

STATE BOARD OF PSYCHOLOGY of OHIO

POLICY AND PROCEDURE MANUAL

SECTION 1: SUPERVISION

POLICY 1.2: AUTHORITY TO EXCEED FOUR PSYCHOLOGICAL SUPERVISEES

PRIOR EFFECTIVE DATE: JUNE 9, 2003

AMENDED AND EFFECTIVE: APRIL 30, 2013

REVIEWED AND APPROVED



President

7/15/13

Date



Executive Director

5/9/13

Date

REFERENCE: OAC 4732-13-04 (B) (8); Meeting minutes April 29-30, 2013

POLICY

All licensees wishing to concurrently supervise an excess of four (4) unlicensed supervisees shall make application to the Board and seek express permission to exceed the limit of four prior to proceeding. Pursuant to OAC 4732-13-04 (B) (8) the Board establishes that this policy and the attached guidelines and decision tree provide for decision-making by the licensee and by Board staff relative to the appropriateness of engaging in the supervision of individuals in excess of the limit of four supervisees.

PROCEDURES

- 1) Licensees desiring to supervise more than four unlicensed individuals in work or training supervision shall receive written authorization by the Board after applying for such authority on the prescribed form. Licensees will receive written approval, denial, or request for additional information from the Board administrative staff and shall wait for such prior to proceeding to supervise more than four individuals.
- 2) Prescribed form. This form, the Request for Authorization to Exceed Four Supervisees shall be completed and forwarded to the Board office for advance express permission of the Board. The form is available on the Board's website under "Supervision."
- 3) Office review of the Request for Authorization to Exceed Four Supervisees. Forms received by the Board are date stamped by the Administrative Professional 2 (AP2), who then gives the request to the Executive Director for review and action. When the Board staff identifies deficiencies or ambiguities, the licensee shall be contacted by the AP2 or Executive Director to clarify the content of the form to ensure compliance with law and regulatory requirements.
- 4) Delegated Psychological Services: Refer to attached guidelines and decision tree to make such decisions.

Guidelines for Licensees and Board with Regard to Requests to Exceed Four Supervisees

Setting	Service Delivery Model	Guidelines for Maximum Number of Client Hours Supervised	Guidelines for Maximum Number of Supervisees
Independent individual or group practice	Individual or group outpatient services	No more than 150 hours of direct client service per week, including services delivered by the supervisor	In this setting and service delivery model, generally a total of 6 supervisees is considered the maximum
Approved educational agency, habilitation center, residential treatment center or independent individual or group practice providing services in varied settings	Individual or group psychological services; in patient consultation; psychological evaluation; applied behavior analysis	No more than 150 hours of direct client service per week, including services delivered by the supervisor	In this setting and service delivery model, generally a total of 6-8 supervisees is considered the maximum
Approved educational agency habilitation center, residential treatment center or independent individual or group practice providing service in varied settings.	Delegation of highly specific limited interventions or training activities.	No more than 150 hours of direct client service per week including services delivered by the supervisor	In this setting and service delivery model generally a total of 25 supervisees is considered the maximum

The above criteria may also be adjusted by:

1. Complexity of clients
2. Training and education of supervisees
3. Specificity and level of interventions
4. The number of hours the supervisor is on site

