Today’s session will start shortly!

Welcome!
- Participants are placed on mute.
- Please type your questions in the chat box.
- Sessions are recorded and posted within 24 hours.
- Please complete the evaluation.

Today’s speaker:
Andrea Bowden
Practice and Policy Consultant
SUPERVISING SUPPORT PERSONNEL

Today's Session

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<td>Guideline Highlights; definitions, responsibilities, steps to assigning, what cannot be assigned, supervision plans, documentation, decision making tool.</td>
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Support Personnel

- Not OTs
- Knowledgeable and competent
- Not regulated
- Various titles
Supervision

“The process whereby the occupational therapist provides continuous and interactive feedback to the support personnel to ensure competent delivery of service components”

Assignment

- OT allocates components of the OT plan
- Support personnel - responsibility for the delivery of the component
- OT - accountability for the outcome of the overall program/care plan
- Synonyms - delegation, transfer of function

Consultation

- Providing expert advice, education, and/or training
- Facilitating problem solving
- Time - limited
- Does NOT transfer responsibility
- OT does NOT assign OT service components and does not have continuing responsibility for supervising ongoing service of the provider.
Key Responsibilities

“The therapist assigning a component of an occupational therapy service has the responsibility to determine and demonstrate appropriate assignment, supervision, and documentation.”

SUPERVISING SUPPORT PERSONNEL

The OT will ensure that clients:

- Understand and consent to provision by support personnel
- Receive care that is not compromised

The OT will ensure that Support Personnel:

- Understand roles and responsibilities
- Identify role to the client as assisting OT
- Are competent and receive appropriate training
- Acknowledge accountability to OT
- Understand how/when to contact OT
- Change/modify tasks within established limits
SUPERVISING SUPPORT PERSONNEL

The OT will ensure that documentation includes:

- Evidence of consent to work with support personnel
- Information re: assignment, supervision plan, and completion of OT service components
- Critical thinking re: making the decision to assign
- Indicates notes reviewed
- In accordance with Standards

QUALITY PRACTICE WEBINARS

Steps In Assigning

1. Assess needs, decide assignment, determine competence
2. Determine if will assign
3. Establish supervision and communication plans
4. Document supervision plan
5. Obtain consent
6. Assign components
7. Evaluate
8. Ensure changes directed by OT
9. Terminate as appropriate

Components that are not assigned

- Interpretation of a referral
- Initial and re-assessments
- Aspects of assessment requiring clinical judgement
- Interpretation of assessment findings
SUPERVISING SUPPORT PERSONNEL

Components that are not assigned

- Intervention planning and determining goals
- Selection of treatment strategies or procedures
- Modification beyond established limits
- Decisions where continuous clinical judgement is necessary to monitor/guide progress
- Determination of caseload

A scenario...

- Mrs. Beekman
- History of depression and anxiety
- Goal to begin cooking again so can teach grandchildren traditional family recipes
Risk management is “nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm”.

Health and Safety Executive, 1999
SUPERVISING SUPPORT PERSONNEL

YES!

• may record observations/interactions
• OT documents that these were reviewed
• Co-signing is not required. Can co-sign if able to verify and support content of the note.

QUALITY PRACTICE WEBINARS

Can I only assign tasks to support personnel called RAs or OTAs?

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QUALITY PRACTICE WEBINARS

Can I provide remote supervision?

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What if the Support Personnel makes a mistake? Am I culpable?

COTBC Bylaws:

1. Assess needs, decide assignment, determine competence
2. Determine if will assign
3. Establish supervision and communication plans
4. Document supervision plan
5. Obtain consent
6. Assign components
7. Evaluate
8. Ensure changes directed by OT
9. Terminate as appropriate

COTBC Code of Ethics:

4. Accountability
   • Occupational therapists are fully responsible for their practice and are expected to account for their actions.
   • They are responsible for all occupational therapy services provided to the client by others under their supervision.
Support personnel don’t formally report to me at my place of work. How can I supervise them?

THANK YOU FOR LISTENING... Questions?

- Please fill out the evaluation.
- Recording will be available in 24 hours
- Additional questions? Email practice@cotbc.org
- Join us onFacebook, Twitter, LinkedIn

UPCOMING WEBINARS

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