Clinical Educator and Student Fieldwork Manual

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Introduction

This manual is designed to provide students and clinical educators with easily accessible information about the fieldwork program at Casper College Occupational Therapy Assistant (OTA) Program. Fieldwork is intended to compliment academic preparation by offering additional opportunities for growth, learning to apply knowledge, developing and testing clinical skills, and validating and consolidating those functions that comprise professional competence. Fieldwork experiences should be developed to offer opportunities for development of the necessary skills and abilities in the performance of the occupational therapy assistant.

The fieldwork program is possible through the cooperative efforts of the Occupational Therapy Assistant Program, healthcare facilities and the participating OTA students. Information relevant to each party regarding policies, procedures and general guidelines pertaining to both levels of fieldwork education can be found within this manual.

Fieldwork Supervisors are encouraged to consider their workload before accepting occupational therapy assistant students. The faculty at Casper College asks that no supervisor compromise their workload or the student educational process due to over commitment. The faculty recommends that no supervisor to exceed more than six occupational therapy assistant students at any given time.

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MISSION:
The Casper College Occupational Therapy Assistant Program will provide a science driven, evidence-based education for students that will connect them to diverse workplace settings to meet state and global occupational therapy needs.

PHILOSOPHY:
It is the philosophy of the Occupational Therapy Assistant Program that humans are self-directed, adaptive, and occupational beings. Their development in emotional, spiritual, social, cognitive, and biological areas occur through occupation. Learning occurs through experiential exploration of a variety of environments, collaboration with others, and creative thinking. In the view of the OTA Program, learning is the active development of knowledge through experience, practice, and interaction. We believe knowledge becomes usable when it is acquired in situations that entail application to problem solving and investment of self. The faculty teaches through a variety of approaches, intended to actively engage individuals and integrate occupational therapy knowledge through discussion, reflection, evaluation and self-directed learning. Professional behaviors and a desire for continuing lifelong education are instilled through a demonstrated conceptual framework in which individuals interact and learn.
GENERAL INFORMATION APPLICABLE TO COMMUNITY EXPERIENCE, LEVEL I & LEVEL II FIELDWORK
Definition of Fieldwork Levels

Community Experience: Community experience is intended to provide the students with experience and exposure to a variety of helping professions within the community. This experience helps validate the student's decision to pursue a career in occupational therapy. The student is required to complete 40 hours of community experience, (20 hours each semester for two semesters) focusing on helping professions in various settings. These hours will be broken down to consist of 10 hours at two different facilities consisting of a total of 20 hours in each semester. Facilities will include placements in mental health, developmental disability, assisted living, physical disability, and geriatric and pediatric populations.

Level I: Level I Fieldwork experience, as required by the Standards for Accredited OTA Programs, established by the Accreditation Council for Occupational Therapy Education (ACOTE), includes experiences designed as an integral part of didactic coursework for the purpose of directed observations and participation in selected activities in field settings. These settings include pediatrics, mental health, physical disability, geriatrics, adult developmental disabilities, assisted living, and emerging sites.

Community Experience and Level I Fieldwork General Information

Community Experience and Level I Fieldwork are not expected to emphasize independent performance, nor are they considered substitutes for any part of sustained Level II Fieldwork experience. Level I fieldwork placements will be established approximately one month prior to pending fieldwork dates.

Qualified personnel must provide supervision for both the Community Experience and Level I Fieldwork. These personnel may include occupational therapy personnel or other appropriate individuals such as teachers, social workers, nurses, recreational therapists, administrators, and physical therapists.

Community Experience and Level I Fieldwork experience, which initially provides the student with exposure to clinical practice through observation, progresses with increasing expectations of the student to: demonstrate skills in the use of selected evaluation or treatment procedures; gather and organize data; and examine reactions to clients, self, personnel, and the profession. Generally, the fieldwork education facility provides observational opportunities, “hands-on” experience as appropriate, feedback to the student, and learning tasks. The facility cooperates with academic assignments and provides a written evaluation to Casper College about the experience.

The focus of the learning experience includes observation, written and verbal communication, professional behaviors, and individual and group participation with clients. The fieldwork education facility provides the opportunity for the following:

1. basic exposure, observation, and experience with clients commonly served by occupational therapy;
2. observation and description of treatment, evaluation, and behavior of clients;

3. recognition and description of conditions of dysfunction;

4. identification of role functions of the OTR and COTA in various treatment settings. (IF APPLICABLE)

Specific objectives and assignments identified by the Occupational Therapy Assistant Program faculty for Community Experience and Level I Fieldwork will be provided by the instructor of COTA 2300, COTA 2310, COTA 2320 and COTA 2330, and are available in the director’s office. If additional assignments are required for students to complete, please contact the Academic Fieldwork Coordinator prior to giving the assignment to the student, so that it may be reviewed with students and faculty. We would like to ensure that our students have been prepared in the areas being addressed, so experiences will be successful.

Due to the geographic location of Casper College, in a rural area, the opportunities for Community Experience and Level I Fieldwork in the immediate area are limited. Travel WILL be required outside of Casper, Wyoming. Douglas, Wyoming is considered local. Travel expenses are the student’s responsibility. COTA 2300 and COTA 2310 – Fieldwork Integration I and II will require the completion of 20 hours each semester for Community Experience. Four additional block assignments of five days have been organized for COTA 2320 and 2330. These assignments will be in mental health, pediatrics, physical disabilities and geriatrics, in addition to one 10 hour placement at a developmental disability setting, and one 10 hour placement in an emerging site, which may include developmental disabilities mental health, geriatrics, or pediatrics.

**Level II:** The goal of Level II Fieldwork is to develop competent, entry-level, generalist occupational therapy assistants. Level II Fieldwork must be integral to the program’s curriculum design and must include an in-depth experience in delivering occupational therapy services to clients, focusing on the application of purposeful and meaningful occupations. ACOTE requires Level I and II Fieldwork experience for occupational therapy assistant students.

Requirements established in the ACOTE Guidelines for Level II Fieldwork specific to occupational therapy assistant students include direct supervision provided by an OTR or COTA with at least one year of experience, although ultimate responsibility for the Level II Fieldwork experience must be assumed by a registered occupational therapist. All academic class work must be completed before participating in the level II Fieldwork class.

The Casper College OTA Program will include:

1. a minimum of 16 weeks of Level II Fieldwork, in two different site settings

2. completion of all fieldwork experience no later than 12 months following completion of academic preparation; and
3. direct supervision provided by an OTR or COTA with at least one year of experience, although ultimate responsibility for the Level II Fieldwork experience must be assumed by a registered occupational therapist.

**Fieldwork Selection Policy**

1. *Community Experience* fieldwork is selected by the instructor of the class, the Academic Fieldwork Coordinator (AFWC). Placement is determined by the student's prior exposure to geriatrics, physical disability, mental health, pediatrics, and the adult developmental disability population. Mental health is a mandatory placement for all OTA students. The student is then notified of the area of placement to complete during the fieldwork COTA 2300 and COTA 2310 classes.

2. *Level I Fieldwork* is selected by the instructor of the class, the Academic Fieldwork Coordinator, and the OTA faculty. Placement is determined by student's needs, strengths, possible housing options, and personality that are idealistic for success at the Level I site. There are two, five day rotations in the fall, pediatric and mental health. Four rotations in the spring include physical disability, geriatrics, adult developmental disability, and emerging sites. An emerging site is considered any place where there is currently no occupational therapist working, but potentially could work.

3. *Level II Fieldwork* experience is selected through a lottery method. This method provides equal opportunity for all students to choose Level II Fieldwork experiences. A meeting will be held during the spring semester where lottery numbers will be drawn; the student who is number one will have first choice of the facility he/she selected and so forth, down the list of students. A student will provide a list of his/her top two choices for each experience. The fieldwork coordinator will meet with students to assign placement. Students may complete only one placement in Casper. Douglas Wyoming is considered local.

4. The following criteria will be implemented in determining Level I/II Fieldwork placement.
   a. The student will not be able to complete a Level I/II Fieldwork placement were the student is/or has been employed at the fieldwork site or have family members that are currently employed at this site.
   b. The student will not be able to complete a Level I/II fieldwork placement were the student or immediate family members that have or/have had treatment at the facility in the past three years.

5. It is the students’ responsibility to notify OTA program Academic Fieldwork Coordinator of any site that may affect the above policy. Failure to comply with requested information could lead to termination of both fieldwork placement and/or program registration.
Professional Behaviors: Requirements for Occupational Therapy Assistant Students

The Casper College Occupational Therapy Assistant Program is dedicated to providing instruction on professional behaviors for occupational therapy students. These behaviors will be reviewed throughout the entire curriculum.

Failure of a student to comply with the professional behaviors results in a three step disciplinary actions.
1. First offense- the student will be required to attend a faculty meeting.
2. Second offense- the student will be placed on professional probation
3. Third offense- the student will be dismissed from the OTA program.

A student must demonstrate an understanding and acceptance of these behaviors as well as to agree to abide by them in order to complete fieldwork at any level. These behaviors include:

   a. Compliance with expected dress code (no blue jeans, tank tops, shorts, t-shirts with advertisement or logos in the clinical setting). Students must wear CC OTA program polo shirts, dress pants, and a name tag.
   b. Responsible and dependable attendance, promptness and confidentiality demonstrated in the classroom and clinical settings.
   c. Handles personal and professional frustration in appropriate time and place.
   d. Communicates effectively with faculty/fieldwork supervisors verbally and non-verbally. Uses feedback appropriately such as initiating contact, asking questions, seeking feedback, and accepting constructive criticism.
   e. Demonstrates respectful communication with classmates and faculty, which includes no derogatory comments, avoiding judgments and verbalizing feelings constructively.
   f. Students will follow the Casper College OTA program cell phone policy at their fieldwork site, if the site does not have their own policy.

These behaviors will be reviewed with the student each semester in preparation for fieldwork. If non-compliance is identified through the program, students will face disciplinary action.

Professional Appearance

Off-Campus Class Setting: Community Experience, Level I and Level II Fieldwork
During fieldwork placements, students must abide by the Casper College Occupational Therapy Assistant Program dress code policy. Failure to comply will result in the disciplinary process.
1. Clothing
   a. Program polo shirts, dress pants (khaki or colored jeans) must be neat, clean and wrinkle free.
b. Style and fit should be appropriate to the size of the individual. The dress or skirt should reach to the bottom of the knees or below. The hem of the pants cannot be touching the floor when standing.
c. Undergarments, chest hair, cleavage and/or gluteal cleft, should not show when leaning, squatting or bending over.
d. Students are required to follow the CC OTA program dress code during fieldwork, program sanctioned activities or community events, or in the presence of guest speakers.
e. The Casper College OTA program policy supersedes other facility policies.

2. Shoes
   a. The toe must be closed. Rubber soles are preferred. Be sure shoes and shoelaces are clean.

3. Personal Hygiene
   a. A neat, clean, fresh-smelling person is extremely important to the professional demeanor of an occupational therapist.
   b. No perfume or heavily perfumed aftershave is to be worn.
   c. No lingering odors of any kind are allowed on the skin or the breath. Odors include but are not limited to: tobacco products, topical medications, ointments or salves, and foods.

4. Cosmetics
   a. These are to be used in moderation for daytime wear. Fingernails should be short and neatly trimmed. Students may wear pale nail polish only. No artificial nails are permitted. This includes all in-class sessions and all fieldwork related activities.

5. Hair
   a. Hair, including facial hair, must be neatly trimmed, clean, styled for safety, and contained to avoid client contact.
   b. No yarn ties, ribbons or scarves are allowed. Clips and scrunches are allowed.
   c. All student’s hair must be of a natural color; looking natural, even if it is not actually the student’s natural color.
   d. Extremes in style and color must be avoided. No distracting hair allowed.

