

Georgia State University



FIELDWORK MANUAL

Department of Occupational Therapy  
2017-2018

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## FIELDWORK MANUAL

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## **Introduction to Fieldwork:**

Welcome to the clinical application / fieldwork (FW) component of your occupational therapy education. Fieldwork is an integral component of occupational therapy education. These experiences provide the student with the opportunity to participate in professional responsibilities under the supervision of a qualified occupational therapy practitioner. Acting as a mentor and a role model, the Fieldwork educator provides the student with opportunities to gradually become independent practitioners and to achieve entry-level competency.

As defined in the Accreditation Council of Occupational Therapy Education (ACOTE) Standards, each student is required to complete a combination of Level I Fieldwork experiences (observation) and Level II Fieldwork experiences (performance based) integrated into the curriculum.

Level I FW experiences are woven throughout the curriculum. The AOTA Standards describe the goal of Level I Fieldwork is “to introduce students to the fieldwork experience, and develop a basic comfort level with an understanding of the needs of clients.” Level I Fieldwork is not intended to develop independent performance, but to “include experiences designed to enrich didactic coursework through directed observation and participation in selected aspects of the occupational therapy process.”

Citation: <http://www.aota.org/education-careers/fieldwork/leveli.aspx#sthash.PTf6R3T3.dpuf>

Level II FW experiences consist of at least two 12-week (full time or equivalent) experiences upon successful completion of the didactic portion of the program for a total of 24 weeks. The goal of Level II FW is to “develop competent, entry-level, generalist occupational therapists. These fieldwork experiences are integral to the program’s curriculum design and include in-depth experiences in delivering occupational therapy services to clients, focusing on the application of purposeful and meaningful occupation and research, administration and management of occupational therapy services.”

Citation: ACOTE 2012

### Academic Fieldwork Coordinator (AFWC) and Fieldwork Educator (FWE) Responsibilities:

“The AFWC is an individual employed by educational institutions to implement the fieldwork education program. This individual is responsible for the program’s compliance with Accreditation Council for Occupational Therapy Education (ACOTE®) standards related to fieldwork education. An FWE is a practitioner who agrees to supervise students’ fieldwork experiences. AFWCs collaborate with FWEs to develop fieldwork education objectives and experiences and to make sure that student supervision is effective and ensures the safety and well-being of all stakeholders.”

*Citation: The American Occupational Therapy Association An Advisory Opinion for the AOTA Ethics Commission Promoting Ethically Sound Practices in Occupational Therapy Fieldwork Education. AOTA 2014.*

In order to be retained as a FW site, each site must provide a quality educational experience for the students and meet *Commission of Education requirements for Level I and Level II sites* and have a signed contract with the Byrdine F. Lewis School of Nursing and Health Professions. The availability of fieldwork sites include traditional settings in pediatrics, geriatrics, adult physical disabilities, and mental health as well as non-traditional and emerging practice in community health.

Citation:<http://www.aota.org//media/Corporate/Files/EducationCareers/Educators/Fieldwork/LevelIII/COE%20Guidelines%20for%20an%20Occupational%20Therapy%20Fieldwork%20Experience%20--%20Level%20II--Final.pdf>

## Laws Related to Fieldwork

- **The Federal Family Educational Rights and Privacy Act:** (known as the Buckley amendment) (Relates to privacy of student records)  
Fieldwork is a continuation of the educational experience thus an extension of the academic program. Faculty cannot release information regarding student grades to a FW site. Without the student's written consent. The student would need to sign a release form if he/she wishes the AFWC to discuss academic performance with the FWEEd. This issue may arise when a student is being reassigned after failing a Level II FW experience. The AFWC will meet with the student to discuss the issue prior to reassigning the FW placement. The student can then make the decision to disclose information, not to disclose information, or to sign a statement allowing the AFWC to discuss the issue with the FWEEd.
- **The Rehabilitation Act of 1973: (Section 504)**  
This act provides protection for individuals with disabilities from being excluded from participation in, denied the benefits of, or be discriminated by any program or activity that receives federal funding.
- **Americans with Disabilities Act (ADA): 1990**  
This law was passed to protect individuals with disabilities from discrimination in the areas of employment, public services, public accommodations and telecommunications services.  
Because FW is a mandated component of the education required to become an occupational therapist, FW is considered pre-employment. Under the ADA FW sites must use the same standards for students as they do for their employees.

