

### SUPERVISED PRACTICE

#### **Will I need to have supervision when I begin to practise occupational therapy?**

No supervision is required if you meet all of the COTM requirements for registration and your name is on the COTM Register of Practising Members.

If you do not meet all of the registration requirements, you may be eligible for registration on the Register of Provisional Members. All occupational therapists on the Register of Provisional Members must practise with supervision.

There are three levels of supervision.

- Level 1 supervision is mentored practice. Your mentor will be available to provide information, support and clinical consultation as you need it.
- Level 2 requires supervision of all practice components. The amount and kind of supervision will depend on your needs. You will be expected to develop a learning contract with your supervisor. The learning contract will help identify your learning needs and goals, and plans for achieving the goals.
- Level 3 requires supervision of all practice components. The amount and kind of supervision will depend on your needs. A learning contract that identifies your learning needs and goals and a written evaluation from your supervisor are required.

For more information refer to the ***COTM Guide to Supervised Practice***  
[https://cotm.ca/upload/Guide\\_to\\_Supervised\\_Practice.pdf](https://cotm.ca/upload/Guide_to_Supervised_Practice.pdf)

#### **What level of supervision will I need?**

You will require Level 1 supervision if:

- you are a graduate of an OT program at a Canadian University, and you have not written the National Occupational Therapy Certification Exam (NOTCE), or you have not received your exam results.

You will require Level 2 supervision if:

- you are a graduate from an OT program outside of Canada, and you have all of the other requirements for registration but you have not written the NOTCE or you have not received your exam results.

You will require Level 3 supervision if:

- you have written and failed the NOTCE on one or two attempts. All previous attempts, whether you were living in Manitoba or elsewhere, are counted.
- you have the language proficiency required for provisional registration, but you do not have the language proficiency required for practising registration.
- you graduated more than 12 months ago and have not worked 600 hours in the past 3 years.
- you are required to pass (or re-write) the NOTCE as a condition of re-entry.

The level of supervision that you require may change throughout your provisional registration. You must practise with the most restrictive level of supervision that applies to your circumstances.

### What forms are required and who completes them?

	<b>COTM Form / Timing of Submission</b>	<b>Who Completes the Form?</b>
Mentored practice (Level 1)	<ul style="list-style-type: none"> <li>• <b>Supervision Confirmation Form</b> (prior to commencement of Re-entry)</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate completes with supervisor / employer</li> </ul>
Supervised Practice (Level 2)	<ul style="list-style-type: none"> <li>• <b>Supervision Confirmation Form</b> (prior to commencement of Re-entry)</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate completes with supervisor / employer</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Learning contract</b> (to be submitted to COTM no later than 1 week after beginning supervised practice)</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate (form prepared with assistance of supervisor)</li> <li>• Final learning contract is submitted by candidate as part of final evaluation</li> </ul>
Mandatory supervised practice (Level 3)	<ul style="list-style-type: none"> <li>• <b>Supervision Confirmation Form</b> (prior to commencement of Re-entry)</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate completes with supervisor / employer</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Learning contract</b> (to be submitted to COTM within specified timelines)</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate (form prepared with assistance of supervisor)</li> <li>• Final learning contract is submitted by candidate as part of final evaluation</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Competence Confirmation Evaluation</b> (this written performance evaluation is submitted at the midway point and at the conclusion of the Re-entry Program)</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor will complete and submit the midway and final Competence Confirmation Form</li> </ul>

### How long must I practise with supervision?

You must practise with supervision until you have achieved all of the requirements for practising registration. Depending on your circumstances, the period of supervision may be a few weeks or up to 2 years. It is expected that you will be able to achieve all of the requirements for practising registration in less than 2 years. In exceptional circumstances, COTM may give you an extension.

### **Who can be my supervisor?**

Supervision from a registered occupational therapist must be available. Level 3 supervision must be provided by an occupational therapist who is involved with your work / agency who can provide ready supervision and monitoring. Level 1 and Level 2 supervision may be provided by an occupational therapist who is at another work site along with an onsite professional in another discipline.

### **How will I find a supervisor?**

It is your responsibility to find a supervisor. Your prospective employer may be able to help with identifying an occupational therapist who is willing and able to provide the necessary supervision.

### **What are my professional obligations when I am practising with supervision?**

You are responsible to

- submit the Supervision Confirmation Form to COTM before you begin practice
- maintain a supervisor for the duration of the time you are provisionally registered. If your original supervisor becomes unavailable, you must find a new supervisor and have the change approved by COTM
- seek and obtain the support you need to provide professional, ethical, competent practice
- send COTM the documentation required for your level of supervision

### **Is there a cost for having supervised practice?**

COTM does not dictate whether supervised practice is paid or unpaid.

In most cases, the cost of providing supervision is assumed by your employer, as a condition of your employment.

If the practice is unpaid then you may need to complete some additional pre-employment requirements set by the employer.

If you are new to Canada, you can use the Manitoba immigrant support serving agencies to identify financial support. Also contact COTM regarding other possible resources known to us.

### **How will I know when I no longer require supervision?**

You will be required to submit documentation to COTM at certain times. COTM will use these documents to determine if you have achieved the requirement for registration on the Practising Register. When all of the requirements have been met, your name will be moved to the Register of Practising Members and you will no longer require supervision to meet regulatory requirements.

For more information, please contact COTM at (204) 957-1214 or by email at [registration@cotm.ca](mailto:registration@cotm.ca)

This publication is provided for general information. For more specific information see

*The Occupational Therapists Act and Regulation.*

COTM publications are available on our website at [www.cotm.ca](http://www.cotm.ca)