6. Jewelry
   a. Watch - recommended to be worn with either a digital or sweep second hand.
   b. Piercings - a maximum of two pairs of post may be worn in the earlobes only; no other visible body piercings (including the tongue) are allowed. Plugs must be worn with a written plan of action provided to OTA faculty to remove and cover involved area.
   c. Rings - wedding rings may be worn. No elevated decoration that may cause problems is allowed at the clinical sites.
   d. Bracelets - no bracelets will be worn.
e. Necklaces- small, neat chains and pendant necklaces that will not come in contact with the client or become entangled during direct client care may be worn.

7. Tattoos
   a. Tattoos must be covered.

8. Identification
   a. Name tags must be worn.

9. Smoking
   a. There is to be NO smoking during any clinical time. Students may not leave the clinical setting to smoke. Students may not subject others to secondhand smoke. Students must refrain from smoking prior to clinical and/or clinical activities as the smoke can cling to clothes and be an irritant to clients and others.

10. Chewing Gum
    a. If the student feels the breath enhancement is necessary, then breath mints are suggested, as chewing gum is prohibited.

*No one may alter this dress code under any other circumstance. Students are a representative of the Casper College OTA program and have an effect on all other faculty and students. Casper College OTA program dress code supersedes all facility dress requirements.*

**Student Fieldwork Responsibilities**

The student is the learner who is enrolled in a course of study at an educational institution leading to a degree in occupational therapy assistant. The student is expected to collaborate with the fieldwork educator and the Academic Fieldwork Coordinator to ensure compliance with fieldwork experience requirements.

The student is responsible for the following during Level I and Level II when applicable:

1. Being registered one month prior (tuition paid) to start date of fieldwork rotation

2. Contacting the clinical site to confirm the Level I/II Fieldwork experience dates one month in advance of the starting date

3. Complying with all policies and procedures of the fieldwork education facility including HIPPA and confidentiality per facility standards.

4. Fulfilling all duties and assignments made by the fieldwork educator and Academic Fieldwork Coordinator, within the time limit specified.

5. Notifying the fieldwork education facility and Casper College OTA Program of current physical address, telephone number and email.
6. The student will obtain and submit to Academic Fieldwork Coordinator, within a timely manner, any additional immunization or health records required by the site.

7. The student is encouraged to notify the fieldwork supervisor of any known disabilities, diagnoses, or pregnancy prior to arrival to site.

8. Contact the course instructor and facility supervisor if illness, personal emergency, or bad weather will interfere with their completion of the assigned placement. The students are expected to complete all hours of the placement. Options for make-up work include:
   a. Additional assignments at site (i.e.: another discipline)
   b. Adjustment of hours (i.e.: four-10 hour days, work weekends)
   c. Alternative site assignment to achieve hours

Before a student is allowed to begin fieldwork, some sites may require the student to provide the clinical site with the following information:

a. Physical examination report
b. Immunization record
c. Rubella, MMR titers
d. Tuberculin skin test results
e. Hepatitis B titer and vaccine or waiver of vaccine
f. Evidence of personal health insurance
g. Current CPR card
h. Proof of academic fieldwork registration
i. Drug screening
j. Criminal background check
k. Interview prior to acceptance at site
l. Transcripts-Casper College cannot provide these but clinical sites may require and request them directly from students

**Fieldwork Attendance Policy for Students**

While performing fieldwork experiences, the students are **not allotted any days for personal leave, illness, etc.** If a situation should arise, the student will contact the clinical supervisor immediately followed by contacting the Academic Fieldwork Coordinator (Missy Neff) or the Program Director (Cassady Hoff). The supervisor must first approve personal absences and the hours missed are expected to be made up. If a student is in a fieldwork setting and is ill, he/she must inform the clinical supervisor at the facility by 8:00 a.m. or time identified by the facility. Students are not expected to make up hours missed secondary to a National or State holidays.

**Fieldwork Evaluation Policy for Students**

All occupational therapy assistant students are required to participate in and successfully complete their COTA 2300, COTA 2310, COTA 2320, and COTA 2330 Fieldwork Integration classes. These classes require Community Experience and Level I fieldwork rotations, where Fieldwork Educators will evaluate their performance and provide comments on various expected professional behaviors that are integral in the occupational therapy field of practice. If at any time a student receives more than two scores of a “1” or “2” on their evaluation, the student is required to take an elective college class related to the area of concern to help improve the area they scored low on. This class will be determined by the Occupational Therapy Assistant Program Director, in collaboration with the Academic Fieldwork Coordinator. In addition to the additional class, the student will be required to repeat the unsuccessful fieldwork rotation, within the semester the failure took place in.
Automobile Insurance Requirement for Occupational Therapy Assistant Students

Automobile insurance and a current copy of your driver’s license are required by the state for students driving to and from fieldwork sites. Casper College is not held accountable for any injuries or damages while traveling during fieldwork experiences. The student is required to provide a current copy of car insurance to the Academic Fieldwork Coordinator prior to leaving on Level I/II Fieldwork experiences. *Failure to comply with the insurance will result in the termination of the fieldwork experience.*

Inclemently weather and traveling to clinical sites:

All students traveling to clinical sites outside of the city of Casper are encouraged to monitor traveling conditions via the national weather service and WYDOT roads and travel. It is advised that the student take a proactive approach when traveling. This may require you to leave earlier or stay longer at clinical sites to avoid traveling in inclemental weather. If you decide it is unsafe to travel, the clinical hours will be made up or re-assigned. Please do not risk your safety in order to travel to clinical site in inclement weather. To cancel a clinical shift because of travel issues, call the clinical site as well as notifying the Academic Fieldwork Coordinator at Casper College as early as possible.

Malpractice Insurance

Malpractice insurance for OTA students is provided through Casper College. Students may also want to carry their own malpractice insurance.

Criminal Background Checks/Department of Family Service Screening

Criminal Felony background checks and Department of Family Service screenings are required before placements at fieldwork sites. The student needs to submit these two forms to the Academic Fieldwork Coordinator prior to the fieldwork experience. *Failure to comply with the background check will result in the termination of the fieldwork experience.* The fee for this process will be provided during the orientation process. Each year the completion date will be provided to new students during the orientation process.

Health and Medical Care Requirements for Occupational Therapy Assistant Students

In accordance with the recommendations of the American Academy of Pediatrics and the United States Public Health Services, Casper College requires proof of immunization with MMR prior to registration of six hours or more. Persons born in 1957 or later must show proof of immunization after 15 months of age. A person born prior to 1957 is considered to be immune. Please check the Casper College catalog for details concerning this requirement.

The Caper College Student Health Services Office is maintained in the College Center where a registered nurse is in charge. The services of a licensed MD are available free of charge to degree-seeking students one day a week for a three hour period. Student sickness and accident insurance is offered to any student carrying six credit hours or more.

While Casper College does not have additional medical requirements, many of the fieldwork sites do. It is recommended the occupational therapy assistant students have a current physical. The Occupational
Therapy Assistant students have the following required vaccinations and are required to submit these forms to the Academic Fieldwork Coordinator who will manage these items. These will include the following: Tuberculin 2 step (TB) test, completion of the Hepatitis-B (3) series, Tetanus, Diphtheria, Pertussis vaccinations, yearly seasonal flu shot, and proof of the Measles, Mumps and Rubella (MMR) vaccination. Almost all facilities require proof of a TB test within the last twelve months. Many facilities also require completion of the Hepatitis-B series. In addition, students may be required to complete drug screenings. Students will sign a Latex allergy questionnaire and complete a Blood Borne Pathogen quiz prior to fieldwork placement. These services are available through student health for a low cost. Services are available on campus, but not accessible at all sites. *Failure to comply with the above will result in the termination of the fieldwork experience.*

**Students are required to carry a medical health insurance policy.** Students may purchase this policy through Casper College or a private company. Casper College and the fieldwork site will not be held responsible for illness or injury while the student is completing fieldwork. Students will be required to submit this form to the Academic Fieldwork Coordinator who will manage this item. It is mandated that students have health insurance for the duration of the Occupational Therapy Assistant Program. *Failure to comply with the insurance will result in the termination of the fieldwork experience.*

**If a student has a documented disability,** or a new onset of a physical or mental limitation it is required that the student will obtain a medical release form from their doctor, as well as a signed form from the Casper College Occupational Therapy Assistant Program stating that the student will be able to perform the job duties required for success and safety during a Level I/II fieldwork rotation. The job duties that are required by the occupational therapy assistant student for fieldwork success are included in the Abilities Form located in the Casper College Occupational Therapy Assistant Program Manual. This form will need to be signed by the doctor and given to the Casper College Occupational Therapy Assistant Academic Fieldwork Coordinator to allow the student to participate in the Level I and/or Level II fieldwork rotations. If a student is not able to provide documentation from their doctor, the student will not be allowed to participate in the Level I/II fieldwork rotations.

If a student becomes pregnant during the program, it is imperative that they are aware that they will not be allowed to complete or participate in a Level I or Level II fieldwork rotation during their third trimester of pregnancy. It is the student's responsibility to notify the Program Director of the pregnancy as soon as possible. *Failure to follow this policy will result in termination from the program.*

**Disciplinary Action for Occupational Therapy Assistant Students**

Failure of a student to comply with the expected professional behaviors, OTA program policies/procedures and site specific rules will result in a three step disciplinary action.

1. First offense- the student will be required to attend a faculty meeting.
2. Second offense- the student will be placed on professional probation
3. Third offense- the student will be dismissed from the OTA program.

**Occupational Therapy Assistant Student Financial Obligations for Fieldwork**

1. Tuition is charged for fieldwork experience. Students receive 6 credit hours for eight weeks of Level II fieldwork experience. The OTA program student is responsible for housing, gas, food, etc.
2. Students are responsible for their own transportation to fieldwork centers as required through the program. These are located in Wyoming and the surrounding geographical areas. For overnight trips and trips out of town, students may share the cost of gas and other expenses. Students are responsible for their own accommodations. Travel expenses for required fieldwork experiences in practicum are considerable, so students should plan their budgets accordingly.

**Academic Fieldwork Coordinator’s Responsibilities**

A) Provide field-based instruction manual to the facility and students that outlines the standards of performance and guidelines for the Level I and/or Level II affiliation.

B) Provide documentation of professional liability insurance for the students upon request.

C) Inform students of the confidential nature of all facility and client records and information.

D) Provide the facility information regarding student’s experience or academic background or both prior to placement, as authorized by the student.

E) Place only students who have satisfactorily completed all required pre-requisite courses and any other academic requirements and have been recommended by faculty for placement in the Community Experience, Level I and/or II affiliation.

F) Agrees to notify students of required health screenings and or additional requirements after receiving information from the facility. Students will provide documentation of these immunizations and the Academic Fieldwork Coordinator will manage these forms.

G) Agrees to advise students of their responsibilities for complying with the existing rules, regulations and guidelines for this agreement. These responsibilities include but are not limited to confidentiality, the student’s responsibility in providing the facility with goals and objectives for the affiliation, proof of health insurance coverage and current Cardiopulmonary Resuscitation (CPR) certification.

H) Fieldwork Performance Evaluation Form is to be received within one week of student’s completion of Level I/II fieldwork experience. ACFWC will review the evaluation to determine the student’s performance prior to the following fieldwork rotation to determine if the student will be able to pass the placement or if additional remediation is needed. This information will be shared with the Program Director and OTA faculty. If the evaluation form is not received the ACFWC will contact site.

I) After all students have met individually with the AFWC and have made their fieldwork choices, the Academic Fieldwork Coordinator sends a signed official Fieldwork Request Form to the fieldwork supervisor in a given facility for Level II rotation. If the supervisor can accommodate the student, the form is returned to Casper College bearing the signature of that supervisor. Once the form is signed by both the Casper College Academic Fieldwork Coordinator and the facilities fieldwork supervisor, the agreement is binding for all persons involved: Casper College, the student, and the fieldwork site. Changes can be made only by appeal to the fieldwork committee.

