

## 1 Policy

- 1.1 Practice hours include all hours related to occupational therapy practice. Allowable hours may include clinical, non-clinical, volunteer, education, billable and non-billable.
- 1.2 Clinical Practice hours include both billable and non-billable hours such as:
  - performing client assessment, planning, treatment and follow-up,
  - instruction and supervision of clients, family, support personnel, and caregivers,
  - travel time,
  - documentation activities,
  - professional development activities (with the exception of “education” hours as defined in this policy), and/or;
  - any activity required to provide clinical occupational therapy services.
- 1.3 Non-Clinical Practice hours include administrative, research and/or academic activities such as:
  - preparation, provision of educational sessions and reviewing student assignments,
  - administrative, travel, and documentation activities,
  - project design, data collection and analysis, and writing,
  - professional development activities (with exception of “education” hours as defined in this policy),
  - post entry-level graduate education related to occupational therapy, and/or
  - any activity required to provide non-clinical occupational therapy services
- 1.4 Volunteer Practice hours involve the provision of services requiring the professional skills of an occupational therapist. The group for which the volunteer hours have been given must be identified on the annual renewal form.
- 1.5 Educational Practice hours include those hours which cover specific educational events in any geographic location related to occupational therapy (paid or unpaid) which require some type of course fee and must be listed on the renewal form. A professional’s regular on-going professional continuing education activities shall be considered part of his/her practice hours. Post entry-level graduate work related to occupational therapy practice would be considered non-clinical practice hours and not be identified as “educational” practice hours. In the normal course of events, education practice hours may not exceed 20% of total claimed practice hours within any five year period unless justification can be provided to the Registrar/SSOT Council for why a larger percentage of education hours should be considered eligible as practice hours.
- 1.6 Practice hours arising from positions with a different job title other than occupational therapist, but requiring the professional skills of an occupational therapist, are eligible as practice hours. The Registrar may request documentation on this requirement.



**SSOT**

Saskatchewan Society of  
Occupational Therapists

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- 1.7 Any type of leave (vacation, leave of absence, maternity leave, illness or disability) cannot be included as practice hours.
- 1.8 Clinical practice hours acquired outside of Saskatchewan are only eligible if they are carried out in a province which is a member of the Association of Canadian Occupational Therapy Regulatory Organization (ACOTRO) and the individual is licensed to practice occupational therapy in that province.
- 1.9 Non-clinical practice hours acquired outside of Saskatchewan are eligible.
- 1.10 Individuals registering as non-practicing members cannot accumulate any type of practice hours i.e. paid, volunteer, or education hours.
- 1.11 The Registrar reserves the right to ask for verification of an individual's reported practice hours in order to determine the extent to which the hours claimed constitutes eligible occupational therapy practice hours.
- 1.12 In situations where hours may have been unwittingly missed from past renewal forms, the member may submit a request to the Registrar for consideration of amendment to previous practice hour submissions.

## **2 Purpose**

To establish criteria for the eligibility of hours claimed to be worked as a practicing occupational therapist.

## **3 Procedure**

- 3.1 The Registrar will review any membership applications and/or renewals which do not appear to fall into a standard pattern of practice and/or for any situation where the claimed practice hours might be questionable, in order to determine whether further examination is necessary.
- 3.2 Verification of hours can be provided through the following methods:
  - employer statements,
  - detailed description of hours (dates, activities, relevance to OT practice),
  - random audit of practice hours,
  - billing details,
  - agency confirmation of an individual's volunteer services, and/or
  - affidavit or other mechanisms acceptable to SSOT Council



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- 3.3 In the event that the Registrar decides to disallow any claimed practice hours, the decision shall be forwarded to the member involved, and the SSOT Council, together with the rationale for the decision.

Example of How To Complete Claimed Practice Hours  
Section of SSOT Renewal Form

<b>Type of hours claimed</b>		<b>Name Employer/Educational Institution/Volunteer Organization</b>
Employment - Clinical	Staff Therapist – part-time	Saskatoon Health Region
Employment - Non-Clinical	Distance Master's Degree – part time	Dalhousie University
Education	2 Day splinting course	University of Toronto Extension Division
Volunteer	Community Accessibility Committee	Saskatoon Anglican Central Committee
SSOT Volunteer	Legislative & Bylaw Committee	SSOT