

Competencies for Occupational Therapists in Canada

SUPERVISION EVALUATION FORM

Usage: *This form is used to assess the competence and performance of conditional registrants under supervised practice, including those registrants completing supervised practice requirements as part of a Re-Entry Program.*

Indicate whether the supervised registrant meets the level of knowledge and skill expected of an entry-level OT (a new graduate of a Canadian Occupational Therapy Program) in each competency area. If a competency was not assessed or is not relevant, you may mark it as N/A.

Date Form Completed: _____

Registrant Name: _____

Supervising OT(s): _____

Facility or Site(s): _____

Dates of Supervised Practice: _____

Total # of Hours (to date): _____

Description of Scope and Activities of Supervised Practice:

Domain	Competency	Competent At Entry Level (Y/N)	Examples / Comments
A	Occupational Therapy Expertise		
A1	Establishes trusted professional relationships with clients		
A1.1	Co-creates with clients a shared understanding of scope of services, expectations, and priorities		
A1.2	Uses a mutually respectful approach to determine the nature of the services to be delivered.		
A1.3	Responds to requests for service promptly and clearly.		
A1.4	Supports clients to make informed decisions, discussing risks, benefits, and consequences.		
A2	Uses occupational analysis throughout practice		
A2.1	Keeps clients’ occupations at the centre of practice.		
A2.2	Facilitates clients’ use of their strengths and resources to sustain occupational participation.		
A2.3	Addresses the strengths and barriers in systems such as health care that could affect occupational participation.		
A2.4	Applies knowledge, evidence, and critical thinking from social, behavioural, biological, and occupational sciences to analyze occupational participation.		
A2.5	Shares rationale for decisions.		
A3	Determines clients’ needs and goals for occupational therapy services		
A3.1	Responds to the context that influences the client’s request for occupational therapy service.		
A3.2	Develops a shared understanding of the client’s occupational challenges and goals.		
A3.3	Decides whether occupational therapy services are appropriate at this time.		
A3.4	Evaluates risks with the client and others.		
A3.5	Periodically reviews the client’s expectations with them.		

A4	Assesses occupational participation		
A4.1	Agrees on the assessment approach with client.		
A4.2	Selects assessment tools and methods that fit the agreed approach.		
A4.3	Takes into account the impact of the client’s context on the assessment process and outcome.		
A4.4	Incorporates the client’s perspectives and opportunities throughout the assessment process.		
A5	Develops plans with clients to facilitate occupational participation		
A5.1	Agrees on the service delivery approach with client.		
A5.2	Determines intervention, timelines, outcomes, resources, contingency plans and responsibilities.		
A5.3	Anticipates and addresses implementation difficulties.		
A6	Implements the occupational therapy plan		
A6.1	Supports clients in accessing and using the resources to implement their plans.		
A6.2	Confirms shared understandings and progress of the plan.		
A6.3	Evaluates the results with the client and others involved in the plan.		
A6.4	Adjusts occupational therapy services based on the evaluation.		
A6.5	Plans for concluding services, ongoing services, or a transition to other services.		
A7	Manages the assignment of services to assistants and others		
A7.1	Identifies practice situations where clients may benefit from services assigned to assistants or others.		
A7.2	Assigns services only to assistants and others who are competent to deliver the services.		
A7.3	Monitors the safety and effectiveness of assignments through supervision, mentoring, teaching, and coaching.		
A7.4	Follows the regulatory guidance for assigning and supervising services.		

B	Communication and Collaboration		
B1	Communicates in a respectful and effective manner		
B1.1	Organizes thoughts, prepare content, and present professional views clearly.		
B1.2	Fosters the exchange of information to develop mutual understanding.		
B1.3	Employs communication approaches and technologies suited to the context and client needs.		
B1.4	Adjusts to power imbalances that affect relationships and communication.		
B2	Maintains professional documentation		
B2.1	Maintains clear, accurate, and timely records.		
B2.2	Maintains confidentiality, security, and data integrity in the sharing, transmission, storage, and management of information.		
B2.3	Uses electronic and digital technologies responsibly.		
B3	Collaborates with clients, other professionals, and stakeholders		
B3.1	Partners with clients in decision-making. Advocate for them when appropriate.		
B3.2	Shares information about the occupational therapist’s role and knowledge.		
B3.3	Identifies practice situations that would benefit from collaborative care.		
B3.4	Negotiates shared and overlapping roles and responsibilities.		
B3.5	Maintains mutually supportive working relationships.		
B3.6	Participates actively and respectfully in collaborative decision-making.		
B3.7	Participates in team evaluation and improvement initiatives.		
B3.8	Supports evidence-informed team decision making.		
B3.9	Recognizes and address real or potential conflict in a fair, respectful, supportive, and timely manner.		

