

Occupational Therapy Assistant Program



Occupational Therapy Assistant Program

Student Fieldwork Manual

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The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Blvd, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number, c/o AOTA is (301) 652-AOTA, and its web address is www.acoteonline.org.

FIELDWORK WITHIN THE CURRICULUM

ROLE OF CLINICAL FACULTY AND STAFF

Occupational Therapy Assistant Program and Fieldwork Director

The development and implementation of the fieldwork education program is the prime responsibility of the Occupational Therapy Assistant Program and Fieldwork Director. The Academic Fieldwork Coordinator responsibilities, in addition to regular faculty duties, are:

1. To coordinate and encourage collaboration between the academic and fieldwork facilities in the professional education of the occupational therapy assistant student.
2. To schedule fieldwork opportunities for students and assist with specific arrangements, if necessary.
3. To be readily available when students, fieldwork faculty or other concerned persons have suggestions, questions, or concerns related to fieldwork education.
4. To visit fieldwork sites as needed to discuss pertinent matters with students, fieldwork supervisor(s) and/or fieldwork site coordinators.
5. To evaluate the student's fieldwork experiences by 1) contacting the fieldwork site, and 2) thoroughly reviewing and evaluating all materials returned from students and fieldwork instructors.
6. To alert fieldwork site coordinators to changes in the academic curriculum so that fieldwork experiences can be planned in accordance with classroom activities.
7. To develop fieldwork sites that will provide varied, beneficial experiences for students.

Administrative Assistant for Health Professions

The Allied Health Secretary is an academic professional who works at MCC. The Allied Health Secretary collaborates with the Academic Fieldwork Coordinator in managing student and facility records, tracks medical and certification requirements, and assists the Academic Fieldwork Coordinator with overall fieldwork education management.

Fieldwork Supervisor

The fieldwork supervisor for Level 1 Fieldwork is a licensed professional working in conjunction with occupational therapy or within an emerging field of occupational therapy. The company in which employs the fieldwork supervisor, states the person demonstrates leadership skills within the company and has contact with the OTA program director at McHenry County College. Level 1 Fieldwork Supervisor is responsible for instruction, supervision, and OTA evaluation of the OTA student.

The fieldwork supervisor for Level 2 Fieldwork is the occupational therapist and/or occupational therapy assistant responsible for instruction, supervision, and evaluation of the student at the fieldwork education site. If the fieldwork supervisor is an occupational therapy assistant, an

occupational therapist is responsible for supervising the student four hours per week. Fieldwork supervisors must have at least one year of experience in that practicing field. At some sites, more than one fieldwork supervisor may share these duties, or one fieldwork supervisor may supervise more than one student.

Student Responsibilities at Fieldwork Sites during Fieldwork Experiences

The rights and responsibilities of the MCC OTA department and the fieldwork sites are fully delineated in the MCC Affiliation Agreement.

1. Student shall adhere to all policies, procedures, and standards established by the Facility, and shall do so under the specific instruction of supervisory staff of the Facility. College or facility may immediately remove any student deemed to be clinically unsafe to patients, employees, or others. Facility reserves the right to prohibit the return of any such students unless a corrective action plan satisfactory to Facility has been proposed and its compliance assured by the college. Facility further reserves the right to request removal of any student whose conduct is contrary to Facility's standards of conduct as set forth in its policies and procedures.
2. Student shall be responsible for his or her own transportation and shall not be authorized to transport any client of the Facility by car or other vehicle.
3. If required, student shall provide proof to the facility of health insurance coverage during the placement and shall comply with all the health and immunization requirements of the Facility.
4. Student shall be responsible for adhering to established schedules and notifying Facility and College of any absences or necessary schedule changes.
5. Student shall obtain prior written approval of Facility and College before publishing any material relative to the placement.
6. Student shall maintain confidentiality related to Facility's employees, patients, clients, customers, business operations, and/or trade secrets.
** taken from the Affiliation Agreement
7. Student shall be responsible for his or her learning and appropriate signatures for all required paperwork in regard to learning. This includes, but is not limited to action plans, FWPE, course objectives, and so forth.

Channels of Communication

The effectiveness of fieldwork education depends in large part upon communication between the Occupational Therapy Assistant Program and the fieldwork sites. It is important, therefore, that all parties be familiar with the available channels of communication that include:

Letters

1. Forms and Questionnaires - At various times during the year, forms and/or questionnaires are sent to fieldwork sites, usually in preparation or conclusion of fieldwork internships.
 - a. Objective Agreement Form with updated contract
 - b. Notification of Fieldwork Experience Dates
 - c. Announcement of Fieldwork Experience Assignments
 - d. Surveys regarding changes and/or evaluations
2. Telephone Calls - Students and fieldwork facility are encouraged to use the telephone as a means of communication whenever they perceive any problem(s) or have concerns(s) about the fieldwork education process. Please contact the Academic Fieldwork Coordinator at (815) 479-7559 as soon as problems and/or concerns are identified so that appropriate action can be taken.
3. Fieldwork Performance Reports (e.g., Site Supervisor's Weekly Check List, Level 1 Fieldwork Student Evaluation, Fieldwork Performance Evaluation (AOTA), and Student Evaluation of Fieldwork Form (AOTA) - Evaluation of student performance is of utmost importance for it provides the Program, as well as the student, with feedback about each student's fieldwork abilities. In addition, it provides the Program with feedback about the strengths and weaknesses of the academic curriculum and thus serves as a basis for appropriate modifications.
4. Fieldwork Site Visits – The Academic Fieldwork Coordinator contacts each fieldwork facility during each experience as needed when students are assigned to the facility. As necessary, on-site meetings by the Academic Fieldwork Coordinator are arranged during each student experience. The purpose of the contact is to provide a forum during which both students and fieldwork faculty can discuss their activities to encourage early problem identification and remediation. If necessary, on-site meetings are usually scheduled approximately mid-way through the affiliation period. The Academic Fieldwork Coordinator may make other site visits if situations arise which cannot be resolved by other means.
5. Fieldwork Education Meetings/Symposia - As needed, MCC has sponsored meetings for Fieldwork Supervisors and Fieldwork Educators to discuss the fieldwork education or in the Occupational Therapy Assistant Program. Information regarding curricular or other program changes is also sent to fieldwork facilities as needed. Additionally, the Academic Fieldwork Coordinator participates in the Illinois Occupational Therapy Academic Fieldwork Coordinator Consortium (ILAFCC).
6. The Fieldwork Manual - This manual provides fieldwork facilities and students with important information about fieldwork education. It is reviewed annually and updated. Otherwise, the Fieldwork Manual is available on the MCC OTA Program website at www.mchenry.edu/ota or in paper format upon request. Fieldwork sites are notified of changes via the various forms of communication previously listed.

FIELDWORK POLICIES

Dress Code

Whenever students are present at a fieldwork site and representing MCC, students are expected to dress, appear, and act professionally. Students are expected to follow the dress code of the

academic program, while being mindful of their representation of themselves, the Department of Occupational Therapy Assistant Program at MCC and the profession of Occupational Therapy.

