



# MBOT NEWS

A Communication from the Missouri Board of Occupational Therapy

## So, Who Writes the Discharge Note?



Judy Phillips,  
Board Chair

Much has been written about the OTR/COTA partnership. As the Missouri Board of Occupational Therapy wrote the supervision chapter of the regulations we used AOTA's guidelines as our source for assigning responsibility to each professional level therapist. The Board considered not only the treatment setting, but also the experience of the OTR and COTA. Ultimately, we wrote the regulations for the least experienced COTA working in the least supervised setting. We understand that for each COTA working in a large metropolitan teaching hospital (where the therapist can't turn around without bumping into an OTR) there is an entry-level COTA working in a rural nursing home who is impatiently waiting for an OTR to make a monthly visit to sign off on the progress notes.

Since therapists work for a wide variety of employers, the Board assigned the OTR the responsibility of supervision of the treatment plan. The supervising OTR is responsible for delegating to the COTA only those treatments which s/he is competent to perform. The employer, on the other hand, may delegate training and/or supervisory responsibilities to the OTR.

In developing the treatment plan, the OTR is responsible for establishing a discharge plan. This plan may be changed based on input from the treating COTA, when new problems are identified or when new goals are established.

Documentation of the discharge plan by the OTR may occur on the initial treatment plan, in daily notes, in weekly notes, on reevaluation forms, on the final progress note or in the discharge summary or discharge note. Once the final discharge plan has been established by the OTR, the COTA may complete any end-of-treatment paperwork required by the facility or employer.

The Board's intention is to encourage a collaborative relationship between the OTR and COTA, so that each professional is contributing their best effort and highest skill level for the benefit of the patient.

Sincerely,

Judy Phillips  
Chair, MBOT

### INSIDE THIS ISSUE :

Letter from Board Chair	1
Letter from Executive Director	2
Message from Division Director	3
Continuing Competency Exemption for Active Military	4
New Department Director	4
Letter from the Vice-Chair	5-6
Legislation That Could Affect You	6
Supervising Occupational Therapists	6
Foreign Trained Occupational Therapists	7
Visit Our Web Page	7
Calendar of Events	7
Rule Amendments	8-10
Complaints and Disciplinary Actions	11
Board's Mission and Responsibility	11
Have You Moved Recently?	12

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The Honorable Bob Holden

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Kelvin L. Simmons, Director

Division of Professional Registration  
Marilyn Taylor Williams, Director

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## LETTER FROM EXECUTIVE DIRECTOR

Have you forgotten about the continuing competency requirements for renewal? Licenses expire on June 30, 2005 at which time you will be required to attest as to whether or not you completed the twenty-four (24) continuing competency credits.



Vanessa Beauchamp,  
Executive Director

Should you have any questions regarding continuing competency requirements you should refer to the rules and regulations, specifically 4 CSR 205-5.010. **As a reminder any activity taken prior to July 1, 2003 will not be applied to the credits needed for renewal in 2005.**

Renewal notices will be mailed out sixty days prior to renewal. It is your responsibility to ensure that the Missouri Board of Occupational Therapy has your correct mailing address. As stated in the rules and regulations "Failure to receive notice shall not relieve the licensee of the obligation to renew and pay the required fee prior to the expiration date." For your convenience a change of address form can be found on the board's web page (<http://pr.mo.gov/octherapy.asp>).

For information regarding available courses, seminars, training, etc. you may wish to visit the National Board for Certification in Occupational Therapy website ([www.NBCOT.org](http://www.NBCOT.org)) and the American Occupational Therapy Association's website ([www.AOTA.org](http://www.AOTA.org)). The Missouri Board of Occupational Therapy does **not** approve activities or sponsors.

The Board is excited to inform you that the Division of Professional Registration is currently working on implementing on-line renewal. The Missouri Committee for Professional Counselors was chosen as the pilot board for this project due to the number of licensees and the cycle of their renewal period. Once the Division has determined that the on-line renewal system is working to its fullest capacity additional licensing boards will be able to offer this convenient way of renewal to their licensees. It is anticipated that this option will be available for renewal of occupational therapy and occupational therapy assistant licenses in 2005.

