

OCCUPATIONAL THERAPY

STUDENT FIELDWORK HANDBOOK 2016-17

TABLE OF CONTENTS

SECTION I – OVERVIEW OF FIELDWORK

- A. Introduction to Fieldwork
- B. Participants in the Fieldwork Process
- C. General Fieldwork Information
 - 1. Level I Community
 - 2. Level I
 - 3. Level II
- D. Objectives
 - 1. Community (within the community course)
 - 2. Level I
 - 3. Level II

SECTION II – SELECTION OF PLACEMENT

- A. Selection Process
- B. Site Information Files
- C. Preference Sheet Process
- D. Placement Process

SECTION III – PLACEMENT CONFIRMATION

- A. Confirmation of Fieldwork Placement
- B. Generic Copy of Confirmation Letter

SECTION IV - PREREQUISITES FOR FIELDWORK

- A. Health Information
- B. Personal Data Sheet (PDS)
- C. Cardiopulmonary Resuscitation (CPR) Training
- D. Malpractice Insurance
- E. Blood borne Pathogen/Universal Precaution Documentation
- F. Finger printing
- G. HIPAA Training/FERBA training
- H. Contract

SECTION V – PACKET INFORMATION FOR FIELDWORK SITES

- A. Community information disseminated in the course
- B. Level I
- C. Level II

SECTION VI –COMMUNICATION DURING FIELDWORK

- A. Contact with students for Community Level I
- B. Contact with students for Fieldwork Level I

C. Contact with students during Fieldwork Level II

SECTION VIII – POLICIES AND PROCEDURES FOR FIELDWORK

A. Introduction to Fieldwork

A developmental approach of simple to complex is integral to the design of the Level I and Level II portions of the curriculum. The curricular threads that the students will develop are engagement in occupation, critical analysis and thinking, professional development, diversity and cultural competency, general practice competencies, change agent and research.

Fieldwork Level I A & B are orchestrated so that the students complete two 70-80-hour placements in settings providing occupational therapy services. This serves as a focused experience in occupational therapy practice during which the students assist with the evaluation and intervention processes and documentation of those services. These experiences then enrich the subsequent courses.

The Community Fieldwork Level I C courses are sequenced developmentally in terms of what the students are expected to do and learn. For instance, they begin working to develop more refined self-awareness and progress to the level of advocacy for others and the environment. These courses provide ongoing opportunities that help students to integrate learning that occurs in other courses during each semester as an integral part of the curriculum.

This sequence of Community Fieldwork Level I provides the students with significant experiential learning regarding function, or human occupational performance, individuals' participation in occupations, and engagement in activities, and a holistic understanding of the relationship between occupation and health and wellness. They will bring to life the concepts taught in other courses.

After completion of each academic year, students complete 12-week Fieldwork Level II experiences, one with adults and one with children for a total of 24 weeks. The primary function of Level II fieldwork within the academic program is to enable students to develop and demonstrate *clinical reasoning*, *ethical practice*, and *career competence* within child and adolescent/adult settings (AOTA, 2011).

Students are required to **pass all fieldwork placements** as part of the academic requirements for the program. Students are allowed to make-up one failed fieldwork; **a second failure in fieldwork results in an automatic dismissal from the program**. See the Graduate Student Catalog for policies related to dismissal and appeal. Students must complete all academic fieldwork requirements within 24 months of completion of didactic coursework.

Criminal Misconduct

Any student with a history of convicted criminal misconduct may be denied fieldwork placement, licensure or registration to practice the profession of Occupational Therapy and employment. Students should meet with their academic fieldwork coordinator and **Students should contact the state or country's regulatory board in which they plan to practice in order to determine whether or not their criminal misconduct would restrict their ability to practice. The National Board for Certification in Occupational Therapy (<http://www.nbcot.org/character-review-process>) has an "Early Determination Review" (for a fee) that will determine potential eligibility to take the exam.**

This may include convicted of a felony, any professional license, registration, or certification denied, revoked, suspended, or subject to probationary conditions by a regulatory authority or certification board, found by any court, administrative, or disciplinary proceeding to have

committed negligence, malpractice, recklessness, or willful or intentional misconduct which resulted in harm to another or suspended and/or expelled from a college or university for non-academic reasons.