- No shorts, jeans of any type, athletic or cargo pants, capri pants, overalls, t-shirts, sweatshirts, sleeveless shirts, shirts that reveal midriffs or thermal underwear shirts. Shirts with tails should be tucked in. Shirts without collars should not be mistaken for t-shirts. Clothing should not restrict movement.
- No open-toed shoes, sandals, platform shoes or high heels are allowed. Socks/hosiery must be worn. If athletic shoes are worn, they must be specifically for fieldwork work, and therefore clean.
- Care should be taken to appear clean and well groomed. No dangling jewelry, long nails, perfume, colognes or body soaps/lotions with strong odors. Facial hair should be well groomed. Students should be mindful of the negative impressions that may be created by excessive body piercing, tattoos, unnatural hair colors, or excessive makeup.

This list is not exhaustive, and it is impossible to continually update with every change in contemporary fashion. MCC expects the student to always project a professional appearance. If in doubt, err on the conservative side. Some sites will expect students to wear scrubs of a specific color to represent the department they are in due to organizational policy. This is at the expense of the student to supply the correct color scrubs for fieldwork, when required.

Transportation

Students are required to provide their own form of reliable transportation to and from fieldwork sites. In order to provide students with the scope and breadth of experiences necessary to prepare entry level Occupational Therapy Assistants, students may need to travel over an hour to a fieldwork site.

Students are not permitted to be driven in personal vehicles by a fieldwork supervisor or MCC employee to a fieldwork location. Students are also not allowed to drive fieldwork supervisors in their personal vehicles.

Nametags

Nametags should be always worn while at a Fieldwork site related to the MCC Occupational Therapy Assistant Program. The Department will supply the student with a nametag indicating the student's name, MCC affiliation, and designation. In addition, some facilities may require the student to wear a nametag supplied by that facility. Students are not allowed to wear their MCC nametags while participating in non-college activities. Lost or damaged nametags must be replaced at the student's expense.

Attendance and Makeup

Assignments for Fieldwork Level 2A and B (OTA 260 and OTA 265) are full time (typically 40 hours per week). The student's schedule is dictated by the fieldwork site and the Fieldwork educator/ Fieldwork supervisor. This may include weekend or evening work, or alternate work

schedules (e.g. four, 10 hour days). The student must observe policies of the facility regarding days off and holidays (including religious holidays).

Any special requests regarding time off must be approved by the Academic Fieldwork Coordinator and fieldwork site. The fieldwork educator, fieldwork supervisor, and Academic Fieldwork Coordinator retain the right to deny any request for time off. Any time away from the clinic is required to be made up and must be approved by the site and Academic Fieldwork Coordinator in advance (whenever possible). Failure to notify the fieldwork site and the Academic Fieldwork Coordinator of any absence is considered a violation of the departmental policy. In cases of illness, the student is expected to contact the fieldwork site prior to their scheduled arrival time to notify them of the illness. The student is expected to contact the Academic Fieldwork Coordinator to notify the OTA program of the absence.

Students may be given the opportunity of attending a continuing education course, workshop, or in-service offered through their fieldwork site. Attendance at these activities and makeup time is at the discretion of the fieldwork educator and fieldwork supervisor. These hours will count towards overall Fieldwork hours, if it relates to concepts of the current Fieldwork site.

Temporary Accommodations

At times, students may experience a physical, medical, or psychological problem that does not qualify as a disability, but that could significantly impact the ability to complete the fieldwork portion of the OTA program. Students must provide written documentation of the health-related limitation(s) from an appropriate health care provider. Students must give appropriate documentation to the Academic Fieldwork Coordinator and the fieldwork facility representative. Fieldwork educator will work with the fieldwork site to determine whether strategies or accommodations may be developed that will allow the student to fully participate in the fieldwork education experience.

Withdrawal from a Fieldwork Course

Any student who is unable to complete an assigned fieldwork course, because of an extraordinary circumstance such as a health or family emergency, must notify the Academic Fieldwork Coordinator in advance and Fieldwork Supervisor. If prior notification is not possible due to extreme emergency, the student should consider the time missed in clinic prior to communication as absences. Until confirmed by the Occupational Therapy Assistant Program and Fieldwork Director, the fieldwork experience has not been canceled, and the student has not withdrawn. In compliance with college grading policies, the student must supply the Academic Fieldwork Coordinator with any supporting documentation of the circumstances for approval and be making satisfactory progress to receive a grade of Incomplete.

The student who receives a grade of 'Incomplete' in a Fieldwork experience will be required to complete a plan developed by the Occupational Therapy Assistant Program and Fieldwork Director. The Academic Fieldwork Coordinator will determine the length of the fieldwork experience to be completed. The determination of the plan for completion will be made by the Academic Fieldwork Coordinator based on feedback from the Fieldwork Site Coordinator, the student, and the nature of the fieldwork experience. The Academic Fieldwork Coordinator is responsible for the assignment of the student to an alternate fieldwork education site if the original site is no longer available.

Any student who withdraws from a fieldwork experience and does not follow these procedures or whose performance would have resulted in a grade of 'Fail' had they completed the fieldwork experience cannot receive a grade of 'Incomplete.'

Accommodations for Students with Disabilities

The MCC faculty and staff are committed to working in accordance with the provisions of the Americans with Disabilities Act (ADA) and providing reasonable accommodations for individuals with physical or mental limitations. Additional information about Access and Disability Services can be found at <https://www.mchenry.edu/access/>.

In order to receive accommodations, the student must provide written documentation of the disability from an appropriate qualified practitioner. The student must also identify what types of accommodations are needed. The Academic Fieldwork Coordinator and the Department of Access and Disability will advise the student on seeking accommodations from the fieldwork site.

Confidentiality of Student Fieldwork Records

All assessment tools containing information pertaining to a student is confidential and may only be shared between fieldwork sites where the student is scheduled, the student, and the Occupational Therapy Assistant Program. Students give written permission for name, address, and contact information to be released to fieldwork supervisors and/or placement management system.

Level 1 Fieldwork

During the first three semesters of the curriculum, students participate in fieldwork experiences within individual courses to enhance course content. The students have specific objectives and assignments they are required to complete during each Level 1 Fieldwork experience. Specifics related to these experiences are in this Fieldwork Manual. Each site or location is based on contracts the college has with specific locations and can only be arranged by the Occupational Therapy Assistant Program and Fieldwork Director. Supervisors for Level 1 Fieldwork placements are based on employer satisfaction of responsibilities and quality of work requirements set forth by the employer towards the focus of the fieldwork setting. Most supervisors will have a degree, specialized training and/or work experience in practice. MCC will be notified prior to student arrival who the supervisor is and their qualifications.

A student may not use any Level 1 Fieldwork experiences toward a Level 2 Fieldwork placement. Each fieldwork location has different expectations and guidelines based on the curriculum sequence.

Students are required to pass all Level 1 Fieldwork placements as part of the course sequence, to be considered successful in clinical practice and dyadic aspects of the curriculum. Unsuccessful completion of a Level 1 Fieldwork placement prevents a student from being successful in the course.