J) The Academic Fieldwork Coordinator will notify students of required interviews for acceptance of a Level II rotation. Some facilities have some reservations about accepting students. Some will not accept a student unless he/she has spent two or three full days at the facility. This serves a dual
purpose. It gives the OT personnel at the facility the opportunity to determine whether the
student can meet their expectations and gives the student the opportunity to learn whether
he/she will be able to function within the facilities’ learning environment and whether that facility
meets his/her educational goals.

**Evaluation of Fieldwork Facilities by the Casper College Academic Fieldwork Coordinator**

Casper College has implemented a method to evaluate fieldwork facilities. An evaluation is typically done
to assess program effectiveness, assist decision-making regarding the program, and improve future
programming. The purpose of this endeavor is to determine and measure the kinds of experiences which
are offered at fieldwork facilities as compared to the Casper College Occupational Therapy Assistant
Program student competencies for the entry-level occupational therapy assistant.

The information gathered is utilized in the following ways:

1. Assist students in the fieldwork selection process.

2. Inform fieldwork facilities of learning experiences which are being offered in the Casper
   College Occupational Therapy Assistant curriculum.

3. Determine if fieldwork facilities are offering learning experiences compatible with those
   presented in the Casper College Occupational Therapy Assistant curriculum. Each fieldwork
   facility will be evaluated by a representative of the Casper College Occupational
   Therapy Assistant Program on a rotational basis every five years. Arrangements for conducting
   an on-site fieldwork evaluation will be communicated prior to the visit.

4. Provide the Casper College Occupational Therapy Assistant Program a method of objectively
   evaluating existing fieldwork facilities. The fieldwork facility evaluation form will be completed
   utilizing an interview format with a Casper College Occupational Therapy Assistant Academic
   Fieldwork Coordinator and the Fieldwork Supervisor. The information is to be completed as if
   a student is currently completing a Level II Fieldwork at the facility.

5. Provide the Casper College Occupational Therapy Assistant Department an instrument to
   guide faculty in selecting new fieldwork facilities in an objective manner. Data will be gathered
   in the areas of diagnostic categories, assessments and interventions. Casper College
   Occupational Therapy faculty developed evaluation criteria. When the Occupational Therapy
   faculty of Casper College visits each clinical site, the form will be completed through discussion
   with the director of Occupational Therapy and/or student fieldwork supervisor.

6. Following the site visit, the Academic Fieldwork Coordinator will meet with the
   OTA program faculty and discuss the data found during the site visit. A copy of the evaluation
   form and suggestions regarding the fieldwork program at the facility are available upon
   request. If a facility does not meet the evaluation criteria, the site will be discussed at a faculty
   meeting and a decision will be made as to whether to consider the site under special
   circumstances or whether or not the facility should remain as a fieldwork site.

7. In addition, the AFWC sends Annual Report Forms to all facilities. The facilities are expected to
   complete and return the forms to the Casper College Occupational Therapy Assistant Program.
These forms serve to update the faculty and students as to the experiences currently offered at each facility. Feedback from the students who have completed fieldwork at a facility are also considered in reviewing whether the facilities’ fieldwork program meets the educational needs of the students. Reviews of fieldwork facilities will be ongoing and will take into account all of the above considerations. If a facility is discontinued, the site will be informed of the reasons for such a decision, and if a facility chooses to withdraw from offering fieldwork experiences, they are also expected to notify the Casper College Occupational Therapy Assistant Program of this decision and reasoning behind it. The information concerning that facility will then be removed from the fieldwork manuals and placed in an inactive file.

**Fieldwork Facility Responsibilities**

The general objectives of the fieldwork education facility, described in the *Guide to the Preparation of Fieldwork Objectives for Occupational Therapy Students*, are as follows:

1. Review periodically the contractual agreement between Casper College institution and the fieldwork education facility and ensuring that these agreements are signed.
2. Provide students the opportunity to practice skills learned in school with actual clients.
3. Verify the knowledge students acquire in the academic setting.
4. Provide the opportunity for students to expand the knowledge acquired in the academic setting.
5. Provide students with the opportunity to develop the interpersonal skills and attitudes necessary for effective interaction with persons having physical, psychosocial, or developmental deficits; people with different values and backgrounds; and with other members of the health care team.
6. Provide the students with feedback regarding their on-the-job performance and to provide guidance for modifying that performance to improve effectiveness.
7. Promote the development of self-evaluation and problem solving skills.
8. Provide the student with role models in direct service to clients.
9. To ease the transition from the role of students to the role of occupational therapy practitioner.
10. To provide for a substitute supervisor in the event of the primary supervisor’s absence.
11. To contact the Academic Fieldwork Coordinator regarding concerns or changes in supervision.
12. The student’s performance objective is to meet the general objectives stated for the curriculum as they apply to the fieldwork facility.
13. In a setting where there is no occupational therapy practitioner on site, ACOTE requires eight hours of supervision per week and this is a minimum number of hours for the site. Supervisors need to be cognizant of individual student needs. They may supervise multiple students, but need to use judgment in determining when an individual student may need more time. It is expected by ACOTE that supervision include role modeling for the student, direct observation of
client interactions, meetings with the student, review of student paperwork, and availability for communication and consultation. This does not mean that the supervisor has to be in line of sight for the entire eight hours unless required by law or regulation. Instead, the supervisor has to be a role model for the student initially, and later be in contact with the student for a minimum of eight hours and readily available at all other times. It is understood that supervision begins with more direct supervision and gradually decreases to indirect supervision as the student demonstrates competence. While the standard refers to supervision provided by the occupational therapy practitioner, a back-up professional person should be identified as available to the student on site.

Clinical Educator Responsibilities

The administrative responsibilities of the fieldwork supervisor include, but are not limited to the following:

1. Collaborating with the Academic Fieldwork Coordinator in the development of a program that provides the best opportunity for the implementation of theoretical concepts offered as part of the academic educational program and curriculum design.

2. Preparing, maintaining, and sending to the Academic Fieldwork Coordinator current information regarding the facility. This includes: AOTA Data Form, fact sheet, alert sheet, and student objectives for Level I and Level II rotations.

3. Scheduling students in collaboration with the Academic Fieldwork Coordinator.

4. Establishing objectives for the fieldwork experience and identifying the philosophy of the fieldwork facility.

5. Contributing to the evaluation of each student at midterm and completion of the fieldwork experience. One copy of the final document must be signed by both the fieldwork educator and the student. The final document will be sent to the Academic Fieldwork Coordinator of Casper College OTA program (the student is also entitled to a copy).

6. Notifying the Academic Fieldwork Coordinator of any student who is requesting to withdrawal from the fieldwork site.

4. Providing regular and periodic supervision of students. Initially, supervision should be direct, then decrease to less direct supervision, as is appropriate for the setting, the severity of the client’s condition, and the ability of the student.

5. If there is not a occupational therapist on site, the Casper College OTA program will work with the facility to provide supervision of at least eight hours per week. A back-up professional person will be identified at the site to be available to the student.

The direct day-to-day supervisory responsibilities of the fieldwork supervisor include, but are not limited to the following:

1. Providing an orientation to the fieldwork education facility and to specific departmental policies and procedures.
2. Assigning client/clients to the student.

3. Supervision of the student’s provision of occupational therapy services, documentation and professional verbal communications.

4. Assessing the skill and knowledge level of the student, with growth oriented feedback.

5. Meeting with the student regularly to review performance and to provide guidance.

6. Evaluating the student at midterm and completion of the fieldwork experience using the performance evaluation instrument provided.

Rules for Fieldwork Clinical Experiences for Occupational Therapy Assistant Students

It is the student’s responsibility to know and abide by these rules. In addition, students are subject to and responsible for abiding by the Casper College Conduct and Judicial Code. Violations of the following codes of professional behavior should be brought to the student’s attention as they occur and may be grounds for removal from fieldwork sites.

- Failure to maintain and follow OTA Program dress code, demonstrating poor appearance, and/or hygiene
- Disrespect to superiors or discourteous treatment of others
- Refusal to work in an assigned area
- Non-cooperation in assigned duties or lack of initiative to participate in learning opportunities
- Divulging confidential patient information
- Incompetence, neglect of duty, or poor performance
- Violation of safety rules
- Failure to maintain professional relationships with clients
- Using commonly acknowledged profane language
- Gambling on clinical site property
- Assaultive behavior on clinical site property
- Possession of drugs, narcotics, or alcohol on clinical site property
- Reporting for duty under the influence of drugs, narcotics, or alcohol
- Theft of clinical site property, dishonesty, falsifying records, or possession of the Clinical Supervisor’s files or records
- Failure to report for one’s scheduled shift without notifying the Clinical Supervisor in advance
- Leaving the facility premises without notifying the Clinical Supervisor
- Failure to report to work on time
- Students must have a Grade Point Average (GPA) of 2.3 to participate in all levels of fieldwork placements.
• Violations are to be dealt with per facility employee policy. Where no policy exists, contact the academic program for direction.
• All violations of the above listed rules should be brought to the immediate attention of the Casper College Academic Fieldwork Coordinator.
COMMUNITY EXPERIENCE
Community Experience: Community Experience is intended to provide the students with experience and exposure to a variety of helping professions within the community. This experience helps to validate the students’ decision to pursue a career in occupational therapy. The student is required to complete 40 hours of community experience (20 hours for two semesters), focusing on helping professions in various settings. These hours will be broken down to consist of 10 hours at two different facilities consisting of a total of 20 hours in each semester. Facilities will include placements in mental health, developmental disability, assisted living, physical disability, and geriatric and pediatric populations.

Community Experience Fieldwork students are not expected to emphasize independent performance, nor are they considered substitutes for any part of sustained Level I or Level II Fieldwork experience.

Qualified personnel must provide supervision for Community Experience Fieldwork. These personnel may include occupational therapy personnel or other appropriate individuals such as teachers, social workers, nurses, recreational therapists, administrators, and physical therapists.

The fieldwork educational facility provides observational opportunities, “hands-on” experience as appropriate, feedback to the student, and learning tasks appropriate for the student. The facility cooperates with academic assignments and provides a written evaluation of the student to Casper College of the experience.

The focus of the learning experience includes observation, written and verbal communication, professional behaviors, and individual and group participation with clients. The fieldwork educational facility provides the opportunity for the following:

- **a.** basic exposure, observation, and experience with clients commonly served by occupational therapy;

- **b.** observation and description of treatment, evaluation, and behavior of clients; recognition and description of conditions of dysfunction;

- **c.** identification of role functions of the OTR and COTA in various treatment settings. (IF APPLICABLE)

Specific objectives and assignments identified by the Occupational Therapy Assistant Program faculty for Community Experience will be provided by the instructor of COTA 2300 and or COTA 2310, and are available in the Program Director’s office. If additional assignments are required for students to complete, please contact the AFWC prior to giving the assignment to the student, so the assignment may be reviewed with students and faculty. We would like to ensure our students have been prepared in the areas being addressed, so experiences will be successful.