B. Participants in the Fieldwork Process

Academic Fieldwork Coordinator (AFWC)

Responsibilities include:

1. Select and develop fieldwork sites.
2. Develop fieldwork objectives in collaboration with the fieldwork educators and academic faculty.
3. Maintain a file of information on each fieldwork site.
4. Assure that written contract and letters of agreement between Utica College and the Fieldwork Facility are signed and periodically reviewed.
5. Maintain a collaborative relationship with the fieldwork clinical coordinators and supervisors.
6. Prepare students for each level of community and fieldwork placement.
7. Determine in collaboration with program faculty each student's eligibility to participate in community and fieldwork experiences.
8. Assign all eligible students to Level I and Level II fieldwork.
9. Coordinate relationships between the community/fieldwork site, the faculty, and the student.
10. Make regular contact and/or visit with the fieldwork sites, monitor the student process and provide support the site.
11. Provide support to student while on fieldwork.
12. Provide the necessary support or referral to the student and/or supervisor when issues arise during fieldwork.
13. Withdraw/remove students from placement per negotiated contractual agreement and related programmatic policies and procedures.
14. Review each fieldwork evaluation and determine pass/fail status.
15. Record student grade (P/F) and maintain student fieldwork records.

STUDENT

The OT student participating in the required fieldwork experience:

1. Successfully complete all required fieldwork classes and prerequisite course work for the fieldwork
2. Complete all required health work by the established **deadline**.
3. Submit preference sheets by the established deadline.
4. Complete Personal Data Sheet within the time frame required.
5. Successfully complete an annual certification process for CPR, HIPAA, FERPA and BBP/UP.

6. Provide proof of health insurance by established deadline.
7. Maintain professional liability insurance.
8. Arrange housing and transportation while on fieldwork experience.
9. Pay all cost incurred for travel, housing, background check and tuition related to the fieldwork experience (Withdrawal or dismissal from fieldwork will result in additional tuition costs continuation in the program is approved and fieldwork is subsequently repeated).
10. Fully engage in the fieldwork experience including on-going self-analysis of his/her development and competence in relation to the AOTA (2002) *Fieldwork Performance Evaluation For the Occupational Therapy Student*.
11. Follow policies and procedures of specific facility/agency.
12. Be safe and ethical *during all fieldwork-related activities* (AOTA 2011).
13. Complete all fieldwork-related assignments from clinical setting /supervisor and academic program.
14. Provide accurate documentation of all the occupational therapy services provided according to site specific- requirements.
15. Communicate *clearly, confidently, and accurately* (AOTA 2002) with supervisor(s), colleagues, and campus representatives.
16. Provide written feedback to the CFWC and AFWC about the facility-learning environment and related student experience.
17. Be responsible for costs of any required personal emergency medical care.
18. Read/sign acknowledgement of facility/agency contract for every assigned placement.

CLINICAL FIELDWORK COORDINATOR (CFWC) and Fieldwork Supervisor

The Clinical Fieldwork Coordinator is the manager of the fieldwork program at the facility/agency. The CFWC coordinates the processing of fieldwork related documents and procedures including contracts, fieldwork data form, site objectives, student manuals and orientation, and assignment of fieldwork supervisors. The CFWC provides agency oversight of all fieldwork-related activities *to ensure that supervision provides protection of consumers* and facilitates development of the fieldwork student/clinician in collaboration with the fieldwork supervisor and the campus AFWC or representative.

The fieldwork supervisor is the facility/agency staff member assigned to supervise the OT student. AOTA requires that the individual has practiced the equivalent of fulltime in the profession a minimum of 1 year and meet their state regulations governing practice. The supervisor will have knowledge and experience across the scope of practice for the fieldwork setting. The supervisor must also be authorized to practice OT within the facility/agency.

Fieldwork supervisor:

1. Coordinates appropriate orientation to the facility/agency for the student.
2. Communicates expectations, objectives and assignments for successful fieldwork completion.

3. Supervises the provision of occupational therapy services, documentation, and oral presentation by the student.
4. Provide ongoing feedback to students regarding performance including weekly progress reviews and at a minimum a written midterm and a final student performance evaluation.
5. Communicates routinely with the academic program regarding student progress
6. Be a professional role model for the student.
7. Inform AFWC regarding any problem situations in a timely manner in order to facilitate student performance.

C. GENERAL FIELDWORK INFORMATION

Students enrolled in the Occupational Therapy program at Utica College are required to fulfill three Level I fieldworks and two Level II fieldworks. A third level II fieldwork is optional and can be taken for a (0-4) credit load.

