



# **RE-ENTRY PROGRAM HANDBOOK**

**Produced by the SSOT Registration and Licensing Committee**

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## INTRODUCTION

This handbook is intended as a guide and resource for all those involved in the SSOT re-entry program.

Recent graduation and/or sufficient currency hours help to ensure occupational therapists registered in Saskatchewan possess current knowledge, skills, and judgement to meet the mandate that the public receives safe, effective, and ethical care. SSOT's currency hour requirement is: 600 hours in the three-year period immediately preceding the date of application for the year in which licensure is sought. Additional information can be found in the SSOT practice hours policy. Those individuals who do not meet the currency hours requirement are required to complete a re-entry program.

Re-entry applicants have previously demonstrated safe and ethical practice; the re-entry program is not a training program but an opportunity to refresh skills and learn current practice approaches.

Applicants should expect a time frame of one month minimum for set up of the re-entry program.

**Under no circumstances may any applicant call themselves an occupational therapist or commence employment as an occupational therapist in Saskatchewan (including employee/workplace site orientation) until they have received notification by the registrar of the success of their application for a licence.**

## ROLES AND RESPONSIBILITIES

All individuals involved in the supervised practice of a re-entry candidate are responsible to:

- Read the re-entry handbook and implement the process, procedures, and policies.
- Accept the responsibilities of the role to be taken within the re-entry process.
- Maintain appropriate communication with all individuals who have agreed to participate in the re-entry program process.
- Notify the registrar immediately of any changes to the re-entry candidate's practice situation including change in re-entry program location/employment status or change in re-entry supervisor.
- Maintain confidentiality of information relating to the re-entry candidate.

As well as the above responsibilities, each individual has additional responsibilities according to their role.

### ***Re-entry Candidate will:***

- Identify if they do not meet the currency requirements.
- Make arrangements for supervised practice.



- Determine and obtain any requirements (e.g. CPR qualifications, immunizations, etc.) necessary at the facility (facilities) where supervised practice will take place.
- Ensure they hold a valid licence to practice prior to beginning supervised practice.
- Develop SMART goals for the supervised practice using the Competency Based Fieldwork Evaluation (CBFE).
- Complete a monthly self-evaluation using the CBFE.
- Take responsibility for their own learning and for articulating their needs.
- Seek out assistance from the re-entry supervisor to enhance practice knowledge and/or skills.
- Access resources as required.
- Abide by the legislation that governs the practice of occupational therapy in Saskatchewan including but not limited to:
  - Occupational Therapists' Act, 1997.
  - SSOT Bylaws.
  - SSOT Code of Ethics.
  - Competencies for Occupational Therapists in Canada, 2021.
- Practise within the standards set by the profession.
- Immediately cease practice if the required supervision is no longer available and then notify SSOT.

***Re-Entry Supervisor will:***

- Hold a practising licence with SSOT and be a member in good standing.
- Have a minimum of one year of full-time clinical experience working in the province of Saskatchewan.
- Ensure the re-entry candidate has a current SSOT licence to practice.
- Be responsible for the appropriate level of supervision to ensure the quality of the re-entry candidate's practice is deemed safe for the recipients of occupational therapy services.
- Determine the amount and frequency of supervision required.
- Provide clinical supervision and mentorship to the re-entry candidate.
- Assist the re-entry candidate in the development of SMART goals for the supervised practice.
- Orient the re-entry candidate to the practice of occupational therapy in Saskatchewan as required.
- Assist the re-entry candidate in developing a network of relevant contacts both within and outside the profession of occupational therapy as needed.
- Be available in person, by telephone and/or by email during normal working hours.
- Complete and submit the re-entry supervisor monthly reports.
- Immediately report any unresolved concerns related to the professional practice of the re-entry candidate to the registration and licensing committee contact person and/or registrar.



***Employer/Site Manager will:***

- Provide an organizational structure in which the re-entry candidate can practice.
- Provide for clinical supervision and guidance to the re-entry candidate.
- Identify and obtain the services of a practising member of SSOT who is prepared to accept the role of re-entry supervisor.
- Provide the re-entry supervisor with access to relevant clinical documentation to allow for a review of the re-entry candidate's professional practice.
- Communicate the mission and objectives of the agency/facility to the re-entry supervisor and the role and scope of practice that the re-entry candidate will be expected to undertake.

