

Northwood Technical College  
Occupational Therapy Assistant  
Fieldwork Handbook

## **Guidelines for Amount of Supervision**

C.1.13 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 competence.

- This document is provided as an example that can be used or modified by any onsite Fieldwork Supervisor of Northwood Technical College OTA students.
- Collaboration with the Academic Fieldwork Coordinator is available and welcomed to modify this to an individual fieldwork location.
- OTA students benefit from an 8-week plan outlining expectations for the Level II Fieldwork experience. Please discuss this document and provide a copy for the student on the first or second day of the fieldwork experience.
- This chart serves as a guide for the onsite Fieldwork Supervisor to show how supervision should be close and direct in week 1 and decrease to less direct supervision over the 8 weeks. This schedule should be adapted so that it is appropriate for the setting, the severity of the client's condition, and the ability of the student.

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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 1. Reviewing documentation system and obtaining passwords 2. Reviewing activity and, as needed, other related fields documentation 3. Discussing documentation process/requirements for setting with onsite fieldwork supervisor	Observes	Observes	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%	Completes documentation for each observed client Reviews with onsite fieldwork supervisor Completes all documentation for caseload	Observes and assists	Observes	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%	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

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4	75%	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  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
5	75-100% as appropriate	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	
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	

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\*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