Level 2 Fieldwork

In the fourth semester, students complete two nine-week fieldwork experiences. Each fieldwork experience will have an average of 320 hours of documented information per experience. When a student is placed in a setting covering the lifespan, it will cover the entire 18 weeks with a **minimum** of 640 hours of recorded Level 2 Fieldwork experiences. The students will have general guidelines of activities to be completed that best fits the specific site in which they participate in. Each site or location is based on contracts the college has with specific locations and can only be arranged by the Occupational Therapy Assistant Program and Fieldwork Director.

MCC does not offer out of the country experiences for Level 2A or 2B fieldwork placements.

All Level 2 Fieldwork placements will have either an OTR/L or COTA/L as a direct supervisor. Those with a COTA/L as a supervisor will also report to the OTR/L, per State of Illinois practice guidelines. If a site does not have a licensed OT on site, the current Director of Fieldwork will supply a minimum of 20 hours a week of supervision for students in the fieldwork setting to ensure competency levels of the FW site are met. Fieldwork sites are based on student feedback interest, medical conditions, and strengths determined within the program curriculum.

The Academic Fieldwork Coordinator at MCC assigns credit or non-credit for the Fieldwork Level II education experiences. In determining for earning credit for Fieldwork Level II, the Academic Fieldwork Coordinator evaluates:

- The Fieldwork Performance Evaluation (FWPE)[©] completed by the student's fieldwork supervisor(s) at midterm and the final time of each placement.
- At midterm, students will complete a midterm scoring, for their supervisor and work on constructive feedback for professional behavior development.
- Student Evaluation Fieldwork Experience, SEFWE document completed by the student with the student's feedback on the fieldwork experience, at the end of each experience.
- Any additional feedback provided by the fieldwork supervisor, fieldwork site coordinator, academic fieldwork coordinator or student.

Students are expected to score a 91 or above for final on the FWPE to be considered passing, set forth by AOTA's grading of the current assessment tool. If a student appears to be struggling, as evidenced by feedback from supervisor at midterms, a learning contract/action plan will be implemented to encourage growth in weaker areas for successful completion of Level II FW.

Students who demonstrate difficulty in progressing in categories related to ethics related to the profession and safety of clients and colleagues may be removed from the fieldwork experience prior to the end of the experience with a resultant failing grade.

At the completion of the fieldwork experience, the student is responsible for:

- Ensuring the FWPE has been signed completed by fieldwork supervisor through the online system.
- Return SWFE and original weekly objectives, with appropriate signatures.

All paperwork must be to the Academic Fieldwork Coordinator within five business days of the completion of the fieldwork experience unless otherwise specified by the Occupational Therapy Assistant Program and Fieldwork Director.

The student will earn credit for a Level II Fieldwork course if all requirements for the course have been met. These requirements include satisfactory completion of the objectives for the fieldwork experience, completion of all required hours at the fieldwork site, completion of all assignments, and the return of all required documentation to the Occupational Therapy Assistant Program and Fieldwork Director. A student will receive a grade of non-credit if any of these requirements are not completed. Students with outstanding grades or unsuccessful, are not permitted to continue in the program (see grades/dismissal section of the handbook for further explanation).

As per MCC policy, an Incomplete (IN) may be assigned in lieu of a Fail only when all of the following conditions are met: a) the student has been making satisfactory progress in the course; b) the student is unable to complete all course work due to unusual circumstances that are beyond personal control and are acceptable to the course instructor(s); and c) the student presents these reasons prior to the time that the final grade roster is due. The grade of an Incomplete is a contract with the student and the instructor to complete the designated course work in a designated time frame. A student who fails to meet these conditions will receive a grade of fail.

The Academic Fieldwork Coordinator must receive the required documentation within five business days of completing the experience unless otherwise specified by the Occupational Therapy Assistant Program and Fieldwork Director. Students must hand deliver original documents or use a delivery system that provides package tracking such as Fed Express, Priority mail etc. It is highly recommended that students retain a copy of all documents in case materials are lost in transit. Students with incomplete or missing documentation will receive a grade of Fail (F). In addition, for a student to participate in the College's graduation ceremony, all required paperwork must be submitted prior to the ceremony.

Non-traditional Fieldwork Site Requirements:

To promote additional opportunities for Level II Fieldwork experiences, contracts with non-traditional sites are put in place with a member from MCC's OTA program completing the minimum hours required of OTP supervision. In developing this type of site, alignment between the OTA curriculum and the services offered at the site must align with OT philosophical cornerstones and contributors aligning with program outcomes and curriculum design.

If a site does not have a licensed OT on site, the current Director of Fieldwork will supply a minimum of 20 hours a week of on-site supervision for students in the fieldwork setting to ensure competency levels. The Director of Fieldwork will have communication with the non-traditional site regarding using either site specific objectives or the objectives provided by the OTA program at MCC for the Level II placement location. If the Director of Fieldwork does not have at least three years of experience in a similar setting, MCC will provide the same level of supervision with a faculty member that has at least three years of experience in the setting of the fieldwork placement.

When the supervising OTP is not present at the FW site, for Level II experiences, a qualified person, based on current Level I FW supervision requirements, will be the main contact for the OTA students. This person will be determined between the site and the Director of Fieldwork prior to the start of the Level II placements. All Level II FW students have direct access to the Director

of FW for any type of immediate assistance that may be needed through personal phone numbers and email connections.

Forms used for fieldwork objectives will align with the structure of the fieldwork site and concepts learned within the OTA curriculum sequence. The site will also use the same evaluative tools as the traditional sites to measure student skills, supervision feedback, and student evaluation of the FW site. The site currently focuses heavily on health and wellness, psychosocial concepts, and aging in place. Students will keep track of daily hours and have supervisors sign off on hours towards FW completion.

Additional Requirements: Health, Legal, and CPR

Once accepted into the OTA program, students are required to provide proof of the following medical and legal clearance to participate in the OTA program at MCC, based on current CDC guidelines for health care professionals:

- Current physical exam within one year of starting program.
- Proof of current immunizations.
 - MMR (Rubeola, Rubella, Mumps)
 - Tdap (Tetanus, Diphtheria, Pertussis)
 - Chicken Pox (Varicella)
 - Flu (Influenza)
 - Hepatitis B (may decline but will impact FW and job options)
- Two-step TB test or bloodwork or clear chest x-ray for TB treatment.
- Criminal background check.
- Clearance from the Office of the Inspector General.
- Current American Heart Association Basic Life Support with AED certification.
- Health insurance throughout the enrollment period of the program.

The medical forms and details about the background checks are distributed at the mandatory information session for new OTA students and those on the waiting list. The required documentation is submitted to the Occupational Therapy Assistant Program Director in Room E212. Certain fieldwork sites require fingerprinting, and/or drug testing and may be at the expense of the student.

Drug Testing and Criminal Background Checks

Some clinical education sites may require the student to complete a drug test and fingerprinting or supply the results of a criminal background check. Students may be responsible for costs associated with these tests. Students are encouraged to ask about these tests and to obtain information on avoiding ingesting anything that could cause a false positive result on a drug test. Students who present with positive results without documentation of medical necessity will not be allowed to begin or continue in the program. The student may apply for readmission and/or re-entry after one year pending evidence of subsequent treatment, counseling, and negative drug screen. Refusal by a student to submit to testing will result in that student's dismissal from the program. Instructions for completion of the drug screening process will be supplied by the McHenry County College Occupational Therapy Assistant Program Director.