Vanessa Beauchamp  
Executive Director

## MESSAGE FROM DIVISION DIRECTOR



House Bill 600 (2003) and House Bill 978 (2004) were enacted to increase the tax revenue collected by the State of Missouri. There are several "income tax accountability" provisions requiring the Department of Revenue to take steps to collect income taxes owed by state employees and licensed professionals. As most of you know, one provision was specifically aimed at professionals licensed by the Division of Professional Registration. The language is as follows:

"324.010. All governmental entities issuing professional licenses, certificates, registrations, or permits pursuant to sections 209.319 to 209.339, RSMo, sections 214.270 to 214.516, RSMo, sections 256.010 to 256.453, RSMo, section 375.014, RSMo, sections 436.005 to 436.071, RSMo, and chapter 317, RSMo, and chapters 324 to 346, RSMo, shall provide the director of revenue with the name and Social Security number of each applicant for licensure with or licensee of such entities within one month of the date the application is filed or at least one month prior to the anticipated renewal of a licensee's license. If such licensee is delinquent on any state taxes or has failed to file state income tax returns in the last three years, the director shall then send notice to each such entity and licensee. In the case of such delinquency or failure to file, the licensee's license shall be suspended within ninety days after notice of such delinquency or failure to file, unless the director of revenue verifies that such delinquency or failure has been remedied or arrangements have been made to achieve such remedy. Tax liability paid in protest or reasonably founded disputes with such liability shall be considered paid for the purposes of this section."

This statute requires the Department of Revenue to notify licensees, at the time of application or renewal, that they must file delinquent income tax returns or pay any delinquent taxes owed to the state. Since May of 2003, the Division of Professional Registration

has been working with Revenue and the Attorney General's Office to establish procedures and define each agencies' responsibilities under this new law. As of July 2003, the effective date of the new law, the Division has been transmitting licensee data for each renewal cycle. Because of the amount of time that the Department of Revenue has needed for technical implementation of the law, their first notices did not go out to licensees until January of this year.

During the month of January, there were 12,000 licensees who received notices either to file delinquent returns or pay delinquent taxes. Licensees were given 90 days to resolve the issue or have their license disciplined as a matter of law. On July 21, 2004, the division disciplined over 800 licenses.

The law, as written, gives no discretion to either the Department of Revenue or the Division of Professional Registration. Revenue must send notices to every licensee who has no record of filing a return or paying taxes in the three years prior to renewing or applying for licensure. The Division must suspend the license of any licensee that fails to either respond that he or she does not live or work in Missouri, or resolve his or her tax delinquency. There are no appeal rights built into the law, and no right to cure the default after the 90-day period. If a licensee pays his or her taxes or files his or her return even one day after the 90-day period, the license may still be disciplined.

I cannot stress enough to our licensees the importance of responding promptly to any notification received from the Department of Revenue, even if the licensee has not lived or worked in Missouri in the last three years. Failure to respond could result in disciplinary action against your license. For some health-care professionals, this means reporting the disciplinary action to the federal health care databases - which may affect his/her ability to practice anywhere in the United States.

Yours truly,

A handwritten signature in cursive script that reads "Marilyn Taylor Williams". The signature is written in dark ink on a white background.

Marilyn Taylor Williams  
Division Director

## CONTINUING COMPETENCY EXEMPTION FOR ACTIVE MILITARY

Section 41.946 of the Missouri Revised Statutes states, "Notwithstanding any other provision of law, any person licensed or certified to practice a trade or profession by the state of Missouri or any branch or agency thereof which requires an annual period of continuing education or training as a condition of continued or renewed licensing or certification, and who is or becomes a member of the national guard or of any reserve component of the armed forces of the United States who is called to full-time active duty in the service of the United States under competent orders shall, during the period of full-time active duty, be exempted from any such requirement for continuing education or training without his status, license, certification or right to practice his trade or profession being affected and shall not be required, upon returning from full-time active duty, to make up or retake any training or education for which he was exempt under the provisions of this section."

The Missouri Board of Occupational Therapy will require that supporting documentation be submitted verifying the individual was on full-time active duty.