## Disclosure of a Disability

Georgia State University is committed to providing a quality and equal education to all students. Self-disclosure of a disability is entirely voluntary. However, disclosure and submission of current documentation verifying a disability is required to determine eligibility and identify reasonable accommodations. If a student is diagnosed with a disability and would like to request academic accommodations, please contact the Office of Disability Services at 230 Student Center, phone number 404 413-1560. The information the student provides is confidential and is only disclosed to University personnel responsible for coordinating disability services for the University. The student has the right to choose whether to disclose or not to disclose a diagnosed disability to the FW site. Under the ADA, institutions (including fieldwork sites) are obligated to make reasonable accommodations only for the known limitation of an otherwise qualified student with a disability. Notification of the need for accommodation must occur if the student desires accommodations during FW. Students who wish to disclose a disability for the purpose of accommodations need to have gone through the Office of Disability Services. The AFWC does not have the right to disclose a student's disability to a FW site without written permission from the student. Students with disabilities who want accommodations on their FW placements are encouraged to disclose their disability as early as possible to the FW site or to give permission to the AFWC, in writing, to disclose this information to the site **after** the placement has been made.

## Students Rights and Responsibilities

The occupational therapy student is responsible for following the requirements of the contract. The student also has an opportunity to provide feedback to the OT program regarding the quality of the experience and level of supervision. Students are responsible for keeping the following records current and accessible for use during fieldwork rotation. Some FW sites require additional certifications or immunizations along with the requirements below. It is the responsibility of the student to comply with all fieldwork site health requirements. Information regarding site requirements may be obtained from the fieldwork office and should be confirmed with the site during the student's initial contact with the FWEEd.

### **Before starting at any fieldwork site each student must have:**

- Satisfactory completion of all required courses in the occupational therapy curriculum

- **CPR Certification**

Cardiopulmonary resuscitation (CPR) certification is required for all OT students prior to clinical internships. The certification must be the Basic Life Support for Healthcare Providers, American Heart Association. Each student shall provide a copy of their certification to the Department Secretary Prior to the first Level L FW experience.

- **Hepatitis B Vaccine or Waiver**

Students will receive training regarding the OSHA Standard on Blood-borne Pathogens regarding universal precautions and risk factors for contracting Hepatitis B as healthcare workers. After which students must pass a test demonstrating understanding of the information. The student must provide evidence that the HepB vaccination has been started, completed or declined. A declination form will be provided.

- **TB Skin Test**

Students must update their TB skin test annually. Many facilities require a two-step Mantoux TB skin test. This test will be updated at least 3 months prior to the clinical internship. A copy of the negative skin test must be submitted to the Department Secretary. The occupational therapy department will retain a copy of the negative test or proof of a clear chest x-ray and FW sites will be informed of the student's status.

- **Physical Exam**

Students are required by the GSU OT department to have an annual physical exam. A copy of this should be given to the Department Secretary.

- **Immunizations**

Some FW sites require immunization records. A copy of these should be given to the Department Secretary and the student is responsible for providing proof of completion to the FW site.

- The following immunizations are required for the protection of students and patients: Measles, Mumps, Rubella (MMR) titer.
  - Tuberculin skin test (PPD)
  - HepatitisB titer
  - DiphtheriaTetanus (DT)
  - Chicken Pox titer
- If a titer for MMR, Hepatitis B, or Chicken Pox does not confirm immunity the student will begin the vaccination process and will provide a titer once complete to show immunity.
- The PPD must be taken within 1 month of beginning the program, and some clinical assignments will require a PPD every 6 months or within 1-2 months of starting a clinical rotation during the program. Otherwise the PPD or chest x-ray is required once a year. The HepatitisB sequence must be started by the August entry, and the series must be completed by the second semester of the year (spring semester). The DiphtheriaTetanus vaccination must be within 10 years of entry into the program. Failure to complete the physical exam prior to the beginning of FW, or provide documentation of all immunizations, will result in the student being withheld from clinical attendance, and the student being dismissed from the program.

- **Criminal Background Check**

Many FW sites require the student to submit a criminal background check. The student is responsible for providing the results to the facility and proof that it was done to the AFWC. The fee for the background check is the responsibility of the student. Possible on-line services for criminal background checks: (There is a cost for the on-line service and it varies from year-to-year.)

- "Advantage Students" at [advantagestudents.com](http://advantagestudents.com)
- "StudentCheck" for credentialing and background investigations.  
<http://www.precheck.com/student-background-check>
- *A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination and may preclude attainment of state licensure.*

- **Drug Testing**

Drug testing is common by employers of healthcare facilities. The procedure may be done at the facility or

before the student arrives. The student is responsible for providing the results to the facility and proof that this requirement has been completed to the AFWC. Any fee associated with a drug test is the student's responsibility. If a student tests positive after a drug test, the facility will immediately discontinue the student's FW experience and the AFWC will follow GSU guidelines outlined in the University graduate catalog.

