

Texas Board of Occupational Therapy Examiners
Temporary Occupational Therapy Assistant Licensee Supervision Log

Please read reverse side for instructions and information.
 Make copies of this page as needed for your own documentation.

Name of Licensee: _____

Temporary OTA License #: _____

Name(s) of Supervisor(s) & License Number(s): _____

Employer/Facility: _____

1	2-3		4-5		6	7
Year	Interactive Supervision during which the occupational therapist, who is physically present with the temporary licensee, directly observes the temporary licensee providing services to one or more clients.		Frequent Communication between the supervising occupational therapist(s) and temporary licensee including, but not limited to, communication by electronic/communications technology methods, written report, and conference, including review of progress of clients assigned		Total Hours Supervision	Notes
	Hours & Date	Initials of Supervisor(s)	Hours	Initials of Supervisor(s)		
Jan						
Feb.						
March						
April						
May						
June						
July						
August						
Sept.						
Oct.						
Nov.						
Dec.						

What follows is a brief overview of supervision hours for a temporary OTA licensee. Please read the OT Rules and Practice Act for further information and regulations, accessible from this link: <http://www.ptot.texas.gov>. §373.2 concerns required supervision hours and the Supervision Log.

Notes:

- Use the Supervision Log to maintain a log of your supervision for your records.
- The Supervision Log is kept by the temporary licensee and signed by the occupational therapist(s) when supervision is given. The occupational therapist(s) or employer may request a copy of the Supervision Log.
- Copy the blank log. Make as many copies as you need.
- Complete your documentation each month.
- Do not mail the Supervision Log to the Board. Retain for your records.

Licensees maintain and retain their own log. If you work for more than one employer, complete a separate log for each. Fill in your name, the year & date, and the names of the all the OTs, whether full time, part time, or PRN who delegate to you. They must all participate in the supervision time.

Note that as per to §369.2 of the OT Rules, a licensee or applicant shall notify the Board in writing of changes in name, residential address, business address, mailing address, and/or email address within 30 days of such change(s). Applicants and temporary licensees, in addition, shall notify the Board in writing of changes of supervisor within 30 days of such change(s). A copy of the legal document (such as a marriage license, court decree, or divorce decree) evidencing a change in name must be submitted by the licensee or applicant with any written notification of a change in name. To request a replacement copy of the license to reflect a name change, refer to §369.1 of the OT Rules.

INSTRUCTIONS:

- In Column 1, record the year reflected in this log.
- In Columns 2 and 3, record the hours you are observed working directly with patients.
- In Columns 4 and 5, record the number of hours of any other supervision (not the interactive supervision), such as documentation and case review, telephone contact, email, etc.
- In Column 6, record the total hours of supervision for that month (in other words, the sum of Columns 2 and 4).
- In Column 7, include notes to remind you of special circumstances.
- You may attach additional pages if necessary.

Required Supervision Hours for an OTA with a Temporary License

The temporary licensee is required to complete a minimum of sixteen supervision hours each month for each employer, which must include:

a minimum of twelve hours of frequent communication between the supervising occupational therapist(s) and temporary licensee including, but not limited to, communication by electronic/communications technology methods, written report, and conference, including review of progress of clients assigned, plus a minimum of four hours of interactive supervision a month during which the occupational therapist, who is physically present with the temporary licensee, directly observes the temporary licensee providing services to one or more clients.