***Registration and Licensing Committee Contact Person will:***

- Facilitate both informal and formal communication between the re-entry program candidate, the re-entry supervisor and the employer.
- Advise the re-entry candidate on the re-entry program process.
- Respond to any inquiries concerning the re-entry program process.
- Review the monthly reports on the re-entry candidate as well as any other relevant communications.
- Draw the registrar's attention to non-adherence to the re-entry program reporting requirements (Example: re-entry monthly report not provided by the deadline).
- Maintain a record of all communications with the re-entry candidate or any other person involved in the re-entry program.
- Review finalized goals and objectives of the re-entry program.
- Make a recommendation to the SSOT registrar the results of the re-entry program, based on the goals and objectives completed throughout the program.

***SSOT Registrar will:***

- Support the registration and licensing committee contact person to facilitate communication between the re-entry candidate and those involved in the re-entry process as needed.
- Oversee the re-entry program.
- Respond to any inquiries concerning the licensing of the re-entry candidate.
- Review the monthly reports on the re-entry candidate as well as any other relevant communications.
- Share information relating to the re-entry candidate with the registration and licensing committee as necessary upon receiving consent from the re-entry candidate.
- Maintain a record of all communications with the re-entry candidate or any other person involved in the re-entry program process.
- Report to SSOT council as needed.
- Revoke the licence of the re-entry candidate if the conditions for practicing under such a licence are not met.
- Ensure there is a formal complaint provided to the professional conduct committee if the re-entry candidate does not adhere to the conditions of their licence or is deemed unsuitable to practice during the entry-program.



- Make the final determination of the results of the re-entry program after reviewing the recommendation from the registration and licensing committee contact person.
- Communicate the final determination of the re-entry program to the re-entry candidate, the registration and licensing committee contact person, and the re-entry supervisor.
- Approve the change of the re-entry candidate's licence to a full practising licence upon successful completion of the re-entry program and receipt of all required documents.

***Registration and Licensing Committee will:***

- Develop the re-entry policy that determines the requirements of the re-entry program.
- Address concerns raised by the re-entry candidate or the re-entry supervisor during the course of the re-entry program as needed.

## **Re-Entry Program Process**

### **1. Application for Re-Entry Program**

#### **a) Licensure requirement**

***New Applicants:*** Those who have never been registered with SSOT must complete the electronic application form on the SSOT website.

***Current/Previous SSOT Members:*** Individuals who have previously held a practising licence, restricted licence, or non-practising membership with SSOT already have a registration number on file. These individuals must contact SSOT at [admin@ssot.sk.ca](mailto:admin@ssot.sk.ca) to initiate the re-application process.

All questions regarding the application process should be directed to SSOT at [admin@ssot.sk.ca](mailto:admin@ssot.sk.ca).

All required documentation must be received by SSOT with full payment of applicable fees prior to receiving a practising licence for the purpose of the re-entry program.

#### **b) Re-Entry Program requirement**

The following documents are required for the re-entry program:

- Completed re-entry agreement form.
- Completed re-entry program application form



## 2. Application Review

- The registrar and the registration and licensing committee will review all completed re-entry applications.
- The registration and licensing committee will designate a contact person.
- The contact person will contact the re-entry candidate to introduce themselves and discuss the re-entry program. Any additional information required will be requested at this time.
- The supervised practice requirements of the re-entry program will be determined by the registration and licensing committee with consideration of:
  - Length of program and number of hours
    - Minimum length of supervised practice is 450 hours.
    - Maximum length of supervised practice is determined by circumstances such as the length of time the re-entry candidate has been away from practice and the extent of participation in professional activities during that absence.
    - Supervised practice must be completed within 12 months. On average, the supervised practice ranges from 12 to 20 weeks.
    - The supervised practice can be completed on a full or part time basis and is recommended to be an average of 20 hours per week or more.
  - The re-entry program will be guided by the re-entry candidate's interests, experience and career goals.

## 3. Development of Supervised Practice Plan

**A supervised practice plan must be initiated prior to receiving a licence for completing the re-entry program. The following identifies the process to develop a supervised practice plan to support re-entry.**

- The registration and licensing committee contact person emails the applicant outlining the length of program required and the requirements for the supervised practice.
- The re-entry candidate is responsible to find and organize their supervised practice site and supervisor.
  - The supervised practice hours can be paid or unpaid.
  - The re-entry program may include multiple sites and supervisors, depending on the re-entry program goals and requirements.
  - The registration and licensing committee contact person can assist in identifying possible locations and supervisors if needed.
- The supervised practice plan must be approved by the registration and licensing committee.
- The re-entry candidate is responsible for any additional costs associated with the location of the supervised practice which may include the following: CPR training, criminal record check, vaccinations, Workers Compensation Board (WCB) insurance, etc.
- Relocation or travel for some supervised practice may be required if a specific experience cannot be provided within the area of residence.



