

DEPARTMENT OF OCCUPATIONAL THERAPY FIELDWORK MANUAL

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SECTION I - GENERAL INFORMATION

FIELDWORK INTRODUCTION

OVERVIEW

Fieldwork (FW) is an essential part of the preparation to become an occupational therapist. It allows for the opportunity to integrate academic knowledge into real life and treatment situations. Fieldwork is when students observe and practice OT skills. In introductory courses, students will complete observations at clinical settings. Beginning in the junior year there will be more formalized fieldwork experiences.

LEVEL I

Level I Fieldwork is scheduled in pediatrics, adult and geriatric areas. There are specific learning objectives for this experience and the fieldwork experience is graded pass/fail. These experiences take place at hospitals, clinics, schools, nursing homes, and other facilities. In addition to formally scheduled Level I assignments, students will have opportunities to integrate classroom material with clinical experiences that will be developed in individual classes. This may include guest presentations by OT clients, assessments of individuals with disabilities, or other opportunities to relate with persons who receive occupational therapy services.

LEVEL II

Level II Fieldwork is composed of three separate experiences totaling 8 months of clinical training in pediatric/adolescent, adult/geriatric and specialty/elective areas. Level II Fieldwork is scheduled for time frames as indicated in the OT course curriculum. These are for 12 weeks during the summer following the senior year, for 12 weeks in the spring following the graduate year, and for 8 weeks during the summer or fall following the second Level II experience. The first two Level II sites are selected during the junior year. Informational meetings and scheduling sessions with the Academic Fieldwork Coordinator (AFWC) will be held beginning in the fall semester of the junior year. The third fieldwork site is selected in the fall of the graduate year.

SITE SELECTION

1. Information on approximately 350 sites is available on the Fieldwork Clerk computer program, accessible in the CHS Computer Lab, 1st Floor, Center for Health Science Building. Instruction booklets for using this program are available in Smiddy Hall 203A. There also is additional information available in the Student Fieldwork Files, located in Smiddy Hall, Room 203A, which may include such things as completed site evaluation forms for sites where our students have completed fieldwork.
2. These suitable facilities are from locations throughout the United States and from a few other countries. Not all sites are available at all time frames and facilities often contract with numerous academic programs and have limited numbers of students they can accept per year. Therefore, while student preference will be considered when assignments are made, it is not a guarantee of placement when a site is in our data base.

Ithaca College Occupational Therapy Fieldwork Sequence

				Level I Peds	Level I Adult	Level I Geri.	Level II #1	Level II #2		Level II #3
Fall	Spring	Fall	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer
FRESHMAN		SOPHOMORE			JUNIOR		SENIOR		GRADUATE	

- Rochester 10 week session held at University of Rochester. Exact dates set each year. 6 credits in Human Anatomy and 2 credits in Occupations & OT. Financial aid, housing, health form, and immunization requirements are explained at orientation meetings scheduled throughout the sophomore year. The first meeting is usually held in November.
- Level I Peds Observation/practical experience in a local pediatric setting for one week in the semester. This is part of course work and is graded pass/fail. Fieldwork Coordinator will provide sign-up session for available local sites.
- Level I Adult One week (full-time) observation/practical experience attached to Fall Break. Usually completed at facility near home or where student has housing available. Student is responsible to make initial placement inquiry. Fieldwork Coordinator will confirm. Contract with facility is necessary.
- Level I Geriatrics The student establishes a relationship & performs activities with a person 65 years or older in a local setting.
- Level II #1, #2, #3 Three fieldworks totaling 8 months. Pediatric/Adolescent is 3 months. Adult/Geriatric is 3 months and the Specialty Fieldwork is 2 months. Specialty Fieldwork is done last. The sequence of the Pediatric/Adolescent or Adult/Geriatric is not an issue. All fieldwork MUST be completed within 24 months of completing Graduate Program.

Liability/malpractice insurance is required for Level I and Level II. It will be purchased as a group policy through Ithaca College at a minimal charge and will be billed to the student's Bursar account.

***BS Class of 2008 please refer to the new curriculum in the Student Manual.*

PARTICIPANTS IN FIELDWORK EDUCATION

ACADEMIC FIELDWORK COORDINATOR:

This is the O.T. Department faculty member who is responsible for the coordination of the fieldwork program responsibilities include:

1. Identify and develop appropriate fieldwork learning sites.
2. Maintain a current file of information on each fieldwork facility.
3. Assure that written contracts or letter of agreement between Ithaca College and the Fieldwork facility are signed and periodically reviewed.
4. Maintain a collaborative relationship with fieldwork facilities.
5. Orient students to the general purpose of the fieldwork experience.
6. Assign all eligible students to Level I fieldwork experience and coordinate the assignment between student and facility.
7. Assign all eligible students to Level II fieldwork experience and coordinate the assignment between facility and student.
8. Make regular and periodic contacts with fieldwork facilities when students are at placement to monitor student progress.
9. Provide necessary intervention to assist in problem solving regarding problem fieldwork issues that are not satisfactorily resolved between student and facility.
10. Provide faculty support and liaison to students on Level II Fieldwork.
11. Review fieldwork evaluation forms and submit course grade to Registrar's Office.
12. Record fieldwork grades and maintain student fieldwork records.
13. Develop fieldwork objectives in collaboration with fieldwork educators.
14. Communicate with other faculty regarding issues as they relate to curriculum and student advisement.

STUDENT:

This is the Occupational Therapy Student participating in required clinical experience.

Fieldwork I Experience

Responsibilities include:

1. Attend all required fieldwork meetings related to Level I.
2. Complete all pre-requisite requirements before beginning Level I assignment.
3. Notify facility and fieldwork coordinator regarding any missed Level I scheduled time.
4. Arrange own transportation and housing needs if required.
5. Actively participate in fieldwork experience.
6. Inform fieldwork coordinator at Ithaca College regarding any problem situations that cannot be resolved between student and fieldwork supervisor.
7. Provide written evaluation/feedback to the fieldwork coordinator about the facility.

STUDENT CONT.:**Fieldwork II Experience***(Prior to start of Fieldwork II experience)*

1. Attend all required fieldwork orientation meetings.
2. Complete all required preference forms in timely manner.
3. Contact facility for interview if required.
4. Complete all fieldwork prerequisites (as listed in FW Clerk for assigned site)
5. Maintain health and liability insurance.
6. Contact facility in writing prior to the affiliation.
7. Arrange transportation and housing needs for fieldwork experience. Possible strategies for finding housing are listed in this manual. Also, The Office of Experiential Learning (3rd floor Smiddy Hall) assists by preparing a list of other IC students in the same area.
8. Pay all costs incurred for travel, housing and tuition related to fieldwork experience.

(While on Fieldwork II experience)

1. Actively participate in fieldwork experience.
2. Follow rules of the specific facility.
3. Provide safe and ethical treatment under supervision.
4. Complete all assignments of clinical setting/supervisor.
5. Provide accurate documentation of all occupational therapy services provided.
6. Inform fieldwork coordinator at IC regarding any problem situations that are not resolved between student and fieldwork supervisor.
7. Provide written evaluation/feedback to the fieldwork coordinator about the facility learning environment and related student experience.
8. Be responsible for the costs of any required personal emergency medical care or special tests.

FIELDWORK EDUCATOR:

This is the Facility O.T. staff member assigned to supervise O.T. student. AOTA requires that this professional be an occupational therapist who meets state regulations and has a minimum of one year of practice experience. If the O.T. fieldwork educator is in a practice setting outside of the United States, he/she must be a graduate of a program approved by the World Federation of Occupational Therapists (WFOT) and have one year of practice experience.

Responsibilities include:

1. Coordinate appropriate orientation of facility to the student.
2. Communicate expectations, objectives, and assignments required for successful completion of fieldwork.
3. Supervise the provision of occupational therapy services, documentation and oral reporting of the student.
4. Provide ongoing feedback to student regarding performance--including a written midterm and final student performance evaluation.
5. Act as a professional role model for students.
6. Inform Fieldwork Coordinator at IC regarding any problem situations in regards to student performance.