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### NEW DEPARTMENT DIRECTOR KELVIN SIMMONS



Governor Holden on December 11, 2003 named Public Service Commissioner Kelvin Simmons as the new director of the Department of Economic Development.

Commissioner Simmons was appointed to the Public Service Commission by Gov. Mel Carnahan in June 2000, serving as the commission's chairman from July 2001 to November 2003. He was previously a Kansas City Councilman for the Fifth District for nearly four years.

In a statement released by the Governor's office announcing his appointment, Simmons said, "I can think of no other public service job that is as important right now than the director of Economic Development. I appreciate this opportunity to serve and believe that Missouri is poised for real progress. I understand the Governor's challenge for immediate action and I look forward to the task at hand."



## LETTER FROM THE VICE-CHAIR



David Lackey,  
Vice-Chair

### **The Continuing Competency Rule and What to Do About It**

The Missouri Board of Occupational Therapy approved in April of 2003 a rule detailing the continuing competency requirements for occupational therapists and occupational therapy assistants (4 CSR 205-3.040 License Renewal). All licensees need to be accumulating

**continuing competency credits (CCCs)** for future license renewal. The rule requires that the licensees complete 24 CCCs during the two years between license renewals. That's the obvious part, but in terms of the details of how this is to occur there have, of course, been many questions and concerns. Here are examples of concerns and questions, and some hopefully helpful responses.

**I cannot afford to go to workshops or seminars and cannot get time off from work to do so. How do I earn CCCs?**

There are many options available besides the traditional model of traveling to workshops or seminars in order to gain continuing education. Review the Continuing Competency Activity categories outlined on the chart included in the rule. Additional information or guidelines for Study Groups, Volunteer Service, Journal Reading, and Mentoring are available on the Board's website, <http://pr.mo.gov/octherapy.asp>

**So could I just read 48 journal articles in order to complete my CCCs?**

No. There is a limit to the number of CCCs that may be accumulated for some Continuing Competency Activities. Refer to the chart included within the rule.

**How do I know which workshops, seminars, lectures and professional conferences will be acceptable toward license renewal.**

The Board accepts workshops, seminars, lectures and professional conferences accepted by the certifying entity which at this time is NBCOT. NBCOT has a Professional Provider Registry available at

[www.nbcot.org](http://www.nbcot.org). NBCOT however does not approve courses and offerings but rather at this time defers to AOTA for this function. Check out AOTA's Approved Provider Program at [www.aota.org](http://www.aota.org). So if you go to a seminar presented by an approved AOTA provider, NBCOT will accept it and so will the Missouri Board of Occupational Therapy.

**I am working primarily as a manager or administrator rather than an occupational therapist. Do I still need complete CCCs related to the practice of occupational therapy?**

The Board's mission is to ensure the competence within the practice of occupational therapy. Therefore, a licensee must indicate competence related to occupational therapy practice. Thus at least half of one's CCCs must be specifically related to the delivery of occupational therapy services.

**How do I know what type of continuing competency activities I should be pursuing and which ones are acceptable?**

It is primarily the responsibility of each practitioner to determine what continuing competency activities will support competence in one's practice.

It may be helpful as you engage in this process to develop a professional development plan in order to highlight areas upon which to focus and then choose continuing competency activities accordingly. NBCOT ([www.nbcot.org](http://www.nbcot.org)), and AOTA ([www.aota.org](http://www.aota.org)) have such tools available, as do other agencies and institutions. The chart included within the rule will be helpful in determining the types of continuing competency activities to use.

Focus on activities that will enhance your competence in your area of OT practice or enhance competencies specific to your roles and responsibilities. Training

*Continued on Page 6*

## LETTER FROM THE VICE-CHAIR (Continued)

Continued from Page 5

that is germane to all staff across all disciplines within an agency or facility (Fire and Safety or Universal Precautions) while valuable, would not be included in the accumulation of CCCs relevant to licensure renewal.