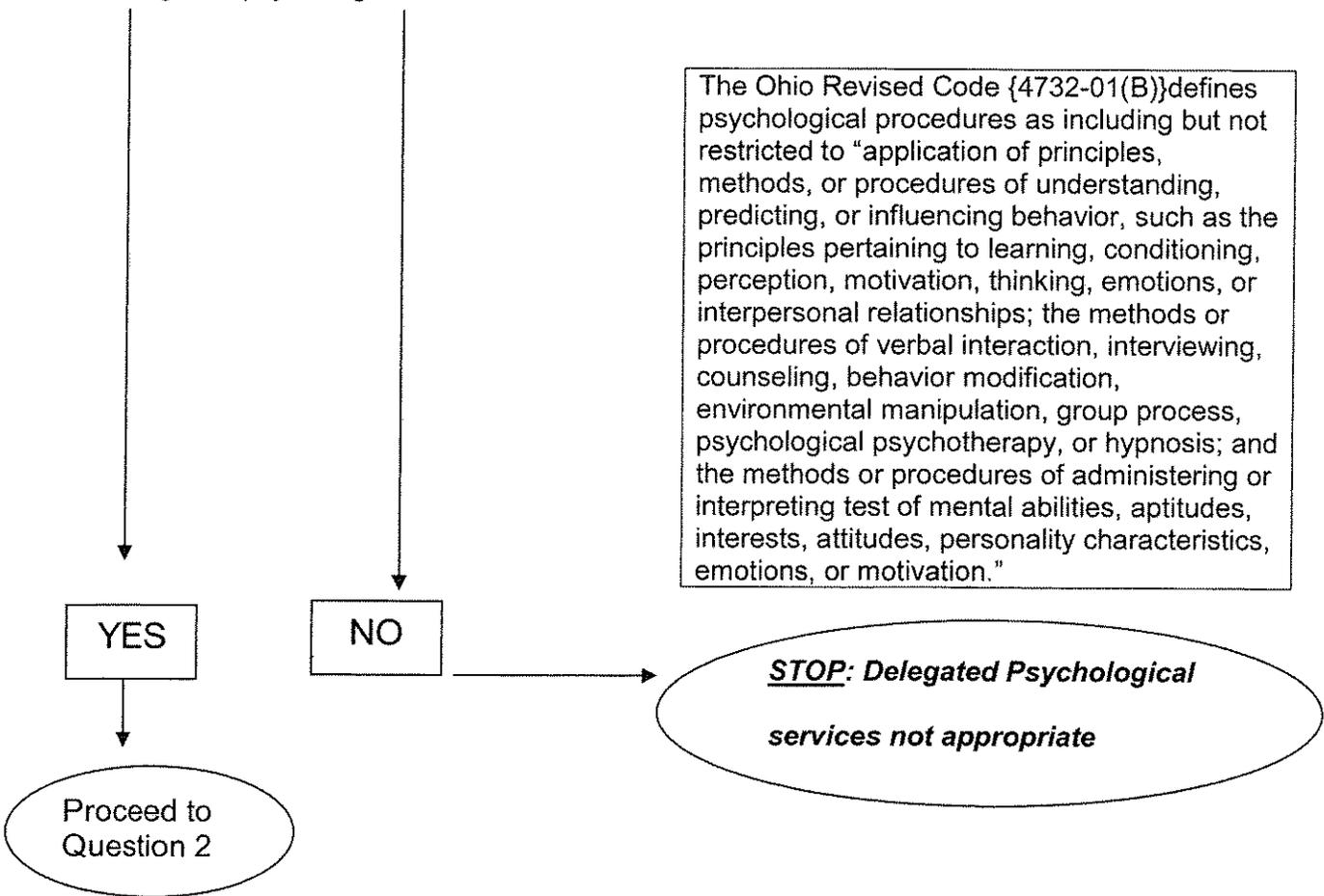
Guidelines for Licensees with Regard to the Delegation of Psychological Services

Introduction: These guidelines were developed to assist licensees in determining when and how to delegate psychological services in a manner that is consistent with the Ohio Psychology Laws and Rules Governing Psychologists and School Psychologists. Sections of the Ohio Revised Code that are of most relevance to the issue of delegated psychological services are cited below. Licensees are expected to be familiar with and abide by all Ohio Psychology Laws and Rules Governing Psychologists and School Psychologists.

Section 1: Determining whether the procedures in question are appropriate for delegation

Question 1

Are the procedures that are being considered for delegation psychological in nature?