- **Records for Clinical Education**

Students are responsible for providing documentation of each of the above requirements to the Department Secretary or AFWC. Due dates for providing documentation will be provided and those dates are FIRM. It is necessary for students to keep the original of these health records with them and take them to the FW site in the event the facility needs to view them. Students are responsible for any other requirements such as a background check, child registry, or other health issues.

- **OSHA Blood Borne Pathogens and Universal Precautions Training**

Students will complete training on OSHA blood borne pathogens transmission and universal precautions. Upon completion students will take a quiz, which they must pass at an 80% or better. The student is responsible for printing and turning in to the department Secretary a certificate of successful completion. The training will be required prior to the first FW experience and annually thereafter.

- **HIPAA Training / Patient Confidentiality**

Students will complete training on HIPAA guidelines and requirements related to protected health information. Upon completion students will take a quiz, which they must pass at an 80% or better. They will receive the training prior to the first FW experience and annually thereafter

- **Liability insurance** under the blanket student policy GSU offers is a professional liability policy that covers each student during all FW experiences and each student is required to purchase coverage to attend FW. Proof of the policy can be provided to FW sites upon request. Professional liability does not include personal health/medical coverage. On occasion a FW site may require students to purchase additional liability insurance.

- Personal or family **medical insurance** which provides coverage in the geographic area to which the student will be going.

### Dress Code Policy

Students are expected to present a professional appearance at all fieldwork facilities. Because dress codes at facilities vary widely, this information should be obtained from each site prior to starting the fieldwork. Good personal hygiene is also important.

- Be sure to wear your name tag.
- Closed toe shoes (no sandals or flip/flops or shoes with high heels) will be worn at all times unless engaging in an activity in which shoes are not normally worn.
- Clothing will be clean and neat.
- The following are **not** appropriate attire:
  - See-through clothes. Tops with spaghetti straps
  - Shorts
  - Midriff or halter tops / tops that expose skin when bending
  - Women's cleavage should not be showing
  - No hats or caps unless outdoors
  - Excessive jewelry or long nails that would interfere with treatment
  - Noticeable perfumes that could bother others due to allergies, sensitivities to strong smells.

### Attendance Policy



Students are expected to demonstrate professional behaviors with regard to attendance and punctuality during all fieldwork experiences. If a student is absent due to illness or an emergency, it is that student's responsibility to notifying the FWED as soon as possible.

During Level II FW a student may be absent due to illness or an emergency for a maximum of three days. The three days may not be taken as vacation days. For special circumstances, such as a family wedding, the student may request limited time off. It is up to the FWEd to grant or deny the request. For this situation, the missed time should be made up by working extra days, such as Saturdays, or extending the length of the fieldwork. It is expected that you will take the same holidays as the staff at your assigned facility. University student holidays do not apply to you during your affiliation. Holidays taken during fieldwork are not a part of the three-day limit of days off due to illness or emergency. The FWEd will determine whether the student needs to make up the missed day due to a holiday. ***Planned absences of more than one day must first be approved by the Academic Fieldwork Coordinator prior to requesting approval of the FWEd.***

### **Professional Ethics**

Students are expected to incorporate AOTA standards and ethics policies while participating in their FW experiences and take responsibility for their professional development. Students are expected to become familiar with and comply with the rules and regulations of the assigned facility. Students should request that this information be provided to them during facility orientation if the facility does not volunteer this information.

### **Financial Responsibilities**

Students are responsible for all costs associated with the Level II fieldwork experiences and should plan accordingly. Expenses include, but are not limited to their housing, transportation, tuition to the university, medical and liability insurance, and food.

### **Students' Rights**

In Addition to your responsibilities as a FW student, you are also entitled to your rights which include:

- Being appropriately supervised by experienced therapists and fieldwork educators
- Receiving feedback and evaluation in a timely manner and on a regular basis
- Contact the AFWC or FWEd at any time to discuss performance standards, clinical procedures, documentation, and patient treatment practices that the student feels is discriminatory, capricious, or unethical.
- Being treated fairly and not be discriminated against in the selection of fieldwork facilities or by any representative of the academic or fieldwork facility. See the Georgia State University Policy on Non-Discrimination.

## LEVEL I FIELDWORK

Level I fieldwork experiences are completed throughout the didactic portion of the occupational therapy program based on the coursework being taught each semester.

The AOTA does not require a specific number of hours for Level I FW experiences but allows each program to set the time requirements for their for students.