Due to the geographic location of Casper College, in a rural area, the opportunities for Community Experience in the immediate area are limited. Travel **WILL** be required outside of Casper Wyoming. Douglas Wyoming is considered local. Travel expenses are the students’ responsibility. COTA 2300 and COTA 2310 – Fieldwork Integration I and II will require the completion of 20 hours each semester for Community Experience. These assignments will be in mental health, pediatrics, physical disabilities, geriatrics and/or adult developmental disability settings, and emerging sites. Mental Health is the only mandatory discipline, as this area is the foundation for occupational therapy.
Learning Objectives
Community Experience

By the completion of the Community Experience, the student will be able to:

1.0 Professional Behaviors

1.1 Respect the rights and dignity of the client
1.2 Accept responsibility for his/her own actions
1.3 Seek supervision when needed and communicate with onsite supervisor at appropriate intervals
1.4 Accept constructive criticism of his/her own performance and make an effort to improve weak areas
1.5 Begin to develop professional judgment in treatment related activities
1.6 Initiate efforts to upgrade knowledge through available resources
1.7 Demonstrate punctuality in attendance and promptness in completing assignments
1.8 Exhibit good work habits (i.e.: dependability, flexibility and time management)
1.9 Demonstrate professional appearance

2.0 Communication Skills

2.1 Establish rapport with clients and staff
2.2 Begin to communicate the definition of occupational therapy to others
2.3 Give clear, accurate and articulate oral directions and reports
2.4 Independently initiate contact with clients/staff as needed
2.5 Discriminate between the desirable and undesirable client behaviors
2.6 Positively reinforce desirable client behaviors
2.7 Effectively set limits on undesirable client behaviors
2.8 Demonstrate clear, accurate, and grammatically correct clinical writing skills
2.9 Use medical terminology effectively

3.0 Occupational Therapy Services

3.1 Understand the value of activity/occupation as treatment by describing the activity's relationship to treatment goals
3.2 Demonstrate adherence to the policies, procedures and daily routine of the clinical site
3.3 Identify functions and responsibilities of occupational therapy personnel in the assigned clinical setting (OTR vs. COTA and Senior vs. Staff Positions)
3.4 Describe the present or potential contribution of occupational therapy to the assigned clinical site
3.5 Describe the roles of other allied health professions in the assigned clinical site
3.6 Conduct an activity analysis

4.0 Data Collection

4.1 Recognize classic symptoms of diagnoses manifested by clients
4.2 Utilize existing documentation and other resources to obtain relevant information needed for treatment planning
4.3 Identify areas to assess relevant to occupational performance (ADL, leisure, work)
4.4 Utilize existing documentation as an evaluation tool to identify major problems
Conduct an interview with the client to obtain data

Observe confidentiality with respect to client-related information

Observe or assist in assessing relevant areas according to established protocols when the opportunity is available

Observe or assist in identifying basic client assets and deficits after summarizing evaluation data when the opportunity is available

Observe or assist in identifying appropriate goals to match client deficits when the opportunity is available

Treatment Implementation

Apply or adapt effective techniques/modalities to a client or group

Become familiar with conditions that are effective for occupational therapy intervention

Demonstrate effective problem solving

Be prepared for treatment sessions

Assist in clinic maintenance

Verbalize the importance of re-evaluation, discharge planning, and follow-up.

Note pertinent aspects of client’s response to treatment (i.e. physical, emotional)

Demonstrate awareness of and adherence to safety precautions in implementing treatment

Become familiar with therapeutic media and techniques used with clients

Assist in selecting therapeutic activities to match treatment goals

Self-awareness

Identify personal strengths and areas of growth.

Verbalize personal growth strategies to supervisor

Identify personal attitudes toward disability and illness

Appreciate the impact of cultural and socioeconomic differences on the treatment process

Demonstrate a range of interpersonal interactions to meet the demands of various clinic situations

Demonstrate the ability to handle personal problems that could interfere with professional duties

Appear comfortable with professional physical contact with client

Demonstrate empathy towards meeting the needs of others

Demonstrate adherence to professional standards and a code of ethics
COMMUNITY EXPERIENCE EVALUATION FORMS AND ASSIGNMENTS
Casper College
Occupational Therapy Assistant Program

COMMUNITY EXPERIENCE FIELDWORK EVALUATION FORM*

Student name: ____________________________________________________

Name of Fieldwork Site: ____________________________________________

Dates of Fieldwork:


Total Number of Hours Completed at facility: ____________________/10 hours

Directions:
The Standards B.5.17 and B.9.6, developed by the Accreditation Council for Occupational Therapy Education (ACOTE) describes objectives of the occupational therapy assistant experience is for students to effectively interact through oral and nonverbal communication with the health care providers in a professionally acceptable manner. Also students are to identify professional responsibilities. Keeping in mind the focus of community experience fieldwork is not to be independent performance, but rather to have basic exposure, observation, and experience with clients commonly served in occupational therapy. Please rate the followings statements in each category as to your degree of agreement or disagreement with them concerning the performance of this student. Utilize the descriptors for each item for clarification of expected performance skills.

➢ During the final fieldwork session, have a conference with the student discussing your evaluation of him/her and his/her completed evaluation of him/herself. Sign both completed forms and return the forms to the Academic Fieldwork Coordinator.

Supervisor Name: __________________________________

Position: __________________________________ OTR: ___ COTA: ___ Other: _____

Absences of Time made up: __________________________________________________________________ Reason(s) for: __________________________________________________________________

Please use this area for comments:

• (Adapted with permission from the Philadelphia Region Fieldwork Consortium Level One Fieldwork Student Evaluation Form, Journal of Allied Health, Summer 2003, 86, 91). Revised, Casper College Occupational Therapy Assistant Program June 2013.)
CASPER COLLEGE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
STUDENT FIELDWORK EVALUATION

COMMUNITY EXPERIENCE

Student name______________________________    Site name: ______________________________________

Indicate the student's level of performance using the scale below.

1=Well Below Standards: Performance is weak in most required tasks and activities. Work is frequently unacceptable. Please state comments and examples for reason score was given.

2=Below Standards: Opportunities for improvement exist however student has not demonstrated adequate response to feedback. Work is occasionally unacceptable. Please state comments and examples for reason score was given.

3=Meets Standards: Carries out required tasks and activities. This rating represents good, solid performance and should be used more than all the others.

4=Exceeds Standards: Frequently carries out tasks and activities that surpass requirements. At times, performance is exceptional.

5=Far Exceeds Standards: Carries out tasks and activities in consistently outstanding fashion. Performance is the best that could be expected from any student.

<table>
<thead>
<tr>
<th>Time Management Skills</th>
<th>1 2 3 4 5</th>
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<tbody>
<tr>
<td>Consider ability to be prompt, arrive on time, complete assignments on time. Comments:</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Consider ability to set priorities, be dependable, be organized, and follow through with responsibilities. Comments:</td>
<td></td>
</tr>
<tr>
<td>Engagement in the fieldwork experience</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Consider student's apparent level of interest, level of active participation while on site; investment in individuals and treatment outcomes. Comments:</td>
<td></td>
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<tr>
<td>Self-Directed Learning</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Consider ability to take responsibility for own learning; demonstrate motivation. Comments:</td>
<td></td>
</tr>
<tr>
<td>Reasoning/Problem Solving</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Consider emerging ability to use self-reflection, willingness to ask questions; starting to demonstrate basic reasoning. Comments:</td>
<td></td>
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<tr>
<td>Initiative</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Consider initiative, demonstrates emerging ability to seek and acquire information from a variety of sources; demonstrates flexibility as needed. Comments:</td>
<td></td>
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<tr>
<td>Observation Skills</td>
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<tr>
<td>Consider <em>emerging</em> ability to observe relevant behaviors for performance areas and performance components and to verbalize perceptions and observations.</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Comments:</td>
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<tr>
<th>Student’s Response to supervisor feedback</th>
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<tbody>
<tr>
<td>Consider ability to receive and respond to feedback given by supervisor; seek guidance when necessary; follow proper channels.</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Comments:</td>
<td></td>
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<thead>
<tr>
<th>Verbal Communication and Interpersonal Skills with patients/clients/staff/caregivers</th>
<th></th>
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<tbody>
<tr>
<td>Consider ability to interact appropriately with individuals such as eye contact, empathy, respectfulness, etc.; degree/quality of verbal interactions; use of body language and non-verbal communication; exhibits <em>emerging</em> confidence.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Comments:</td>
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<tr>
<th>Professional and Personal Boundaries</th>
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<tr>
<td>Consider ability to recognize/handle personal/professional frustrations; balance personal/professional obligations; handle responsibilities; work with others cooperatively, considerately, effectively; responsiveness to social cues.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
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<tr>
<th>Safety</th>
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<tr>
<td>The student is demonstrating emerging safety needs of the client and the facility.</td>
<td>1 2 3 4 5</td>
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**Comments:**
Your comments help the Casper College Occupational Therapy Assistant Program faculty as well as the student understand areas for growth and development in the field of Occupational Therapy. **Please provide examples and comments to sections where the student scored a “1” or “2”**.

**Identify student’s current area of strengths that were demonstrated during fieldwork.**

**Identify students’ current areas in need of improvement that were demonstrated during fieldwork.**

<table>
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<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Supervisors’ overall rating of student performance. Please indicate students overall performance score.</th>
</tr>
</thead>
</table>

Student Signature: ___________________________ Date: ________________

Supervisor Signature: ___________________________ Date: _______________
COTA 2300 & 2310

Community Experience Time Sheet

Student Name: __________________________

Facility Name: __________________________

Time Period: __________________________

**Directions:** The student is to fill in the hours each time you go visit your facility. Your supervisor will then sign their initials in the space provided each time you visit. This is to be turned into the instructor along with your evaluation form.

<table>
<thead>
<tr>
<th>Date of Visit</th>
<th>Hour Arrived</th>
<th>Hour Departed</th>
<th>Total Hours for Day</th>
<th>Supervisor Signature</th>
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</table>

I have honestly completed the required 10 hours of observation for the community experience class.

______________________________  ________________________________
Signature of Student            Signature of Supervisor
SUPERVISOR COMMUNICATION FORMS

Student Name: ____________________________________
Facility Name: _____________________________________
Date: ____________________________________________

Please circle the correct time for this worksheet __ 3 hours or __ 7 hours

This form is to be completed after 3 hours and 7 hours of observation (total of 2 worksheets). If for some reason you are unable to make the scheduled appointment or your supervisor has to delay your hours, the supervisor will need to sign your weekly report and write a comment as to why the hours were missed. Points will be deducted for missed appointments. If there is a change in your schedule, the student needs to discuss the change with the instructor, as well as your site supervisor.

Name of Supervisor: ____________________________________________

1. What specific questions or issues would you like to discuss next visit?

2. Is there a specific diagnosis, treatment, activity or person you would like to see next visit?

3. Is there a certain person/discipline you would like to see next visit?

4. Identify a few topics/areas that were new to you this visit?

5. Do you have any questions about what you saw this visit?

6. Would you like the supervisor to give you more feedback or are they providing you with adequate feedback regarding your performance?

________________________________________________________________________
Student Signature                      Date

________________________________________________________________________
Supervisor Signature                 Date
COTA 2300/2310
Preparation Worksheet for Community Experience

Student Name: _________________________________________________________

Directions: Complete the following questions based on the practice area you are observing. These questions are meant to assist you in gaining an understanding about each of the practice areas listed below prior to your first visit. Please utilize your occupational therapy books and the AOTA website to obtain this information prior to your community experience. We strongly encourage discussing your findings with your supervisor.

**Physical Disabilities**

1. What behaviors and symptoms might you see when observing a patient who has sustained a stroke?

2. What is the difference between quadriplegia and paraplegia?

3. What are two activities a person who has had a total hip replacement might not be able to do?

4. What are two activities you could do with a patient who has decreased upper extremity strength?

5. Can a person who has a physical disability, such as a spinal cord injury, live independently or does the person need to live in a facility where they have assistance?

**Pediatrics**

1. What behaviors and symptoms might you observe in a child diagnosed with cerebral palsy?

2. What behaviors and symptoms might you observe in a child diagnosed with attention deficit hyperactivity disorder?

3. What are two activities a therapist could use to develop the fine motor skills needed to address a child’s difficulty with handwriting?

4. What communication strategies (verbal and non-verbal) does a therapist use to present activities to a child?

5. Are children with physical disabilities allowed in school classrooms with non-disabled children?
Geriatrics  

1. What are two stereotypes that come to mind when considering the elderly population?  

2. What are two problems an elderly patient might have that would require OT treatment?  

3. What are two activities you could use with elderly patients to improve their balance?  

4. What are two activities to help improve memory or problem solving skills?  

5. What are two benefits for the OT, as well as the patient, when therapy is provided in the patient’s home?  

Developmental Disability  

1. Where do the client’s reside at night? Who do the clients live with?  

2. What do you notice as one of the major key components for success with clients of the DD population? What skills separate those who can work from those who need daily supervision?  