McHenry County College does not rely on drug test results to deny access to academic programs for any student who is 21 or over. However, clinical, internship sites, or practicum locations may require a drug test to allow students to participate in a partner facility. A positive test result may eliminate a student from participating in a clinical, internship sites, or practicum location and may not allow a student to continue the course or program, and therefore, the student will not be able to complete the course or program.

Criminal background checks will be performed by the vendor hired by the college. Students will also be screened for clearance on the sex offender registry and child abuse clearance.

Impaired Students

If, in the judgment of the instructor, the student's ability to function safely in the clinical area is impaired, the student will be immediately removed. The instructor will document the incident and report it to the Director. A copy of the Report of Student Update will be incorporated into the student's file. Once documentation is completed, the student will be placed on an action plan by the OTA department to determine reasonable actions to be taken. This includes, but is not limited to, falling asleep in the classroom or clinical location.

Use of Prescribed Medications

The student must provide signed documentation from the prescribing practitioner to attend and participate in clinical activities without restriction. It is the student's responsibility to determine from a physician or nurse practitioner whether a medically prescribed drug may affect clinical performance. The student must report the use of such drugs or other substances that may impair clinical performance to the instructor. Failure to report the use of such drugs or substances or failure to provide proper evidence of medical authorization for use may result in the student's termination from the program.

EVALUATION OF STUDENTS

A student who has failed any two OTA program courses or has failed the same OTA course or fieldwork twice, will be dismissed from the program without the ability to petition for re-entry. Students will only be given approval to withdraw from an OTA course once. Students with egregious violations of academic integrity or professional behaviors may be dismissed from the program. The process for appeal for these types of offenses is found in the OTA Student Handbook. Additional information on student conduct can be located at <http://www.mchenry.edu/conduct/>.

Students are required to maintain the appropriate levels of conduct on and off campus. They are to maintain appropriate levels ethics and professionalism throughout classroom and clinical experiences. Students may be dismissed from the program, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which put a patient/client safety at risk
3. Infractions of clinical facility policy

Once a concern for unprofessional behavior is determined, the OTA director will gather and review the facts related to the concern and the OTA program faculty will discuss and determine the appropriate sanction including dismissal. If warranted, the student may be removed from the program and be presented with a letter stating that he or she is dismissed from the program. Any student who is dismissed from the program for unprofessional behaviors will not be permitted to attend any further OTA classes at MCC.

LEVEL 1A FIELDWORK

Objectives for Level 1A Fieldwork

At the end of the Level 1A Fieldwork experience, each student will be able to complete the following objectives with the basic understanding to promote their growth and knowledge in the Level 1A experience.

1. Application of the OT Practice Framework: process skills and their relationship to participation in occupation.
2. Utilize therapeutic principles for selection of and analysis of purposeful activities and occupations to enhance role function in individuals or groups with psychosocial and/or cognitive impairment.
3. Recognize the strategies used to collaborate with occupational therapy professionals, other healthcare professionals and paraprofessionals, caregivers, and clients in a variety of contexts.
4. Exhibit behaviors that reflect therapeutic use of self in individual, dyadic and/or group interactions.

Assignments for Level 1A Fieldwork

The fieldwork experiences have been designed to build upon one another and to continue to enhance one's skills for the profession of the OTA. Level 1A Fieldwork is to be considered and interpreted as "thinking outside of the box" to enhance our profession and relationships through interviews, observations, and current evidenced based practice. Level 1A Fieldwork will be four days of exposure to the site and focus on the psychosocial aspects of the consumer, environment, and interaction of participants. Each student will be required to turn in specific assignments that correlate to the curriculum of the program that is expressed through the fieldwork experience.

Assignment #1

1. Describe the site/program that you are assigned to:

Name and purpose/scope of service.

Approach to service delivery.

Team model(s) used and identification of professional and paraprofessional team members.

How clients are referred to the program you are observing.

How clients are evaluated to receive services from the program you are observing.

2. If this site does not have occupational therapy practitioners on staff, identify how OT might contribute to this program/facility. If there is an OT practitioner, describe that individual's role in service delivery and how it relates to the concepts taught in class.
3. Research a peer-reviewed article related to the services provided by this program/facility. Write a paragraph describing how that information might contribute to the services offered at this fieldwork site. Attach a copy of the article with your assignment.
 - For example, if you are at a group home for Veterans as a transitional location, how does EBP suggest that OTPs work with this specific population?

Assignment #2 (Adapted from Donna M. Costa, MS, OTR/L)

How would you describe this type of setting as it fits into the areas of occupation? If a family member of the client asked how this type of setting would benefit their family member, what would you tell them and why? Cite the information from your researched article to give you a baseline for your reasoning and explanation. The APA format must be used to give credit to your source and attach a copy of the article(s) to your assignment. Deduction of points will be noted without citing the sources.

Assignment #3

Using a planned/scheduled facility activity, the student will complete an activity analysis using the format based on the previous semester. The student will then assist a person in completing the task, project, or activity to complete an occupation-based activity analysis to compare to the original activity analysis. Additionally, the student will write a description of the communication strategies and planned interventions used by the supervisor/staff member to facilitate the client's engagement in the activity.

- Remember, the activity analysis is how the typical or general population completes the project, task, or activity. Make sure it is not too large, just an aspect of the activity.
- Prior to completing the activity with the client, student will complete the activity analysis, then compares the difference with how the specific person completed the task and how it changed, if needed.

As part of the assignment, recommend and describe two possible ways to grade the activity that the activity analysis was completed on. One recommendation will show how to make the activity more challenging and the second will decrease the challenge level. Provide a rationale for each recommendation. Review these ideas with your supervisor and report in writing on the feedback received. In grading the activity, one can account for physical or cognitive challenges.

If your supervisor agrees with the modifications that have been chosen, discuss with your supervisor the possibility of trying out your ideas and observe the outcome. Describe the difference of the activity with the grading completed and if there were any changes to be observed by the person completing the task. Reflect on the response from your supervisor and oneself whether positive or negative. If your supervisor does not agree, state in writing that it was not appropriate at the time. It must be based on the facility's decision, not on your activity.

Assignment #4

Documentation is very important in fieldwork and when you are working with anyone. Keep track of the clients that you observe/work with. You can develop your own tracking form or utilize a previous version. Record information about the person, such as their age, dx., activities that were completed, and the long- or short-term goal that is associated with the activities that were completed. To facilitate ease of scanning and reading, avoid using a narrative format.

Client	Date	Activity	Possible purpose for the activity:	Possible goal of the activity?

Students will complete the Level 1A Fieldwork Weekly Summary Form on a weekly basis.

Students will complete the Student Assessment Form.

Supervisors will complete the Student Evaluation.

