



## **NEW BRUNSWICK ASSOCIATION OF OCCUPATIONAL THERAPISTS**

### **PROVISIONAL MEMBERSHIP POLICY**

In accordance with the New Brunswick Association of Occupational Therapists (NBAOT) Regulations, the Registrar may issue a provisional membership to allow occupational therapists to practise when they have not met all of the requirements for full or “individual” membership with the Association. Often, this category applies to those occupational therapists that have not yet met the examination requirements of registration.

Applicants for a provisional membership must fully register with the Association prior to commencing employment as an occupational therapist. Fees for provisional membership are the same as for individual membership. All current memberships are renewed annually on April 1.

A provisional membership may be granted for a period of up to 18 months while the member is waiting to write and pass the exam. Provisional members are required to write the first available national examination following their date of registration with the Association. A provisional member has 2 consecutive chances to pass the examination, while maintaining membership. Provisional membership will expire if membership conditions are not met within the time period indicated.

The Association requires that a provisional member be supervised during the period for which the membership is issued or until all outstanding requirements have been met and documented with the Registrar of the Association.

#### **Who Can Act as Supervisor?**

The supervisor must hold an individual membership with the Association, have at least one year of practice experience and must practise occupational therapy at the same site and within a similar area of practice as the provisional member. There may be situations in which access to an individual member on a regular basis may not be possible. In these cases, the Registrar will work with the applicant in an attempt to arrive at a satisfactory solution.

#### **Responsibilities of the Provisional Member**

Occupational therapists with provisional memberships are fully responsible and accountable for their conduct and practice. They are responsible for locating an occupational therapist to act as a supervisor throughout the duration of the provisional membership. A Supervisor Acknowledgement Form must be completed by the supervising therapist and provided to the Registrar prior to the completion of the

registration process. The therapist is also responsible for ensuring that the employer is aware of the supervisory requirement of the therapist's registration.

Should any changes occur in the provisional member's practice, such as a change of employer or a change of supervisor, the member is required to notify the Registrar. A new Supervisor Acknowledgement Form must be completed when such a change occurs.

### **Responsibilities of the Supervising Occupational Therapist**

A member of the Association who accepts the responsibility of acting as a supervisor must enter into a written agreement with the Association by completing the Supervisor Acknowledgement Form. The therapist will be expected to meet with the provisional member on a regular basis in order to provide support and direction as needed. Generally, the amount of supervision required will decrease with time as confidence is established.

Issues of concern related to the provisional member's performance should first be discussed with the member, then the employer. The Registrar should be contacted if competency problems directly relating to occupational therapy professional practice issues arise, that cannot be solved through additional supervision and mentoring.

The provisional member is accountable for his or her practice; the supervisor is only accountable for the development and management of the supervision process. The supervisor is not required to co-sign the provisional member's reports.

### **Responsibilities of the Association**

The Registrar of the Association is responsible for reviewing the provisional member's application, for issuing a membership and for setting any conditions. The Registrar is also there to assist and provide information to applicants regarding the establishment of acceptable supervisory arrangements.

The Registrar is expected to monitor and track provisional members to ensure that the provisional membership is issued only for the permitted time period.

### **Sample Supervision Plan**

- Employee and clinical orientation: review of job description, policies and procedures, location of equipment and records, introduction to support staff, etc.
- Meetings to discuss caseload, review problem areas and review client records
- Two or more opportunities for the supervisor to observe client interactions

**NOTE: The supervision of a provisional member is meant to provide a positive, proactive and supportive arrangement, to assist new members to integrate into their new role. Only extreme cases of difficulty with practice need be reported to the Registrar, as one would with any member, in order to protect the public.**

## **SUPERVISOR ACKNOWLEDGEMENT FORM**



## Provisional Registrant – General Supervision

*This form must be signed by the supervising therapist and returned to the Registrar prior to completing the registration process and prior to commencing work. Completion of this form does not imply registration with the Association is complete.*

I, \_\_\_\_\_ (name of supervisor) confirm that I will provide general supervision for \_\_\_\_\_ (name of provisional member) commensurate with the provisional member's skills and experience. I confirm that general supervision will be provided throughout the occupational therapist's work period while registered with the Association as a provisional member.

### Supervising therapist's information:

Name: \_\_\_\_\_

NBAOT Membership #: \_\_\_\_\_

Signature: \_\_\_\_\_

### Employment Information:

Place of work: \_\_\_\_\_  
(Facility Name and Address)

\_\_\_\_\_ Telephone: \_\_\_\_\_

Start date for Provisional Member: \_\_\_\_\_

### Return Form to:

Registrar  
New Brunswick Association of Occupational Therapists  
Box # 4506, Rothesay, NB E2E 5X2  
registrar@nbaot.org