FIELDWORK DATA FORM:

The Fieldwork Data Form can be accessed online through the following:

www.aota.org

1. Click on “Education Resources”
2. Click on “Fieldwork Educators Information”
3. Click on “Fieldwork Education”
4. Click on “Fieldwork Data Form”

LIABILITY/MALPRACTICE INSURANCEREQUIREMENTS FOR FIELDWORK:

LEVEL I AND LEVEL II FIELDWORK:

All Occupational Therapy students on Level I and Level II fieldwork assignments are required to carry malpractice/professional liability insurance in the amount of \$2,000,000/\$4,000,000. Arrangements for obtaining this coverage will be coordinated by the Fieldwork Coordinator and the appropriate representative from Ithaca College. There will be a minimal cost for this insurance, which will be billed to each student's account through the Bursar's office.

Coverage runs annually from September 1 - September 1. Therefore, if a student does not complete all fieldwork by September 1st of the year of their Master's Degree Graduation, there will be an additional charge for liability insurance until the fieldwork is completed.

MEDICAL REQUIREMENTS FOR FIELDWORK:

All Occupational Therapy students on Level I and Level II fieldwork assignments are required to carry health insurance.

Students are responsible for the costs of any necessary special tests/procedures, or other pre-requisite related expenses that occur to meet site specific requirements for fieldwork.

Each Fieldwork facility has medical requirements for the safety of its patients, employees, and students. Information about tests, inoculations, and other required and recommended procedures is listed in the prerequisite section of the Fieldwork Data Form for each individual site. Prior to beginning fieldwork, facility specific health prerequisite information should be reviewed by the student and arrangements made to fulfill these requirements. There are time frames that must be met for some inoculations and tests. For example the Hepatitis B series takes 6 months to complete. Check the medical requirements as soon as you have a confirmed fieldwork placement.

All Ithaca College Occupational Therapy Students are required to have an **annual physical exam** beginning in the spring of the sophomore year. Physicals are required for the summer program in Rochester, for Level I fieldwork and for all Level II Fieldwork, including the specialty/elective experience. A health information form needs to be completed and records of necessary immunizations need to be submitted to the Ithaca College Student Health Services.

Additionally, all Ithaca College Occupational Therapy Students are required to receive **two Mantoux tuberculin tests** prior to attending the University of Rochester summer program. Students will also be required to have updated Mantoux tuberculin tests in their Senior and Graduate years to be adequately prepared for fieldwork requirements.

Although not required by all fieldwork sites, **Hepatitis B inoculations or a signed declination form**, and **CPR certification** are required for all Ithaca College Occupational Therapy Students.

The Ithaca College Student Health Services is available to help coordinate this process with you. Inoculations and physical exams are available at the Ithaca College Hammond Health Center. There is a charge for these services. The Ithaca College Student Health Services will maintain the health records that will be sent to the FW sites. Students must make sure that these records are complete and accurate. When physicals or tests are completed outside of the Hammond Health Center, a copy needs to be given to the Hammond Health Center so that complete records are maintained.

If a student does not complete all required pre-requisites, the FW site may not allow the student to begin fieldwork.

PREREQUISITES FOR FIELDWORK EXPERIENCES

I. PHYSICAL EXAM/HEALTH FORM

In order to comply with the contractual agreement with the fieldwork centers it is mandatory that each student complete a physical and immunization history before beginning fieldwork experiences. This policy is to ensure both the student and clients'/patients' personal health and to comply with fieldwork facility infection control policies. Documentation is required of Tuberculin Skin Test (PPD), Measles/ Mumps/ Rubella (MMR), and Hepatitis B. **Physical exams should be scheduled annually or as required by your fieldwork site placement.** Physicals can be scheduled by calling the Ithaca College Hammond Health Center at 607-274-3177. You may also have your physical completed by another physician. In either case, you must submit an IC OT Health Assessment Form or documentation containing all information asked for on the IC OT Health Assessment Form. Certain fieldwork sites (Level I & Level II) may also require additional health screening/information.

II. HEPATITIS B IMMUNIZATION

Students must provide documentation that they have been vaccinated against Hepatitis B or have declined to be vaccinated against Hepatitis B. Any student who has declined to be vaccinated against Hepatitis B shall provide the appropriate documentation.

Sequence for Hepatitis B Vaccination:

- **First Vaccination**

- **Second Vaccination** - one month following first shot (but no more than 4 months following first shot).

- **Third Vaccination** - six months following first shot (but no more than 12 months following first shot.)

Students are encouraged to check with their health care provider and receive Hepatitis B vaccinations if covered under their health care plan. Also, Ithaca College Health Services can provide vaccinations to students requesting the Hepatitis B protocol.

III. CARDIOPULMONARY RESUSCITATION (CPR) TRAINING

Ithaca College OT students are required to complete CPR training/certification (valid for one year) prior to beginning a Level II Fieldwork placement.

Pediatric/Infant CPR: If this is a prerequisite, it is necessary that CPR course include training and evaluation of the differences in applying CPR with children.

CPR certification will be available on IC campus during scheduled Saturdays and Sundays in February of the student's senior year. The current cost for this training is \$30. Students do not have to take the training at IC but if it is taken elsewhere proof of certification (copy of card) is required and should be handed in to Cathy Howe in The Office of Experiential Learning.

IV. LIABILITY INSURANCE

All Ithaca College OT students must be covered by liability insurance. An Ithaca College policy covers students enrolled in the Ithaca College OT program within the scope of those duties, which are a part of such training. However, if all fieldwork is not completed by September 1st of the year of their Master's Degree Graduation, there will be an additional charge for liability insurance until the fieldwork is completed.

V. UNIVERSAL PRECAUTIONS

Universal Precautions will be taught through the academic programming within the OT department. Students must exhibit competency in Universal Precautions yearly beginning in the junior year.

VI. CHILD ABUSE CLEARANCE

If this is required by facility, student should call the person responsible for fieldwork education at the associated facility to ask for instructions as to the procedure for obtaining this clearance. The facility needs to initiate the actual clearance.

VII. CRIMINAL BACKGROUND CLEARANCE

If this is required by facility, student should call the person responsible for fieldwork education at the associated facility to ask for instructions as to the procedure for obtaining this clearance. The facility needs to initiate the actual clearance. Fingerprinting may be required.

VIII. PERSONAL DATA SHEET/INTRODUCTION LETTER

The Personal Data Sheet is completed by the OT student approximately 2 months before each assigned fieldwork experience. It is mailed to the assigned fieldwork site along with other prerequisite information. The Personal Data Sheet/Introduction Letter serves as an introduction of the student to the fieldwork educator(s) who will be supervising the student during the Level II learning experience. Students must be covered by health/medical insurance and include the policy numbers on the Personal Data Sheet.

IX. OTHER

Students need to check the prerequisites for his/her assigned fieldwork site, as there may be additional facility specific requirements.

ITHACA COLLEGE

Occupational Therapy Health Assessment Form

PERSONAL DATA:

Today's Date	Print Student's Last Name, First, MI	Social Security Number
Examination Date	Print name of examining physician/nurse practitioner	Student's Date of Birth

VITAL SIGNS:

Height	Weight	Temperature	Blood Pressure
--------	--------	-------------	----------------

PHYSICAL EXAMINATION:

NORMAL	ABNORMAL	COMMENTS
_____	_____	SKIN _____
_____	_____	HEENT _____
_____	_____	NODES _____
_____	_____	LUNGS _____
_____	_____	HEART _____
_____	_____	ABDOMEN _____
_____	_____	MUSCULOSKELETAL _____
_____	_____	REFLEXES _____
_____	_____	OTHER (based on history) _____

IMMUNIZATIONS: PPD _____ date given _____ date read _____ results

List any immunizations given at time of physical exam: _____

*Based on history and physical examination, are any special accommodations necessary? ____ Yes ____ No
 Explain: _____

* Based on history and physical examination, are there any health impairments (including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter behavior) that would be of potential risk to patients or personnel, or which might interfere with the performance of the student's responsibilities?
 ____ Yes ____ No Explain: _____

Provider completing form (print) _____
 Signature _____

THIS SECTIONS SHOULD BE COMPLETED AND SIGNED BY STUDENT.