*To maintain compliance with HIPAA, no identifying personal information may be used in writing, explanations, or photos for any aspect of the assignment or personal use. Use of consumer, patient, or participant information, without proper written consent, is a violation of HIPAA and may be grounds for dismissal of the program for decreased ability to demonstrate and apply professional and ethical behavior in academic related tasks and situations.

Level 1A Fieldwork Weekly Summary Form

Student: _____

Fieldwork Site: _____

Clinical Instructor: _____

Signature: _____

Week: _____

Reflect: What is something that you observed that you have questions about?

Problem Solve: Brainstorm some possible answers to your observation using your clinical reasoning skills.

Analyze: Which of your above possible answers would be most feasibly to implement in your facility/program and why?

Student Self-Assessment Form

Name: _____

Date: _____

Location: _____

Clinical Supervisor: _____

1. What were your original thoughts before starting this fieldwork placement?
2. What skills have you gained from this fieldwork placement? Explain.
3. What skills do you feel were not as strong as other skills?
4. What changes do you need to make your weaker skills stronger?
5. Explain the difference in your knowledge between Level 1A Fieldwork and this Fieldwork.

LEVEL 1A FIELDWORK STUDENT EVALUATION

Adapted From: Philadelphia Region Fieldwork Consortium

McHenry County College Occupational Therapy Assistant Program

Site Name _____

Student Name _____

Dates of Fieldwork _____

Semester: Fall Spring Year: _____ Supervisor: [1] OTR [2] COTA [3] NON-OT

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

1 = Unable to rate

2 = Below average

3 = Good

4 = Excellent

1. Time Management Skills Consider ability to be prompt, arrive on time and have completed documentation of assignments to discuss with supervisor.	1 2 3 4
2. Organization Consider ability to set priorities, has correct materials with them, has assignments clearly distinguished in binder.	1 2 3 4
3. Engagement in the fieldwork experience Consider ability to interact with the environment through self-motivations.	1 2 3 4
4. Self-Directed Learning Consider ability to take responsibility for own learning; demonstrate motivation, able to locate and share researched information to assist in current learning environment.	1 2 3 4
5. Reasoning/Problem Solving Consider willingness to ask questions. Being able to demonstrate connections with the focus of Occupational Therapy and the environment.	1 2 3 4

<p>6. Observation Skills Consider ability to observe relevant behaviors for performance areas and performance components and to verbalize perceptions and observations.</p>	<p>1 2 3 4</p>
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<p>7. Participation in the Supervisory Process Consider ability to give, receive and respond to feedback; seek guidance when necessary; and follow proper channels of communications.</p>	<p>1 2 3 4</p>
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<p>8. 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, and ability to relate to clients.</p>	<p>1 2 3 4</p>
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<p>9. Professional and Personal Boundaries Ability to work w/others cooperatively, considerately, effectively responsiveness to social cues, and ability to accept constructive criticism.</p>	<p>1 2 3 4</p>
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<p>10. Use of professional terminology Consider the ability to explain concepts/ideas of Occupational Therapy to non-OT professionals.</p>	<p>1 2 3 4</p>
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<p>Final Score: _____</p> <ul style="list-style-type: none"> No more than two items below a “3”. <p>Student Signature: _____</p> <p>Supervisor Signature: _____</p> <p>*Supervisors: Please contact the fieldwork coordinator to discuss any challenges noted with students for an accurate learning experience.</p>	<p>Requirements for Passing: _____</p>
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Students who have more than 2 items below a “3” will not be successful in completing level 1A fieldwork. Successful completion of fieldwork is required as a component of being successful in passing the class to which it correlates. Unsuccessful completion of Level 1A Fieldwork will result in earning and “F” for the final grade of the course.

LEVEL 1B FIELDWORK

Objectives for Level 1B Fieldwork

1. Plan and participate in the roles and responsibilities of the occupational therapy assistant stages of occupational therapy process, emphasizing consideration of team collaboration, cultural, clinical, and ethical reasoning.
2. Recognize conditions and their effects on occupational performance of roles throughout the lifespan including ability to establish age-expected habits and routines.
3. Relate and apply any specific, evidence based therapeutic techniques to select clinical conditions, incorporating culturally acceptable occupational based, purposeful and enabling activities as elements of the therapeutic process.
4. Demonstrate safety awareness and precautions throughout the occupational therapy process.
5. Demonstrate professional behaviors in all community learning environments.

The focus of this fieldwork experience is to have the student explore a therapist's option of using non-traditional tools to facilitate and integrate a client's occupations, roles, and cultural aspects into a skilled therapy session.

Grades will be earned based on the work that is turned following the course rubric. Students must be successful on the behavior's observations completed by the supervisor to be considered successful with Fieldwork 1B.

Each assignment for the week is due the following week before going back to the site. The information will be turned in to the instructor of the course that fieldwork correlates to.

Assignment # 1

Week 1:

With your supervisor, identify 2-3 clients, who use services and could be clients that you could follow more in-depth during your fieldwork these next 4 weeks.

Answer the following questions for the clients identified above:

1. What are the goals for this client related to health and wellness?
2. According to your supervisor, what are the client's occupational needs?
 - If it is a non-OT professional, you may need to work on your "elevator" speech to ensure health literacy concepts.
3. According to your supervisor, how has this client responded to interventions thus far?
4. What changes has the supervisor seen with the client during their time with these services?
5. Complete a treatment log of the activities observed with these clients. Be sure to include date, time in/out, age, diagnosis, and connect the treatment activities with the goals of the client.
6. Write 2 SOAP notes based on the treatment sessions today.

Assignment # 2

Week 2:

1. In conversations with the client, what are their personal goals? How do their goals align with their health and wellness?
2. How did the client respond to the intervention session today? Based on the client's occupational needs and goals, what changes were seen in body language, participation levels, social interactions, attention, communication, posture, etc...? Be descriptive.
3. Based on what you are seeing and what you have learned about this client, what modifications or updates to goals could be made to support the client's occupational needs? Does it appear the client requires any modifications to the intervention in order to fully participate in the services?
4. Complete a treatment log of the activities that were observed. Be sure to include date of the treatment, time in/out, age and diagnosis of client, goal being worked on, and the treatment activities that were completed.
5. Write up 2 SOAP notes based on a treatment session that the student participated in.

Assignment # 3

Week 3:

1. What changes has the family/caregiver/significant other seen with the client during their time with these services?
2. In conversation with the family/caregiver/significant other, what are their goals for the client? How do their goals align with the client's occupational-based needs and health and wellness?
3. Based on your discussion with family/caregiver/significant other, and your continued observations of the client, what modifications or updates to goals could be made to support the client's occupational needs? Does it appear the client requires any modifications to the intervention in order to fully participate in the services?
4. Complete a treatment log of the activities that were observed. Be sure to include date of the treatment, time in/out, age and diagnosis of client, goal being worked on, and the treatment activities that were completed.
5. Write up 2 SOAP notes based on a treatment session that the student participated in.