3. What are two activities a therapist would use to develop social skills in the DD population?  

4. What professional and personal qualities does the therapist need to have in order to effectively communicate what he/she wants to accomplish in therapy?  

5. What services are provided to facilities to help accommodate the client’s families?  

Mental Health  

1. What behaviors and symptoms might you observe in a patient diagnosed with schizophrenia?  

2. What behaviors and symptoms might you observe in a patient diagnosed with major depression?  

3. What are two activities you could use to treat a patient with poor communication skills?  

4. What are two activities you could use with a patient who has poor coping skills?  

5. How are individuals who are diagnosed with a mental illness stigmatized by society?
LEVEL I FIELDWORK
LEVEL I FIELDWORK

Level I: Level I Fieldwork experience, as required by the Standards for Accredited OTA Programs, established by the Accreditation Council for Occupational Therapy Education (ACOTE), includes experiences designed as an integral part of didactic coursework for the purpose of directed observations and participation in selected activities in field settings. These settings include pediatrics, mental health, physical disability, geriatrics, adult developmental disabilities, and an emerging site.

Level I Fieldwork rotations are not expected to emphasize independent performance, nor are they considered substitutes for any part of sustained Level II Fieldwork experience. Level I Fieldwork placements will be established approximately one month prior to pending fieldwork dates.

Qualified personnel must provide supervision for Level I Fieldwork. These personnel may include occupational therapy personnel or other appropriate individuals such as teachers, social workers, nurses, recreational therapists, administrators, and physical therapists.

Level I Fieldwork experience, which initially provides the student with exposure to clinical practice through observation, progresses with increasing expectations of the student to: demonstrate skills in the use of selected evaluation or treatment procedures; gather and organize data; and examine reactions to clients, self, personnel, and the profession. Generally, the fieldwork education facility provides observational opportunities, “hands-on” experience as appropriate, feedback to the student, and learning tasks. The facility cooperates with academic assignments and provides a written evaluation to Casper College of the experience.

The focus of the learning experience includes observation, written and verbal communication, professional behavior, and individual and group participation with clients. The fieldwork education facility provides the opportunity for the following:

1. basic exposure, observation, and experience with clients commonly served by occupational therapy;

2. observation and description of treatment, evaluation, and behavior of clients; recognition and description of conditions of dysfunction;

3. identification of role functions of the OTR and COTA in various treatment settings. (IF APPLICABLE)

Specific objectives and assignments identified by the Occupational Therapy Assistant Program faculty for Level I Fieldwork will be provided by the instructor of COTA 2320 AND COTA 2330, and are available in the Program Director’s office. If additional assignments are required for students to complete, please contact the AFWC prior to giving the assignment to the student, so the assignment may be reviewed with students and faculty. We would like to ensure our students have been prepared in the areas being addressed, so experiences will be successful.

Due to the geographic location of Casper College, in a rural area, the opportunities for Level I Fieldwork in the immediate area are limited. Travel WILL be required outside of Casper and Douglas Wyoming. Travel expenses are the students’ responsibility. Four block assignments of five days have been organized for COTA 2320 and 2330. These assignments will be in psychosocial, pediatrics, physical disabilities and geriatrics in addition to one 10 hour placement at a developmental disability setting, and one 10 hour placement in an emerging site, which may include developmental disabilities mental health, geriatrics, or pediatrics.
Fieldwork Placement Designation for Level I

Level I Fieldwork is a part of the academic coursework. The Academic Fieldwork Coordinator and faculty assign placements. Placements for Level I Fieldwork will be completed approximately one month ahead of pending fieldwork dates. Level I Fieldwork placements are the responsibility of the Casper College Occupational Therapy Assistant Program faculty.

Changing Level I Fieldwork Placement for Students:
If Level I fieldwork students have a special request regarding Level I Fieldwork placements, the requests must be in writing, six weeks prior to fieldwork placement. The request is considered, not guaranteed.

If a student has a concern about their Level I Fieldwork placement, it is imperative to bring the concern to the OTA faculty within three weeks of scheduled fieldwork. In a rare occasion, there may be a situation that requires reassignment of a Level I Fieldwork placement. A typed request will need to be submitted to the OTA faculty identifying the professional/personal reason behind the change.

1. Type a request explaining the personal/professional reason for the Level I Fieldwork change request.
2. Identify the possible implications that this change may have on their education and the education of their class members.
3. Submit to Casper College OTA Faculty and Fieldwork Committee.
4. The committee will review the request and provide feedback on expectations for the student.

Situations Which May Require Student Removal from Level I Fieldwork by Academic Program

Casper College Occupational Therapy Assistant students are required to have all academic coursework turned in prior to leaving for fieldwork Level I placement. If for some reason a student has not turned in an OTA program assignment the student will not be allowed to start the fieldwork until assignments are successfully completed. If the student is late with assignments causing them to not complete the fieldwork at the scheduled time the student will be placed accordingly in the disciplinary process.

1. Failure to wear and follow Casper College Occupational Therapy Assistant Dress Code policy.
2. All missing or late work must be submitted Thursday by 5:00 pm. If the missing or late work is not submitted in time, the student will not start their fieldwork rotation.

Learning Objectives
Level I Fieldwork

By the completion of the Level I Fieldwork experience, the student will be able to:

1.0 Professional Behavior
1.1 Respect the rights and dignity of the client
1.2 Accept responsibility for his/her own actions
1.3 Seek supervision when needed and communicate with onsite supervisor at appropriate intervals
1.4 Accept constructive criticism of his/her own performance and make an effort to improve weak areas
1.5 Begin to develop professional judgment in treatment related activities
1.6 Initiate efforts to upgrade knowledge through available resources
1.7 Demonstrate punctuality in attendance and promptness in completing assignments
1.8 Exhibit good work habits (i.e.: dependability, flexibility and time management)
1.9 Demonstrate professional appearance

2.0 Communication Skills

2.1 Establish rapport with clients and staff
2.2 Communicate the definition of occupational therapy to others
2.3 Give clear, accurate and articulate oral directions and reports
2.4 Independently initiate contact with clients/staff as needed
2.5 Discriminate between the desirable and undesirable client behaviors
2.6 Positively reinforce desirable client behaviors
2.7 Effectively set limits on undesirable client behaviors
2.8 Demonstrate clear, accurate, and grammatically correct clinical writing skills
2.9 Use medical terminology effectively

3.0 Occupational Therapy Services

3.0 Understand the value of activity/occupation as treatment by describing the activity’s relationship to treatment goals
3.2 Demonstrate adherence to the policies, procedures and daily routine of the clinical site
3.3 Identify functions and responsibilities of occupational therapy personnel in the assigned clinical setting (OTR vs. COTA and Senior vs. Staff Positions)
3.4 Describe the present or potential contribution of occupational therapy to the assigned clinical site
3.5 Describe the roles of other allied health professions in the assigned clinical site
3.6 Conduct an activity analysis

4.0 Data Collection

4.1 Recognize classic symptoms of diagnoses manifested by clients
4.2 Utilize existing documentation and other resources to obtain relevant information needed for treatment planning
4.3 Identify areas to assess relevant to occupational performance (ADL, leisure, work)
4.4 Utilize existing documentation as an evaluation tool to identify major problems
4.5 Conduct an interview with the client to obtain data
4.6 Observe confidentiality with respect to client-related information
4.7 Observe or assist in assessing relevant areas according to established protocol when the opportunity is available
4.8 Observe or assist in identifying basic client assets and deficits after summarizing evaluation data when the opportunity is available
4.9 Observe or assist in identifying appropriate goals to match client deficits when the opportunity is available

5.0 Treatment Implementation

5.1 Apply or adapt effective techniques/modalities to a client or group
5.2 Become familiar with conditions that are effective for occupational therapy intervention
5.3 Demonstrate effective problem solving
5.4 Be prepared for treatment sessions
5.5 Assist in clinic maintenance
5.6 Verbalize the importance of re-evaluation, discharge planning, and follow-up.
5.7 Note pertinent aspects of client’s response to treatment (i.e. physical, emotional)
5.8 Demonstrate awareness of and adherence to safety precautions in implementing treatment
5.9 Become familiar with therapeutic media and techniques used with clients
5.10 Assist in selecting therapeutic activities to match treatment goals

6.0 Self-awareness
6.1 Identify personal strengths and areas of growth.
6.2 Verbalize personal growth strategies to supervisor
6.3 Identify personal attitudes toward disability and illness
6.4 Appreciate the impact of cultural and socioeconomic differences on the treatment process
6.5 Demonstrate a range of interpersonal interactions to meet the demands of various clinic situations
6.6 Demonstrate the ability to handle personal problems that could interfere with professional duties
6.7 Appears comfortable with professional physical contact with client
6.8 Demonstrate empathy towards meeting the needs of others
6.9 Demonstrate adherence to professional standards and code of ethics

**Level I Sample Objectives for Fieldwork Educators**

Please remember these are only sample objectives. We encourage you to establish your own objectives that fit into your facility and supervisory role.

Day 1
- Orientation to facility, staff, policies and procedures
- Observation of Supervisor with clients/beginning interactions when possible
- Chart Reviews- Students start Occupational Therapy Practice Framework and Activity Analysis

Day 2
- Continued observation with staff and clients
- Interactions with clients/implementation of techniques when possible
- Observe staff meetings/family conferences
- Discussion of therapy interventions/evidence-based techniques if applicable
- Initial planning of treatments for clients/groups when possible

Day 3
- Interaction with clients/ implementation of services when possible
- Documentation with supervision when possible
- Other suggestions
  - Time for assignments/Occupational Therapy Practice Framework
  - Observe staff meetings/family conference
  - Observe other disciplines
Day 4
• Implementing students planned interventions when possible
• Interaction with clients
• Continue documentation

Day 5
• Implementation of student planned interventions when possible
• Complete Student Evaluation with student
• Complete Fieldwork Evaluation with student
• Wrap up treatments/site expectations
LEVEL I FIELDWORK
EVALUATION FORMS
AND
ASSIGNMENTS
Casper College
Occupational Therapy Assistant Program

LEVEL ONE FIELDWORK EVALUATION FORM*

Student name: ______________________________________________________________

Name of Fieldwork Site: ______________________________________________________

Dates of Fieldwork:


Total Number of Hours Completed at facility: _________________________________

Directions:
The Standards developed by the Accreditation Council for Occupational Therapy Education (ACOTE) describes the objective of the level one fieldwork experience as being “to introduce students to the fieldwork experience, and develop a basic comfort level with and understanding of the needs of the clients” (AJOT< 53, 583-589). Keeping in mind the focus of level one fieldwork is not to be independent performance, please rate the followings statements in each category as to your degree of agreement or disagreement with them concerning the performance of this student. Utilize the descriptors for each item for clarification of expected performance skills.

➢ During the final fieldwork session, have a conference with the student discussing your evaluation of him/her and his/her completed evaluation of him/herself. Sign both completed forms and return the forms to the Academic Fieldwork Coordinator.

Supervisor Name: __________________________________________________________

Position: __________________________________________________ OTR: _ COTA: _ Other: __

Absences of Time made up: ______________________________ Reason(s) for: ____________________

Please use this area for comments:

• (Adapted with permission from the Philadelphia Region Fieldwork Consortium Level One Fieldwork Student Evaluation Form, Journal of Allied Health, Summer 2003, 86, 91). Revised, Casper College Occupational Therapy Assistant Program June 2013
### Indicate the student's level of performance using the scale below.

1=Well Below Standards: Performance is weak in most required tasks and activities. Work is frequently unacceptable. Please state comments and examples for reason score was given.

