

**State of Nevada**  
**Board of Occupational Therapy**

P.O. Box 34779, Reno, Nevada 89533-4779  
Phone (775) 746-4101 / Fax (775) 746-4105 / Toll Free (800) 431-2659 / Website [www.nvot.org](http://www.nvot.org)

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**Policy 07**

**SUPERVISORY DOCUMENTATION**

**R11.19.14**

An occupational therapy assistant must be under the General Supervision of a Nevada licensed Occupational Therapist when practicing in the State of Nevada.

The supervising Occupational Therapist and the occupational therapy assistant are **JOINTLY RESPONSIBLE** for documenting the required supervision.

**Documentation Requirements**

- Supervision Change Form
- Supervisory Logs
- Signing and/or co-signing of records

**Supervision Change Form**

**Occupational Therapy Assistant** - An occupational therapy assistant must provide to the Board a completed Supervision Change form for each Occupational Therapist who is providing supervision within 30 days of the start date of employment or change in supervising OTR.

**Occupational Therapist** – A supervising occupational therapist must complete a Supervision Change Form within 30 days of assignment of an occupational therapy assistant. Upon termination of supervision of the occupational therapy assistant, the supervising occupational therapist must notify the Board by completing the Termination of Supervision section of the Supervision Change Form and submit to the Board within 30 days of the date of termination of supervision.

An OTR and COTA may update their supervisory information electronically in lieu of submitting the forms. Supervisory information changes made electronically by a COTA must be approved by the supervising OTR to become effective.

**Supervisory Log(s)**

A supervisory log must be maintained to verify and document compliance with the supervisory requirements for the practice of occupational therapy by an occupational therapy assistant.

At a minimum, a supervisory log must contain:

- the date and time or length of the supervisory inter-actions,
- the type of supervision provided and/or received;
- a summary of the subject matter covered during the supervision; and
- Signatures of both parties

An **Occupational Therapy Assistant** shall provide a copy of the Supervisory Log(s) to the Board upon request.

An **Occupational Therapist** shall document supervision of not less than **1 hour for each 40 hours** of work performed by the OTA and, in any event, **not less than 1 hour per month**. The following methods are acceptable to meet the General Supervision requirements:

- Clinical Observation
- Direct Communication; including but not limited to;
  - ✓ Direct or Joint Treatment of a Patient
  - ✓ Personal Supervision while providing Services
  - ✓ Conversation in Person or by Telephone
  - ✓ Exchange of Written Comments
  - ✓ Review of Patient Records
  - ✓ Conferences or Other Face-to-Face Meeting

Licensees may utilize the sample Supervisory Log provided by the Board or may utilize another document format to record the required information. The supervisory log is in addition to the requirement for review and signing/co-signing of client records.

#### **Documentation, Review and Signing of Records**

An **Occupational Therapist** shall:

- Prepare daily or weekly treatment or intervention schedules;
- review written documentation prepared by the occupational therapy assistant or provisional licensee during the course of treatment of a patient
- document the review by:
  - ✓ Preparation of a separate progress note; or
  - ✓ signing and dating the document.

An **Occupational Therapy Assistant** shall document all treatment provided to a patient.

The **Occupational Therapist and Occupational Therapy Assistant** shall jointly ensure that each record regarding a patient treated by the occupational therapy assistant or provisional licensee is signed, dated and reviewed *at least monthly*.

*Supervisory Documentation requirements also pertain to the Supervision of  
ALL Provisional Licensees.*