A requirement of the Utica College Occupational Therapy Program is that all Fieldwork Level II requirements be satisfied within twenty-four months of the completion of academic courses. Requirements for graduation may be found in the [Utica College Graduate Catalog](#).

The students will attend all fieldwork classes scheduled throughout the OT program. These are part of each student's regular semester class schedule. These classes prepare and help qualify students for fieldwork, gather necessary information for fieldwork and reflect upon the fieldwork process.

Fieldwork is completed in each of the following areas to include experiences that facilitate development of entry-level skills as an OT generalist and appreciation of psychological and social factors that influence occupation across the lifespan:

Adult\Older Adult: setting may include acute hospital, acute rehabilitation, subacute rehabilitation/nursing home, outpatient clinic, home care, day habilitation, community residence or other appropriate settings.

Child\Adolescent: setting may include early intervention, preschool, K-12, hospital, residential, community or other appropriate settings.

The students have specific time frames when fieldworks are to be completed and specific times when preference sheets are due.

1. Fieldwork Level I A & B

OCT 553: Level I Fieldwork: adult: 2 weeks: last two weeks of the fall semester

OCT 633: Level I Fieldwork: child: 2 weeks: last two weeks of fall semester

2. Community Fieldwork Level I C

Community I: 20 hours throughout the fall semester year one

Community II and III: 40 hours throughout the spring semester year one

3. Fieldwork Level II

OCT 654: Level II A Fieldwork: adult: 12 weeks: summer between year one and two

OCT 656: Level II B Fieldwork: child: 12 weeks: end of Jan – end of April year two

OCT 657: Level II C Fieldwork: adult or child: optional: 4-12 weeks: after completion of Fieldwork II A & B: preference sheets are due spring semester of year one: Specialty: elected course that may be taken for 0 - 4 credits. Continuous enrollment fees may apply.

Each student is required to meet individually with the fieldwork coordinator to complete Fieldwork Plan and discuss any specific needs. This meeting must happen before the placement process begins for each student. This plan will be revisited every time a placement is made to ensure breadth of fieldwork experiences crossed populations and practice settings.

D. Objectives

Fieldwork objective are included in each assignment and objective sheet

SECTION II – SELECTION OF PLACEMENT

A. Selection Process

The fieldwork experiences must be distributed across the life span and in different practice settings. The student must make sure the following items are taken into account when providing preferences for fieldwork:

- a. Type of facility
- b. Location
- c. Financial circumstances
- d. Family responsibilities
- e. Significant other (remember this may change)
- f. Areas of interest
- g. Work load capability (pace)

Fieldwork assignments are based on preferred region, facility/agency contractual status, availability of space, and numerical order of the lottery in consideration of your site preferences.

Begin looking through the database and the Google Drive and see what is available.

If any questions arise please feel free to discuss with the Fieldwork Coordinator.

All requests for placements are made by the fieldwork coordinator. **DO NOT contact centers directly.**

THERE MAKE BE UNEXPECTED INCURRED EXPENSES FOR FIELDWORK INCLUDING BUT NOT LIMITED TO TIME, TRAVEL, AND OTHER SITE REQUIREMENTS.

All students will/could be traveling 30 – 90 minutes each way for any level I or Level II fieldwork placement.

B. Site Information Files

The facility files are also available on the Utica College website.

1. <http://www.utica.edu>
2. Academics
3. Academic Programs
4. Occupational Therapy
5. Program Overview
6. Fieldwork Site
7. Fieldwork Site Database

Google Drive access to Fieldwork Data Forms and Student Feedback Forms

All students will be given access to this Google Drive

The OT Administrator Assistant will give each student and invitation to this Google Drive

Review the information

C. Fieldwork Preference Sheet Process

The preference sheet must be filled out for Level I and Level II placements.

1. The student must fill out the top portion of the preference sheet to determine the group the student is in and the level of fieldwork.
2. The student must complete the demographic information so that the AFWC can contact the student when he/she is not on campus for questions concerning fieldwork placements.
3. All correspondence will go through the Utica College email account.
4. The student is to complete one fieldwork Level I and II from each of the categories (child and adult).
5. The student is to submit the preference sheet on or before the established deadline.
6. A lottery will generate and numbers assigned.
7. Preference sheets are put in numerical order according to the lottery numbers.
8. The placement process will begin.

D. PLACEMENT PROCESS

The AFWC will begin contacting sites to facilitate placements.