Assignment # 4

Week 4: (Communication and Follow up with Supervisor)

1. What environmental safety precautions did you encounter for yourself and clients during your fieldwork experience?
2. You have now followed the same 2-3 clients during your four weeks. Reassess and describe how the clients have responded to the interventions during this time. Are there any new or continuing needs that the client has?
3. Describe any apprehensions you might have after completing this Level 1B Fieldwork. What strategies might you use to address these prior to starting your Level 2 Fieldwork. What supports might you use and/or develop to ensure your success as a beginning therapist? (Costa, 2004)

4. Write 2 SOAP notes based on treatment sessions that the student participated in.
5. Complete Behavioral Outcomes with examples for your self-assessment.

References:

Costa, Donna M., (2004). The Essential Guide to Occupational Therapy Fieldwork Education. Resources for Today's Educators and Practitioners. United States of America: The American Occupational Therapy Association, Inc.

*To maintain compliance with HIPAA, no identifying personal information may be used in writing, explanations, or photos for any aspect of the assignment or personal use. Use of consumer, patient, or participant information, without proper written consent, is a violation of HIPAA and may be grounds for dismissal of the program for decreased ability to demonstrate and apply professional and ethical behavior in academic related tasks and situations.

Level 1B Fieldwork – Student Assessment

The students are to self–assess whether they have met each behavioral objective and give an example of each one.

Directions for fieldwork supervisor: Please mark a 1 or 2 in your section of each behavioral objective. “1” is for the student not able to demonstrate objective and “2” for being able to demonstrate objective.

Fieldwork Supervisor	Behavioral Objective	Date	Example of Task
1 2	Demonstrate work habits and behaviors appropriate to the setting and to the student’s level of professional development;		
1 2	Establish/maintain rapport and a helping relationship with patients, clients, and as appropriate, families of patients;		
1 2	Maintain confidentiality, professional ethics, and consistency in observing the rules and mores of the assigned setting;		
1 2	Develop mature working relationships with staff;		
1 2	Develop the ability to ask and answer questions about patient care and procedures in a professional manner;		

1 2	Demonstrate patient observation and basic reporting skills;		
1 2	Relate suggestions for treatment goals, activities, and approaches, based on patient/client needs and theoretical principles;		
1 2	Practice basic skills in patient/client treatment under direct supervision of qualified personnel.		
1 2	Demonstrate professional inquiry skills at a level appropriate to their stage of education and clinical training.		

*Supervisors: Please contact the fieldwork coordinator to discuss any challenges noted with students for an accurate learning experience.

Student Signature _____

Fieldwork Supervisor Signature _____ Date _____

Students who have more than 2 items marked “1” will not be successful in completing Level 1B Fieldwork. Successful completion of Level 1B Fieldwork is required as a component of being successful in passing the class it correlates to. Unsuccessful completion of Level 1B Fieldwork will result in earning an “F” for the final grade of the course.

Level 1B Fieldwork – Supervisor Assessment of Student Performance

The students are to self–assess whether they have met each behavioral objective and give an example of each one.

Directions for fieldwork supervisor: Please mark a 1 or 2 in your section of each behavioral objective. “1” is for the student not able to demonstrate objective and “2” for being able to demonstrate objective.

Fieldwork Supervisor	Behavioral Objective	Date	Example of Task
1 2	Demonstrate work habits and behaviors appropriate to the setting and to the student’s level of professional development;		
1 2	Establish/maintain rapport and a helping relationship with patients, clients, and as appropriate, families of patients;		
1 2	Maintain confidentiality, professional ethics, and consistency in observing the rules and mores of the assigned setting;		
1 2	Develop mature working relationships with staff;		
1 2	Develop the ability to ask and answer questions about patient care and procedures in a professional manner;		

1 2	Demonstrate patient observation and basic reporting skills;		
1 2	Relate suggestions for treatment goals, activities, and approaches, based on patient/client needs and theoretical principles;		
1 2	Practice basic skills in patient/client treatment under direct supervision of qualified personnel.		
1 2	Demonstrate professional inquiry skills at a level appropriate to their stage of education and clinical training.		

*Supervisors: Please contact the fieldwork coordinator to discuss any challenges noted with students for an accurate learning experience.

Student Signature _____

Fieldwork Supervisor Signature _____ Date _____

Students who have more than 2 items marked “1” will not be successful in completing Level 1B Fieldwork. Successful completion of Level 1B Fieldwork is required as a component of being successful in passing the class it correlates to. Unsuccessful completion of Level 1B Fieldwork will result in earning an “F” for the final grade of the course.

Level 2A Fieldwork – Week One	Date Completed	Student Initials
Introduction to department and facility staff, work space, equipment and materials		
Attendance at routine meetings		
Review department manuals (e.g. home program, safety procedures, federal regulations)		
Become familiar with departmental forms and record-keeping systems and client charts while with HIPAA regulations		
Observe client care and participate in co-treatment with supervisor under direct supervision		
Begin documentation of observations while in compliance with HIPAA regulations		
Observe and co-lead group interventions with supervisor under direct supervision		
Observe one speech and/or physical therapy session		
Begin service competency in major evaluations utilized at this site (e.g., goniometric measurement, MMT, ROM)		
Report daily to clinical supervisor/complete psychosocial questions		

All Supervisor’s signature to agree with documented above information:

Total # of hours for the week:

Reflection: Explain how the psychosocial aspect of the client-centered care was seen or handled during a therapy treatment session?

What areas (from the response above) need improvement for you, both personally and professionally?

What are the steps that will be taken to work on the improvement that is needed?

Level 2A Fieldwork – Week Two	Date Completed	Initials
Prepare, plan and implement OT intervention for at least 20-25% of expected client case load clients under direct supervision		
Complete daily documentation under direct supervision		
Follow schedule of specific facility to attend appropriate meetings		
Review one peer-reviewed journal article for weekly OT dept. meeting and present at meeting for 15 minutes, including leading discussion		
Review protocol for obtaining prescribed client equipment		
Lead a client intervention group with direct/continuous supervision (if applicable)		
Receive final project assignment (presentation or project, from fieldwork supervisor)		
Obtain case study assignment (from fieldwork supervisor)		
Begin service competencies. Including but not limited to goni, MMT, ROM)		
Report daily to clinical supervisor/complete psychosocial questions		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: Explain how the psychosocial aspect of the client-centered care was seen or handled during a therapy treatment session?

What areas (from the response above) need improvement for you, both personally and professionally?

What are the steps that will be taken to work on the improvement that is needed?

Level 2A Fieldwork – Week Three	Date Completed	Initials
Prepare, plan and implement interventions for 20-50% expected client caseload moving from direct to close supervision as deemed appropriate by supervisor		
Complete daily documentation and recordkeeping.		
Observe and co-treat with clinical supervisor or other disciplines.		
Report and/or attend at staff meeting		
Contribute to a family conference or communicate with family members		
Continue with service competencies		
Report daily to clinical supervisor and complete psychosocial questions.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: What was something that you tried differently this week to encourage your confidence level with treatment planning and/or implementation for a client?

From a wellness perspective, how did the above changes help you to become more independent and/or confident with your skills and client interactions?

What needs continued support or modifications to continue the improvement for your confidence?