STATEMENT OF HEALTH:

8. Do you have any chronic medical problems? Yes No
List: _____
9. Do you take any prescription medications? Yes No
List: _____
10. Do you currently smoke? Yes No
11. Have you ever had your cholesterol level checked? Yes No
Results: _____
12. Have you ever had or do you have problems with alcohol or drug use? Yes No
13. Have you ever or do you presently use illegal drugs such as marijuana, cocaine, heroin, or crack? Yes No
If yes, have you had treatment? Yes No
14. Do you have any health impairments (including the habituation or addiction to depressants, stimulants, narcotics, alcohol, or other drugs or substances which may alter behavior) that would pose a potential risk to patients or personnel, or which might interfere with the performance of your responsibilities? Yes No

TO THE BEST OF MY KNOWLEDGE, THE ABOVE IS TRUE:

Student's Signature _____ Date: _____

**ITHACA COLLEGE
HEPATITIS B VACCINATION REQUIREMENT**

NAME: _____ SS#: _____

DEPARTMENT: _____

_____ I received the vaccination and attached is the documentation.

_____ I decline — Read and sign the Hepatitis B Vaccine Declaration below:

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. I have been given the opportunity to be vaccinated with hepatitis B vaccine, however, I decline hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at that time.

SIGNED: _____ DATE: _____

PERSONAL DATA SHEET

The Personal Data Sheet can be accessed online through the following:

www.aota.org

1. Click on “Education Resources”
2. Click on “Fieldwork Educators Information”
3. Click on “Fieldwork Education”
4. Click on “Personal Data Sheet”

FIELDWORK PROFESSIONAL BEHAVIORS:

It is the responsibility of each student to adhere to the specific facility or school policy with regard to dress, conduct, confidentiality and attendance.

DRESS:

Most facilities specify an expected dress code. However, when the dress code is not known the school requirement for men and women is clean, neat street clothes. This usually means no shorts, mini-skirts, high heels, or tight clothing. Shoes should be sturdy with non-slip soles. Open toed shoes, clogs, or hiking shoes are not acceptable. Long hair should be tied back, fingernails clipped and jewelry kept to a minimum so that patient care will not be affected. Students must wear the name tag provided by Ithaca College at all times they are at fieldwork site unless facility provides another name badge.

CONDUCT:

Students are expected to conduct themselves in a professional manner at all times. All policies and procedures of the facility should be followed. Remember that on fieldwork, students are representing Ithaca College, the OT program, and the profession of occupational therapy. It is expected that you be prompt, courteous and respectful. Students should refer to the Occupational Therapy Code of Ethics included in this manual. It serves as a guide for professional behavior.

Respect needs to be shown to all patients and facility staff. Occupational Therapy staff deserves courtesy in regards to their professional judgment and experience. Students should feel free to ask questions but not to challenge the supervisor's authority or competence. The facility property needs to be respected in regards to cleaning up after yourself.

CONFIDENTIALITY:

Confidentiality of all patient information must be adhered to. Do not use actual patient names in any written or verbal reporting outside the facility. Initials or first name may be acceptable for classroom assignments. This will be clarified by individual faculty.

ATTENDANCE:

On Level I Fieldwork, students should arrive on time and stay through the time designated on all assigned dates. Notification of any lateness requires a call from student to appropriate contact person at facility. If a student is going to be absent from fieldwork, for any reason, the student must call the appropriate contact person at the facility **and also the Fieldwork Coordinator at Ithaca College**. Any time missed must be made up at the convenience of the facility or through additional assignments arranged by the FW coordinator. Repeated lateness or absence may require repeating or failure of the experience.

EXCEPTION:

Since in many cases, your Level I Pediatric fieldwork is school based, the facility may close due to inclement weather. You are not expected to attend on those days. However, you and your site supervisor (fieldwork educator) need to establish a procedure for obtaining school closing information.

On Level II Fieldwork the hours and days worked are set by the facility and usually relate directly to the schedule of the student supervisor or department operation. Any requests for time off to attend conferences, personal appointments, or other purposes require advance negotiation with the student supervisor. They are not automatic. You are expected to be at FW everyday except when ill or for an emergency in the immediate family. If you expect that more than three days* are needed for the illness or emergency, a conference is required between the Academic FW Coordinator and the Fieldwork supervisor to determine how the time will be made up.

***NOTE: Up to 3 days can be taken for illness/family emergency only. You are not entitled to 3 days off during fieldwork.**

OCCUPATIONAL THERAPY CODE OF ETHICS

The Code of Ethics can be accessed online through the following:

www.aota.org

1. Click on “Practice and Ethics”
2. Click on “Occupational Therapy Code of Ethics (2000)”

STRATEGIES TO ASSIST IN FINDING HOUSING:

1. Fieldwork Coordinator or Fieldwork Administrative Assistant can assist students in identifying names of students who have gone to the facility where you are placed to see where the previous students have stayed.
2. See if another student is going to be near (facilities/towns) where you are going to be doing your fieldwork. You may be able to share living arrangements (and costs) in nearby communities.
3. Contact local colleges/universities. Ask for their housing or residential life office to inquire about the availability of on-campus housing and to also ask for an off-campus housing list.
4. Contact the local Chamber of Commerce.
5. Look into local motels and efficiency apartments that will rent by the week.
6. If you are involved with a church or religious organization, contact that group in the local community. They might be able to provide assistance.
7. If your family is involved with a community service organization (Rotary, Lions Club, etc.), contact the local organization and see if they can help.
8. Contact a real estate agent that handles rentals and inquire about short-term rentals.

Note: The Internet is a great resource for finding much of this information.

Although a selected fieldwork site may currently offer housing, it is important that you check closer to the actual dates of your fieldwork. Housing offers are sometimes discontinued.

ITHACA COLLEGE
School of Health Sciences and Human Performance
OCCUPATIONAL THERAPY

TYPICAL FRESHMAN YEAR

FALL

303-11900	Fundamentals of Biology	4
313-1XX00	Math (313-10100 or 313-13100) -for students testing III or IV on Math Placement Exam)	2-4
	OR	
XXX-XXXXX	Open Elective - for students testing I or II on Math Placement Exam	(3)
330-10300	General Psychology	3
672-10000	Freshman Seminar in OT	.5
377-10600	Academic Writing I	3
	OR	
377-10700	Academic Writing II	
XXX-XXXXX	HS&HP or Open Elective **	<u>2-4</u>

SEMESTER TOTAL: 16.5

SPRING

303-12000	Fundamentals of Biology II	4
312-11000	Computer and Information Technologies	3
331-10X000	Sociology Elective - 331-10100 or 331-10200	3
319-XXXXX	Communications Elective (319-11000, 11500, 14000, 14900, 21800, or 225-10800)	3
XXX-XXXXX	HS&HP or Open Elective **	<u>3</u>

SEMESTER TOTAL: 16

TYPICAL SOPHOMORE YEAR

FALL

315-10100	Introduction to Physics I	4
339-10400	Cultural Anthropology	3
640-20500	Critical Health Issues	3
672-10100	Intro. To Occupational Therapy	1
672-20100	Human Development I	2
XXX-XXXXX	HS&HP or Open Elective **	<u>3</u>

SEMESTER TOTAL: 16

SPRING

303-20600	Primary Human Anatomy	3
304-11000	General Chemistry	3
314-23000	Medical Ethics	3
330-32100	Abnormal Psychology	3
672-20200	Human Development II	2
XXX-XXXXX	HS&HP or Open Elective **	<u>3</u>

SEMESTER TOTAL: 17

**** Three Credits of HS & HP restricted electives are required.**

SUMMER SESSION (10 WEEKS)

Course #	Course Title	Credits
670-31000	Human Anatomy	6
672-30000	Occupations and OT	<u>2</u>
SUMMER SESSION TOTAL :		8

JUNIOR YEAR

<u>FALL</u>			<u>SPRING</u>		
670-31300	Clinical Physiology	3	331-30900	Group Counseling	3
672- 31000	Kinesiology	4	672-34000	OT in Pediatrics	4
672-32000	Clinical Psychiatry in OT	2.5	672-35000	Practicum in Pediatric OT	3
672-33000	Occupations I	3	672-37000	Clinical Pediatrics in OT	2
377-20100	Persuasive Argument	<u>3</u>	672-41000	Neuroscience	<u>4</u>
SEMESTER TOTAL:		15.5	SEMESTER TOTAL:		16