2=Below Standards: Opportunities for improvement exist however student has not demonstrated adequate response to feedback. Work is occasionally unacceptable. Please state comments and examples for reason score was given.

3=Meets Standards: Carries out required tasks and activities. This rating represents good, solid performance and should be used more than all the others.

4=Exceeds Standards: Frequently carries out tasks and activities that surpass requirements. At times, performance is exceptional.

5=Far Exceeds Standards: Carries out tasks and activities in consistently outstanding fashion. Performance is the best that could be expected from any student.

**Time management Skills**

Consider ability to be prompt, arrive on time, and complete assignments on time.

Comments:  

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**Organization**

Consider ability to set priorities, be dependable, be organized, follow through with responsibilities

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**Engagement in the fieldwork experience**

Consider student's apparent level of interest, level of active participation while on site; investment in individuals and treatment outcomes.

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**Self-Directed Learning**

Consider ability to take responsibility for own learning; demonstrate motivation.

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**Reasoning/Problem solving**

Consider ability to use self-reflection, willingness to ask questions; ability to analyze, synthesize and interpret information; understand the OT process.

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**Initiative**

Consider initiative, ability to seek and acquire information from a variety of sources; demonstrates flexibility as needed.

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### Observation Skills
Consider ability to observe relevant behaviors for performance areas and performance components and to verbalize perceptions and observations.

**Comments:**

### Student’s response to supervisor feedback
Consider ability to give, receive and respond to feedback given by supervisor; seek guidance when necessary; follow proper channels.

**Comments:**

### Verbal communication and Interpersonal skills with patients/clients/staff/caregivers
Consider ability to interact appropriately with individuals such as eye contact, empathy, limit setting, respectfulness, use of authority, etc.; degree/quality of verbal interactions; use of body language and non-verbal communication; exhibits confidence.

**Comments:**

### Professional and Personal Boundaries
Consider ability to recognize/handle personal/professional frustrations; balance personal/professional obligations; handle responsibilities; work with others cooperatively, considerately, effectively; responsiveness to social cues.

**Comments:**

### Use of professional terminology
Consider ability to respect confidentiality; appropriately apply professional terminology (such as occupational therapy practice framework, acronyms, abbreviations, etc.) in written (if applicable) and oral communication.

**Comments:**

### Safety
The student attends to safety needs of the client and the facility.

**Comments:**

---

**Comments:**
Your comments help the Casper College Occupational Therapy Assistant program faculty as well as the student understand areas for growth and development in the field of Occupational Therapy. *Please provide examples and comments to sections where the student scored a “1” or “2”.*

**Identify student’s current area of strengths that were demonstrated during fieldwork.**

**Identify student’s current areas in need of improvement that were demonstrated during fieldwork.**

### Supervisors’ overall rating of student performance
Please indicate student’s overall performance score.

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**Student Signature:** ___________________________  **Date:** _____________

**Supervisor Signature:** ___________________________  **Date:** ___________
LEVEL I FIELDWORK
TIME SHEET

Student Name: _______________  Type of Fieldwork: ____________________________
Name of Site: _______________  Date of Fieldwork: ____________________________

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Time In</th>
<th>Time Out</th>
<th>Supervisor Signature</th>
<th>Total Hours of Day</th>
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TOTAL HOURS COMPLETED AT FIELDWORK: __________________________

44
LEVEL I- STUDENT EVALUATION OF FIELDWORK SUPERVISOR AND SITE

Name of facility: ________________________________

Type of rotation completed: ______________________

Please comment on the following:

Amount of supervision (Did this meet your needs)?

Feedback given by supervisor (Clear, sufficient and how can you use this feedback to improve your skill areas?):

Responsibilities (Were they clearly defined; did you take the responsibility of asking for clarification or defining what responsibilities you may have?):

Identify the strong aspects of this fieldwork experience:

Areas you would like to have seen or changed?

What was your objective?

Was your objective met?

Additional Comments:

Student’s signature: _______________ Date: _____________

Supervisor’s signature: _______________ Date: _____________
LEVEL I - FIVE DAY DISCUSSION AND REFLECTION GUIDE

NAME: ____________________________ DATE: ________________________

1. Think of one word (adjective/verb) you would use to describe your five day Fieldwork Experience.

2. How did the five day fieldwork experience benefit you?

3. What do you feel could have been done differently and how could you plan for this next time?

4. Reflect on what your strengths and weakness were for this fieldwork rotation.
   a. What methods/ interventions can you implement to continue the development of your strengths and skills?
   b. What methods/ interventions can you implement to address your areas of difficulty?

5. How did you take responsibility for your own learning?

6. Reflecting on your Level I experience, what additional knowledge or clinical reasoning skills did you gain from this fieldwork?
Level I- Reflection for Level I Fieldwork Rotation

You will complete this reflection on the last day of your Level I Fieldwork rotation. This form does not need to be typed. Please be detail oriented when reflecting on your experience.

Name: ______________________ Name of Facility: ______________________

Date: ______________ Day #________

<table>
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<tr>
<th>Diagnoses</th>
<th>Interventions</th>
<th>What you learned about the specific interventions in relation to patient symptoms</th>
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Did you take initiative for your learning? If so, how?
What are your feelings about the fieldwork?
What would you have done differently to increase your learning opportunities?

To make my next fieldwork more successful I will ________________?
Level I- SIS Guide to Evidence Implementation during Fieldwork

(Required to use a peer reviewed or scholarly article)

Identify the name of your article:

Identify how this article relates to your Level I Fieldwork rotation (practice area, article, topic and interventions):

Identify the findings from this article which support your Level I Fieldwork rotation (specific approaches/interventions/environment):

Identify how this research article enhanced your understanding of evidenced-based knowledge and implementation of interventions during your occupational therapy fieldwork rotation:

_______________________________________  ___________________
Student Signature                Date

_______________________________________  ___________________
Supervisor Signature             Date
Level I- Summary of Occupational Therapy Practice Framework Findings

1. Identify specifically the major **occupations** that this patient participates in on a daily basis.

2. Identify the major **performance skills** that are affecting independence in this patient’s life.

3. Identify the major **client factors** that are affecting independence in this patient's life.

4. Identify the major psychosocial factors that are affecting independence in this patient’s life.

Fieldwork Supervisor’s Comments to Student Regarding Occupational Therapy Practice Framework:

__________________________________________________________________________________

__________________________________________________________________________________

Fieldwork Supervisor Signature ___________________________ Date ______________________

__________________________________________________________________________________

Student Signature________________________________________ Date ______________________
LEVEL II
FIELDWORK
**Level II Fieldwork**

The goal of Level II fieldwork is to develop competent, entry-level, generalist occupational therapy assistants. Level II Fieldwork must be integral to the program’s curriculum design and must include an in-depth experience in delivering occupational therapy services to clients, focusing on the application of purposeful and meaningful occupations. The ACOTE guidelines require Level II Fieldwork experience for occupational therapy assistant students.

Level II fieldwork will consist of eight 40-hour weeks (16 weeks) of clinical exposure at two designated community facilities either traditional and/or emerging settings that are consistent with the curriculum design. Students will be assigned to two diverse settings to provide a variety of experiences with varying ages and diagnoses. Fieldwork II dates will be as followed: Students will start their first Level II Fieldwork one week following college graduation. Their second rotation will begin in July, with a third option of the second week in September. Occasionally fieldwork sites will request an optional time frame, which will be considered by the program faculty. Students are **not allowed to miss more than two consecutive days** during their Level II Fieldwork placements. Arrangements to make up this time missed will be at the clinical supervisor’s discretion. In addition to the onsite fieldwork placement, students are also required to participate in and complete weekly online classwork. Homework in this class includes weekly discussions and homework assignments that are designed to strengthen the bridge between academics and fieldwork application. Participation and timely completion are required for the student to earn a satisfactory grade. Failure to complete all online assignments and discussions will result in failure of class, regardless of success at fieldwork site. Online coursework is to be started by the second week of the determined fieldwork date and completed final week of Level II Fieldwork rotation. *Failure to comply with fieldwork policies results in termination of fieldwork.*

A student may be allowed to complete **one repeat** fieldwork, if they meet all expectations determined by faculty and Occupational Therapy Assistant Program Fieldwork Committee. No student is allowed to do more than one repeat fieldwork.

Requirements established in the ACOTE guidelines for Level II Fieldwork specific to occupational therapy assistant students include direct supervision provided by an OTR or COTA with at least one year of experience, although ultimate responsibility for the Level II Fieldwork experience must be assumed by a registered occupational therapist. All academic class work must be completed before participating in the Level II Fieldwork class.

The Casper College COTA Program will include:
1. A minimum of 16 weeks of Level II Fieldwork
2. Completion of all fieldwork experiences no later than 12 months following completion of academic preparation.
3. Direct supervision provided by an OTR or COTA with at least one year of experience, although ultimate responsibility for the Level II Fieldwork experience must be assumed by a registered occupational therapist.

Fieldwork Placement Designation for Level II Fieldwork

1) Level II fieldwork experience is selected through a lottery method. This method provides equal opportunity for all students to choose Level II Fieldwork experiences. A meeting will be held during the spring semester where lottery numbers will be drawn; the student who is number one will have first choice of the facility he/she selected and so forth, down the list of students. A student will provide a list of his/her top two choices for each experience, but no guarantee will be made concerning clinical assignments. The AFWC will meet with students to assign placement. Students may complete only one placement in Casper or Douglas, Wyoming. Douglas is considered a local site.

2) The following criteria will be implemented in determining Level II Fieldwork placement.
   a. The student will not be able to complete a Level II Fieldwork placement where the student is/or has been employed at the fieldwork site or has family members that are currently employed at this site.
   b. The student will not be able to complete a Level II Fieldwork placement where the student or immediate family members has or had treatment at the facility in the past three years.
   c. The student is required to complete two successful Level II Fieldwork rotations. These cannot be completed in the same population settings or in facilities that have the same administering body.
   d. The facility offers a variety of diagnoses, evaluations, and treatment interventions that will help to prepare OTA students for success on the National Board of Certification of Occupational Therapy.
   e. Any occupational therapy assistant student that would like to go to a state outside of the five state areas for their Level II Fieldwork rotation must demonstrate the following professional and academic behaviors, as well as submit a typed petition to the fieldwork committee. The fieldwork committee will then determine if the student demonstrates competent skills for the requested site placement. This is contingent up on the following:
      • Grade point average of 3.0 or above in all OTA coursework.
      • Successful completion of all Level I Fieldwork rotations.
      • Consistently demonstrates professionalism and completes all OTA academic coursework on time as demonstrated by no more than one academic counseling form and has not been placed on academic or professional probation.
      • If a student has received a counseling form, the student follows the guidelines of the established counseling form.
• When absent, initiates completion of missed coursework independently and in a timely fashion.

• Notification of absence to faculty needs to be completed effectively and efficiently.

• Consistently demonstrates respect to all classmates and instructors in the Occupational Therapy Assistant Program, as evident by no more than one counseling form and/or no probationary actions throughout the OTA program.

3) It is the student’s responsibility to notify OTA program Academic Fieldwork Coordinator of any site which may affect the above policy. Failure to comply with requested information could lead to termination of both fieldwork placement and/or program registration.

4) If a student is experiencing academic or professional expectation difficulties or is on probation, they will be required by the OTA program to complete their fieldwork within the state of Wyoming or within 300 miles from Casper, Wyoming, and at a site that the Casper College OTA program currently has a Memorandum of Understanding with. This will allow the program faculty to monitor progress of the student.

5) Students must provide their own transportation to and from the clinical sites. Neither Casper College, nor any of its fieldwork sites accepts liability for the student travel to or from the clinical sites or Casper College.

6) Level II Fieldwork outside the United States are required to be supervised by an occupational therapist that graduated from a program approved by the World Federation of Occupational Therapists and has one year of experience in the practice. This fieldwork will not exceed eight weeks.