Level 2A Fieldwork – Week Four	Date Completed	Initials
Prepare, plan and implement interventions for 35-65% clients with supervision		
Complete a minimum of one and a maximum of two evaluation components with direct supervision		
Complete daily documentation and recordkeeping while in compliance with HIPAA regulations.		
Attend weekly staff meetings.		
Plan and implement group intervention sessions with direct/close supervision		
Continue service competency.		
Report daily to clinical supervisor and complete psychosocial questions.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: Explain how the psychosocial aspect of the client-centered care was seen or handled during a therapy treatment session?

What areas (from the response above) need improvement for you, both personally and professionally?

What are the steps that will be taken to work on the improvement that is needed?

Level 2A Fieldwork – Week Five	Date Completed	Initials
Prepare, plan and implement interventions for 50-75% clients per day with moving from close to routine supervision as deemed appropriate by supervisor.		
Complete a minimum of one and a maximum of two evaluation components with direct supervision.		
Complete daily documentation and recordkeeping while in compliance with HIPAA regulations.		
Attend weekly staff meetings.		
Plan and implement group intervention sessions with close/routine supervision.		
Co-treat with other disciplines (e.g., PT, SLP, nursing, social service).		
Continue service competency.		
Report daily to clinical supervisor and complete psychosocial questions.		
Complete FWPE midterm evaluation and student Midterm Feedback form along with setting goals for the remaining weeks. Follow the syllabus for submission requirements.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: What was something that you tried differently this week to encourage your confidence level with treatment planning and/or implementation for a client?

From a wellness perspective, how did the above changes help you to become more independent and/or confident with your skills and client interactions?

What needs continued support or modifications to continue the improvement for your confidence?

Level 2A Fieldwork – Week Six	Date Completed	Initials
Prepare, plan and implement interventions for 60-80% of expected clients per day with close/routine supervision as deemed appropriate by supervisor.		
Complete daily documentation and recordkeeping while in compliance with HIPAA regulations.		
Attend weekly staff meetings.		
Submit case study.		
Plan and implement group intervention sessions with close/routine supervision.		
Maintain all treatment areas.		
Report daily to clinical supervisor and complete psychosocial questions.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: What are some changes that you have seen as far as your growth in your confidence AND health and wellness aspects during patient care and down time?

Level 2A Fieldwork – Week Seven	Date Completed	Initials
Prepare, plan and implement interventions for 80-95% clients per day with close/routine supervision.		
Plan and implement group intervention sessions. Close/routine supervision as deemed appropriate by supervisor.		
Complete daily documentation and recordkeeping while in compliance with HIPAA regulations.		
Attend weekly team meetings.		
Maintain all treatment areas.		
Report daily to clinical supervisor and complete psychosocial questions.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: Explain how the psychosocial aspect of the client-centered care was seen or handled during a therapy treatment session?

What areas (from the response above) need improvement for you, both personally and professionally?

What are the steps that will be taken to work on the improvement that is needed?

Level 2A Fieldwork – Week Eight	Date Completed	Initials
Prepare, plan and implement interventions for 80-95% of expected clients per day with routine supervision.		
Complete a minimum of two and a maximum of five evaluation components with close supervision.		
Complete daily documentation and recordkeeping while in compliance with HIPAA regulations.		
Attend weekly team meetings.		
Complete, submit and present OTA student project.		
Report daily to clinical supervisor and complete psychosocial questions.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: You are getting close to the end of this FW experience. Name areas that you have made progress in AND professional areas you will need to continue to focus in for your next placement?

Level 2A Fieldwork – Week Nine	Date Completed	Initials
Prepare, plan and implement interventions for 80-90% clients per day with routine supervision.		
Complete a minimum of two and a maximum of four evaluation components with close supervision.		
Complete daily documentation and recordkeeping while in compliance with HIPAA regulations.		
Endorse assigned caseload back to COTA/L or OTR/L.		
Complete facility required termination procedures.		
Final evaluation of fieldwork performance and follow syllabus for submission guidelines.		
Student evaluation of fieldwork experience and follow syllabus for submission guidelines.		

All Supervisor's signature to agree with documented above information:

Total number of hours and supervisor's signature:

This is to be turned in after your final evaluation is completed of your performance skills in this specific fieldwork placement.

Student Signature

Date:

Fieldwork Supervisor Signature

Date:

Academic Fieldwork Coordinator's Signature

Date:

Level 2B Fieldwork – Week One	Date Completed	Initials
Introduction to department, facility staff., work space, equipment and materials		
Attendance at routine meetings.		
Review policy and procedure manuals along with record keeping		
Observe client care and participate in co-treatment with supervisor under direct or continuous supervision.		
Begin documentation of observations in compliance with site-specific confidentiality regulations.		
Observe one speech and/or physical therapy session.		
Report daily to clinical supervisor and complete psychosocial questions.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: Explain how the psychosocial aspect of a client was seen or handled during a therapy treatment session?

What areas need improvement?

What are the steps that will be taken to work on the improvement that is needed?

Level 2B Fieldwork – Week Two	Date Completed	Initials
Prepare, plan and implement OT intervention for at least 10% of the expected case load clients under direct supervision.		
Complete daily documentation under direct supervision and in compliance of site-specific confidentiality regulations.		
Complete daily attendance/Medicaid billing requirements.		
Follow schedule of specific facility to attend appropriate meetings.		
Observe two speech and/or physical therapy sessions.		
Review one peer-reviewed journal article for weekly OT dept. meeting and present at meeting for 15 minutes, including leading discussion.		
Report on clients at staff meeting and/or team conference.		
Lead a client intervention group with direct supervision.		
Receive final project assignment (a presentation or project)		
Obtain case study assignment.		
Begin service competencies, including but not limited to Peabody, screening tools ROM)		
Report daily to clinical supervisor and complete psychosocial questions.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: Explain how the psychosocial aspect of a client was seen or handled during a therapy treatment session?

What areas need improvement?

What are the steps that will be taken to work on the improvement that is needed?

Level 2B Fieldwork – Week Three	Date Completed	Initials
Prepare, plan and implement interventions for 10-20% clients with direct supervision.		
Complete daily documentation and recordkeeping.		
Attend weekly staff meetings.		
Observe and co-treat a minimum of two hours with clinical supervisor.		
Plan and implement group intervention session.		
Report on clients at staff meeting.		
Prepare for and contribute to family and/or Individualized Education Program (IEP) conference.		
Plan and implement group intervention with direct/close supervision.		
Continue with service competencies.		
Report daily to clinical supervisor and complete psychosocial questions.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: What was something that you tried differently this week to encourage your confidence level with treatment planning and/or implementation for a client?

From a wellness perspective, how did the above changes help you to become more independent and/or confident with your skills and client interactions?

What needs continued support or modifications to continue the improvement for your confidence?