### **How will the board know whether or not I have completed the appropriate number and type of CCCs?**

Upon renewal the applicant will verify on the renewal form that the Continuing Competency requirement has been met. Some licensees will be selected by the Board for an audit of continuing competency activities via review of documentation that reflects and supports these activities. Good record keeping and documentation related to learning activities is essential. The type of documentation required for each continuing competency activity is outlined in the chart included within the rule. **PLEASE DO NOT SEND DOCUMENTATION IN WITH THE RENEWAL BUT ONLY UPON WRITTEN REQUEST FROM THE BOARD.**

### **How can I keep up with two different continuing education or competency systems? I want to renew my credential with NBCOT but do not want to double my continuing education workload.**

Realizing that it would indeed be a burden to therapists to keep up with two different systems, efforts were made for the Missouri OT Board rule and the NBCOT requirement to be very similar. Therefore, continuing education activities acceptable to the Missouri OT Board will likely be accepted by NBCOT and vice versa.

### **How long must I retain my CCC's documentation?**

A licensee is required to retain documentation for two years following license renewal.

### **If I have an "inactive" license must I still obtain CCC's?**

Yes. The same requirements apply whether your

license is active or inactive.

You may call the Missouri Board of Occupational Therapy at 573-751-0877 with any other questions you may have or email [ot@pr.mo.gov](mailto:ot@pr.mo.gov)

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## LEGISLATION THAT COULD AFFECT YOU

As a reminder, in 1997 the legislature enacted sections 454.1000 through 454.1031, RSMo, setting forth a process for suspending professional licenses if a person has failed to pay court-ordered child support. In the 2003 legislative session, the General Assembly transferred the legal enforcement of these provisions directly to the Missouri Attorney General's Office, effective July 1, 2003. You should be aware that the Attorney General is now aggressively pursuing licensed professionals who are delinquent on child support obligations. Any failure to pay such obligations could result in the suspension of your license, following proceedings in circuit court.

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## SUPERVISING OCCUPATIONAL THERAPISTS

Board staff has been receiving calls regarding supervising occupational therapists. Whether supervising a limited permit holder or an occupational therapy assistant, the supervising occupational therapist is required to have been licensed one year prior to supervising.

Refer to the rules and regulations, specifically 4 CSR 205-4.010 *Supervision of Occupational Therapy Assistants and Occupational Therapy Assistant Limited Permit Holders* and 4 CSR 205-4.020 *Supervision of Occupational Therapist Limited Permit Holders*.

If you have any questions you may contact the office.

## FOREIGN TRAINED OCCUPATIONAL THERAPISTS

The Bureau of Citizenship and Immigration Services (BCIS) has granted the National Board for Certification in Occupational Therapy, Inc. (NBCOT®) approval to continue issuing health care worker certificates to those from other countries coming to the U.S. to work in the field of occupational therapy. The certificate issued by NBCOT is entitled Visa Credential Verification Certificate (VCVC).

As required by the final ruling of Section 343 of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (IIRIRA), the certificate must evidence that the following criteria has been met by the foreign-trained occupational therapist:

- 1) The Occupational Therapist's education, training, license and experience are:
  - Authentic and meet all applicable statutory and regulatory requirements for admissions into the U.S.
  - Comparable with that required for an American Occupational Therapist; and
  - In the case of licenses, unencumbered.
- 2) The Occupational therapist has passed the occupation's licensed or certification exam (the NBCOT OTR® certification examination); and
- 3) The Occupational Therapist has passed the Test of English as a Foreign Language (TOEFL) with a minimum score of 220, the Test of Written English (TWE) with a minimum score of 4.5, and the Test of Spoken English (TSE) with a minimum score of 50.
  - Exemptions: Graduates of education programs in Australia, Canada (except Quebec), Ireland, New Zealand, the United Kingdom, and the United States are exempt from the English language requirement.

## VISIT OUR WEB PAGE

Visit the Missouri Board of Occupational Therapy web page, <http://pr.mo.gov/octherapy.asp>. You will find information relating to the following:

- Current Board Members
- Staff
- Statutes
- Rules and Regulations
- Address Change Form
- Newsletter
- Application forms
- Related Links
- Frequently Asked Questions
- Statistics
- Continuing Competency Requirements
- Complaint form

Please visit this web page and view the information that is available. If there is any information that you would like to see on our web page please contact us.