### **Purposes of Level I FW experiences include:**

1. Exposing the student to individuals with deficits in occupational performance and observing how these deficits affect their function and quality of life.
2. To expose the student to a variety of settings and client populations and observe how the knowledge and skills they are developing in class is applied to our clients in the clinics.
3. To provide the student with clinical models using a variety of frames of reference in the delivery of occupational therapy services.

According to the AOTA Standards “Level I experiences may include those directly related to occupational therapy, as well as other situations to enhance an understanding of the developmental stages, tasks, and roles of individuals throughout the life span. Day care centers, schools, neighborhood centers, hospice, homeless shelters, community mental health centers, and therapeutic activity or work centers are among the many possible sites. Level I Fieldwork may also include services management and administrative experiences in occupational therapy settings, community agencies, or environmental analysis experiences. Populations observed in Level I experience may include disabled or well populations; age-specific or diagnosis-specific clients.

During the Level I FW experiences the students will usually, but not always, have an occupational therapist or occupational therapy assistant as their supervisor. Qualified personnel for supervision of Level I Fieldwork may include, but are not limited to, academic or fieldwork educators, occupational therapy practitioners initially certified nationally, psychologists, physician assistants, teachers, social workers, nurses, physical therapists, social workers, etc. The supervisors must be knowledgeable about occupational therapy and understand the goals and objectives of the Level I Fieldwork experience.”

The OT Practice Framework: Domain and Process (3<sup>rd</sup> edition) can assist the student in gaining patient and clinical observation skills in each of the four practice areas of Level I FW experience. The areas include mental health, physical rehabilitation, geriatrics, and pediatrics. Students should be aware that Level I Fieldwork cannot be used as a substitute for Level II Fieldwork. Level I fieldwork is graded on a pass/fail basis.

*Citation: AOTA Commission on Education (COE) and Fieldwork Issues Committee (FWIC)  
Amended and Approved by FWIC 11/99 and COE 12/99*

### **Level I Fieldwork Goals and Objectives**

- *Demonstrate professional and reliable and work behaviors:*
  - Adheres to facility dress code
  - Demonstrates good use of time
  - Takes initiative and assumes responsibility for learning
  - Accepts and responds appropriately to feedback and supervision
  - Conducts self ethically with appropriate consideration and attitude
- *Demonstrate effective communication within the clinical setting:*
  - Establishes positive working relationship with interdisciplinary team members
  - Establish meaningful and therapeutic relationships with clients and caregivers
  - Produce clear, concise, and professional documentation

- Demonstrates ability to collaborate/consult with client/family regarding treatment plan and/or goals
- *Develop ability to use accurate observation skills of clients and to perform introductory client interaction and assessment skills:*
  - Observe the client interview process
  - Observe the administration of screening and/or assessment tools
  - Develop ability to make astute observations of clients interacting in their environment
  - Formulate general therapeutic goals and objectives
- *Observe and describe the characteristics of various occupational dysfunctions and various theoretical frames of reference and/or treatment techniques for working with these clients:*
  - Complete Level I Fieldwork assignments as provided by AFWC and/or fieldwork educator
  - Demonstrates the ability to communicate with clients/families regarding the perspective and value of Occupational Therapy
  - Be familiar with appropriate selection and application of a variety of therapy evaluations and therapeutic activities commonly used with clients of varying occupational dysfunctions across the age continuum

### **FW I Seminars**

In each of the didactic semesters of the program, the FW Seminar course will be the conduit that connects and strengthens the didactic coursework with the Level I Fieldwork experiences. The AFWC, in collaboration with the other faculty, will design case-studies and other learning experiences to be used to facilitate clinical reasoning processes and enhance client-centered, occupation-based practice. The students will also have the opportunity in the FW Seminars to analyze and discuss their experiences in the clinics and relate them to what they have learned in the didactic courses.

### **Assignments / Grading**

The AFWC will establish assignments for students to complete during their level I FW experiences and will be responsible for the grading of the assignments. The FWEd will be responsible to completing a Professional Behaviors evaluation on the student.

## LEVEL II FIELDWORK

The ACOTE Standards describe fieldwork as “a crucial part of professional preparation.” Level II FW placements are designed as the final step in the integration of academia and professional practice. The goal of Level II Fieldwork is to develop competent, entry-level, generalist occupational therapists (AOTA, 2012).