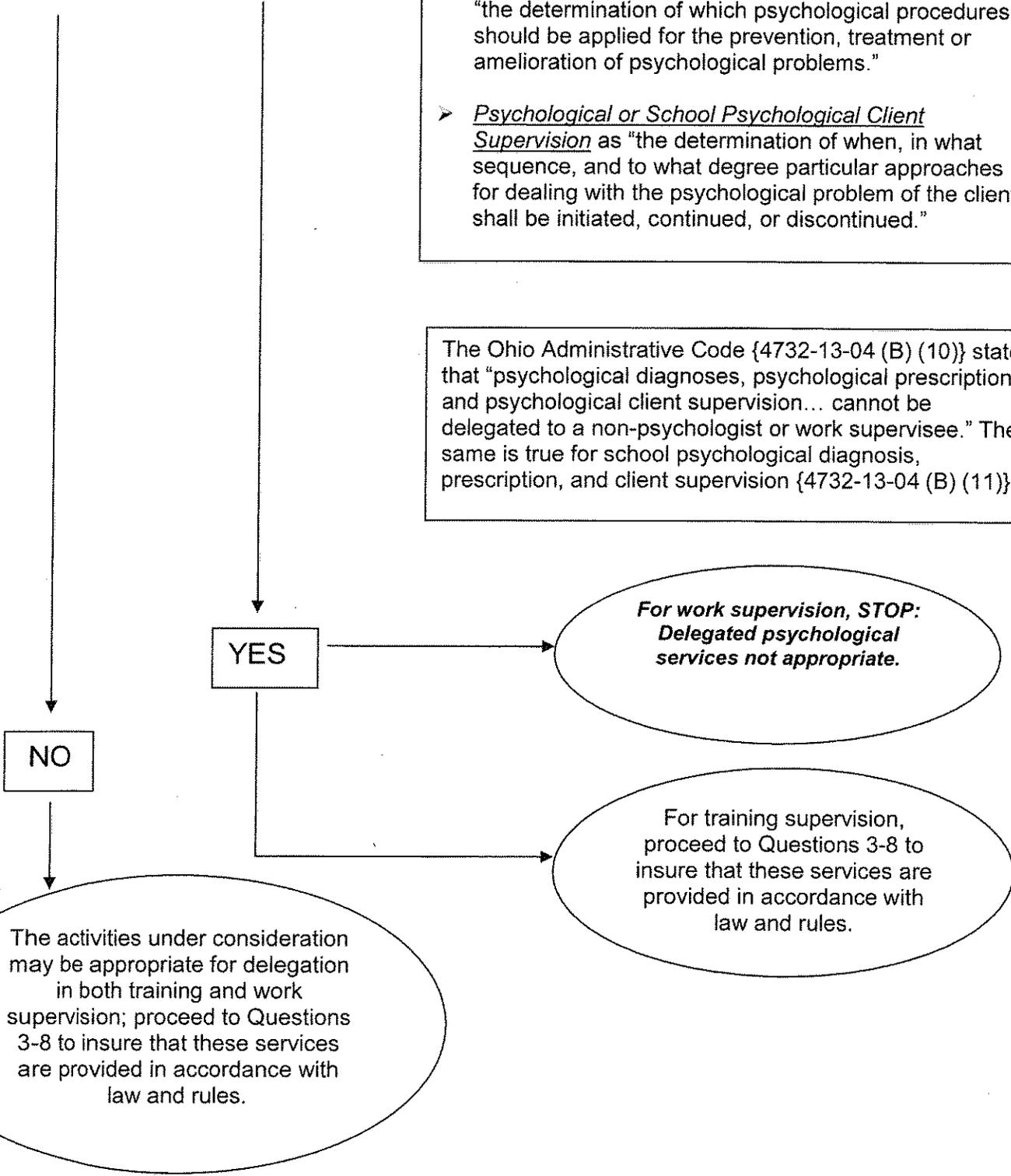
Question 2

Do the procedures that are being considered for delegation constitute psychological or school psychological diagnosis, prescription, or client supervision?

The Ohio Administrative Code {4732-3-01 (B)} defines

- Psychological or School Psychological Diagnosis as "the determination, after study, analysis, and description, that a problem is a psychological problem."
- Psychological or School Psychological Prescription as "the determination of which psychological procedures should be applied for the prevention, treatment or amelioration of psychological problems."
- Psychological or School Psychological Client Supervision as "the determination of when, in what sequence, and to what degree particular approaches for dealing with the psychological problem of the client shall be initiated, continued, or discontinued."

The Ohio Administrative Code {4732-13-04 (B) (10)} states that "psychological diagnoses, psychological prescription, and psychological client supervision... cannot be delegated to a non-psychologist or work supervisee." The same is true for school psychological diagnosis, prescription, and client supervision {4732-13-04 (B) (11)}.



The activities under consideration may be appropriate for delegation in both training and work supervision; proceed to Questions 3-8 to insure that these services are provided in accordance with law and rules.

**For work supervision, STOP:
Delegated psychological services not appropriate.**

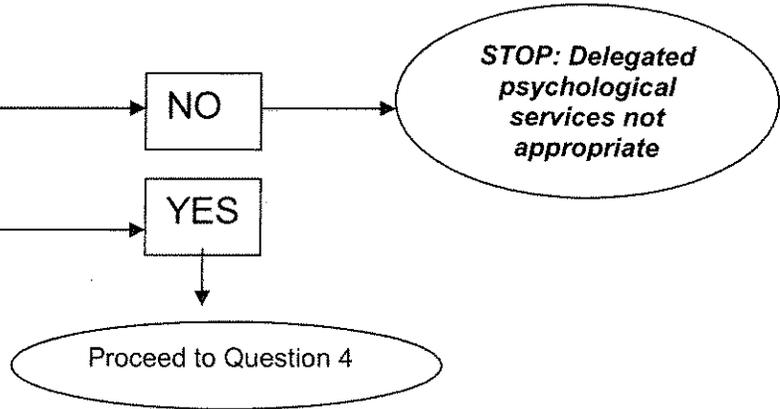
For training supervision, proceed to Questions 3-8 to insure that these services are provided in accordance with law and rules.