- The completed re-entry agreement form will be submitted to the SSOT administrative assistant by email; this agreement names the re-entry supervisor and specifies the supervised practice start date(s).
- The completed re-entry agreement will be reviewed by the registrar who will determine whether the criteria for the program have been followed or if further information or modification is required.

#### 4. Supervised Practice during the Re-Entry Program

**The re-entry candidate will be granted a practising licence for the purpose of the re-entry program once the application form, all required documentation, and full payment is received by SSOT. The re-entry candidate is responsible for ensuring their practising licence with SSOT is granted prior to beginning the supervised practice. The re-entry candidate may use the designation O.T. Reg. (Sask).**

##### a) Direct Supervision Requirements

- Direct supervision by a re-entry supervisor is required for the supervised practice.
  - The re-entry agreement specifies the supervised practice start date(s) and names of the re-entry supervisor. This agreement must be completed and signed by the re-entry candidate, employer/site manager, re-entry supervisor, and the registration and licensing committee contact person.
  - The amount and frequency of supervision will progress from close on-site supervision to independent practice, depending on the needs of the candidate.
- The re-entry candidate will develop SMART goals for the supervised practice using the Competency Based Fieldwork Evaluation (CBFE) within the first week of supervised practice.
- Throughout the supervised practice, the re-entry candidate will receive feedback from the re-entry supervisor. The re-entry candidate will have regular meetings with the re-entry supervisor to ensure that their goals are being met and progress is as expected. At this time, both will be able to raise suggestions for changes that may be needed in order to maximize the learning experience.
- The re-entry supervisor will provide a monthly report to SSOT regarding the practice abilities of the re-entry candidate which will be signed by both the re-entry supervisor and re-entry candidate. The re-entry supervisor will email the report to the registration and licensing committee contact person as well as the SSOT administrative assistant at [admin@ssot.sk.ca](mailto:admin@ssot.sk.ca).
- At monthly intervals, the re-entry candidate and re-entry supervisor will conduct a joint evaluation and self-evaluation using the CBFE (CBFE). **The re-entry candidate will need to purchase their own copy of the CBFE if they do not already have it.** The re-entry supervisor will email the monthly CBFE evaluations to the registration and licensing committee contact person and the SSOT administrative assistant at [admin@ssot.sk.ca](mailto:admin@ssot.sk.ca)





## **b) Unexpected Changes**

- SSOT is to be notified if there is a change in employment or licence status of the re-entry supervisor. This may require a temporary suspension of the re-entry program until a time in which a new supervisor can be established.
- The registrar shall communicate any licensing condition changes to the re-entry candidate, the re-entry supervisor, and the employer/site manager.
- In the event that the re-entry candidate's licence must be revoked, the re-entry candidate and their re-entry supervisor/employer will be contacted by phone and then provided with written documentation sent by email. The re-entry candidate's licence would be deemed to be revoked from the date of phone contact with the re-entry candidate and re-entry supervisor/site manager.

## **c) Completion of the Re-entry Program**

- Upon completion of the agreed terms of supervised practice, the registration and licensing committee contact person will provide a recommendation to the registrar regarding the results of the re-entry program.
- The registrar will review the monthly reports and CBE evaluations and make a final determination regarding the results of the re-entry program.
- The registrar will contact the re-entry candidate, re-entry supervisor, and the registration and licensing committee contact person to communicate the final determination and will indicate the next steps for one of the following:
  - Eligibility for full licensure.
  - Provision of an extension.
  - Termination of the re-entry candidate's licence.

## **5. Transferring to a Full Practising Licence without Conditions**

Upon successful completion of the re-entry program, the re-entry candidate will have their licence upgraded to a full practising licence with no conditions.

## **CONCLUSION**

This handbook is intended to provide a basic understanding of the re-entry program process and any additional questions can be directed either to the SSOT registrar ([registrar@ssot.sk.ca](mailto:registrar@ssot.sk.ca)) or the SSOT executive director ([ed@ssot.sk.ca](mailto:ed@ssot.sk.ca)).