A minimum of 24 weeks of Fieldwork Level II experience is required by ACOTE. Georgia State University’s Occupational Therapy Program requires two 12 week FW experiences. Students may choose to participate in an optional 3<sup>rd</sup> specialty internship (time frame of 3<sup>rd</sup> internships will be arranged with the AFWC and the FW site). Level II FW experiences are typically completed on a full-time basis but a student can petition to complete it on a part-time basis for special situations. The student **must** complete all required FW experiences within 1 year of completing the didactic portion of the program. Students can appeal this requirement based on specific individual circumstances.

The student must pass both Fieldwork II rotations to graduate from Georgia State University. It should be noted that most employers require graduation from an accredited school, including completion of Level II fieldwork, and completion of the NBCOT certification examination prior to hiring a newly graduated occupational therapist. Many states will issue a provisional license to practice as long as the student has applied to take the NBCOT exam. For further detail please refer to **Commission on Education Guidelines for Level II Fieldwork** in the appendices.

<http://www.aota.org/education>

### **Description and Purpose:**

The Level II Fieldwork experiences are designed to promote clinical reasoning and reflective practice, to support ethical practice, and professional communication through expert modeling. Throughout the fieldwork experiences, students learn to apply theoretical and scientific principles introduced in the academic program to address actual client needs and to develop a professional identity as an occupational therapy practitioner within an interdisciplinary context.

- Level II fieldwork experience should include in-depth experience in delivering occupational therapy services to clients, focusing on the application of purposeful and meaningful occupation.
- The student shall have the opportunity to develop increased knowledge and skills in administration, research and professional relationships.
- The student shall be evaluated and informed of his/her performance status on an ongoing basis.
  - The AOTA Fieldwork Performance Evaluation (FWE) should be used as a rating tool. The student should be evaluated using this form at both midterm and end of the fieldwork experience. Performance should be reviewed by the fieldwork educator and the student, signed and sent to the AFWC. Other structured forms of feedback that promote educator/student communication on the student’s progress may also be used on an ongoing basis.
  - The fieldwork experience should be evaluated by the student, using the AOTA Student Evaluation for Fieldwork Experience (SEFWE) form, and should be reviewed by the fieldwork educator and the student at the conclusion of the fieldwork experience. This too should be sent to the AFWC. Other structured forms of feedback that promote educator/student communication on the learning experience may also be used on an ongoing basis.
  - If the student’s performance is not satisfactory at mid-term or at any point in the fieldwork experience, both the student and AFWC must be notified immediately and documentation concerning the student’s progress and outcomes of interventions should be maintained.

### **Level II Fieldwork Goals, Objectives, and Competencies**

Fieldwork II is intended to provide students with an in-depth experience in the delivery of occupational therapy services to clients and to assist students in fully integrating academic knowledge with clinical practice. During

fieldwork experiences, students gradually assume responsibility for the delivery of occupational therapy services, and develop competence as entry-level client-centered practitioners. General goals and objectives for Level II Fieldwork include:

1. Demonstrate appropriate, professional collaboration with the client, family, FWEd and other interdisciplinary team members
2. Be able to demonstrate and articulate the values, standards, and ethics of the profession
3. Understand and demonstrate adherence to facility policies and procedures
4. Use current evidence in research findings and other resources as a basis for assessment and intervention decisions
5. Demonstrate a sense of personal responsibility by accepting feedback, assuming responsibility for own learning, and effective use of time-management
6. Demonstrate ability to effectively choose, perform and document relevant screening and assessment methods
7. Develop accurate and appropriate intervention plan including client-centered goals, objectives and treatment activities based on multiple factors such as client factors, contexts, theories / frames of reference, and current research evidence
8. Demonstrate use of relevant interventions that are that are client-centered and occupation based
9. Analyze the environment and make appropriate adaptations /modifications for clients/families
10. Determine sequence, frequency and duration of occupational therapy services
11. Demonstrate clear and effective verbal, non-verbal and written communication
12. Evaluate the effectiveness of services through re-evaluation of clients and participation in the quality improvement process
13. Demonstrate commitment to lifelong learning through independent research efforts and willingness to present to occupational therapy peers
14. Appropriately advocate for your clients' needs
15. Maintain work area, equipment and supplies according to facility policies and safety standards
16. Demonstrate the use of sound judgment and adherence to safety regulations
17. Demonstrate respect of diversity factors of clients and other professionals including, but not limited to, socio-cultural, socio-economic, spiritual and lifestyle choices
18. Understand model of service delivery as well as costs and funding for the facility

### **Fieldwork Level II Placement Policy and Procedures**

Student fieldwork assignments are chosen based on: (a) the quality of educational experience available at the site, (b) the educational needs of the occupational therapy student, and (c) availability of sites. Fieldwork sites are a valuable resource of the Byrdine F. Lewis School of Nursing and Health Professions and the Occupational Therapy Program. The College has established fieldwork policies (i.e. Appeals, Assignment Process) designed to serve the largest good in the fairest possible manner. Students are reminded that they have been informed, since admission, that they are responsible for completing a minimum of six (6) months of Level II fieldwork. Students have been informed that they are responsible for the financial responsibility of this part of their training, that this training may take place anywhere in the United States and that the student is responsible for planning and preparing for this part of their education.