Section 2: Determining appropriate provision of supervision for delegated psychological services

Note: only portions of the ORC that are of most direct relevance to delegated psychological services are included below; licensees are expected to comply with all laws and rules.

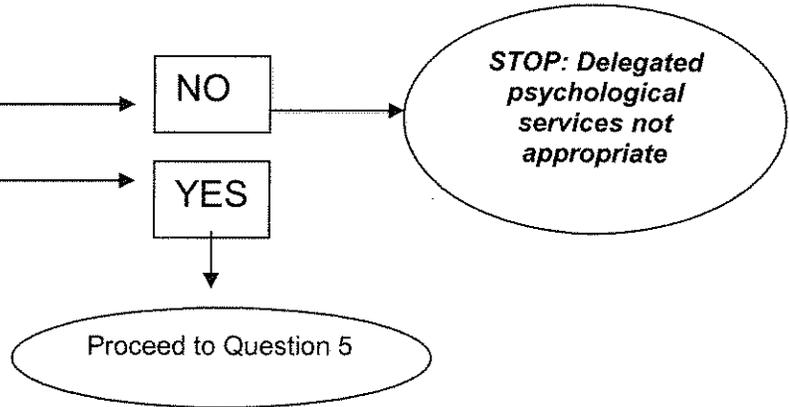
Question 3

Does the individual to whom the procedures will be delegated have previous academic and professional training, both didactic and practica, that is consistent with the procedures? {4732-13-03 (A) (1)}



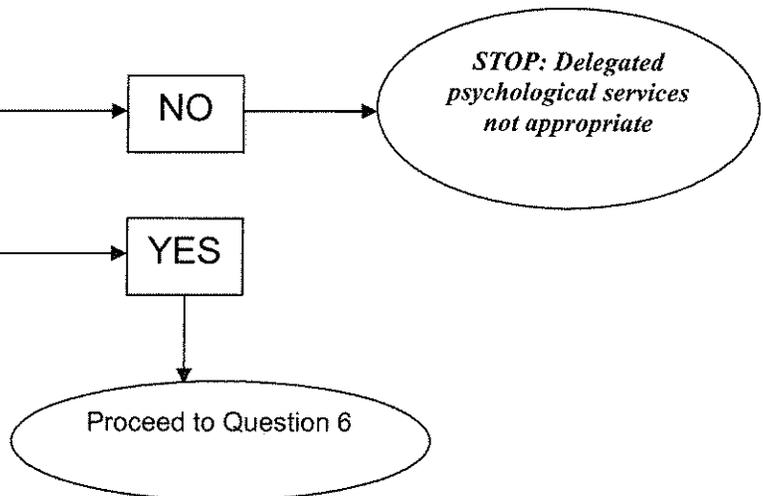
Question 4

Do the procedures to be delegated constitute psychological work that the licensee is competent to perform? {4732-13-04 (B) (5)}



Question 5

Are the procedures that will be delegated provided in a setting over which the supervisor has professional responsibility for assignment and management of psychological activities? {4732-13-04 (C) (10)}



Question 6

Is there a desire for more than four unlicensed persons to provide delegated psychological services under the licensee's supervision?
{4732-13-04 (B) (8)}

YES

Proceed to Question 7

NO

Proceed to Question 8

Question 7

Do the criteria outlined in the State Board of Psychology Policy Regarding More Than Four Supervisees apply in this circumstance?

NO

LIMIT SUPERVISEES TO NO MORE THAN FOUR; proceed to Question 8

YES

Request BOARD AUTHORIZATION TO EXCEED FOUR SUPERVISEES; proceed to Question 8

Question 8

Does the supervisor have direct knowledge of all clients served by his/her supervisee, through direct client contact or other appropriate means?
{4732-13-04 (B) (17)}

NO

STOP: Delegated psychological services not appropriate

YES

Delegated psychological services may be appropriately provided under law and rules

Supervisor abides by relevant laws and rules pertaining to professional supervision, including registration of supervisees and assigning titles to supervisees

Supervisees abide by relevant laws and rules pertaining to professional supervision, including appropriate use of titles