C	Culture, Equity, and Justice		
C1	Promotes <i>equity</i> in practice		
C1.1	Identifies the ongoing effects of colonization and settlement on occupational opportunities and services for Indigenous Peoples.		
C1.2	Analyses the effects of systemic and historical factors on people, groups, and their occupational possibilities.		
C1.3	Challenges biases and social structures that privilege or marginalize people and communities.		
C1.4	Responds to the social, structural, political, and ecological determinants of health, wellbeing, and occupational opportunities.		
C1.5	Works to reduce the effects of the unequal distribution of power and resources on the delivery of occupational therapy services.		
C1.6	Supports the factors that promote health, well-being, and occupations.		
C2	Promotes anti-oppressive behavior and culturally safer, inclusive relationships		
C2.1	Contributes to a practice environment that is culturally safer, anti-racist, anti-ableist, and inclusive.		
C2.2	Practises self-awareness to minimize personal bias and inequitable behaviour based on social position and power.		
C2.3	Demonstrates respect and humility when engaging with clients and integrate their understanding of health, well-being, healing, and occupation into the service plan.		
C2.4	Seeks out resources to help develop culturally safer and inclusive approaches.		
C2.5	Collaborates with local partners, such as interpreters and leaders.		

C3	Contributes to equitable access to occupational participation and occupational therapy		
C3.1	Raises clients' awareness of the role of and the right to occupation.		
C3.2	Facilitates clients' participation in occupations supporting health and well-being.		
C3.3	Assists with access to support networks and resources.		
C3.4	Navigates systemic barriers to support clients and self.		
C3.5	Engages in critical dialogue with other stakeholders on social injustices and inequitable opportunities for occupations.		
C3.6	Advocates for environments and policies that support sustainable occupational participation.		
C3.7	Raises awareness of limitations and bias in data, information, and systems.		
D	Excellence in Practice		
D1	Engages in ongoing learning and professional development		
D1.1	Develops professional development plans.		
D1.2	Engages in professional development activities to improve practice and ensure continuing competence.		
D1.3	Enhances knowledge, skills, behaviour, and attitudes.		
D1.4	Ensures that skills are adequate to meet practice needs.		
D2	Improves practice through self-assessment and reflection		
D2.1	Self-evaluates using performance and quality indicators.		
D2.2	Learns from varied sources of information and feedback.		
D2.3	Provides useful feedback to others.		
D2.4	Manages work resources and demands effectively.		
D2.5	Is mindful of occupational balance and well-being.		

D3	Monitors developments in practice		
D3.1	Stays aware of political, social, economic, environmental, and technological effects on occupational therapy practice.		
D3.2	Keeps up to date with research, guidelines, protocols, and practices.		
D3.3	Appraises evidence related to knowledge and skills for practice.		
D3.4	Integrates relevant evidence into practice.		
D3.5	Considers the social, economic, and ecological costs of care.		
F	Engagement with the Profession		
F1	Contributes to the learning of occupational therapists and others		
F1.1	Contributes to entry-to-practice education, such as fieldwork placements.	N/A	
F1.2	Facilitates continuing professional development activities.	N/A	
F1.3	Acts as a mentor or coach.	N/A	
F2	Shows leadership in the workplace		
F2.1	Supports assistants, students, support staff, volunteers, and other team members.		
F2.2	Influences colleagues to progress towards workplace values, vision, and goals.		
F2.3	Supports improvement initiatives at work.		
F2.4	Serves as a role model.		
F2.5	Acts responsibly when there are environmental or social impacts to their own behaviour or advice, or that of the team.		
F3	Contributes to the development of occupational therapy		
F3.1	Helps build the occupational therapy body of knowledge.		
F3.2	Contributes to research in occupational therapy and occupational science, innovative practices, and emerging roles. Participates in quality improvement initiatives, as well as data collection and analysis.		
F3.3	Collaborates in research with individuals, communities, and people from other disciplines.		

DECLARATIONS:

Supervising Therapist(s):

I confirm that I have shared and discussed this evaluation form with the supervised registrant and any other supervising OTs. I confirm that it accurately reflects, to the best of my knowledge, the competence of the supervised registrant at the time of evaluation.

_____ Please print name	_____ Signature	_____ Date
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_____ Please print name	_____ Signature	_____ Date
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_____ Please print name	_____ Signature	_____ Date
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Supervised Registrant:

I have reviewed the content of this evaluation and

☐ I agree with the above assessment of the supervising OT(s) of my competence.

☐ I do not agree with the above assessment of the supervising OT(s) of my competence.
[If so, attach a letter explaining the reasons why you disagree with the result of this assessment.]

_____ Please print name	_____ Signature	_____ Date
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