**Students will not be placed in a fieldwork site outside of the assignment process, unless the student goes through the formal process to initiate a new fieldwork site, or an appeals process. *Students may NOT contact any fieldwork site (scheduled or potential) without AFWC approval.***

Students have the privilege and responsibility to research Fieldwork sites for their Level II FW experiences. Sources of Fieldwork Site Information include: Master List, Clinical Site Information Form, Clinical Agreement, and Facility website. In order to take student preferences into consideration, all students will be given a *Fieldwork Type*

*Request Form* prior to the first Level II experience. This form will indicate a student's preference for type of fieldwork placements (physical disabilities, pediatrics, geriatrics, mental health). Prior to site selection, students are given a list of sites that have committed to a space for the upcoming year for the different areas of practice. This list is distributed to the students in advance so that they may research the sites using the above sources.

The students will set up a time to meet with the AFWC to discuss Level II FW placement options. Following the meeting, the students should be prepared to make a list of their top 3 preferences. All students are required to do a physical disabilities rotation. The second required FW will be in a different area of practice. Students will rank the preferences 1 through 3, with 1 being the most preferred selection and 3 the least preferred selection. The AFWC will review all selections and make the assignments. The student's preference will be strongly considered in the process, but it cannot be guaranteed that the student will get one of their top 3 choices. All selections made by the AFWC are final, unless a site has cancelled the scheduled FW rotation. The students will be notified of the assignments after the process has been completed. If a student fails to submit their preferences by the established deadline, then the AFWC will make a student assignment without their input.

### **Contacting the Fieldwork Site**

Once a student is assigned to a FW site, he/she may contact the FWEd or designated housing person to secure housing if available. The student *must contact the FW site at least two months prior* to the scheduled start date of the FW experience. At this time the student will discuss arrangements for the first day, holidays, dress code, lunch arrangements, or any other questions about the affiliation. Upon arrival, the FWEd will orient the student to the facility and its policies and procedures. It is the student's responsibility to ensure that he/she is oriented to the facility. A policy for supervision is provided to FWEd and student prior to the internship and is part of the FW agreement.

If a student has special accommodations which have been approved by GSU's Department of Disability Services, the student is responsible for notifying the clinical site at least 3 months in advance. This will allow the clinic ample time to prepare for the accommodations. ***Students should NOT contact clinical education sites prior to being assigned without approval of the AFWC***

### **Cancellation or Changes by the Fieldwork Site**

Students must understand that many of the fieldworks are arranged well in advance of student placement. Occasionally, facilities will cancel contracts without much notice to the University. In the event this occurs, the AFWC will do his or her best to find another suitable and timely placement. While attempts will be made to accommodate student preferences, this may not be possible with short notice in arranging alternative placements. The Occupational Therapy Program cannot assume responsibility for delays in completion of the program or eligibility for certification, if the student fails to accept or complete a scheduled fieldwork assignment, or if the fieldwork site cancels a scheduled placement.

***A student will not be allowed to change his/her FW site assignment.*** A student wishing to appeal this policy must prepare a written Special Request and submit it to the AFWC. The decision on the special request will be based on all the information provided. Situations like weddings, employment opportunities, and circumstances that existed prior to site selection usually do not warrant a change of assignment. However, special family situations, medical issues, and other unavoidable situations are considered.

### **Things to Remember about setting up FW Sites:**

- Students **may not** affiliate at a facility in which he/she currently is employed or where an employment arrangement has existed in the previous twelve months prior to entering the OT program

- A student **may not** contact a facility prior to being assigned to that facility. If a student is found to have contacted a facility in an effort to develop a FW internship for that site, the student will not be allowed to participate in a FW experience at that site for the entire time the student is in the OT program.
- **After** a facility has been notified of the student assignment, the assignment is considered final and there will be no changes made unless the facility cancels the assignment

### Policy for Establishing a New Fieldwork Site

A new site is defined as an occupational therapy department or facility that GSU currently does not have a FW contract with and is not on the Master List. Please be aware that establishing a contract with a new fieldwork site can take up to a year and it is not guaranteed that the site would qualify under GSU 's guidelines for acceptable FW sites. In order to complete a new contract in a timely manner and insure a safe and appropriate FW experience for our students the following policies have been developed.

