

Guidelines for Amount of Supervision

C.1.14 Ensure that Level II fieldwork supervision is direct and then decreases to less direct supervision as appropriate for the setting, the severity of the client's condition, and the ability of the student to support progression toward entry-level competency

- This document serves as a sample that may be used or adapted by any onsite Fieldwork Supervisor of Northwood Technical College OTA students.
- Fieldwork supervisors are encouraged to collaborate with the Academic Fieldwork Coordinator to tailor this document to fit the specific needs of their fieldwork site.
- An 8-week plan outlining expectations for the Level II Fieldwork experience helps guide student success. Please review this document with the student and provide them with a copy during the first or second day of the placement.
- The chart offers a general framework for supervision, beginning with close and direct oversight in week 1 and gradually transitioning to less direct supervision over the 8-week period. This progression should be adjusted based on the setting, the complexity of client needs, and the student's performance and readiness.

Northwood Technical College
Occupational Therapy Assistant
Fieldwork Handbook

Major Student Expectations						
Week	Caseload	Documentation	Treatment	Interprofessional Team Reporting (care conference)	Other	Supervision of Student by Fieldwork Supervisor
1	10%	Familiarize self with facility documentation by <ul style="list-style-type: none"> • Reviewing documentation system and obtaining passwords • Reviewing activity and, as needed, other related fields documentation • Discussing documentation process/requirements for setting with onsite fieldwork supervisor 	Observes	Observes	<ul style="list-style-type: none"> • Completes facility orientation checklist • Familiarizes self with all supplies in cupboards and equipment • Meets team members 	It is expected that students receive CLOSE supervision at the start of Fieldwork that is daily and direct contact at the site of work (AOTA, 1999, p.592)
2	25%	<ul style="list-style-type: none"> • Completes documentation for each observed client • Reviews with onsite fieldwork supervisor • Completes all documentation for caseload 	Observes and assists	Observes	<ul style="list-style-type: none"> • Observes clients on caseload • Observes other professionals related to the activity department 	It is expected that students receive CLOSE supervision at the start of Fieldwork that is daily and direct contact at the site of work (AOTA, 1999, p.592)
3	50%	<ul style="list-style-type: none"> • Completes documentation for each observed client • Reviews with onsite fieldwork supervisor • Completes all documentation for caseload 	Treatment using existing activities	Observes	Locates EBP article related to an intervention for one client and then implements intervention	Gradually over the 8 weeks, it is expected students require less direct and more indirect supervision
4	75%	<ul style="list-style-type: none"> • Completes documentation for each observed client • Reviews with onsite fieldwork supervisor • Completes all documentation for caseload 	Treatment using existing activities	Prepares report for caseload	Leads group intervention with direct supervision from FWE	Gradually over the 8 weeks, it is expected students require less direct and more indirect supervision

Northwood Technical College
Occupational Therapy Assistant
Fieldwork Handbook

5	75-100% as appropriate	<ul style="list-style-type: none"> • Completes documentation for each observed client • Reviews with onsite fieldwork supervisor • Completes all documentation for caseload 	Treatment using existing activities	Prepares report for caseload	Student leads group intervention independently	Specifically, less direct supervision can be provided when the student has demonstrated proficiency in routine tasks completed multiple times. Direct supervision would be provided when the student encounters novel and/or more complex tasks Supervision is also based on state and reimbursement guidelines
6	100%	Completes all documentation for caseload	Plans and introduces new treatment ideas	Reports for caseload	Advocacy Project	
7	100%	Completes all documentation for caseload	Plans and introduces new treatment ideas	Reports for caseload	Creates a resource for the activity department to use in future interventions	
8	100%	Completes all documentation for caseload	Plans and introduces new treatment ideas	Reports for caseload	Locates EBP article related to a group or individual intervention and then implements intervention	

*Student assists with all clients (may observe) but is the primary therapist for the caseload

**The amount of supervision will depend on the skills of the fieldwork supervisor, the skills of the student, the nature of the work, and the expectations and requirements of the work setting and external regulatory or legislative agencies.

American Occupational Therapy Association (1999). Guide for the supervision of occupational therapy personnel in the delivery of occupational therapy services.

American Journal of Occupational Therapy, 53, 592-594. Modified by A.Polzin 2021