SENIOR YEAR

<u>FALL</u>			<u>SPRING</u>		
670-44100	Clinical Administration I	3	670-44200	Clinical Administration II: Personal Management	1
672-33100	Occupations II	3	670-39000	Biostatistics	3
672-37500	Clinical Orthopedics in OT	2	672-42000	Professional Concepts I	1
672-44000	OT with Adults	4	672-43200	Occupations III	3
672-45000	Practicum in Adult OT	3	672-46000	Research Methods in OT	3
672-47000	Clinical Medicine in OT	<u>3</u>	672-48000	OT in Geriatrics	2
			672-49000	Practicum in Geriatric OT	<u>2</u>
SEMESTER TOTAL:		18	SEMESTER TOTAL:		15

TOTAL CREDITS: *B. S. in Occupational Science* 138

FIFTH YEAR (MASTERS DEGREE)

SUMMER SESSION (3 MONTHS)

673-60000 Clinical Fieldwork II- Children and Adolescents (6 Credits)

OR

673-69000 Clinical Fieldwork II- Adult and Geriatric (6 Credits)

FALL (15 Weeks)

673-63000 Preventive Health Care Patient Education	3	
673-64000 Activity Group Process	3	
673-65000 Applied Pediatric Neuroscience OR	3	
673-65100 Applied Adult Neuroscience	(3)	
673-67200 Individual Research I * OR	3	
673-67100 Group Research	(3)	
673-64X00 Graduate Elective	<u>3</u>	
SEMESTER TOTAL:	15	

SPRING (12 Weeks)

673-61100 Professional Concepts II	1
673-62000 Advanced Theory & Practice	3
673-63100 Consultation, Community & Alternative Models	2
673-67300 Individual Research II* OR	2
673-61000 Supervision in OT	(2)
673-68X00 Specialty Seminar	<u>3</u>
SEMESTER TOTAL:	11

* Students who do not choose to write a thesis by registering for this course, must take and pass a comprehensive written examination.

SPRING SESSION (3 MONTHS)

673-69000 Clinical Fieldwork II- Adult and Geriatric (6 Credits)

OR

673-60000 Clinical Fieldwork II- Children and Adolescents (6 Credits)

SUMMER SESSION (2 MONTHS)

673-69500 Clinical Fieldwork II- Specialty Elective (4 Credits)

OR

673-69600 Elective Internship (4 Credits)

Fall Graduate Electives

Course#	Course Title	Credit
673-64200	Advanced Concepts in Adapting Environments	3
673-64300	Cognitive Rehabilitation	3
673-64400	Technology in OT Intervention	3
673-64500	Vocational Readiness	3

Spring Specialty Seminars

Course#	Course Title	Credit
673-68100	Advanced Concepts in Physical Disabilities	3
673-68200	Advanced Concepts in Psychosocial OT	3
673-68300	Advanced Concepts in Geriatric Rehabilitation	3
673-68400	School-Based Occupational Therapy	3
673-68500	Hand Therapy	3
673-68800	Occupational Therapy in Early Intervention	3

TOTAL CREDITS: M.S. in Occupational Therapy 42

Occupational Therapy Undergraduate Restricted Electives
School of Health Sciences and Human Performance Electives:
3 Credits

- 620-10900 Sign Language I - NLA
620-15000 Introduction to Communication Disorders - LA
- 640-10000 Introduction to the Vocabulary of Medicine - NLA **(2 Credit)**
640-10200 Medical Terminology- NLA **(2 Credits)**
640-12900 Introduction to Global Studies- LA
640-21000 Issues in Health Services Administration - NLA
640-25000 International Health Issues - LA
- 660-10300 Physical Education, Exercise, and Sport: Foundations and Careers- NLA **(2 Credits)**
660-15500 Motor Skill Development - NLA
660-20300 Adapted Physical Education and Sport- NLA
- 661-10100 Leisure and Society - LA
661-10300 Challenge of Recreation and Leisure- LA
661-10400 New Games- NLA **(1 Credit)**
661-10500 Leadership
661-12500 Introduction to Special Populations- LA
661-21000 Recreational Dance **(1 Credit)**
661-21500 Youth at Risk
661-23300 Introduction to Therapeutic Recreation - NLA
661-23800 Leisure and Aging - LA
661-25100 Foundations of Outdoor Adventure Pursuits- NLA
661-46000 Seminar: Health Care Teams- NLA
- 662-10500 Health Choices - LA **(1 Credit)**
662-11300 Personal Health - LA
662-12200 Emergency Health Care- NLA **(1 Credit)**
662-15200 Introduction to Health Education - NLA
662-20200 Human Nutrition - LA
662-21300 Wellness for Life - LA
662-22500 Alcohol and Alcoholism - LA
662-22700 Stress: Its Nature and Management - LA
662-22800 Human Sexuality- LA
662-22900 Disease and Lifestyle- LA
662-24000 Health Promotion and the Older Adult- LA
- 663-16200 Introduction to Fitness and Exercise Science- NLA **(2 Credit)**
663-29600 Sport and Exercise Psychology- LA
663-32000 Neuromuscular Control- LA
- 666-31200 Health Care and Culture-NLA
666-31300 Health Care and Culture: an International Field Experience-NLA
- 667-29500 Social Aspects of Sport- LA
667-29700 Sport: Philosophical Perspectives- LA
667-29800 Gender Issues in Sport- LA
- 670-20200 Rehabilitation for Older Adults- NLA **(1 Credit)**
780-10100 Introduction to Gerontology- LA
680-31900 Aging Policies and Procedures- LA
- Open Electives: 8 - 10 Credits (12 credits if math requirement is waived)**

SECTION II - LEVEL I FIELDWORK

INTRODUCTION TO LEVEL I FIELDWORK:

Level I Fieldwork at Ithaca College is composed of a minimum of 3 separate experiences incorporated into the practicum classes 672-35000 Practicum in Pediatric OT, 672-45000 Practicum in Adult Occupational Therapy and 672-49000 Practicum in Geriatric Occupational Therapy. Each of these classes is offered in conjunction with an OT course dealing with the same developmental population. These courses are OT in Pediatrics, OT with Adults, and OT in Geriatrics. There may be additional Level I experiences offered in less formal ways in other classes. *** BS Class of 2008, refer to new curriculum. See Student Manual.*

Fieldwork will supplement classroom learning by providing opportunities to integrate academic knowledge of each age population in real life and treatment situations. Specific Fieldwork I assignments and experiences will be defined in each course syllabus. The time formats and scheduling of these experiences will vary and be coordinated by the Academic Fieldwork Coordinator and OT faculty teaching the classroom course.

The Level I Fieldwork experiences often take place off-campus. Transportation will be the responsibility of the student.

The objectives of Level I Fieldwork are as follows:

1. The student will observe, meet, and interact with the kinds of clients or patients being discussed in class.
2. The student will have opportunities to observe the occupational therapy assessment and treatment process.
3. The student will experience modeling of professional occupational therapy behaviors.
4. The student will have sufficient case examples for written assignments and class discussion.
5. The student will begin integration of theory and practice.
6. The student will demonstrate beginning or better skills of observation, written and oral communication skills.
7. The student will demonstrate satisfactory or better interpersonal communication, clinical application and/or professional behavior.
8. The student will demonstrate hands-on experience in particular clinical skills being taught in the classroom when possible and appropriate at assigned facility.

It is expected that students will show growth along a continuum of observation, assistance, and consultation as they progress through Level I experiences.

ASSIGNMENT OF LEVEL I FIELDWORK:

Specifics of site selection are explained at the Fieldwork meetings with the Academic Fieldwork Coordinator (AFWC) in the semester preceding the Level I FW placement. Students have the opportunity to choose from local sites, or from the complete data base where the IC OT department already has a contractual relationship.

Level I Adult and Pediatric Fieldwork

Since the Adult and Pediatric Level I experiences are a one week full time experience, efforts are made to place students where they can easily arrange housing- either at home or with family or friends.

Level I Geriatric Fieldwork

Level I Geriatric FW is assigned at the beginning of the semester of the course in which it occurs. Currently, Geriatric Level I FW occurs locally in the Ithaca area.

