



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

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BY Christine O'Hagan

APPROVED

DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

SUPERVISION OF OCCUPATIONAL THERAPISTS


Rudy Lopez, Director

I. PURPOSE:

To establish procedural guidelines for supervision of Occupational Therapists (OT's) and Occupational Therapy Assistants (OTA'S).

II. POLICY:

- A. Program Managers and Clinic Supervisors will provide administrative supervision of occupational therapists and occupational therapy assistants.
- B. The Occupational Therapy Supervisor and Occupational Therapist II's will provide clinical supervision of occupational therapists and occupational therapy assistants.
- C. The Occupational Therapy Supervisor will coordinate interviewing and hiring with participation from Occupational Therapist II's, Program Managers, and Clinical Supervisors.

III. PROCEDURES:

- A. Program Manager II's will:
 - 1. Request the number of occupational therapist hours needed per clinic.
 - 2. Recommend increases/decreases in total occupational therapist hours for their region.
 - 3. Assign occupational therapists to clinics within his/her region.
 - 4. If an occupational therapist works in more than one region, the program managers will jointly develop the schedule.
 - 5. Arrange back up during instances of extended absence.
 - 6. Initial WPE's before sending to Supervising Occupational Therapist/Reviewing Official.
 - 7. Participate in occupational therapist interviews if desired.

B. Clinic Supervisors will:

1. Sign TLR's for Occupational Therapist I's, II's, Occupational Therapy Assistants and Occupational Therapy Interns.
2. Approve vacation requests.
3. Complete sections of the WPE and sign as Supervisor. Occupational Therapy Supervisor will sign as Reviewing Official.
4. Initiate disciplinary action in administrative matters.
5. Assign clinical work duties.
6. Participate in occupational therapist interviews.

C. Occupational Therapy Supervisor will:

1. Provide clinical supervision of individual Occupational Therapist II's (initiate necessary disciplinary action for occupational therapy clinical issues).
2. Coordinate occupational therapist hiring process and make job offers.
3. Provide orientation for Occupational Therapist II's.
4. Instruct Occupational Therapist II's in treatment and evaluations.
5. Conduct monthly occupational therapy meetings.
6. Be responsible for quality management issues/components related to occupational therapy services.
7. Maintain master occupational therapy schedule (assign occupational therapist to regional programs).
8. Complete occupational therapy components of Occupational Therapist II's WPE's and handle disciplinary matters related to the practice of occupational therapy.
9. Sign occupational therapists' WPE's as Reviewing Official.
10. Coordinate and supervise occupational therapy intern program.

D. Occupational Therapist II's will:

1. Provide clinical supervision of individual Occupational Therapist I's and Occupational Therapy Assistants (initiate necessary disciplinary action for occupational therapist clinical issues.)
2. Participate in occupational therapist interviews.
3. Provide orientation for Occupational Therapist I's and Occupational Therapy Assistants.
4. Instruct Occupational Therapist I's and Occupational Therapy Assistants in therapy and evaluations.
5. Complete occupational therapy components of Occupational Therapist I's and Occupational Therapy Assistants' WPE's and handle disciplinary matters related to the practice of occupational therapy.
6. Train, supervise, and evaluate OT/OTA interns.

E. Occupational Therapist I's will:

1. Provide onsite clinical OT supervision to Occupational Therapy Assistants.
2. Provide input in Occupational Therapy Assistants' WPE's.
3. Train, supervise and evaluate OT/OTA interns.

IV. Occupational Therapy Clinical Work Performance Standards:

A. Occupational Therapist II's:

1. Provide clinical OT supervision to Occupational Therapist I's and Occupational Therapy Assistants, and complete clinical occupational therapy components of WPE's.
2. Provide occupational therapy evaluation, treatment and documentation.
3. Train, supervise and evaluate OT/OTA interns.

B. Occupational Therapist I's:

1. Provide occupational therapy evaluation, treatment and documentation.
2. Provide onsite clinical occupational therapy supervision for Occupational Therapy Assistants (if applicable).
3. Train, supervise and evaluate OT/OTA interns.

C. Occupational Therapy Assistants:

1. Provide occupational therapy evaluations with Occupational Therapist I's supervision, treatment and documentation.
2. Train, supervise and evaluate OT/OTA interns.