



Guide to the Clinical Re-Entry Placement

Introduction

Applicants who do not meet the currency requirement at the time of application are required to successfully complete a refresher program accepted by the Registration Committee. A refresher program includes different components and requirements, one of which is a Clinical Re-Entry Placement.

Successful completion of a refresher program provides the College with evidence that an applicant is up to date with the knowledge, skills, and judgement to practice occupational therapy safely and ethically.

The Clinical Re-Entry Placement is a component of the refresher program and consists of a supervised, clinical placement. The length of the placement is between 150-600 hours, depending on how long an applicant has been out of practice. College policy [Currency Requirement for Applicants](#) specifies the length of the placement.

This Clinical Re-Entry Placement Guide provides information for applicants and supervisors. Participants in the program are asked to review the contents of this package and are encouraged to contact the College any time during the process if they have questions or concerns.

Apply to the College

Before initiating a placement, the College needs to determine eligibility for the refresher program and required length of placement. Applicants will need to submit the following to the College:

- A completed [online application](#), including application fee
- A completed [Additional Currency Data Sheet](#)
- Evidence they meet the education requirement (for example: a Canadian occupational therapy university program transcript or successful completion of the Substantial Equivalency Assessment System(SEAS))
- Evidence of most recent occupational therapy employment that indicates last date of work (for example: a letter from an employer or record of employment)
- Information regarding their suitability to practise (this includes a current [Vulnerable Sector Check](#) and, if applicable, a completed [Regulatory History Form](#) sent to our office directly from anywhere else the applicant has been licensed/registered)
- Evidence the applicant meets the language fluency requirement (for example: approved language test results, if first language is not English or French)

Upon receiving and approving the above, the applicant will receive a letter from the College outlining the refresher program requirements.

Securing a Placement

Applicants are responsible for securing a placement location and supervisor. Keep in mind:

- Placements should be at least three days per week. Alternative arrangements must be approved by the College.
- To assist in finding a placement, applicant's may search for occupational therapists by location using our public register (Find an Occupational Therapist) at www.coto.org.
- Placements may be completed at multiple locations but must be at least 150 hours each. Each location will require a supervisor.
- If required by placement setting, the [Ontario Society of Occupational Therapists \(OSOT\)](#) offers Group Accident Insurance (WSIB replacement coverage) for applicants.

Selecting a Supervisor

The supervisor must be approved by the College prior to starting the placement. Supervisors play an important role in determining the applicant's current level of knowledge, skill, and judgement.

Supervisors will be required to sign the Supervisor Agreement Form and develop a learning contract with the applicant. The learning contract needs to be approved by the College within the first week of the placement. A Learning Contract Guide is included in this package. The supervisor and applicant will discuss and agree upon the objectives and way these objectives will be met. It is important that the evidence of accomplishment is as objective as possible, so the applicant's performance can be evaluated.

A supervisor's role includes:

- Creating a learning contract with the applicant and supporting them in fulfilling the objectives.
- Being fully accountable for the applicant's practice during the placement and co-signing all notes/charts.
- Providing feedback and advising the applicant about learning needs to be added to the contract as appropriate.
- Reporting to the College during and upon completion of the placement.
- Ensuring that the evaluation follows the terms outlined in the learning contract.

Minimum criteria for supervisor selection:

- The supervisor must hold a general certificate of registration and not be restricted from supervising others. See the College [Policy to Approve Agents of the College](#) for full details.
- The supervisor must have a minimum of three years' experience in the practice of occupational therapy, two of which must be in Ontario.
- The supervisor cannot be placed in a conflict-of-interest situation as a result of working with the applicant. A conflict of interest would not include future plans to work for or with the supervisor once registered.
- The supervisor should understand and support the College mandate, and the principles, standards, and regulations of the profession.

Recommended qualifications of a supervisor:

- Demonstrated ability to work as a part of a team
- Previous supervisory or clinical education / precepting experience
- Ability to apply the principles of adult learning
- Experience with development and implementation of learning contracts
- Experience in accessing a broad range of resources (current literature, professional networks, etc.)

Important information for supervisors:

- The placement is similar to student supervision, supervisors may want to review the College's [Standards for the Supervision of Students](#). Individuals completing this placement are unique in that they may have practiced successfully as an occupational therapist in the past, however, their practice was too long ago to be considered "current" by the College. Alternately, they may have graduated with an occupational therapy degree but never integrated into practice.
- While completing the placement, applicants should use the title "candidate occupational therapist" or "candidate OT". Applicants are not considered occupational therapists because they not been issued a certificate of registration by the College.
- The supervisor must contact the College with any concerns about the performance of the applicant. The College can assist with problem solving or, in rare circumstances, termination of the placement. If serious concerns are noted, the supervisor may be asked to document these concerns and any steps already taken to address them and the response of the applicant.

Draft a Learning Contract with Personal and Mandatory Objectives

The learning contract must be submitted for approval to the College within one week of beginning the placement.

- Discuss practice history, current knowledge and skill, and learning needs
- Develop Specific, Measurable, Achievable, Relevant, Time-Limited (SMART) learning objectives
 - it is mandatory that all learning contracts address the areas of **client consent, privacy legislation (PHIPA), and client safety.**
 - More specific objectives will be developed based on the clinical practice setting and the applicant's unique learning needs.
- Identify learning strategies (i.e., observation, discussion) and potential learning resources (i.e., journals, community services)
- Discuss the evidence of accomplishments that will be used for evaluation (i.e, presentations, observation, reports)
- Determine how evidence will be evaluated
- Review the Guide to the Learning Contract for additional details

Forms Required for Completion of the Clinical Re-Entry Program

- Supervisor Agreement Form - Must be approved by the College prior to starting placement
- Learning Contract - Must be submitted to the College for approval within one week of starting the placement
- Completed Learning Contract - Must be submitted to the College for approval at the conclusion of the placement

Resources

College Standards & Resources Section of Website:

- [Standards for Practice](#)
- [Legislation and Bylaws](#)
- Practice Support (contact practice@coto.org or call at 1.800.890.6570 /416.214.1177 x 240 to access the College's Practice Resource Service)