The Level I Geriatric FW is completed throughout the spring semester of the senior year. It will be a varied experience offering students opportunities in different settings to work at an increased, independent level with persons in the older adult/geriatric developmental age sequence. Opportunities may include, but are not limited to, a one-on-one relationship with a well-elderly community resident, clinical time at a local nursing facility, and environmental assessments as they relate to the older adult population. specific Level I Geriatric Fieldwork assignments will be coordinated by the AFWC and the faculty teaching 672-45000, Practicum in Adult OT. The syllabus for this course will list specifics of Level I experiences for each individual class.

GRADES IN LEVEL I FIELDWORK:

Level I Fieldwork will be graded as Pass/Fail. The grade will be determined by the Ithaca College Fieldwork Coordinator after review of an evaluation completed by the on-site supervisor. If the evaluation indicates that the student has shown unsatisfactory performance or needs improvement in one or more areas, the Fieldwork Coordinator will discuss the evaluation with the student and supervisor for clarification.

If the student is showing good potential for success, it may be possible for a short-term remediation plan to be developed instead of a failed grade being submitted. This will depend on the behaviors identified, and the degree of unsatisfactory performance. Each situation is considered on an individual basis and the decision is made by the Fieldwork Coordinator. If this remediation plan cannot be completed in the time frame of the semester, an incomplete Level I Fieldwork grade will be submitted. This will result in an Incomplete for the corresponding course.

If the student does not show good potential for being successful with extra time on site, a failed grade will be submitted. This will result in a failed grade for the corresponding course. The student will repeat Level I fieldwork when he/she repeats the course. The faculty may also develop a specific remediation plan to be completed before repeating the course, if the Fieldwork Coordinator and faculty advisor feel this necessary.

The Fieldwork Coordinator will notify the student's advisor and document any Level I problems and remediation plans in the student's fieldwork file. The advisor will document these issues in the student's department file.

**Ithaca College Occupational Therapy Department
Philadelphia Region Fieldwork Consortium
Level I Fieldwork Student Evaluation**

Student Name: _____ Dates of fieldwork: _____

Site: _____ Course Number: _____

School Name: _____

Please indicate the student's performance on each item using the rating scale below (circle the appropriate number):

1=Well Below Standards:	Performance is weak in most of required tasks and activities. Work is frequently unacceptable.
2=Below Standards:	Opportunities for improvement exist, however, student has not demonstrated adequate response to feedback. Work is occasionally unacceptable.
3=Meets Standards:	Carries out required tasks and activities. This rating represents good, solid performance and should be used more than all the others.
4=Exceeds Standards:	Frequently carries out tasks and activities that surpass requirements. At times, performance is exceptional.
5=Far Exceeds Standards:	Carries out tasks and activities in consistently outstanding fashion. Performance is the best that could be expected from any student.

1. Time Management Skills Consider ability to be prompt, arrive on time, and complete assignments on time.	1 2 3 4 5
2. Organization Consider ability to set priorities, be dependable, be organized, and follow through with responsibilities.	1 2 3 4 5
3. Engagement in the Fieldwork Experience Consider student's apparent level of interest, and level of active participation while on site; investment in individuals and treatment outcomes.	1 2 3 4 5
4. Self-Directed Learning Consider ability to take responsibility for own learning; demonstrates motivation.	1 2 3 4 5
5. Reasoning/Problem-solving Consider ability to use self-reflection, willingness to ask questions; ability to analyze, synthesize and interpret information; understand the OT process.	1 2 3 4 5
6. Written Communication Consider grammar, spelling, legibility, and successful completion of written assignments and documentation skills.	1 2 3 4 5
7. Initiative Consider initiative, ability to seek and acquire information from a variety of sources.	1 2 3 4 5
8. Observation Skills Consider ability to observe relevant behaviors for performance areas and performance components and to verbalize perceptions and observations.	1 2 3 4 5
9. Participation in the Supervisory Process Consider ability to give, receive, and respond to feedback; seek guidance when necessary; follow proper channels.	1 2 3 4 5
10. Verbal Communication and Interpersonal Skills with Patients/Clients/Staff/Caregivers Consider ability to interact appropriately with individuals such as eye contact, empathy, limit setting, respectfulness, use of authority, etc.; degree/quality of verbal interactions; use of body language and non-verbal communication.	1 2 3 4 5
11. Professional and Personal Boundaries Ability to recognize/handle personal/professional frustrations; balance personal/professional obligations; handle responsibilities; work with others cooperatively, considerately, effectively; responsiveness to social cues.	1 2 3 4 5
12. Use of Professional Terminology Consider ability to respect confidentiality; appropriately apply professional terminology (uniform terminology, acronyms, abbreviations, etc.) in written and oral communication.	1 2 3 4 5

Please use reverse side for comments

 This student has performed satisfactorily (no more than one item below "2" or no more than two items below "3"). This student has performed unsatisfactorily.

Supervisor name: _____ Supervisor

signature: _____

Student signature: _____ (indicates student has read evaluation)

Additions to Level I Fieldwork Evaluations

Please answer these questions as satisfactory or unsatisfactory.
If unsatisfactory, please give example(s)

13. Complies with dress code of facility.	S	U
14. Demonstrates reasonable comfort level with handling and being with client/patient populations.	S	U
15. Observes safety precautions.	S	U
16. Demonstrates developing level of confidence and self-assurance.	S	U

Level I Site Evaluation

Name of Student:

Name of School: Ithaca College

Name of Fieldwork Site:

Dates of Placement: _____

Name of Supervisor:

Profession of Supervisor:

Characteristics of Supervisor:

Please circle Y (yes) or N (no) for the following statements:

- | | | | |
|----|---|---|---|
| 1. | Was receptive to questions. | Y | N |
| 2. | Encouraged student involvement. | Y | N |
| 3. | Provided objectives and frequent feedback. | Y | N |
| 4. | Provided professional support and encouragement. | Y | N |
| 5. | Demonstrated effectiveness as a role model in: | | |
| | a. Establishing rapport with patients. | Y | N |
| | b. Defining patient/client problems. | Y | N |
| | c. Performing treatment. | Y | N |
| | d. Working with other professionals. | Y | N |
| | e. Exhibiting professional attitudes & values. | Y | N |
| 6. | Required you to draw on/expand your knowledge from the O.T. classroom. | Y | N |
| 7. | Explains/Discusses goals of treatment. | Y | N |
| 8. | Discusses alternative/new treatment techniques, which have expanded your knowledge. | Y | N |

Additional Comments (Written comments are expected for any characteristics marked “No”):

Characteristics of Clinical Setting:

Please circle Y (yes) or N (no) for the following statements:

- | | | | |
|----|---|---|---|
| 1. | An orientation was provided. | Y | N |
| 2. | Observed an adequate number of patients. | Y | N |
| 3. | Observed a varied patient population: | | |
| | a. Diagnoses. | Y | N |
| | b. Age Ranges. | Y | N |
| 4. | Provided an adequate amount of interaction with patients/clients. | Y | N |
| 5. | The setting was organized for effective student learning. | Y | N |
| 6. | Met the following learning objectives: | | |
| | a. Provided the student with an opportunity to see, meet, and interact with a variety of patients/clients. | Y | N |
| | b. Provided opportunities to observe the occupational therapy assessment and treatment process. | Y | N |
| | c. Provided additional experience for observation and modeling of professional occupational therapy behaviors. | Y | N |
| | d. Provided enough interaction with patients/clients to complete college class assignments & class discussion. | Y | N |
| | e. Provided opportunities for students to begin integration of theory and practice. | Y | N |
| | f. Began the development of student observation, written and oral communication skills. | Y | N |
| | g. Allowed the faculty to monitor the student's abilities with regard to interpersonal communication, clinical application and/or professional behavior, and counsel the student early in the education process, before he/she enters Level II Fieldwork. | Y | N |
| | h. Offered hands-on experience in particular clinical skills being taught in the classroom when possible & appropriate. | Y | N |

Additional Comments (Please expand on any areas that were marked "No"):

Additional Information Relating to Clinical Setting:

1. What kinds of patients/clients (diagnoses, ages)?

2. What assessments/treatments were you able to observe?

3. What was positive about the learning experience at this particular site?

4. Were there opportunities you did not get that you would have liked?

5. What changes could be made to improve the clinical experience?

SECTION III - LEVEL II FIELDWORK

INTRODUCTION TO LEVEL II FIELDWORK:

Level II Fieldwork at Ithaca College is composed of 3 separate experiences totaling 8 months of clinical training in pediatric/adolescent, adult/geriatric and specialty areas. Level II Fieldwork is scheduled for time frames as indicated in the OT course curriculum. Fieldwork is arranged to fulfill AOTA requirements that experiences are provided with various groups across the life span, persons with various psychosocial and physical performance deficits, and various service delivery models reflective of current practice in the profession.