Variables affecting the placement process:

- contracts
- communication process
- individual state policies
- site policies
- site schedule

- time frame
- other academic programs requesting placements

This process will take many months, students may be placed right away and others may receive placement a few months prior to start date. These variables many times are not within the Academic fieldwork Coordinators control, it is dependent on the site availability.

SECTION III

PLACEMENT CONFIRMATION

Confirmation of Fieldwork placement

Confirmation of placement is done through the fieldwork office by the following process
Fieldwork Level I and Level II:

1. AFWC will research contract status.
2. AFWC receives confirmation from the site for a placement.
3. AFWC informs the student of the placement by phone or e-mail or in person.
4. The AFWC will contact CFWC at specific site and give student name.
5. CFWC will communicate specific requirements of site – interview, qualities necessary, and medical
6. Student will communicate with facility to discuss requirements.
7. Student will communicate with the AFWC the outcome of the communication.
8. AFWC prepares a confirmation letter for placement.
9. Student will complete requirements of the site and communicate with the AFWC when complete.

SECTION IV

Prerequisites for Community/Fieldwork

A. Health Information

Health insurance-All students must be covered by health insurance while on any lab work, community/fieldwork. Students must provide proof of insurance coverage. A copy will be housed in the school office.

Student Authorization for Release of Records Form: all students must have this form on file in the student folder in the Student Health Office. This form is to legally allow the college to release medical information to the student fieldwork and community sites.

Health work:

- Annual physical

- Mantoux within 1 year, some times more frequently (site specific)
chest x-ray within 5 years if positive must have results of positive test,
- MMR documentation
- Hepatitis B documentation or signed a declination
- Tetanus within 10 years
- Flu shot (Annual)

Health work: turn into the Student Health Office: 315-792-3094 phone, 315-792-3700 fax,
upload to the health portal or health@utica.edu

The link to the portal is

- **Please go to the following link:** utica.studenthealthportal.com
- **In the middle of the page choose "Click here to register"** Follow instructions to register.
- **You will need your Utica College Banner ID**
- **You may log in and choose "Document Upload" to submit your documents or print an immunization summary.**

Please note: You will not be able to view your documents after they are uploaded.

Routine Medical Report form is available in the Student Health Office, on the UC website.

The student health office offers physicals at a reduced rate.

Mantoux/TB tests are offer free to all students in the month of September and February

Annual Flu are free to students with an appointment

In addition, the office can provide information regarding location of area clinics.

Students must have their health work complete at the beginning of each semester and prior to each fieldwork placement as dictated by the AFWC and the fieldwork site.

B. Personal Data Sheet

Personal Data Sheets (PDS) are to be completed by the student and received by the fieldwork office by the established deadlines. PDS can be filled out electronically. PDS will be included with the confirmation letters and student packets for all placements.

C. Cardiopulmonary Resuscitation (CPR) Training

CPR certification is a requirement for lab classes, Community, Level I and Level II fieldwork.

Annual American Heart Association CPR is required for the OT program. Note that the timing of the certification must cover the entire time of each placement. If it expires during your placement you should renew early to prevent a lapse.

Students must provide a copy of the CPR card to the fieldwork office.

A copy of the card will be included with the student fieldwork packet.

D. Malpractice Insurance

Each student in the Occupational Therapy program at Utica College is required to have malpractice insurance.

Utica College has bought into a blanket malpractice/professional liability insurance plan covering \$2,000,000 incident/4,000,000 aggregate for the student to purchase. The charge is presently \$18.00 per year. It will be charged to the tuition bill and is connected to each of the following courses: OCT 553 and OCT 633.

E. Blood borne Pathogens/Universal Precautions

Students will receive training for BBP/UP in fieldwork meetings. Students must demonstrate knowledge of these areas before beginning fieldwork. Documentation of training will be included and sent in the student packet to the community and fieldwork sites.

F. Finger Printing/Background Check/Criminal Background Check

If it is a requirement of the facility, the student is responsible to contact the CFWC at the facility for requirements and details. A criminal background check may influence your placement at specific sites.

G. HIPAA/FERPA Training

Annual training will be completed and documentation of training will be provided to student fieldwork sites.

H. Contract

Students must review and signed the Utica College Student Agreement Form that they have reviewed the specific contract for their placement site prior to going on placement.