- Requests will only be accepted a full year prior to scheduled FW date; for example if the FW is scheduled to take place June –August of 2018, then a New Fieldwork Request needs to be made by June 2017.
- A student can only submit one new site request at a time. If the new clinical site is not approved, the AFWC will determine if another request can be submitted.
- It is important to submit all requests as early as possible. No late requests will be accepted. A student submitting for a new site should use the New Site Request Form and turn it in to the AFWC. Only one new site per student is acceptable.
- Again, students are not to contact the site prior to the assignment. If a student contacts a clinical site prior to direct permission from the AFWC, then the student will not be allowed to participate with that FW placement during any rotation.

### Housing Accommodations

The student should research the availability of housing at a clinical site prior to assignment. The student may request for the AFWC to call a FW site prior to site assignment to see if housing is still available if the information on the site indicates that housing is/has been offered for that site. A facility may indicate that housing is available, but situations arise that the AFWC may not be notified about. Housing availability can be a first come, first serve basis as well and it would be appropriate for the student to request the AFWC check for availability. ***The student should not call the clinical site prior to site assignment.*** Requests should be submitted to the AFWC. Housing provided by facilities is not guaranteed to be free of charge. Therefore, students must budget for appropriate housing costs. If a facility does not indicate housing then the student should budget for appropriate housing costs.

After student assignment, the AFWC will give permission for the student to contact the clinical site about securing housing. It is the student's responsibility to make housing arrangements with the facility if housing is offered.

*Housing Problems:* If the student arrives to find that housing provided is substandard, such as unsanitary, hazardous, etc., then the student should discuss his/her concerns with the CI or housing coordinator. If the problem is not resolved, then the student should contact the AFWC.

### Level II Fieldwork Assignment Appeals Process

The appeal process is designed to meet the occasional need of students for whom the assignment process to any facility in the United States would prove disruptive to their family responsibilities and would result in the student's probable discontinuation of their schooling. Petitions for appeals are not to be made lightly. Students should consider the gravity of their appeal and submit an appeal only if they feel they could not continue in the program and complete their training if the appeal were denied. Appeals for special consideration in placement are based on demonstrated need for one of the following reasons: dependent care, extreme personal issues, and

students with disabilities who have identified themselves to LR University Disability Services. Appeals cannot be made for financial or marital status reasons. Appeals found to be made on false claims will be overturned and denied, and students may be removed from the program for this highly unethical behavior. Students will be informed of the dates of the appeal process. Appeal decisions are made subject to the availability of fieldwork sites. All decisions of the faculty will be final.

### **Attendance Policy**

The general attendance policy can be found on page 30 of this manual.

Students are expected to demonstrate professional behaviors with regard to attendance and punctuality during all fieldwork experiences. If a student is absent due to illness or an emergency, it is that student's responsibility to notifying the FWEd as soon as possible.

- Level II Fieldwork students are required to notify their FWEd of an absence at least 30 minutes prior to reporting time. The student is allowed up to three excused absences due to illness ONLY during Level II FW. If a student misses more than 3 days, the student must schedule make-up time and inform the AFWC.
- If a student is called for jury duty or has some other legal obligations, they are to contact the AFWC and fieldwork educator for further instructions.
- Students are expected to make up any hours that are missed to receive credit for the fieldwork experience. If arrangements cannot be made for making up fieldwork hours, the AFWC may require additional fieldwork at another site or require an additional assignment from the student for successful completion of that course for which the fieldwork was required.

During Level II FW a student may be absent due to illness or an emergency for a maximum of three days. The three days may not be taken as vacation days. For special circumstances, such as a family wedding, the student may request limited time off. It is up to the FWEd to grant or deny the request. For this situation, the missed time should be made up by working extra days, such as Saturdays, or extending the length of the fieldwork. It is expected that you will take the same holidays as the staff at your assigned facility. University student holidays do not apply to you during your affiliation. Holidays taken during fieldwork are not a part of the three-day limit of days off due to illness or emergency. The FWEd will determine whether the student needs to make up the missed day due to a holiday. ***Planned absences of more than one day must first be approved by the Academic Fieldwork Coordinator prior to requesting approval of the FWEd.***

### **Forms used by Level II Fieldwork Students**

Fieldwork forms can will be on-line. Forms will be used for each FW experience and during the fieldwork orientation process prior to the initiation of each FW experience. Samples of many of the forms discussed in this manual are provided in the Appendix section of this manual.