Level 2B Fieldwork – Week Four	Date Completed	Initials
Prepare, plan and implement interventions for 20-40% expected amount of clients with supervision.		
Observe and co-treat a minimum of two hours with clinical supervisor		
Complete a minimum of one and a maximum of two evaluation components with direct supervision		
Complete daily documentation and recordkeeping while in compliance with site-specific confidentiality regulations.		
Plan and implement group intervention sessions with direct/close supervision		
Co-treat with other disciplines (e.g., Physical Therapy (PT), Speech Language Pathologist (SLP), nursing, social service)		
Continue service competency.		
Report daily to clinical supervisor and complete psychosocial questions.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: Explain how the psychosocial aspect of a client was seen or handled during a team based meeting or plan by the team?

What areas need improvement?

What are the steps that will be taken to work on the improvement that is needed?

Level 2B Fieldwork – Week Five	Date Completed	Initials
Prepare, plan and implement interventions for 40-60% expected clients per day with moving from close to routine supervision as deemed appropriate by supervisor.		
Complete daily documentation and recordkeeping.		
Plan and implement group intervention sessions.		
Co-treat with other disciplines (e.g., PT, SLP, nursing, social service).		
Continue service competency.		
Report daily to clinical supervisor and complete psychosocial questions.		
Complete midterm evaluation and set goals for remaining weeks.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: What was something that you tried differently this week to encourage your confidence level with treatment planning and/or implementation for a client?

From a wellness perspective, how did the above changes help you to become more independent and/or confident with your skills and client interactions?

What needs continued support or modifications to continue the improvement for your confidence?

Level 2B Fieldwork – Week Six	Date Completed	Initials
Prepare, plan and implement interventions for 40-60% clients per day with close/routine supervision as deemed appropriate by supervisor.		
Complete a minimum of one and a maximum of three evaluation components with direct/close supervision.		
Complete daily documentation and recordkeeping.		
Attend weekly staff meetings.		
Submit case study.		
Plan and implement group intervention sessions with close/routine supervision.		
Co-treat with other disciplines (e.g., PT, SLP, nursing, social service).		
Report daily to clinical supervisor and complete psychosocial questions.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: What are some changes that you have seen as far as your growth in your confidence AND health and wellness aspects during patient care and down time?

Level 2B Fieldwork – Week Seven	Date Completed	Initials
Prepare, plan and implement interventions for 50-75% clients per day with close/routine supervision.		
Complete a minimum of two and a maximum of four evaluation components with direct/close supervision.		
Plan and implement group intervention sessions. Close/routine supervision as deemed appropriate by supervisor.		
Complete daily documentation and record keeping in compliance of site-specific confidentiality regulations.		
Attend weekly team meetings.		
Report daily to clinical supervisor and complete psychosocial questions.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: Explain how the psychosocial aspect of a client was seen or handled during a therapy treatment session?

What areas need improvement?

What are the steps that will be taken to work on the improvement that is needed?

Level 2B Fieldwork – Week Eight	Date Completed	Initials
Prepare, plan and implement interventions for 70-95% clients per day with routine supervision.		
Complete a minimum of two and a maximum of five evaluation components with close supervision.		
Plan and implement group intervention sessions with routine supervision.		
Complete daily documentation and recordkeeping in compliance of site-specific confidentiality regulations.		
Attend weekly team meetings.		
Complete, submit and present OTA student project.		
Complete psychosocial questions on weekly form.		

All Supervisor's signature to agree with documented above information:

Total # of hours for the week:

Reflection: You are getting close to the end of this FW experience. Name areas that you have made progress in AND professional areas you will need to continue to focus in for your next placement?

Level 2B Fieldwork – Week Nine	Date Completed	Initials
Prepare, plan and implement interventions for 80-95% clients per day with routine supervision.		
Complete a minimum of two and a maximum of five evaluation components with close supervision.		
Plan and implement group intervention sessions with routine supervision.		
Complete daily documentation and recordkeeping in compliance of site-specific confidentiality regulations.		
Articulate and relinquish assigned caseload back to COTA/L or OTR/L.		
Complete facility required termination procedures.		
Final evaluation of fieldwork performance (Follow syllabus for submission requirements)		
Student evaluation of fieldwork experience (Follow syllabus for submission requirements)		
Complete psychosocial questions on weekly form (Follow syllabus for submission requirements)		

Total hours for the week:

Supervisor's signature:

This is to be turned in after your final evaluation is completed of your performance skills in this specific fieldwork placement.

Student Signature

Date:

Fieldwork Supervisor Signature

Date:

Academic Fieldwork Coordinator's Signature

Date:

McHenry County College
Occupational Therapy Assistant Program

Fieldwork Informed Consent

I have received a copy of the Occupational Therapy Assistant Program's Student Handbook and Fieldwork Manual. I have read and understand the policies contained in the Manual. I agree to follow the policies as outlined in the Manual while enrolled in the Occupational Therapy Assistant program. I agree to fully participate in the fieldwork component of the OTA program's curriculum.

I understand the fieldwork policies may change while I am participating in fieldwork experiences. I understand it is my responsibility to review and follow any changes to the policies as they are provided to me by the program. I understand that I will need to follow the standards and guidelines of the most recent Student Handbook and Fieldwork Manual if I withdraw or am dismissed from the OTA program and then if readmitted.

I understand that failing to follow the policies in the Student Handbook and Fieldwork Manual may result in a non-passing/non-credit grade for my fieldwork experience(s). If I object to following any of the policies in the Fieldwork Manual, I understand I must submit my objection/request for accommodation in writing to the program's Academic Fieldwork Coordinator for consideration by the faculty at least 30 days before the beginning of each fieldwork experience.

Name (print): _____

Signature: _____

Date: _____

Return the signed Informed Consent to the Occupational Therapy Assistant Program and Fieldwork Director

Declination Statement

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease and it will limit my options for fieldwork placements to be successful in the OTA program.

Student Signature

Date

Student Printed Name

Appendix C

McHenry County College
Occupational Therapy Assistant Program

Physical Release for Level 2 Fieldwork Placement

*Only a physician, physician assistant or nurse practitioner may complete this form.

Name:	DOB:
Emergency Contact Person:	
Relationship:	Phone Number:

Student is required to demonstrate typical levels of immunity for the following antibodies:

Rubeola	Varicella
Rubella	Tetanus
Mumps	Diphtheria
Hep B	Pertussis
TB	Recent Flu shot administered

Please list current medications and if they could interfere with the safety of treating patients and/or clients.

Medications:	Does Medication Interfere with Safety of Self or Clients?	
	Yes	No

Any known allergies that student takes medication that may interfere with performance skills:

--

Review of the systems:	WFL		Comment: for concerns
	Yes	No	
Eyes			
Ears/Nose Mouth Throat			
Cardiovascular			
Gastrointestinal			
Respiratory			
Musculoskeletal			
Neurological			
Psychiatric			
Hematologic/Lymphatic			
Genitourinary			

I have examined _____ and certify that he/she is in good physical and mental health. _____ (Physician's initials)

It is determined that _____ may complete all physical and mental aspects of the profession **with** or **without** accommodations.

If accommodations are needed, please list: Check if no accommodations are needed.

Physician Name

Physician Signature

Address

City

State

Zip

*I give permission to release information to McHenry County College for the purpose of fieldwork requirements for the safety of myself and others.

Student Printed Name

Student Signature

Date

Date received by MCC _____