Level II Fieldwork is an essential part of the educational program. It occurs following prerequisite academic courses. Successful completion of these prerequisite courses with a minimum 2.7 QPA is necessary before beginning Level II fieldwork assignments.

Level II Fieldwork must be completed successfully to qualify to take the Certification Exam for Occupational Therapist. This exam is administered by the NBCOT (National Board for Certification of Occupational Therapists). It is required by Ithaca College that all Level II Fieldwork and thesis be completed within 24 months following completion of academic courses.

Level II Fieldwork is a full-time work commitment with homework. It is recommended that if at all possible, students do not attempt additional workloads or time-consuming responsibilities during this time.

The objectives of Level II Fieldwork are as follows: (Additional site-specific behavioral objectives are found in individual facility folders.)

LEVEL II FIELDWORK OBJECTIVES.

1. The student will demonstrate safe practice as demonstrated by providing service in an environment that promotes safety for self and client, and that follows all established procedures for safety.
2. The student will demonstrate ethical practice that is consistent with values of Occupational therapy. This will be demonstrated by ensuring confidentiality throughout the provision of services, and by articulating an awareness of ethical issues that arise in the provision of services, demonstrating appropriate action relevant to those issues.
3. The student will adhere to the basic tenets of occupational therapy through articulation of the values and beliefs of the profession to clients and staff, communication of roles and responsibilities of the occupational therapist, and collaboration with client on service goals and methods.
4. The student will demonstrate proficiency in evaluation of clients' ability to function in their valued occupational roles and current or projected future environments. Student will consider the nature of the dynamic system in which the client functions during evaluation analysis and interpretation.
5. The student will select, administer, and interpret specific assessments guided by knowledge of the multiple dimensions of performance, clinical reasoning, and frames of reference, administering assessments according to standard administration protocols or guidelines.

LEVEL II FIELDWORK OBJECTIVES.

6. The student will determine whether the results of the evaluation indicate the need for occupational therapy services, referral for other services, or termination of services.
7. The student will develop and implement strategies based on evaluation that promote clients' strengths in achieving functional outcomes that are appropriate to their identity, valued roles, and occupational environments.
8. When planning service activities, the student will demonstrate appropriate clinical reasoning in the consideration of the client's specific goals, preferred roles, interests and tasks, realistic environmental challenges and resources, and relevant time constraints or factors.
9. The student will make recommendations for intervention that are grounded in a professionally accepted body of knowledge as determined by the fieldwork supervisor.
10. The student will document services in a way that reflect the client's involvement in development of the plan and adoption of specific strategies (AOTF, 1998).
11. The student will communicate clearly, verbally and non-verbally, producing clear/legible documentation in language understandable to the recipient.
12. The student will communicate and collaborate with health care and other professionals in a professional manner.
13. The student will demonstrate professional behavior in the areas of collaborating with his/her supervisor, taking responsibility for professional competence, responding constructively to feedback, demonstrating consistently adequate work behaviors and effective time management skills, using positive interpersonal skills, advocating for self and clients, and respecting self, other and the environment.

GRADING OF FIELDWORK II:

Fieldwork II will be graded pass/fail. Fieldwork Educators at facilities will complete the AOTA Fieldwork Evaluation for the Occupational Therapist that is reviewed by the Academic Fieldwork Coordinator at Ithaca College. The Fieldwork Coordinator will then submit final grades.

CANCELLATION OF FIELDWORK II: (Previous to Day 1 of Fieldwork Experience)

Student Initiated Changes:

Once a Fieldwork II assignment has been confirmed, student requests for a change of affiliation WILL NOT be honored unless there is an extreme emergency situation. An extreme situation is identified as death of an immediate family member, or serious illness of self. It does not include financial reasons, housing changes, or wedding plans. Documentation of the situation will be required (i.e. obituary or confirmation of medical problem from physician). If after a review of documentation it is determined that a change should be made, the following procedure will be implemented:

1. Meeting of Fieldwork Coordinator and Student to discuss preference indicators re: Fieldwork.
2. Fieldwork Coordinator assigns student to a new site.
3. All involved persons are notified of change.

Site Initiated Changes:

A Fieldwork site may need to cancel a confirmed placement. This happens when the staffing situation is not adequate to provide the required learning environment. Also, occasionally a facility closes or merges with another organization and the confirmation of placement cannot be honored. If a cancellation should occur, the procedure is as follows:

1. Student is notified the Fieldwork placement has been cancelled by the site.
2. Meeting of student and Fieldwork Coordinator to discuss replacement options.
3. Fieldwork Coordinator assigns student to a new site.

A cancellation of Fieldwork II (either student or site initiated) may delay a student's Fieldwork experience. Neither Ithaca College nor the Fieldwork site is liable. It is possible that this change of Fieldwork will result in a later graduation date, as the Fieldwork may need to be rescheduled for a later time frame than originally scheduled.

TERMINATION OF FIELDWORK II: (During time of affiliation)

Termination of the fieldwork experience once it has started is rare. The most common reason is for unacceptable student performance.

All fieldwork sites reserve the right to request that a student be removed from an affiliation. The termination of a student during an affiliation is not considered a cancellation.

The student's participation, discussion of student performance, and written evaluations will be used to determine the grade for the course. Termination for unacceptable performance may result in a grade of F or W.

If a student is terminated from an affiliation, remedial work may be required. Remedial work will be for the purpose of addressing problems seen on terminated fieldwork. The purpose of remediation will be to allow the student to maximize success on subsequent, make-up fieldwork. Make up affiliations will be assigned by the Fieldwork Coordinator following consultation with student. Make-up affiliations will not necessarily follow the typical course schedule time frames and will involve additional costs for tuition and other related expenses.

If the student has previously been terminated from a fieldwork experience or has failed a previous fieldwork, a Fieldwork Committee composed of the Fieldwork Coordinator and at least 2 additional faculty, will review the case and make recommendations. The recommendation may be dismissal from the program or remediation including, but not limited to, additional course work, counseling, leave-of-absence, or specialized assignments.

Student withdrawal from a Fieldwork II experience is strongly discouraged and should only be considered in extreme situations. Withdrawal from Fieldwork cannot be done without the permission of the Fieldwork Coordinator or faculty member designated by the Fieldwork Coordinator. The proper withdrawal forms must be completed. Failure to follow this procedure may result in a failed Fieldwork experience.

Acceptable performance termination may result in a grade of I. An incomplete would be used if a student developed a health or other serious problem preventing fieldwork completion in the scheduled time frame. In the case of an incomplete, attempt would be made to have the student finish the Fieldwork experience at the same site.

FAILED FIELDWORK EXPERIENCE:

A failed Fieldwork II experience is a serious concern. Fieldwork II is the opportunity to put academic learning into practice. This applied knowledge and critical thinking are paramount to being a successful occupational therapy practitioner. It is necessary to demonstrate proficiency in both the clinical and academic components of occupational therapy training.

If a student feels that some unusual or extreme circumstance related to the failure of the fieldwork experience, an appeal may be made using the Student Affairs Committee of the OT Department. Generally, the Fieldwork Coordinator will be part of this appeals process. Further information from the fieldwork site may be determined necessary during the appeals process. Remediation may be required before the student is allowed to retake a failed Fieldwork II or to advance to further scheduled fieldwork. **If this appeals committee recommends a make-up affiliation, then a one time only make-up affiliation will be scheduled by the Fieldwork Coordinator.**

WRITTEN CONFIRMATION LETTER TO FW SITE

Date

Dear _____,

This letter is to confirm assignment of Ithaca College Occupational Therapy student, _____, to your facility for _____ Level II Fieldwork placement. The dates of this placement are: _____ to _____.

Approximately one month before the start of this affiliation you will receive an introductory letter from the student, along with a packet containing health record information and any other facility required materials.

Thank you for your willingness to assist in training the next generation of occupational therapy professionals. Please call if there are any questions or concerns about this assignment. Otherwise, sign and return this letter so it may be placed in our student fieldwork confirmation file.