**Student Changing or Cancelling Fieldwork Experience:**

Once the student has signed a fieldwork request form indicating his/her willingness to complete fieldwork at a facility, this agreement is binding.

**The Process of Scheduling a Student for Repeat Fieldwork**

1. A repeat Level II Fieldwork due to failure, termination, withdrawal, or drop is only allowed to do **one repeat**.

2. Once the new sight has been determined, the AFWC will contact the fieldwork site and notify the site of the student’s request.

3. It is then the responsibility of the student to contact the fieldwork site to discuss the circumstances/difficulties surrounding the previous fieldwork.
4. When a **verbal agreement** has been reached by the student and a fieldwork site, the AFWC will negotiate the fieldwork contract and arrange the necessary paperwork for the student’s fieldwork experience.

*Students must complete all required fieldwork within 12 months of completion of academic coursework.*

**Process for Choosing the Optional “Third” Fieldwork Placement**

After initial fieldwork placements have been requested, all students wishing to complete an additional Level II Fieldwork must make a request for specific clinical experiences. The student is required to review the information for various fieldworks and to ask the fieldwork coordinators any questions he/she might have. Additional Level II Fieldwork assignments will be made on a first come/first serve basis.

Students will sign up to meet with the Academic Fieldwork Coordinator. After all students wishing to complete an additional fieldwork have met individually with the AFWC, signed official **Fieldwork Request Forms** will be sent to fieldwork supervisors in the chosen sites. If the supervisor is able to accommodate the student, the form will then be returned to Casper College bearing the signature of that supervisor. Once both the Casper College Academic Fieldwork Coordinator and the facilities Fieldwork Educator sign the form, the agreement is binding.

**Note:** Students completing optional fieldwork must be aware that this may delay taking the certification exam.

**Situations Which May Require Student Removal/ Failure from Level II Fieldwork by Academic Program**

1) Failure to complete all academic classes prior to fieldwork start date.
2) Failure to register for COTA 2500 and/or COTA 2550, four weeks prior to start of fieldwork.
   a. Not following Casper College Occupational Therapy Assistant Program Dress Code. OTA Program shirts, dress pants, and name tag.
   b. Failure to follow the Student Fieldwork Responsibilities as stated in the manual.
   c. Failure to comply with HIPPA and confidentiality requirements per facility standards.
   d. Not completing and submitting scheduled online academic coursework within the **first two weeks** of fieldwork and not maintaining expectations for online coursework throughout the fieldwork placements. The online fieldwork assignments and discussions for Level II Fieldwork are mandatory. Students are to make arrangements for computer access before leaving for fieldwork so they will be able to participate in these fieldwork requirements. This is a vital part of education for the occupational therapy assistant program. Students who have not completed at least 75% of required assignments and discussions by midterm will be terminated from their fieldwork site. All assignments and discussions must be completed by the end of the 7th week of fieldwork to receive a passing grade for the placement. Supervisors’ AOTA Evaluation, Student Evaluation of Fieldwork Experience, OTPF and summary page are to be
submitted to the OTA Academic Fieldwork Coordinator by the third working day after completion of the Level II Fieldwork.

e. Not turning in previous Level II Fieldwork Data forms to Academic Fieldwork Coordinator prior to start of sequential Level II Fieldwork.

f. Not earning a score of 54 points or higher on the AOTA Fieldwork Performance Evaluation by midterm.

g. Not earning a score of 70 points or higher on the AOTA Fieldwork Performance Evaluation by end of fieldwork.

h. At any time during the fieldwork process, the OTA faculty has the right to terminate the student based on information between the Supervising Educator, the AOTA Fieldwork Performance Evaluation, and concern from fieldwork facility.

i. Failure to submit an official copy of the AOTA Fieldwork Performance Evaluation and Student Evaluation of the Fieldwork Experience to Academic Fieldwork Educator within one week of completion of site.

j. Failure to complete Casper College OTA Program End of Fieldwork electronic survey.

**Situations Which May Require Student Removal/ Failure from Level II Fieldwork by Supervising Educator**

a. The student is not progressing with the site specific objectives determined by the facility.

b. Failure of the student to follow safety guidelines with clients and facility standards.

c. Failure of the student to follow HIPPA guidelines at all times per facility standards.

d. Failure to complete site specific assignments.

e. At any time during the fieldwork process, the supervising educator has the right to terminate the student based on the AOTA Fieldwork Performance Evaluation and concern from fieldwork facility/ staff.

**Situations Which May Require Supervisor to Cancel or Amend Level II Fieldwork**

a. If there is a change to the OTA students Level II Fieldwork schedule, the Fieldwork Supervisor is to notify the Casper College Occupational Therapy Assistant Program's Academic Fieldwork Coordinator as early as possible. This will allow for the student to adjust their fieldwork plan.

b. If there is a change in the Fieldwork Supervisor please notify the Casper College Occupational Therapy Assistant Program's Academic Fieldwork Coordinator as soon as possible. The Academic Fieldwork Educator will then discuss with the new fieldwork supervisor the Level II OTA process including objectives, evaluations, midterm process, etc.

**Level II- Specific Learning Objectives**

Please refer to the AOTA Evaluation for Occupational Therapy Assistant students. The following serves as a guide. Upon completion of the Level II Fieldwork experience, the student will be able to display entry-level competencies, specifically:
1.0 Data Gathering/Reporting
1.1 Gather appropriate data independently concerning the client from medical records, client/family interview, observation, and evaluation instruments.
1.2 Independently initiate collaboration with supervisor to accurately select, administer, record and report selected evaluation results according to standardized procedure.
1.3 Identify the need for client re-evaluation and treatment program and plan for discharge effectively through modification of treatment plan.
1.4 Identify readiness for client discharge to supervisor.

2.0 Treatment
2.1 Based on evaluation findings, collaborate with an OTR and the client to develop a treatment plan with realistic long and short-term goals which address the client’s needs.
2.2 Select and utilize a variety of media and technical skills to implement a goal directed treatment program.
2.3 Demonstrate integration of safety awareness in all facets of client treatment.
2.4 Identify classic symptoms of diseases and their related treatment precautions.
2.5 Assume authority appropriately by effectively managing client’s behavior.
2.6 Demonstrate the ability to analyze and grade activities effectively.
2.7 Demonstrate the ability to provide individual, as well as group treatments effectively.
2.8 Demonstrate the ability to prioritize treatment goals and recognize when treatment is effective or ineffective.
2.9 Demonstrate the ability to fabricate or adapt equipment to maximize client’s performance.

3.0 Professional Responsibilities
3.1 Demonstrate initiative to expand personal knowledge base.
3.2 Demonstrate flexibility and adjust to program pace.
3.3 Respect the client’s rights to confidentiality, privacy and choice.
3.4 Develop a professional identity by appropriately demonstrating professional behaviors, appearance and communication.
3.5 Manage and maintain clinic supplies and equipment.
3.6 Develop one’s self as a therapeutic agent.

4.0 Communication
4.1 Demonstrate effective verbal and non-verbal communication skills with clients, families, supervisor, and staff.
4.2 Demonstrate effective written communication skills in accordance with the requirements of the facility.
4.3 Accurately represent the profession of OT to clients, families, and other intra-professional disciplines within the community.
4.4 Verbalize awareness of the different roles of other members in the intra-
professional care team and how they effectively function as a team.

5.0 Supervision
5.1 Recognize own strengths and limitations, and handle personal and professional problems effectively.
5.2 Acknowledge feedback from supervisor and modify behavior accordingly.
5.3 Comply with the policies and procedures of the facility.
5.4 Demonstrate the ability to effectively collaborate with the supervising OTR.

Sample Fieldwork Level II Objectives for Fieldwork Supervisor

Level II Fieldwork Students Casper College Occupational Therapy Assistant Program. Please remember these are only sample objectives. We encourage you to establish your own objectives that fit into your facility and supervisory role.

Week 1
- Orientation of facility
- Complete requirements of facility (paperwork)
- Tour of facility
- Observe staff meetings
- Meet treatment team
- Observe treatments
- Review Code of Ethics and Standards of Practice
- Role delineation of OTR and COTA at facility
- Begin chart reviews and goal reviews of clients
- May begin first treatment with support from supervisor

Week 2
- Continue chart reviews and goal reviews of clients
- Establish patient load of first clients and begin focusing on these clients
- Observation of evaluations and initial documentation
- Establish therapeutic interventions for clients, in collaboration with supervisor
- Continue to attend weekly meetings
- Start planning assignments (i.e.: evidenced based intervention/research, verbal reports, precautions on various diagnoses, performing an in-service on a certain topic, fabricate a rehab project that the facility would benefit from)

Week 3
- Continue chart reviews and review of goals
- Hands-on learning with evaluations with clients
- Continue documenting on clients with supervisor review
- Describe billing procedure of facility
- Define safety concerns for family and client
• Continue to progress with the above areas identified
• Plan and implement treatment interventions with increased client load
• Student should start to be more independent with chart reviews and review of goals towards treatment implementation
• Student should be doing weekly (if appropriate) hands on learning with evaluations
• Student should document on clients with better precision and meeting facility documentation requirements, supervisor still reviewing
• Student should demonstrate understanding of billing procedure of facility
• Student should start designing or preparing a fieldwork project to present at the end of the fieldwork rotation

Week 4
• Go over midterm results and review with student and supervisor
• Call ACFWC for midterm review with student and supervisor
• Continue assisting with evaluations and documenting goals for client
• Continue chart reviews and review of goals
• Continue documenting on clients with supervisor review
• Increase case load as deemed appropriate for student
• Continue attending meetings and verbalize occupational therapy considerations in meetings

Week 5
• Continue chart reviews and review of goals
• Continue documenting on clients with supervisor review
• Increase case load as deemed appropriate for the student. Add more challenging clients to students case load or clients with a different diagnosis
• Plan inservice presentation, research, projects, etc.
• Continue participation in meetings and voice occupational therapy considerations in meetings
• Continue inservice meeting plan and schedule for following week
• Student should be working on the Occupational Therapy Practice Framework assignment from the OTA program

Week 6
• Continue chart reviews and review of goals
• Continue documenting on clients with supervisor
• Increase case load as deemed appropriate for student
• Entry-level case load, if possible, and maintain for two weeks
• Perform in-service/ project presentation

Week 7
• Continue to progress with the above areas identified and student should be demonstrating entry level competence
Perform in-service/ project presentation
Student should complete the Occupational Therapy Practice Framework assignment from the OTA program

Week 8
Continue to progress forward with the above areas identified and student should be demonstrating entry level competence
Turn in all equipment, books, keys, etc.
Complete and review with student the Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student
Complete and review with the supervisor the Supervisor Evaluation of the Fieldwork Experience
Complete all assignments for fieldwork supervisor, as well as online course work
Terminate services with clients
Wrap up documentation/files

Level II- Policy Regarding Fieldwork Evaluation and Grading

Upon successful completion of academic coursework, each student is expected to successfully complete 16 weeks of fieldwork. In order to successfully complete fieldwork, the student must have a passing score according to AOTA Guidelines for Performance, Judgment, and Attitude. Scores are determined through evaluation by the Fieldwork Evaluation for the Occupational Therapist (FWE), midterm score of 54 or above, and final score of 70 or above is considered passing. The OTA student must earn at least a 3 or better on the final in the category of “Ethics” and “Safety”. Failure to do so results in failure of their Level II fieldwork.

Students are enrolled in Fieldwork for credit. In order for students to complete the requirements for a grade, their Fieldwork Supervisors must ensure that both the FWE and SEFW (Student Evaluation of Fieldwork) are sent to the Casper College Occupational Therapy Assistant Program AFWC, who are then authorized to send the grade report to the Registrar’s Office to be recorded on the student’s transcript. Grades for fieldwork are satisfactory/unsatisfactory.

