

POLICY: RE-ENTRY TO PRACTICE



Date: June 23, 2014

Date Revised:

Category: Registration

Authority: (reference) see Appendix 3

Policy Title: Re-Entry to Practice

Purpose: to provide a description of and procedure for fulfilling the requirements of re-entry for an applicant who does not meet the currency requirements.

1.0 Currency requirements as outlined in the NLOTB By-Laws require that the occupational therapist “has practiced occupational therapy for a minimum of 600 hours within the 3 years immediately preceding the date of the application for licensure or renewal or has practiced occupational therapy within the 3 year period preceding the date of the application in a jurisdiction that has a comprehensive continuing competence program that included an approved objective assessment”.

2.0 Applicants who do not meet currency requirements are required to successfully complete a Re-Entry to Practice Program.

- a. Applicants that have not practiced occupational therapy for a minimum of 600 hours in the three years immediately preceding the application for licensing, but have practiced in the past ten years, must complete 600 hours of supervised practice, within the Board’s stated timeframe (12 months).
- b. Applicants who have not practiced in ten years must complete 600 hours of supervised practice, within the Board’s stated timeframe (12 months), and re-write the Board-approved exam.
- c. Applicants must meet all other licensing requirements, aside from currency, to qualify for a provisional license for the purpose of participating in the supervised practice program.

3.0 Supervised Practice:

- a. The re-entry candidate must be eligible for licensing in the provisional category prior to application for supervised practice.
- b. Supervised practice must be provided by an occupational therapist(s) with:
 - i. an unrestricted license with NLOTB,
 - ii. a minimum of 3 years practice experience,
 - iii. fieldwork preceptor experience in the past 5 years, and
 - iv. at least 6 months working experience in NL or satisfy to the Board that they understand the regulatory requirements in NL.
- c. The applicant must complete a Supervised Practice Program Proposal as per the guideline provided in Appendix 1 and submit same to the Registration Committee for review and approval.
- d. If the Supervised Practice Program Proposal is approved by the Registration Committee the proposal will be forwarded to the NLOTB Board for review for issuance of a provisional license. The provisional license will be restricted to participation in the supervised practice program.

e) The Board approved evaluation form (Appendix 2) must be submitted to the Registration Committee at regular intervals as approved upon review of the applicant's Supervised Practice Program Proposal.

f) The Supervised Practice Program Evaluation form will be submitted to and reviewed by the Registration Committee upon completion of the supervised practice program.

g) If, following completion of the supervised practice, the applicant has been determined by the Registration Committee to have the competencies required for safe and ethical occupational therapy practice, the registrant will be referred to the NLOTB Board for review for full licensing.

h) Following successful completion of the Supervised Practice Program, an individual must meet currency hours standards within 18 months from the date of successful completion of the supervised practice program.

i) If there are issues identified during the Supervised Practice Program that potentially impact the successful completion of the program, these issues will be communicated by the applicant and/or supervising therapist to the Registration Committee on a timely basis.

j) The Registration Committee may terminate a Supervised Practice Program if there has been unacceptable professional performance and/or professional conduct such as, but not limited to, the participant:

- being a risk to him/herself or others,
- being in violation of CAOT code of ethics,
- demonstrating inconsistent attendance without reason and/or has been absent without notice, or
- failing to make progress according to a documented remediation plan.

k) If the Registration Committee has doubts, on reasonable grounds, (e.g. information arising from the supervised practice) that the applicant does not have the competencies required for safe and ethical occupational therapy practice, the applicant will be determined to have not succeeded in the supervised practice.

l) If the supervised practice program is unsuccessful, recommendations will be put forth to the applicant by the Registration Committee as to measures to address the issues identified in the supervised practice. Recommendations may include, but are not limited to, education courses and a longer duration of supervised practice.

m) If the supervised practice program is unsuccessful, the applicant may apply to the Board for an extension of their provisional license and supervised practice. Situations where an extension would be considered would include, but are not limited to, the applicant providing proof that the remediation recommended in section(l) has been successfully completed.

4.0 Appeal Process

An applicant can appeal decisions to the Board.