### **Grading of Level II Fieldwork Experience**

Level II Fieldwork is graded on a pass/fail basis using the AOTA Fieldwork Performance Evaluation (FWPE). The FWPE is used for both midterm and final grading of the fieldwork experience. Not receiving a passing score of 90 or above at midterm may result in termination of the fieldwork experience. Students must obtain 122 points or above and a minimum score of 3 for questions 1, 2, 3 (fundamentals of practice section) at the final evaluation to pass the Fieldwork experience. Students must also have successfully completed all other assignments and course paperwork in order to be eligible to pass Fieldwork. A copy of the FWPE can be found in the Appendix.

Students may only repeat one Level II FW experience. Students withdrawing from Level II FW without the permission of the program director and the AFWC will be placed on academic probation. Refer to the student handbook for further rules regarding "**academic progression**".

### **Progression and Graduation Requirements**



- In order to graduate from the Department of Occupational Therapy program, the student must:
  - Have a 3.0 Cumulative GPA.
  - Must successfully complete (S) all courses graded by S/U.
  - Have no grades lower than C (2.0).
  - **Apply for graduation one year (three semesters) prior to anticipated graduation date. Students who fail to apply for graduation on time will not be allowed to graduate regardless of having completed their coursework.**
- To continue the following semester, all prior courses in the curriculum must be successfully completed (C or better or S where applicable) or permission granted by the Department Head under any circumstances of a grade designation of I or IP issued.
- A grade of D, F or U in any one course will result in the student being terminated from the program.
- Academic standing:
  - Good academic standing is defined as having a Cumulative GPA of 3.0 or better.
  - If Semester GPA falls below 3.0, regardless of course load, the student is placed on scholastic warning. A letter stating this will be sent from the College Director of Academic Assistance and the Department Head. Upon completion of subsequent semesters of relevant graduate course work, performance of the student on warning is evaluated in one of the following ways:
    - If Semester GPA is at least 3.0 and Cumulative GPA is at least 3.0, the student returns to good academic standing.
    - If Semester GPA is less than 3.0 and Cumulative GPA is less than 3.0, student is terminated from the program.
    - If Semester GPA is less than 3.0 but Cumulative GPA is at least 3.0, student may continue to enroll, but will continue to be on scholastic warning until Semester GPA of at least 3.0 is achieved (at which time he/she will be returned to -good standing) or until subsequent Semester GPAs bring Cumulative GPA to less than 3.0 (at which time he/she is terminated from the program).
    - If Semester GPA is at least 3.0, but Cumulative GPA is less than 3.0, student is on scholastic probation The student may continue to enroll on probation, provided the Semester GPAs are at least 3.0, until Cumulative GPA is brought back to at least 3.0. At this time the student will return to good standing. If any Semester GPA is less than 3.0 before Cumulative GPA is brought back to at least 3.0, the student is terminated from the program.
  - A student may only be on warning twice. A third scholastic warning will result in termination from the program.
  - After termination from the program for academic coursework reasons, the student may reapply for admission through the Department of Occupational Therapy. The program may choose not to admit, or to admit with conditions.
  - No course in which a grade of B (3.0) or greater has been earned may be repeated for credit.
  - If a student is terminated from the program for a second time, he or she may not apply for readmission to the program.

### **NBCOT and Temporary License**

Most states, the District of Columbia, and Puerto Rico require occupational therapists and occupational therapy assistants to be licensed (a few states have certification or registration by a state agency). States have similar, but not identical requirements and procedures for obtaining a license. For specific state licensure requirements

always consult the state occupational therapy regulatory agency. Get the contact information for all state boards:  
<http://state.aota.org/reglist.aspx>

To obtain a license you will need to:

- Graduate from an accredited OT or OTA educational program.
- Complete your fieldwork requirements.
- Apply for and Pass the NBCOT® Certification Examination. For additional information regarding the examination, including ordering Score Transfers and/or State Confirmation Notices, refer to the NBCOT Web site: <http://www.nbcot.org>
- Apply for a license and pay a fee for each state/jurisdiction in which you wish to practice or hold a license.

Many, but not all states allow practitioners to practice on a **temporary license** or **limited permit** while waiting to take or receive the results of the certification exam. If you fail the exam, you may not be able to continue to practice. Each state OT regulatory agency should be consulted for specific requirements.

You may also see the State OT Statutes and Regulations resources: <http://www.aota.org/Advocacy-Policy/State-Policy/Licensure/StateRegs.aspx>

See more at: <http://www.aota.org/practice/manage/howto.aspx#sthash.iDbSHn1X.dpuf>