Registrants)	Replaces former policy:
	<input checked="" type="checkbox"/> Title: COTBC General Supervision of Provisional Registrants Who Have Not Met the Examination Requirement <input type="checkbox"/> N/A
Applies to: Occupational Therapy	Date Effective: 2024-06-28
	Last Update: Select date
Contact: Name of Policy Owner	

Policy Statement:

A Registrant of the Designated Health Profession of Occupational Therapy in the registration class of Provisional (a “Provisional Registrant”) is responsible for ensuring that they have a general supervision plan in place prior to commencing employment.

A Provisional Registrant is required to provide written confirmation to the College, using the Employer Acknowledgement Form (Appendix B), that their prospective employer is aware of the supervision requirement and that they have selected an appropriate practice supervisor.

A practice supervisor must:

- Be a Registrant of the Designated Health Profession of Occupational Therapy in the registration class of Full (a “Full Registrant”) and in good standing with the College,
- Have at least one year of full-time experience in the practice of Occupational Therapy or equivalent part-time experience of 1,800 hours in past three years, and
- Have at least six months’ working experience in British Columbia or satisfy the Registration Committee that they understand the regulatory requirements affecting practice in B.C.

A practice supervisor is expected to provide guidance and feedback commensurate with the Provisional Registrant’s skills and experience.

1. Policy Rationale and Purpose:

As outlined in Schedule 12, 2.2 of the CHCPBC Bylaws, a Provisional Registrant may only perform the services of an Occupational Therapist under the general supervision of a Full Registrant and upon such terms and conditions as are set by the Registration Committee.



General supervision provides a mechanism to ensure safe, effective and ethical Occupational Therapy practice in the interest of public protection until such time as a Provisional Registrant has demonstrated that they meet the requirements for Full registration.

This policy outlines the general supervision requirements not already described in the College Bylaws.

2. Policy Scope:

This policy applies to:

- Registrants of the Designated Health Profession of Occupational Therapy in the registration class of Provisional.
- Registrants of the Designated Health Profession of Occupational Therapy in the registration class of Full who provide or intend to provide general supervision.

3. Legal Authority:

- CHCPBC Bylaws, Schedule 12, 2.2

4. Key Partnerships:

N/A

5. Definitions:

General supervision – An agreement between a Full Registrant and a Provisional Registrant in which the Full Registrant reviews the Provisional Registrant’s practice and provides guidance and feedback; does not necessarily involve monitoring of each step of in the overall delivery of service, and does not require that the Full Registrant be present in the same location at the same time that the supervised Provisional Registrant is performing a clinical aspect of practice

6. Process Check:

- Board Policy Framework
- Safe Spaces Playbook
- Other:

7. Resources/References:

- Guidelines For General Supervision of Provisional Registrants (Appendix A)
- Employer Acknowledgement Form (Appendix B)



Reviewed by the Board on:		Select date	<input type="checkbox"/> N/A
Reviewed by the Registrar/Deputy Registrar on:		Select date	<input type="checkbox"/> N/A
Date Approved Select date	Approved By <input type="checkbox"/> Board <input type="checkbox"/> Committee (<i>Name of Committee</i>) OR Name <i>Full Name</i> Title <i>Title</i>		
Date Effective Select date	Revision history	Last Updated:	Select date
Next Review Select date		Previous Update:	Select date
Drafted by:		Name <i>Name</i>	Title <i>Title</i>



Appendices

Appendix A

Guidelines For General Supervision of Provisional Registrants

A Registrant of the Designated Health Profession of Occupational Therapy in the registration class of Provisional (a “Provisional Registrant”) may only perform the services of an Occupational Therapist if the services are performed under the general supervision of a Registrant of the Designated Health Profession of Occupational Therapy in the registration class of Full (a “Full Registrant”).

General supervision provides a mechanism to ensure safe, effective and ethical Occupational Therapy practice in the interest of public protection until such time as a Provisional Registrant has demonstrated that they meet the requirements for Full registration.

These guidelines address the following:

1. Definition and requirements of general supervision
2. Responsibilities of the Provisional Registrant
3. Requirements of the practice supervisor
4. Examples of supervisory activities

1. General supervision

- General supervision refers to supervision that does not necessarily involve monitoring of each specific step of practice in the overall delivery of service by the Provisional Registrant.
- A Provisional Registrant under general supervision is subject to the review of a practice supervisor, but it is not necessary for the practice supervisor to be present in the same location at the same time that the Provisional Registrant performs a clinical aspect of practice.
- The general supervision requirement must be acknowledged by both the Provisional Registrant and the employer and/or practice supervisor.
- The practice supervisor must provide guidance and feedback commensurate with the Provisional Registrant’s skills and experience.



2. Responsibilities of the Provisional Registrant

- A Provisional Registrant is required to submit a completed Employer Acknowledgement Form to the College as written confirmation that their prospective employer is aware of the supervision requirement.
- A Provisional Registrant is expected to assist their supervisor and employer in understanding their respective responsibilities for general supervision.
- It is recommended by the College that a Provisional Registrant document their supervision plan and ask that it be retained in their employee file.

3. Requirements of the practice supervisor

A practice supervisor must:

- Be a Registrant of the Designated Health Profession of Occupational Therapy in the registration class of Full (a “Full Registrant”) and in good standing with the College.
- Have at least one year of full-time experience in the practice of Occupational Therapy or equivalent part-time experience of 1,800 hours in past three years.
- Have at least six months’ working experience in British Columbia or satisfy the Registration Committee that they understand the regulatory requirements affecting practice in B.C.

4. Examples of supervisory activities

Supervisory activities should be commensurate with the skills and experience of the Provisional Registrant in relation to the practice environment. The level and nature of supervision should reflect the Provisional Registrant’s background, experience, strengths, and areas for development based on information obtained from the résumé, interview and references, and personal observations. Some examples of supervision activities may include:

- New employee site orientation (facility mission and strategic direction, policies and procedures, safety practices, organizational chart, confidentiality policies, emergency procedures, tour, etc.).



- Service/program orientation (introduction to staff, location of equipment, record-keeping processes, review of job description, performance expectations, infection control, resources, security, etc.).
- Clinical orientation (specific Occupational Therapy policies and procedures, clinical protocols, standards of practice, referrals, client scheduling and planning, charting guidelines, care conferences, department meetings, teaching rounds, etc.).
- Weekly meetings with practice supervisor to discuss assigned cases, identify problem areas and review written records.
- At least two opportunities (more if required) for the practice supervisor to observe the Provisional Registrant's client interactions.
- Sharing of "client stories" formally (in teaching rounds) and informally (with practice supervisors).
- Department/program in-services as presenter or active participant.



Appendix B

Employer Acknowledgement Form

Provisional Registrant – General Supervision

This form must be signed by the supervising Occupational Therapist and the employer and returned to the College prior to the Provisional Registrant completing the registration process or commencing work. Completion of this form does not imply that registration with the College is complete.

I, _____ [name of supervisor] confirm that I will be providing general supervision for _____ [name of Provisional Registrant] commensurate with their skills and experience. I confirm that general supervision will be provided throughout their work period while registered with the College as a practising Provisional Registrant.

Supervising Occupational Therapist information:

Name: _____ CHCPBC Registration #: _____

Signature: _____

Employer information:

Name: _____ Title: _____

Signature: _____

Facility Name: _____

Address: _____ Telephone: _____

Start date for Provisional Registrant: _____