Sincerely,

Barbara P. Hansen, MS, OTR/L
Academic Fieldwork Coordinator
Occupational Therapy Department
Ithaca College
Ithaca, New York 14850

Yes, the above information is accurate: _____
OT Education Designee from Facility

Date

Facility Name & Location

**Please sign and return original to Ithaca College, Dept. of Occupational Therapy.
Be sure to make a copy for your files.**

ASSIGNMENT OF FIELDWORK II - PEDS/ADOL. & ADULT/GERI.

Fall Semester:

Mandatory meeting with all OT juniors and Fieldwork Coordinator.

- Agenda will include:
1. Fieldwork Manual overview.
 2. Explanation of Fieldwork selection process.

Step I:

Students review the computer program, Fieldwork Clerk, as well as the student fieldwork facility files (Smiddy Hall 203A) for additional information about specific sites. Also, appointments can be made with Fieldwork Coordinator during office hours, to ask questions or discuss fieldwork placement.

Step II:

All students complete a Fieldwork Preference Indicator Form (PIFF). This form allows the student to list his/her top five preferred sites for both pediatric/adolescent and adult/geriatric fieldwork placement. The date that this is due to the FW coordinator will be announced at the mandatory meeting.

Step III:

Fieldwork Coordinator will review all PIFF's and work with OT Fieldwork Educators at facilities to confirm a placement for each student.

Step IV:

Students notified of placement.

Step V:

A Written confirmation letter is sent to the FW site. If your fieldwork placement has not yet been finalized, you may substitute a new site name on your PIFF. However, after assignments have been arranged with fieldwork site, **ABSOLUTELY NO CHANGES WILL BE ALLOWED.**

PREFERENCE INDICATOR FOR FIELDWORK (PIFF)

Name: (As you want it to appear on nametag) _____

School Address: _____

Phone # _____

Home Address: _____

Home Phone: _____

The following indicators will be used to assist the Fieldwork Coordinator in making placements for Level II Fieldwork that will occur June, July, and August following Senior year (Summer) and April, May and June following Graduate year (Spring). Pediatric and Adult affiliations are both required, but can be completed in any order. If your interest in a particular site is related to a specific time frame, this needs to be stated. Otherwise, all indicated sites will be considered for either summer or spring placements.

PEDIATRICS

ADULT

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____
(FACILITY NAME & LOCATION)

5. _____
(FACILITY NAME & LOCATION)

LIST INDICATORS BY FACILITY NAME, CITY, STATE

Comments: (Special interests/learning style/concerns you would like considered if at all possible)

ASSIGNMENT OF FIELDWORK II - SPECIALTY FIELDWORK/ELECTIVE INTERNSHIP

Spring/Senior Year:

Mandatory meeting with all OT seniors and Academic Fieldwork Coordinator for purpose of basic explanation of Specialty Fieldwork/Elective Internship. Students encouraged to do some thinking and researching so that they will be prepared to make a decision as to type of specialty/elective affiliation they want. PIFF forms may be sent to the Fieldwork Coordinator during the summer. Alternatively, students may consider taking an Elective Internship instead of the Specialty Fieldwork.

Early September/Graduate Year:

Mandatory meeting with all OT graduate students and the Fieldwork Coordinator. Agenda will include:

1. Verifying that all paperwork from Level II summer experience is completed.
2. Summary by Fieldwork Coordinator of overall class evaluation of 1st Level II Fieldwork.
3. Opportunity for students to share experiences from 1st Level II Fieldwork.
3. Further discussion of Specialty/Elective Fieldwork; collection of Specialty/Elective PIFF Forms.
5. Discussion on Fieldwork Prerequisites for 2nd & 3rd Level II fieldwork experiences.
6. Important prerequisite deadline dates for upcoming academic year will be communicated and dates for PPD updates & CPR certification discussed.

ASAP, but by September 30 at latest:

Student completes form indicating his/her choice for specialty fieldwork. Choices include, but are not limited to, the sites currently listed in Level II data base Fieldwork Clerk. The student may have the name and phone number of a contact. The Fieldwork Coordinator will make final arrangements. It is necessary that there be a contract between Ithaca College and the facility before the fieldwork can be finalized.

ELECTIVE INTERNSHIP (673-69600)

An alternative to the third Level II Clinical Fieldwork (673-69500) is Elective Internship (673-69600). A passing grade in either of these courses allows students to complete the requirement of Ithaca College's Occupational Therapy Program.

Fieldwork requires supervision of the Occupational Therapy student by a registered occupational therapist. The Elective Internship allows the necessary supervision to be provided by someone other than an OTR.

The purpose of an Elective Internship is to allow a student the opportunity to apply occupational therapy theory and principles in a non-traditional setting under the supervision of a person with demonstrated competence in a specialized area of consultation or service delivery.

It is necessary to apply to take the Elective Internship instead of the third Level II Clinical Fieldwork. To apply, the student must complete the Learning Contract for Elective Internship in consultation with the Academic Fieldwork Coordinator. The Learning Contract outline is available online. When completed, the contract needs to be approved by the Academic Fieldwork Coordinator, the Occupational Therapy Department Graduate Chair, and the supervisor of the Elective Internship.

SPECIALTY/ELECTIVE FIELDWORK PIFF (preference indicator for fieldwork) FORM

Student Name: _____

School Address: _____

School Phone: _____

List the locations of your previous and scheduled Level II Fieldwork:

Summer: _____ (Facility Name) Spring: _____ (Facility Name)

_____ (City & State) _____ (City & State)

Type of setting: _____ Type of setting: _____

What type of treatment setting do you desire for your Elective Fieldwork: _____

What geographic location would you prefer: _____

Please list any additional information that might be important for me to know when arranging your Elective Fieldwork: _____

Have you already been in contact with a facility regarding your Elective Fieldwork? Yes No

If yes, please specify: _____ (Facility Name)

_____ (Address) _____ (City & State)

_____ (Contact Person) _____ (Phone Number)

The above information will be used by the Fieldwork Coordinator when placing you for your Level II Elective Fieldwork. Every effort will be made to accommodate your individual requests, however, placement will be contingent upon site availability.

**LEARNING CONTRACT FOR
ELECTIVE INTERNSHIP 673-69600**

Name of Site/Program where Internship will occur: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Contact at Site: _____ Title: _____

Dates of Internship: _____

PURPOSE OF INTERNSHIP:

PROPOSED INTERNSHIP ACTIVITIES:

LEARNING OBJECTIVES: (To be written by student with consultation of FW coordinator and site supervisor....may be further refined after internship is official).

AMOUNT AND TYPE OF SUPERVISION TO BE PROVIDED: (to include name of supervisor(s)).

EVALUATION PROCEDURE TO BE USED IN GRADING BY SUPERVISOR:

PLAN FOR STUDENT TO DEMONSTRATE APPLICATION OF OT THEORY AND PRINCIPLES TO INTERNSHIP SETTING:

ANY PRE-REQUISITES REQUIRED BY SITE ABOVE AND BEYOND TYPICAL OT CURRICULUM: (May include special skill or elective course work).

(Student Signature)

(Date)

(Academic FW Coordinator Signature)

(Date)

(OT Dept. Graduate Chair Signature)

(Date)

(Supervisor of Elective Internship Signature)

(Date)

**** During this internship the student will not be providing occupational therapy services. OT treatment can only be provided by a professional, or by a student under the supervision of a professional who, in most states, must also be licensed.

To be completed by FW Coordinator:

Contract Status: _____ Confirmation Letter Signed: _____

Confirmation Letter has disclaimer statement regarding OT Services: _____
(Internship can not be official until contract and confirmation letter are both signed by authorized person at internship site.)

To be completed by Student:

Interview (Necessary to develop learning objectives):

Telephone: _____ In-Person: _____

Date: _____

With Whom: _____

AOTA Fieldwork Performance Evaluation of Occupational Therapists

The AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student is the evaluation form used by the Ithaca College OT department and its FW site supervisors as the criteria for successful completion of Level II FW.

A copy of this evaluation form will be shared with students before they start Level II FW. The form is mailed to all site supervisors 6 weeks before a student begins Level II FW.