It is the Occupational Therapy Assistant Program’s expectation that students will not experience major difficulties and will successfully complete all fieldwork requirements. However, should the student experience difficulty leading to the discontinuation of fieldwork, the following categories for termination apply, as described below.

Level II Fieldwork Termination Policies
If a student fails to obtain a Satisfactory or better in Level II Fieldwork with a midterm score of 53 or below for final grade of 69 or below, he/she may repeat the fieldwork education course during the following semester, depending upon fieldwork availability and if unanimous affirmation is received from faculty. If this unanimous affirmation is not
received, the student will be terminated from the professional program and their registration cancelled. The following are the types of termination possible from the fieldwork setting:

**Terminated Passing:** In this situation, the student, fieldwork supervisor, and the academic fieldwork coordinator mutually agree at some point prior to the midterm that the student is unable to perform to their potential due to a mismatch of student and facility. The student is permitted to withdraw from the fieldwork or receives an incomplete and is rescheduled immediately for another fieldwork; whichever fits the student most conveniently.

**Terminated for Medical Reasons:** This may occur at any time during the fieldwork experience in which the student is currently meeting competencies. The student is allowed to withdraw passing or take an incomplete for the course and complete it when he/she is medically stable, upon recommendation by the referring medical professional. OTA students are required to have a medical release prior to returning to Level II Fieldwork due to medical implications. OTA students will not be allowed to participate in a Level II Fieldwork rotation during their third trimester of pregnancy, due to liability concerns.

**Terminated Failing:** This student is not meeting competencies and receives a non-satisfactory (failing) midterm evaluation. This would be reflected with an unsatisfactory grade on the student's transcript. In addition, the fieldwork facility may terminate a student at any time whose performance is not competent and threatens the patient’s treatment/safety. A student may also terminate at any time due to extenuating circumstances.

**LEVEL II Fieldwork Termination Procedures**

The student and/or supervisor may call a meeting to initiate the process. The following is the chain of command:

1. The student and clinical supervisor need to discuss the issues concerning the situation.
2. A Casper College representative will meet with the supervisor and student together or individually. Depending on the geographic location, this meeting may occur on site or via conference call.
3. If it is determined the student will not continue in the fieldwork but will remain in the program, the student will be placed on probation and a remediation plan will be developed at this time. This remediation plan must be successfully completed before the student will be scheduled for an alternative fieldwork. The decision of placement will be made by the faculty to ensure that the student's educational goals will be met. Emphasis will be based upon educational needs rather than geographical location. Requests from the student will be considered but not guaranteed.

4. If the student continues in the present fieldwork, they may be placed on probation by unanimous vote of the faculty. A structured plan will be
developed to monitor the student's progress.

5. If the problems identified are significant enough, the student may be terminated from the program by unanimous vote of the faculty.
Appendix
# Occupational Therapy Assistant

**Tentative Suggested Curriculum Sequence**

## Year 1: FALL 1
- **ZOO 2040** Human Anatomy
- **ZOO 2041** Human Anatomy Lab
- **OCTH 2000** Introduction to Occupational Therapy
- **COTA 2300** Fieldwork Integration I
- **PSYCH 1000** General Psychology
- **ENGL 1010** English I: Composition

Total Credits: **15**

## Year 1: SPRING 1
- **ZOO 2110** Human Physiology
- **ZOO 2110** Human Physiology Lab
- **COTA 2200** Therapeutic Approaches and Media I
- **COTA 2310** Fieldwork Integration II
- **COTA 2050** Kinesiology
- **COTA 2020** Human Occupations and Life Roles
- General Elective

Total Credits: **16**

## Year 1: SUMMER 1
- **COTA 2420** Clinical Conditions
- **COTA 2150** Group Dynamics
- **ENGL 1020** English Composition II

Total Credits: **7**

## Year 2: FALL 2
- **MATH 1000** Problem Solving (minimum 1000 level)
- **COTA 2160** Leadership Skills
- **COTA 2320** Fieldwork Integration III
- **COTA 2100** Psychosocial Aspects
- **COTA 2210** Therapeutic Approaches & Media II
- **COTA 2350** Clinical Theory and Practice I
- Cultural Environment

Total Credits: **17**

## Year 2: SPRING 2
- **COTA 2330** Fieldwork Integration IV
- **COTA 2220** Therapeutic Approaches & Media III
- **COTA 2400** Clinical Theory & Practice II
- **COTA 2450** Health Care Systems
- **PEAC** Physical Education
- **POLS 1000** American and Wyoming Government

Total Credits: **15**

## Year 2: Summer
- **COTA 2500** Fieldwork A
- **COTA 2550** Fieldwork B
- **COTA 2600** Fieldwork Options

**ELECTIVES**
- **COTA 2975** Special Topics In Occupational Therapy
- **COTA 1990** Independent Study In Occupational Therapy

Curriculum Total: **76**
Accreditation Council for Occupational Therapy Education (ACOTE) Standards for the Occupational Therapy Assistant Student, Effective July 31, 2013.

Fieldwork supervisors are encouraged to review the entire American Occupational Therapy Association Essentials. The following is provided as a guide:

<table>
<thead>
<tr>
<th>C.1.0 FIELDWORK EDUCATION</th>
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| Fieldwork education is a crucial part of professional preparation and is best integrated as a component of the curriculum design. Fieldwork experiences should be implemented and evaluated for their effectiveness by the educational institution. The experience should provide the student with the opportunity to carry out professional responsibilities under supervision of a qualified occupational therapy practitioner serving as a role model. The academic fieldwork coordinator is responsible for the program’s compliance with fieldwork education requirements. The academic fieldwork coordinator will:

| C.1.1 | Ensure that the fieldwork program reflects the sequence and scope of content in the curriculum design in collaboration with faculty so that fieldwork experiences strengthen the ties between didactic and fieldwork education. |
| C.1.2 | Document the criteria and process for selecting fieldwork sites, to include maintaining memoranda of understanding, complying with all site requirements, maintaining site objectives and site data, and communicating this information to students. |
| C.1.3 | Demonstrate that academic and fieldwork educators collaborate in establishing fieldwork objectives and communicate with the student and fieldwork educator about progress and performance during fieldwork. |
| C.1.4 | Ensure that the ratio of fieldwork educators to students enables proper supervision and the ability to provide frequent assessment of student progress in achieving stated fieldwork objectives. |
| C.1.5 | Ensure that fieldwork agreements are sufficient in scope and number to allow completion of graduation requirements in a timely manner in accordance with the policy adopted by the program as required by Standard A.4.14. |
| C.1.6 | The program must have evidence of valid memoranda of understanding in effect and signed by both parties at the time the student is completing the Level I or Level II fieldwork experience. (Electronic memoranda of understanding and signatures are acceptable.) Responsibilities of the sponsoring institution(s) and each fieldwork site must be clearly documented in the memorandum of understanding. |

FOR A FIELD TRIP, OBSERVATION, OR SERVICE LEARNING ACTIVITY IS USED TO COUNT TOWARD PART OF LEVEL I FIELDWORK, THEN A MEMORANDUM OF UNDERSTANDING IS REQUIRED. IF A FIELD TRIP, OBSERVATION, OR SERVICE LEARNING ACTIVITY IS NOT USED TO COUNT TOWARD PART OF LEVEL I FIELDWORK, THEN NO MEMORANDUM OF UNDERSTANDING IS REQUIRED. WHEN A MEMORANDUM OF UNDERSTANDING IS ESTABLISHED WITH A MULTISITE SERVICE PROVIDER (E.G., CONTRACT AGENCY, CORPORATE ENTITY), THE ACOTE STANDARDS DO NOT REQUIRE A SEPARATE MEMORANDUM OF UNDERSTANDING WITH EACH PRACTICE SITE.
<p>| C.1.7 | Ensure that at least one fieldwork experience (either Level I or Level II) has as its focus psychological and social factors that influence engagement in occupation. |
| The goal of Level I fieldwork is to introduce students to the fieldwork experience, to apply knowledge to practice, and to develop understanding of the needs of clients. The program will: |
| C.1.8 | Ensure that Level I fieldwork is integral to the Program's curriculum design and include experiences designed to enrich didactic coursework through directed observation and participation in selected aspects of the occupational therapy process. |
| C.1.9 | Ensure that qualified personnel supervise Level I fieldwork. Examples may include, but are not limited to, currently licensed or otherwise regulated occupational therapists and occupational therapy assistants, psychologists, physician assistants, teachers, social workers, nurses, and physical therapists. |
| C.1.10 | Document all Level I fieldwork experiences that are provided to students, including mechanisms for formal evaluation of student performance. Ensure that Level I fieldwork is not substituted for any part of Level II fieldwork. |
| The goal of Level II fieldwork is to develop competent, entry-level, generalist occupational therapy assistants. Level II fieldwork must be integral to the program's curriculum design and must include an in-depth experience in delivering occupational therapy services to clients, focusing on the application of purposeful and meaningful occupation. It is recommended that the student be exposed to a variety of clients across the lifespan and to a variety of settings. The program will: |
| C.1.11 | Ensure that the fieldwork experience is designed to promote clinical reasoning appropriate to the occupational therapy assistant role, to transmit the values and beliefs that enable ethical practice, and to develop professionalism and competence in career responsibilities. |
| C.1.12 | Provide Level II fieldwork in traditional and/or emerging settings, consistent with the curriculum design. In all settings, psychosocial factors influencing engagement in occupation must be understood and integrated for the development of client-centered, meaningful, occupation-based outcomes. The student can complete Level II fieldwork in a minimum of one setting if it is reflective of more than one practice area, or in a maximum of three different settings. |
| C.1.13 | Require a minimum of 16 weeks' full-time Level II fieldwork. This may be completed on a part-time basis, as defined by the fieldwork placement in accordance with the fieldwork placement's usual and customary personnel policies, as long as it is at least 50% of an FTE at that site. |
| C.1.14 | Ensure that the student is supervised by a currently licensed or otherwise regulated occupational therapist or occupational therapy assistant (under the supervision of an occupational therapist) who has a minimum of 1 year full-time (or its equivalent) of practice experience subsequent to initial certification and who is adequately prepared to serve as a fieldwork educator. The supervising therapist may be engaged by the fieldwork site or by the educational program. |</p>
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<thead>
<tr>
<th>Section</th>
<th>Description</th>
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<tbody>
<tr>
<td>C.1.15</td>
<td>Document a mechanism for evaluating the effectiveness of supervision (e.g., student evaluation of fieldwork) and for providing resources for enhancing supervision (e.g., materials on supervisory skills, continuing education opportunities, articles on theory and practice).</td>
</tr>
<tr>
<td>C.1.16</td>
<td>Ensure that supervision provides protection of consumers and opportunities for appropriate role modeling of occupational therapy practice. Initially, supervision should be direct and then decrease to less direct supervision as appropriate for the setting, the severity of the client’s condition, and the ability of the student.</td>
</tr>
<tr>
<td>C.1.17</td>
<td>Ensure that supervision provided in a setting where no occupational therapy services exist includes a documented plan for provision of occupational therapy assistant services and supervision by a currently licensed or otherwise regulated occupational therapist or occupational therapy assistant (under the direction of an occupational therapist) with at least 3 year’s full-time or its equivalent of professional experience. Supervision must include a minimum of 8 hours of direct supervision each week of the fieldwork experience. An occupational therapy supervisor must be available, via a variety of contact measures, to the student during all working hours. An on-site supervisor designee of another profession must be assigned while the occupational therapy supervisor is off site.</td>
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<tr>
<td>C.1.18</td>
<td>Document mechanisms for requiring formal evaluation of student performance on Level II fieldwork (e.g., the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student or equivalent).</td>
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<tr>
<td>C.1.19</td>
<td>Ensure that students attending Level II fieldwork outside the United States are supervised by an occupational therapist who graduated from a program approved by the World Federation of Occupational Therapists and has 1 year of experience in practice.</td>
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