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## CALENDAR OF EVENTS

November 9, 2004

Board meeting in Jefferson City

2005 Meeting Dates Not Yet Determined

Additional meetings may be scheduled if necessary.



## RULE AMENDMENTS

The Board amended 4 CSR 205-3.030 Application for Limited Permit and 4 CSR 205-4.010 Supervision of Occupational Therapy Assistants and Occupational Therapy Assistant Limited Permit Holders. The amended rules are below.

### 4 CSR 205-3.030 Application for Limited Permit

*PURPOSE: This rule outlines the procedure for application for a limited permit.*

(1) Application for an occupational therapist limited permit and/or occupational therapy assistant limited permit shall be submitted on the forms provided by the board and may be obtained by contacting the Missouri Board of Occupational Therapy.

(2) An application for an occupational therapist limited permit and/or occupational therapy assistant limited permit is not considered officially filed with the board until it has been determined by the board or division staff to be complete. Applications submitted on the forms provided by the board must be completed, signed, notarized and accompanied by the application fee.

(3) The applicant shall request and submit to the board written verification from the certifying entity of the applicant's completion of the requirements and eligibility to sit for the applicant's first available certification examination as determined by the certifying entity. The applicant is responsible for the payment of any fee required by the certifying entity for verification.

(4) The applicant shall request that each state, United States territory, province, or country regulatory entity in which a license, certificate, registration or permit is held or has ever been held submit verification of licensure, certification, registration or permit directly to the board. The verification shall include the license, registration, certification or permit issued; the number; status; issue and expiration dates; information regarding any disciplinary action; method of licensure, registration or certification; the name and title of person verifying information; the date; and the entity's seal.

(5) Applicants who are approved will receive one (1) limited permit. Duplicate limited permits may be provided upon payment of the appropriate fee.

(6) Prior to sitting for an examination for certification the limited permit holder shall request that the certifying entity or its designee send the results of the limited permit holder's examination to the board.

(7) The limited permit will be valid for eight (8) weeks from the date of the applicant's first available examination. If the limited permit holder successfully completes the examination with a passing score, the limited permit will be extended for an additional sixty (60) days during which time the limited permit holder may apply for a license.

(8) Only those individuals who completed their first available examination but failed to achieve a passing score may renew their limited permit. The limited permit may be renewed only once using the form provided by the board. A renewed limited permit will be valid for eight (8) weeks from the date of the limited permit holder's second available examination. If the limited permit holder successfully completes the second available examination with a passing score, the limited permit will be extended for an additional sixty (60) days during which time the limited permit holder may apply for a license.

(9) Failure of the limited permit holder to pass the second available examination renders the limited permit void and the limited permit holder shall return the limited permit to the board within fourteen (14) days.

*AUTHORITY: sections 324.050, 324.056, 324.065, 324.068 and 324.077, RSMo 2000 and 324.086, RSMo Supp. 2003.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998. Amended: Filed June 1, 2000, effective Nov. 30, 2000. Amended: Filed Oct. 30, 2002, effective April 30, 2003. Amended: Filed Dec. 15, 2003, effective June 30, 2004.*

*Continued on page 9*

## RULE AMENDMENTS (Continued)

*Continued from Page 8*

### **4 CSR 205-4.010 Supervision of Occupational Therapy Assistants and Occupational Therapy Assistant Limited Permit Holders**

*PURPOSE: This rule defines the supervision requirements for occupational therapy assistants and occupational therapy assistant limited permit holders.*

(1) An occupational therapy assistant and/or occupational therapy assistant limited permit holder shall assist an occupational therapist in the delivery of occupational therapy services in compliance with all state and federal statutes, regulations, and rules.

(2) The occupational therapy assistant or occupational therapy assistant limited permit holder may only perform services under the direct supervision of an occupational therapist.