Appendix 1

NLOTB Re-Entry to Practice: Supervised Practice Program Proposal

Applicant: _____
Supervising Therapist(s): _____
Program Content: <i>A description of program content should include:</i> <ul style="list-style-type: none"> - Client population(s). - Setting. - Hours of practice. - Scope of services offered. - Summary of occupational therapy skills and competencies expected to be observed in the setting.
Program Progression: <i>A description of program progression should include:</i> <ul style="list-style-type: none"> -Chronological timeline. -Demonstrate that the re-entry applicant is gradually working to more independent practice with a full caseload.
Supervision Plan: <i>A description of the supervision plan should include:</i> <ul style="list-style-type: none"> -How the supervisor will assess the progress of the re-entry applicant throughout the program. -Frequency and duration of contact between the supervisor and re-entry applicant. -Accessibility of supervisor to re-entry applicant outside planned contacts. -Plan should clearly demonstrate that there is opportunity for the re-entry applicant to assume increased responsibility for their professional practice throughout the program so that the candidate demonstrates competence to practice independently.

Signature Applicant: _____

Signature Supervising OT: _____

Date: _____

Date: _____

For Office Use Only: Approved by the Registration Committee on: _____

Appendix 2 NLOTB Re-Entry to Practice: Program Evaluation

Competency Based Fieldwork Evaluation copyright @2002 Thompson/Delmar Learning

COMPETENCY BASED FIELDWORK EVALUATION For Occupational Therapists

Bossers, A., Miller, L.T., Polatajko, H.J.,
Hartley, M.

Student Evaluation

Placement History

The Competencies

1. Practice Knowledge
2. Clinical Reasoning
3. Facilitating Change with a Practice Process
4. Professional Interactions and Responsibility
5. Communication
6. Professional Development
7. Performance Management

Copyright© 2002 Thomson/Delmar Learning. All rights reserved.

Appendix 3 References

Authority Reference:

1. Occupational Therapists Act, 2005, amended 2009

10.(1) the board may issue a provisional licence to a person after being reasonably satisfied that that person has met the academic qualifications required for licensing established under paragraph 9(1)(b) notwithstanding that the person has not met the other conditions for licensing that may be prescribed by regulations.

(2) a provisional license is subject to the terms, condition and limitations that the board may establish in relation to the licence at the time it is issued, including the specific location for which the licence is valid.

(3) A provisional license is valid for one year unless a shorter period is provided for by the board may, on application, renew a provisional licence.

(4) Notwithstanding section 32, a person to whom a provisional license has been issued may, subject to the terms, conditions and limitations under which the licence was issued, use the designation “occupational therapist”

30. (1) The board may with the approval of the make regulations (a) prescribing conditions for the licensing of persons to practice occupational therapy and for the renewal of licences; (b) providing for the issuance of provisional licences;

31. (1) The board may make by-laws (g) generally to assist in the administration of this Act and the regulations.

2. Consolidated Newfoundland and Labrador Regulation 1125/96 amended by 21/00 and 14/02

5. (1) A person shall be licensed by the board if he or she(d) has practised with an unrestricted license in a Canadian jurisdiction approved by the board within the immediate 3 years preceding the application, or has graduated from a school of occupational therapy approved by the board within the 18 months immediately preceding the application, but where a person is otherwise eligible but has not satisfied the board that he or she has met the requirements of this paragraph, he or she shall complete a minimum of 600 hours practice in a clinical occupational therapy facility accredited by the Canadian Association of Occupational Therapists and pass the CAOT Certification exam.

3. By-Laws of the Newfoundland and Labrador Occupational Therapy Board December 2006, (amended 2008, 2011)

Has practiced occupational therapy for a minimum of 600 hours within the 3 years immediately preceding the date of the application for licensure or renewal or has practiced occupational therapy within the 3 year period preceding the date of the application in a jurisdiction that has a comprehensive continuing competence program that included an approved objective assessment.

Evaluation Reference:

1. Essential Competencies of Practice for Occupational Therapists in Canada, 3rd edition

See document at http://acotro-acore.org/sites/default/files/uploads/ACOTRO_EC_3rd_ed.pdf

2. Competency Based Fieldwork Evaluation for Occupational Therapists (copyright @2002 Thompson/Delmar Learning). Bossers, A., Miller, L.T., Polatajko, H.J., Hartley, M.