SECTION V**Packet Information for Fieldwork Sites****A. Level I:**

AFWC will send a student packet to the fieldwork site one month prior to the start date of the fieldwork. The packet includes:

Fax sheet for communication between the school and the supervisor and student

Personal Data Sheet

Blood Borne Pathogen and Universal Precaution Verification

HIPAA/FERPA Training Verification

CPR Verification

Health Insurance Verification

Health work

Utica College Occupational Therapy Level I Student Feedback

Assignment/Objectives

Level I Feedback Form

B. Level II:

AFWC will send a student packet to the fieldwork site six weeks prior to the start date of the fieldwork. The packet includes:

Fax sheet for communication between the school and the supervisor and student

Personal Data Sheet

Blood borne Pathogen and Universal Precaution Verification

HIPAA Training Verification

CPR Verification

Health Insurance Verification

Health work

Fieldwork Performance Evaluation for the Occupational Therapy Student

Student Evaluation of Fieldwork Experience

Weekly Supervision Forms

SECTION VI

COMMUNICATION DURING FIELDWORK

Community Fieldwork level I

Policy:

Maintain contact with students while on fieldwork Community Level I and facilitate student success.

Procedure:

Communication with the sites will be done through the Faculty Member working with the community agency

Fieldwork level I

Policy:

Maintain contact with students while on fieldwork Level I and facilitate student success.

Procedure:

Communication sheet is required on the first day of placement. Other communication is initiated from the student and /or fieldwork supervisor on an as needed base. AFWC is available to both the student and supervisor via email or phone.

Fieldwork Level II

Policy:

Maintain contact with students while on fieldwork Level II and facilitate student success.

Procedure:

All students are expected to contact the college (fieldwork office) while on Level II if questions/concerns arise. In urgent situations the Academic Fieldwork Coordinator and/or Program Chair/Director should be contacted as soon as possible. The dean's office has further contact information if these individuals are not immediately available through routine contact numbers or email.

All students are contacted at least twice throughout their Level II to check on the process, celebrate success, feel out concerns, and allow venting if necessary. E-mail communication is required with the AFWC by the student while on fieldwork.

All students are expected to facilitate effective communication with their supervisor when difficulties arise. The second layer of support is the Clinical Fieldwork Coordinator at the site in collaboration with the Academic Fieldwork Coordinator, Chair/Program Director, or designee from campus as needed. Fieldwork is both a learning situation and a measure of competency; placement in a site is provided as part of a professional relationship and sites are not required to maintain a student on-site who compromises the operations of the field site. Issues should be resolved early in the fieldwork placement in order to facilitate success.

SECTION VII - CONFIRMED FIELDWORK PLACEMENT

Policy:

A student is **confirmed** at a fieldwork placement when the student and site receives the confirmation letter via email. **Students cannot change a confirmed placement.** Forfeiting a placement will have academic and financial consequences. These students will be subject to program review and may not be able to continue in the program as planned.

Procedure:

A student is given an exception to this policy for the following **documented** reasons:

- Death or major illness in the **nuclear** family
- **Major** personal injury or illness

***Note that major illness/injury is considered that which requires immediate, high levels of care.**

Reasons why an exception will NOT be granted:

1. Financial reasons (we will refer student to explore financial options with appropriate offices)
2. Housing changes (students need to consider this when signing leases).
3. Changes in family status or relationship (students are expected to have a back-up plan for support before they commit to this intensive program and fieldwork)
4. Employment/athletic reasons (employers/coaches/others should be notified of the fieldwork commitment in advance).
5. Want a different practice setting or geographic area (this is part of pre-planning)

If a student needs to be considered for an exception and alternative fieldwork placement, the following procedure must be followed:

1. The student schedules a formal meeting with the fieldwork coordinator and is prepared to explain and document their situation.
2. After meeting with the coordinator the student may submit a letter of intent with verifiable documentation of the situation. The fieldwork coordinator will provide his/her recommendation to the OT Chair/Program Director who will confer with the student and appropriate others as necessary (faculty/dean/registrar/financial aid/etc.) in consideration of student confidentiality policies in order to make a just determination.
3. Once a determination has been made, the student will be notified in writing and any necessary campus or fieldwork facility/agency offices will be notified by standard communication protocol for the site (letter, email, telephone).
4. An administrative fee of \$200.00 is necessary from the student to begin the fieldwork placement process again. In the event that a new viable placement is not available and an interruption in course sequencing occurs, the student may need to forfeit class placement and join a subsequent cohort as space allows.
5. **Students denied exception must attend the fieldwork placement as scheduled or the forfeiture policy applies and the student will be subject to review for possible dismissal from the program.**