(A) The manner of supervision shall depend on the treatment setting, patient/client caseload, and the competency of the occupational therapy assistant and/or occupational therapy assistant limited permit holder as determined by the supervising occupational therapist. At a minimum, supervision shall include consultation of the occupational therapy assistant and/or occupational therapy assistant limited permit holder with the supervising occupational therapist prior to the initiation of any patient's/client's treatment plan and modification of treatment plan.

(B) More frequent face-to-face supervision may be necessary as determined by the occupational therapist or occupational therapy assistant and/or occupational therapy assistant limited permit holder dependent on the level of expertise displayed by the occupational therapy assistant and/or occupational therapy assistant limited permit holder, the practice setting, and/or the complexity of the patient/client caseload.

(C) Supervision shall be an interactive process between the occupational therapist and occupational therapy assistant and/or occupational therapy assistant limited permit holder. It shall be more than peer review or co-signature. The interactive process shall include but is not limited to the patient/client assessment, reassessment, treatment plan, intervention, dis-

continuation of intervention, and/or treatment plan.

(D) The supervising occupational therapist or the supervisor's designee must be available for immediate consultation with the occupational therapy assistant and/or occupational therapy assistant limited permit holder. The supervisor need not be physically present or on the premises at all times.

(3) The supervising occupational therapist has the overall responsibility for providing the necessary supervision to protect the health and welfare of the patient/client receiving treatment from an occupational therapy assistant and/or occupational therapy assistant limited permit holder. The supervising occupational therapist shall.

(A) Be licensed by the board as an occupational therapist, this shall not include a limited permit holder;

(B) Have a minimum of one (1) year experience as a licensed occupational therapist;

(C) Not be under restriction or discipline from any licensing board or jurisdiction;

(D) Not have more than four (4) full-time equivalent (FTE) occupational therapy assistants under his/her supervision at one time;

(E) Be responsible for all referrals of the patient/client;

(F) Be responsible for completing the patient's evaluation/assessment. The occupational therapy assistant and/or occupational therapy assistant limited permit holder may contribute to the screening and/or evaluation process by gathering data, administering standardized tests and reporting observations. The occupational therapy assistant and/or occupational therapy assistant limited permit holder may not evaluate independently or initiate treatment before the supervising occupational therapist's evaluation/assessment;

(G) Be responsible for developing and modifying the patient's treatment plan. The treatment plan must include goals, interventions, frequency, and duration of treatment. The occupational therapy assistant and/or occupational therapy assistant limited permit holder may contribute to the preparation, implementa-

*Continued on Page 10*

## RULE AMENDMENTS (Continued)

*Continued from Page 9*

tion and documentation of the treatment plan. The supervising occupational therapist shall be responsible for the outcome of the treatment plan and assigning of appropriate intervention plans to the occupational therapy assistant and/or occupational therapy assistant limited permit holder within the competency level of the occupational therapy assistant and/or occupational therapy assistant limited permit holder;

(H) Be responsible for developing the patient's discharge plan. The occupational therapy assistant and/or occupational therapy assistant limited permit holder may contribute to the preparation, implementation and documentation of the discharge plan. The supervising occupational therapist shall be responsible for the outcome of the discharge plan and assigning of appropriate tasks to the occupational therapy assistant and/or occupational therapy assistant limited permit holder within the competency level of the occupational therapy assistant and/or occupational therapy assistant limited permit holder; and

(I) Ensure that all patient/client documentation becomes a part of the permanent record.

(4) The supervising occupational therapist has the overall responsibility for providing the necessary supervision to protect the health and welfare of the patient/client receiving treatment from an occupational therapy assistant and/or occupational therapy assistant limited permit holder. However, this does not absolve the occupational therapy assistant and/or occupational therapy assistant limited permit holder from his/her professional responsibilities. The occupational therapy assistant and/or occupational therapy assistant limited permit holder shall exercise sound judgement and provide adequate care in the performance of duties. The occupational therapy assistant and/or occupational therapy assistant limited permit holder shall.

(A) Not initiate any patient/client treatment program or modification of said program until the supervising occupational therapist has evaluated, established a treatment plan and consulted with the occupational therapy assistant and/or occupational therapy assistant limited permit holder;

(B) Not perform an evaluation/assessment, but may contribute to the screening and/or evaluation process by gathering data, administering standardized tests and reporting observations;

(C) Not analyze or interpret evaluation data;

(D) Track the need for reassessment and report changes in status that might warrant reassessment or referral;

(E) Immediately suspend any treatment intervention that appears harmful to the patient/client and immediately notify the supervising occupational therapist; and

(F) Ensure that all patient/client documentation prepared by the occupational therapy assistant and/or occupational therapy assistant limited permit holder becomes a part of the permanent record.

(5) The supervisor shall ensure that the occupational therapy assistant and/or occupational therapy assistant limited permit holder provides occupational therapy as defined in section 324.050, RSMo appropriate to and consistent with his/her education, training, and experience.

*AUTHORITY: sections 324.050, 324.056, and 324.065.2, RSMo 2000 and 324.086, RSMo Supp 2001.\* Original rule filed Aug. 4, 1998, effective Dec. 30, 1998. Amended: Filed March 14, 2001, effective Sept. 30. Amended Filed June 25, 2004, effective Dec. 30, 2004.*



## COMPLAINTS AND DISCIPLINARY ACTIONS

All complaints received by the Board are numbered and tracked on the complaint log. A complaint may be based upon personal knowledge or information received from other sources. The complaint must be made in writing. Verbal or telephone communications are not acceptable, but you may request a complaint form by telephone, fill it out and mail back to the Board. In general, the complaint is considered to be a closed record and is not accessible to the public.

Any complaint that is received by the Board is acknowledged in writing. The complainant will be notified of the final outcome. Any disciplinary action taken by the Board is a matter of public record. The

Board believes publication of disciplinary actions to be in the public interest and has included such in this newsletter. If you have any questions, please contact Vanessa Beauchamp, Executive Director, at our office.

Please refer to sections 324.083 and 610.010.15(6), RSMo, in addition to regulation 4 CSR 205.1.040 for specific complaint handling language.

The following disciplinary actions were taken by the Board since the last newsletter and will be maintained as open records, according to the terms of the action:

Name	License #	Violation	Disciplinary Action/Date
Rebecca Glen	2003009204	Practicing without a license.	3 years probation. 4/25/03 - 4/25/06
Steven Passley	2003011549	Criminal Conviction	3 years probation. 7/9/2003 - 7/9/2006
Peggy Saunders	2003011826	Practicing without a license.	3 years probation. 5/29/2003 - 5/29/2006
Beth Splichal	2003029980	Practicing without a license.	3 years probation. 12/5/2003 - 12/5/2006
Michael Wyman	2003011570	Unethical conduct.	5 years probation. 5/28/2003 - 5/28/2008

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### BOARD'S MISSION AND RESPONSIBILITY

The mission of the Missouri Board of Occupational Therapy is to protect the citizens of the state through the licensing of occupational therapists and assistants, assessing their competence to practice. It is also the Board's duty to investigate all complaints against its licensees in a fair and equitable manner.

The Board, in collaboration with the Division of Professional Registration, is responsible for developing, implementing and administering the rules and regulations necessary to carry out the Occupational Therapy Practice Act. These regulations include establishing the requirements for licensure, continuing competency, as well as the ethical standards of conduct for occupational therapy practitioners. The Board will also be responsible for investigating complaints related to the practice of occupational therapy.

The Board's goal in carrying out its duties is to ensure that the citizens of our state receive the highest quality occupational therapy services possible and that the profession develops in a manner that is productive for its practitioners and the state of Missouri.

Missouri Board of Occupational Therapy  
3605 Missouri Boulevard  
PO Box 1335  
Jefferson City, MO 65102

PRSTD STD  
U.S. POSTAGE  
**PAID**  
Permit 237  
Jefferson City, MO

## HAVE YOU MOVED RECENTLY?

The rules and regulations require all licensees to notify the Division of all such changes by sending a letter to the office in Jefferson City, Missouri. Please include a street address to facilitate any express mail deliveries.

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address (optional): \_\_\_\_\_

Mail to:

Missouri Board of Occupational Therapy  
3605 Missouri Boulevard, P.O. Box 1335  
Jefferson City, Missouri 65102