



SAFE QUALITY PRACTICE: A PARTNERSHIP BETWEEN EMPLOYERS AND THE COLLEGE

Occupational therapists (OTs) have legal obligations to ensure safe, quality practice – and so do their employers. Follow these three steps to help support patient and client safety.

1 CONFIRM



All OTs who are registered to work in Ontario are listed on our online public register, at coto.org. It's called "**Find an Occupational Therapist**". Use it to confirm the registration status of a prospective employee.

If there's any information regarding concerns, restrictions or limitations on an OT's practice, you'll find it on the public register.

If someone is working as an OT (that includes orientation or training at your workplace) without being registered with the College, they're engaged in unauthorized practice. As an employer, you have a duty to ensure employees are registered.

2 VERIFY



Double-check an OT's status at "**Find an Occupational Therapist**" whenever an employee is returning from a leave. Many OTs resign their College registration when they take a leave from employment. Until they register again, they're not legally permitted to practise.

3 REPORT



There are **legal obligations** to report certain matters to the College. These obligations apply if you employ an OT, independently contract an OT's services, or are in another type of business relationship or partnership with an OT.

By law, you must make mandatory reports to the College if you have taken any of the following actions due to professional misconduct, incompetence or incapacity:

- terminated or suspended the business or employment relationship, or
- restricted the OT's practice.

The reporting obligation still exists when an OT voluntarily resigns or restricts their practice, if the reason for that resignation or restriction likely relates to professional misconduct, incompetence or incapacity.



Reports must be made immediately if you believe:

- an OT has sexually abused a patient or client, or
- an OT's incompetence or the incapacity is likely to expose patients or clients to harm or injury, and there is urgent need for intervention.

Learn more and file your **report in writing or online** at coto.org/employers.

Have questions? Please contact us. We are here to help.