Use of the Fieldwork Performance Evaluation for the Occupational Therapy Student

The Fieldwork Performance Evaluation is intended to provide the student with an accurate assessment of his/her competence for entry-level practice. Both the student and fieldwork educator should recognize that growth occurs over time. The midterm and final evaluation scores will reflect development of student competency and growth. In order to effectively use this evaluation to assess student competence, site-specific objectives need to be developed. Utilize this evaluation as a framework to assist in ensuring that all key performance areas are reflected in the site-specific objectives.

Using this evaluation at midterm and final, it is suggested that the student complete a self-evaluation of his/her own performance. During the midterm review process, the student and fieldwork educator should collaboratively develop a plan, which would enable the student to achieve entry-level competency the end of the fieldwork experience. This plan should include specific objectives and enabling activities to be used by the student and fieldwork educator in order to achieve the desired competence.

The Fieldwork educator must contact the Academic Fieldwork Coordinator when: (1) a student exhibits unsatisfactory behavior in a substantial number of tasks or (2) a student's potential for achieving entry-level competence by the end of the affiliation is in question.

*-Commission on Education Committee.
American Occupational Therapy Association, Inc.*

OTHER OPTIONS FOR EVALUATION OF STUDENT ON SPECIALTY/ELECTIVE FIELDWORK EXPERIENCE

It is necessary to have some type of written evaluation to indicate that the Specialty/Elective fieldwork was successfully completed. If the AOTA Evaluation Form were not used, one of the options below would be acceptable:

1. The student and supervisor, together, may write 2-6 objectives at the beginning of the fieldwork assignment. Both the student and supervisor will sign an agreement that this will be the basis for the fieldwork evaluation. Then the evaluation may be written in terms of these stated objectives.
2. The supervisor may write a straight narrative that includes the activities and accomplishments of the fieldwork.

In either case, the student should be functioning successfully with entry-level skills for the individual setting.

AOTA Student Evaluation of Fieldwork Experience:

The Student Evaluation of Fieldwork Form can be accessed online through the following:

www.aota.org

2. Click on “Education Resources”
2. Click on “Fieldwork Educators Information”
4. Click on “Fieldwork Education”
4. Click on “Student Evaluation of Fieldwork”

**Review of Academic Fieldwork Coordinator (AFWC)
Level II Fieldwork Experience**

Date Completed: _____

Faculty Name: Barbara P. Hansen

Student Review Name: _____

(Optional)

Directions: Please rate performance on each item, place score on line to left of the question.

	4	3	2	1	N/A
Scale:	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable

Rating

Site Selection

- _____ Students were aware of the process of site selection that would be utilized in advance of the placement decisions.
- _____ Students were provided a list of available sites in ample time for review prior to the placement.
- _____ The AFWC participated in discussions with students regarding sites.
- _____ The AFWC worked effectively with students to reschedule any cancelled affiliations.
- _____ Students were given the opportunity to give the site written feedback.
- _____ Students were provided the opportunity to give the school written feedback about the clinical site.

Teaching and Advising

- _____ The FW education manual was valuable.
- _____ The FW information meetings were valuable.
- _____ Objectives for the clinical experience were appropriate for the level of preparation.
- _____ Expectation and criteria for acceptable performance were communicated clearly.
- _____ The AFWC demonstrated knowledge regarding the AOTA Fieldwork Evaluation Form.
- _____ The AFWC was helpful in resolving difficulties during the affiliation.
- _____ The AFWC was available and willing to assist students during the affiliation.
- _____ The AFWC demonstrated enthusiasm for subject matter.
- _____ The AFWC appeared knowledgeable regarding clinical education.
- _____ The AFWC acted as a liaison between clinical and academic portions of the curriculum.
- _____ Issues related to individual student/site were effectively communicated at or prior to midterm.

Overall strengths of the Ithaca College clinical education program: (timing, placements in the curriculum, administration, specialty/elective option)

Suggestions for improving the clinical education program:

Any additional comments:

Thank you for your time in providing this feedback!

Ithaca College Occupational Therapy Program Evaluation

I. Ithaca College's Occupational Therapy Program is based on 4 major themes. They are:

1. **Holistic Understanding of Human System**
2. **Professional Development**
3. **Theory/Treatment**
4. **Clinical Reasoning**

Please consider each of these major themes and rate your perceived ability and/or knowledge on a scale of 1-4 now that you have completed your Occupational Therapy education. Any additional comments will be welcome.

Scale: 1=Poor 2= Average 3=Good 4=Excellent

Holistic Understanding of Human Development:

- | | | | | | |
|----|---|---|---|---|---|
| 1. | Develop and use assessment strategies appropriate to: | | | | |
| | a) the patient's age/developmental stage | 1 | 2 | 3 | 4 |
| | b) diagnosis | 1 | 2 | 3 | 4 |
| 2. | Apply a solid knowledge base of the basic, applied, and medical sciences to the evaluation and treatment of occupational therapy service recipients. | 1 | 2 | 3 | 4 |
| 3. | Respect and accommodate occupational therapy services to the unique cultural, social, and personal needs of the individual being served. | 1 | 2 | 3 | 4 |
| 4. | Plan and implement occupational therapy services for individuals that take into account the interaction of the complex systems operating in each human being. | 1 | 2 | 3 | 4 |

Comments: _____

Professional Development:

- | | | | | | |
|----|--|---|---|---|---|
| 1. | Apply high ethical standards to the practice of occupational therapy. | 1 | 2 | 3 | 4 |
| 2. | Ability to apply research in occupational therapy, and possess the skills and abilities to participate in research. | 1 | 2 | 3 | 4 |
| 3. | Establish effective collaborative relationships with other professionals health care and other occupational therapy practice arenas. | 1 | 2 | 3 | 4 |
| 4. | Advocate effectively for the health and well-being of the individuals you serve. | 1 | 2 | 3 | 4 |
| 5. | Readiness to assume leadership roles in the service of their profession, institutions, and/or communities. | 1 | 2 | 3 | 4 |
| 6. | Observe legal and reimbursement regulations. | 1 | 2 | 3 | 4 |
| 7. | Demonstrate mature, positive and responsible professional behaviors. | 1 | 2 | 3 | 4 |

Professional Development: (Cont)

- | | | | | | |
|-----|--|---|---|---|---|
| 8. | Participate in continuing education and professional development activities. | 1 | 2 | 3 | 4 |
| 9. | Demonstrate effective written, verbal and non-verbal communication skills. | 1 | 2 | 3 | 4 |
| 10. | Provide and utilize supervision effectively. | 1 | 2 | 3 | 4 |
| 11. | Effectively manage personal time and stress. | 1 | 2 | 3 | 4 |

Comments: _____

Theory/Treatment:

- | | | | | | |
|----|---|---|---|---|---|
| 1. | Demonstrate competency in performing the spectrum of skills required for occupational therapy practice. | 1 | 2 | 3 | 4 |
| 2. | Understand the ability to apply the occupational therapy process: | | | | |
| | a) in various contexts | 1 | 2 | 3 | 4 |
| | b) with all age ranges | 1 | 2 | 3 | 4 |
| 3. | Constructively use the OTR/COTA team by effectively collaborating, delegating and supervising | 1 | 2 | 3 | 4 |
| 4. | Use occupations effectively in intervention. | 1 | 2 | 3 | 4 |
| 5. | Build effective therapeutic relationships with the: | | | | |
| | a) recipients of occupational therapy services | 1 | 2 | 3 | 4 |
| | b) their significant others | 1 | 2 | 3 | 4 |

Comments: _____

Clinical Reasoning:

- | | | | | | |
|----|---|---|---|---|---|
| 1. | Use clinical reasoning with the individuals you serve. | 1 | 2 | 3 | 4 |
| 2. | Adapt intervention plans to meet the changing dynamics of the client-therapist-context relationship, as you engage in treatment delivery. | 1 | 2 | 3 | 4 |
| 3. | Be a skilled, reflective practitioner. | 1 | 2 | 3 | 4 |

Comments: _____

II. Career Goals:

Where do you plan to seek employment now that you have completed your academic program?

III. Preparation:

In general, how prepared do you feel for the career of occupational therapy?

What ways do you feel especially well prepared for this next step?

What ways do you feel unprepared for this next step?

IV. When describing your occupational therapy education at Ithaca College to others, what would you say was the major focus: