

**FIELDWORK CONTENT PAGE****INTRODUCTION TO LEVEL I AND LEVEL II FIELDWORK REQUIREMENTS**

Fieldwork Office Contact Information.....	48
Introduction to Fieldwork Education.....	48
Description of Academic Fieldwork Coordinator and Fieldwork Specialist .....	49
Professional and Ethical Behavior.....	49
Required prerequisites- MU CHSE policies and forms.....	50
Required prerequisites- MU OT policies and forms.....	50
MU Health Clearance.....	50
Personal Data Sheet.....	51
Pennsylvania Child Abuse Clearance.....	51
Pennsylvania State Police Criminal Record Check.....	51
FBI Fingerprinting.....	52
CPR Certification.....	52
HIPAA Training.....	52
Dress Code.....	52
Infection Control.....	53
Cellular Phone Use During Fieldwork.....	53
Students With Special Needs.....	53
Liability Insurance and Contract Renewal.....	54
Policy on Student Relationships while on Fieldwork.....	54

**LEVEL I FIELDWORK**

Level I Fieldwork Description.....	56
Level I Fieldwork Objectives.....	56
Level I Fieldwork Description in the Intervention Series.....	57
Level I Fieldwork IPE engagement.....	58
Level I Fieldwork Blackboard component to course.....	58
Level I Psychosocial Fieldwork Requirement.....	58
Level I Fieldwork Policies and Procedures.....	58-61
Weather Policy.....	61
Evaluations of Level I Fieldwork.....	62-63
Responsibilities of those involved in the Fieldwork Process.....	63-66

**LEVEL II FIELDWORK**

Level II Fieldwork Introduction.....	66-67
ACOTE Standards and Placement Considerations for Level II Fieldwork.....	67-68
International Fieldwork Supervision Requirements.....	68
Mandatory Fieldwork Seminar.....	68
Dates of Level II Fieldwork.....	68
Objectives for Level II Fieldwork.....	69
Level II Fieldwork Evaluation.....	70-71
Financial Considerations for Level II Fieldwork.....	71-72
Emotional Adjustment to Level II Fieldwork.....	72
Transportation Considerations for Level II Fieldwork.....	72

Housing Considerations for Level II Fieldwork.....	73
Special Considerations for Level II Fieldwork.....	73
Level II Fieldwork Policies and Procedures.....	73-80
Responsibilities during Level II Fieldwork.....	80-82

## OCCUPATIONAL THERAPY FIELDWORK EDUCATION

### FIELDWORK OFFICE CONTACT INFORMATION

#### **Academic Fieldwork Coordinator of Occupational Therapy**

Kathleen Hughes-Butcher, MS, OTR/L

Misericordia University

301 Lake Street

Dallas, PA 18612

Passan Hall, Room 122

Office Telephone: (570)674-8180

Cell Phone: (570)406-0200

Fax Number: (570) 674-3040

E-Mail: [kbutcher@misericordia.edu](mailto:kbutcher@misericordia.edu)

#### **Occupational Therapy Fieldwork Specialist**

Debbie Carey

Passan Hall Room 110

Office Telephone: (570) 674-6481

Fax Number: (570) 674-3040

E-Mail: [dcarey3@misericordia.edu](mailto:dcarey3@misericordia.edu)

### INTRODUCTION

Fieldwork education is designed to provide occupational therapy students with opportunities to integrate academically acquired education with practice. It is during the students' experiences in fieldwork that they can learn, apply practice and refine skills of observation, evaluation, treatment planning and implementation, documentation and communication. In the fieldwork setting, the students begin to define their future role as practicing occupational therapists and can develop the necessary personal and professional skills essential to meeting the demands of this challenging field.

Fieldwork education is divided into Level I Fieldwork and Level II Fieldwork and is an essential and required component of the occupational therapy educational program by the Accreditation Council for Occupational Therapy Education (ACOTE). Upon successful completion of all coursework, including Level I and Level II Fieldwork, students are qualified to take the National Board for Certification in Occupational Therapy (NBCOT) examination. Information pertaining to this examination is provided in the last semester of the graduate year. General information concerning the NBCOT examination may be found in this program guide under "Credentialing."

The following information is an overview of fieldwork education for the Occupational Therapy Program at Misericordia University. Students are provided with this information in detail during the Fieldwork Seminar held in the junior year for the weekday students and the second year for

the weekend students. Level I and Level II Fieldwork Manuals containing this information are available on the Occupational Therapy Department website at [www.misericordia.edu](http://www.misericordia.edu). All information concerning students and their fieldwork education is considered confidential and is bound by the United States Buckley Amendment. No information can be provided concerning the student without the student's written and verbal consent except in the cases of accreditation, in connection with the student's application for, or receipt of financial aid, and in the case of an emergency if the knowledge of such information is necessary to protect the health and safety of the student or others.

### **ACADEMIC FIELDWORK COORDINATOR**

The Academic Fieldwork Coordinator (AFWC) is a full time faculty member of the Occupational Therapy Department. The AFWC's primary responsibilities include:

- Coordinating Level I and Level II fieldwork experiences for weekday and weekend students
- Developing, synthesizing, and managing all aspects of the fieldwork office and student fieldwork education
- Creating and overseeing all policies and procedures related to fieldwork education
- Advising and collaborating with faculty, students, and fieldwork educators related to fieldwork education
- Ensure that the fieldwork program reflects the sequence, depth, focus, and scope of content in the curriculum design.

### **ADMINISTRATIVE FIELDWORK SPECIALIST**

The Administrative Fieldwork Specialist assists the Academic Fieldwork Coordinator and is a full time member of the Occupational Therapy Department. Primary responsibilities include:

- Liaison between University and Fieldwork sites in placing students in Level I and II fieldwork experience
- Managing all paperwork related to fieldwork including initiating and processing contracts with fieldwork sites
- Maintaining the fieldwork database and all administrative files
- Maintaining the fieldwork sites for Professional Liability Insurance
- Communicating with students via telephone and e-mail concerning general fieldwork information.

### **PROFESSIONAL AND ETHICAL BEHAVIOR**

Students will be held accountable for ethical and professional behavior in all aspects of fieldwork education. It is expected that the student will exhibit academic integrity, ethical and professional behavior, and adhere to the AOTA Code of Ethics and the NBCOT Code of Conduct during the Level I and Level II Fieldwork experiences. This will be strictly enforced. The AFWC will refer violations of professional and ethical behavior to the OT Department Chair, Professional Behavior Committee, and in conjunction with the Fieldwork Educator, will determine the appropriate action to be taken, which may include development of a learning contract or immediate termination and failure of the fieldwork. Depending upon the nature and severity of the violation and review by

the Professional Behavior Committee and Department Chair, dismissal from the Occupational Therapy Program may occur.

### **REQUIRED PREREQUISITES- MISERICORDIA UNIVERSITY COLLEGE OF HEALTH SCIENCES AND EDUCATION CLINICAL EDUCATION POLICIES AND FORMS**

The Misericordia University Occupational Therapy department is part of the College of Health Sciences and Education. The College of Health Sciences and Education has established requirements for those students engaging in clinical education experiences, which includes fieldwork. Please refer to the Misericordia University College of Health Sciences and Education appendices in this guide for all CHS Clinical Education Policies and forms.

### **REQUIRED PREREQUISITES- MISERICORDIA UNIVERSITY DEPARTMENT OF OCCUPATIONAL THERAPY POLICIES AND FORMS**

All occupational therapy students are required to complete and provide, at times set by the Fieldwork Office, specific fieldwork prerequisites. These include but may not be limited to:

- *Misericordia University Health Clearance Form*
- Personal Data Sheet
- Pennsylvania Child Abuse Clearance (when fieldwork is completed in PA)
- Pennsylvania State Police Criminal Record Check (when fieldwork is completed in PA)
- FBI Fingerprinting
- CPR Professional Level Certification
- HIPPA Training

All prerequisites will be submitted electronically through a program called “MyRecordTracker.” Instructions for setting up this account will be provided to the students at a designated time by the Fieldwork Office.

### **MISERICORDIA UNIVERSITY HEALTH CLEARANCE**

Students are required to submit a *Misericordia University Health Clearance Form* prior to attending fieldwork. A healthcare provider must complete this form and attach all required reports. It is the student’s responsibility to ensure that all required health information and forms have been submitted by the designated due date. Forms will be reviewed to determine that all required components have been submitted. Students will not be permitted to begin or participate in any Level I or Level II fieldwork experience without receiving clinical clearance from their health care provider and submitting all required documentation. If a student is not cleared for Level I fieldwork by the first week of scheduled fieldwork experiences, the student will be withdrawn from the fieldwork and subsequent courses by their academic advisor. This may delay the student’s progression through the curriculum by one year. The *Misericordia University Health Clearance Form* is valid for one year from the date of the examination. Those students with latex allergies are strongly encouraged to verbally notify the Intervention Instructor, AFWC, and Fieldwork Educator immediately.

Students are responsible for completing any additional site specific prerequisite requirements, such as drug screenings. It is the student's responsibility to inquire with their assigned fieldwork site about specific site requirements. Misericordia University is not responsible for the cost incurred related to completing additional site required prerequisites.

The Fieldwork Office will only share Misericordia University Student Health Forms with fieldwork sites if students have signed a consent authorizing that action. All students are required to provide proof of medical insurance. Students must submit a copy of a valid health insurance card to My Record Tracker on an annual basis. Students are not permitted to attend fieldwork without current health insurance coverage.

### **PERSONAL DATA SHEET**

The AOTA Personal Data Sheet provides pertinent information about the fieldwork student. Students are required to complete the AOTA Personal Data Sheet prior to each Level I and II fieldwork. This form must be submitted electronically to My Record Tracker by the designated due date for approval by the Fieldwork Office. Failure to comply will delay Level I or II fieldwork. The AOTA Personal Data Sheet is to be provided to the fieldwork site by the student prior to beginning the fieldwork experience. The form must be professionally completed; free of grammar and spelling errors, typed, and signed electronically. For the convenience of the student, the *AOTA Personal Data Sheet* is provided on the students' group page as a file on the myMU system.

### **PENNSYLVANIA CHILD ABUSE CLEARANCE**

All students in the weekday program and those weekend students completing a Level I experience in the state of Pennsylvania are required to file Pennsylvania Child Abuse Clearance forms with the PA Department of Public Welfare prior to OT 462 Level I Fieldwork and OT 601/602 Level II Fieldwork in pediatrics. Instructions for obtaining this clearance are posted to My Record Tracker and will be reviewed during the fieldwork seminar. Students should allow six to eight weeks processing time and are responsible for any fees incurred when obtaining clearances. No student will be permitted to begin OT 462 Level I Fieldwork or OT 601/602 Level II fieldwork in pediatrics in the state of Pennsylvania without this clearance. Clearances are valid for one year. Students completing a Level I intervention experience in another state must contact their state Department of Welfare to verify if a child abuse clearance is required in that state.

### **PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK**

All students in the weekday program and those weekend students completing a Level I or II fieldwork experience in the state of Pennsylvania are required to file a Pennsylvania Criminal Record Check with the Pennsylvania State Police prior to OT 462, OT 593 and OT 601/602. Directions for filing this are outlined on MyRecord Tracker.

Students should allow six to eight weeks processing time by mail or 24 hours by electronic mail and are responsible for fees incurred. No student will be permitted to begin Level I intervention courses without this clearance, which is valid for one year and thus needs yearly updating. Students completing Level I fieldwork experiences in another state must contact the State Police in that state to obtain that state's criminal record check if available.

### **FBI FINGERPRINTING**

All students will be required to complete FBI fingerprinting and to update this annually. FBI fingerprint-based background check is a multiple-step process. Students must register with IndentoGO, pay a fee for fingerprint services, and complete the fingerprint process. Detailed information is provided to the students on completing the process during the mandatory Fieldwork Seminar and can be found on MyRecordTracker.

Students may be required to complete additional FBI fingerprinting clearances specific to a fieldwork site's prerequisite requirement. It is the student's responsibility to identify any additional clearance requirements of the fieldwork site and comply with the required deadlines. Students are responsible for fees incurred.

### **CPR CERTIFICATION**

All students are required to be certified in Professional Level CPR, which is, "CPR for the Health Professional." Students who are currently certified must contact the AFWC for approval to use that CPR certification. Students are not permitted to participate in Level I or Level II fieldwork without CPR Certification. Students are required to scan and submit a copy of their CPR card on MyRecordTracker. Students, unless certified elsewhere, must register for HP 999 CPR in fall of the junior year for weekday students and fall of the second year for weekend students. Those students who complete the CPR course through Misericordia University must pick up the card at the Misericordia University Health and Wellness Center. All fieldwork sites must be provided with a copy of the student's CPR certification.

### **HIPAA TRAINING**

During the semester prior to starting Level I fieldwork: all students will be required to register for an online HIPAA tutorial course. This online course will provide the student with the most current up to date information related to HIPAA for healthcare professionals. After successful completion of the course, the student will receive completion certificates. The certificates must be submitted to MyRecordTracker. These certificates must also be provided to each fieldwork site as required.

### **DRESS CODE**

Dress code requirements will be strictly enforced by the Intervention Instructor, AFWC and the Fieldwork Educator. Students are to have a neat professional appearance. No jeans, shorts,

leggings, low riding pants, cropped tops, hats of any kind or dangling jewelry should be worn. If the student has visible body piercing, other than earrings, it must be removed prior to attending fieldwork. Tattoos should be covered at all times. Shoes should have a low heel, closed toe and be comfortable. Perfumes, colognes and scented body lotions should be avoided. Clinical nametag badges, obtained through the MU IT department, must always be worn to identify the student as a Misericordia University Occupational Therapy Student. Students must follow all dress code requirements of the fieldwork site.

## **INFECTION CONTROL**

Students will follow the fieldwork site's guidelines for providing care to clients with a communicable disease and take full responsibility for that knowledge. Students will follow standard precautions at all times during contact with all clients. Students should discuss with their fieldwork supervisor and intervention instructor any questions related to providing care to clients.

## **CELLULAR PHONE USE DURING FIELDWORK/HIPAA VIOLATIONS**

If, during fieldwork treatment or supervision times and while on facility grounds, a student is caught talking about personal business on a cell phone, texting personal messages, or taking pictures, the student will automatically fail the level I fieldwork experience. Any of these actions are a violation of HIPAA.

It is a HIPAA violation if you mention a client/patient with enough information that the person might be identified, even if you avoid personal health information. Students must also be aware that posting and texting client/patient information or taking pictures of clients/patients is illegal. The consequences for violations are severe.

The student will automatically fail the fieldwork experience (level I or level II fieldwork) and be dismissed from the program for any type of HIPAA violation.

## **STUDENTS WITH SPECIAL NEEDS**

The university, through the Office for Students with Disabilities (OSD), coordinates its efforts to integrate students with disabilities into all areas of campus life. All academic support services/accommodations needed for classroom/clinical/field experiences are coordinated through the Office for Students with Disabilities. Services from the OSD are provided based on provision and acceptance of specific documentation requirements.

If you have any special learning needs, please be aware it is your responsibility to contact the University's Office for Students with Disabilities in order to identify any needed accommodations. Before accommodations are provided, approval for accommodations must be given by the OSD. Faculty cannot provide accommodations until written documentation in the form of a POA (Program of Accommodation) or Accommodation Plan (AP) is received from the OSD.



Please be aware that no accommodations will be provided unless the appropriate documentation is completed. If needed, please speak with the instructor about specific cognitive, emotional, and physical demands involved in the classroom and clinical activities as well as assignments.

When considering accommodations, it is also important that the student refer to the latest version of the OT Department Essential Functions document. Please refer to the University Catalog under “Office for Students with Disabilities” and/or “Students with Special Needs” for additional information.

## **LIABILITY INSURANCE AND CONTRACT RENEWAL**

Sites that meet the approval of the AFWC and ACOTE Standards are issued a Misericordia University Student Affiliation Agreement (contract). This agreement is automatically renewed annually unless terminated in writing by either party. Sites that require the use of facility contracts are reviewed and approved by the Dean of the College of Health Sciences and Education and the Vice President of Academic Affairs. Initial Student Affiliation Agreements and Addendums are renewed at the discretion of the facility. Misericordia University, through the Business Office, provides liability insurance to the fieldwork site. Each contracted fieldwork site will receive a renewal of liability insurance each year (during the month of September). The student is not required to provide this insurance to the site.

## **POLICY ON STUDENT RELATIONSHIPS WHILE ON FIELDWORK**

The Occupational Therapy department’s emphasis on quality education includes promoting professionalism in all aspects of the curriculum. This is especially important at the fieldwork site. The relationship between the student, the fieldwork educator, all employees of the fieldwork site, and the client are to be held in the highest regard and students are expected to act in a manner that builds mutual trust and respect. Occupational Therapy students are expected to follow all standards of the Pennsylvania Code of Licensure and the AOTA Code of Ethics. This is not only limited to the time that students are physically present at the fieldwork site, but throughout the entire time the students are enrolled in the Misericordia University Occupational Therapy program.

The student will demonstrate an appropriate teacher/student relationship with the fieldwork educator as well as all health care employees and volunteers at the fieldwork site. Students are not to engage in social, after hours behaviors with the fieldwork educator or any other employee of the fieldwork site while the student is engaged in the student/fieldwork educator relationship. This would extend to social media.

In regard to relationships with clients, the Misericordia University Occupational Therapy Department prohibits any social or sexual relationship of any kind. The student will always be viewed by the client as a person in a position of authority and for that very reason, makes this type of relationship unequal. A client may be vulnerable and make unhealthy choices due to the power influence that the therapist (or therapy student) possesses.

The student shall not, while enrolled at Misericordia University's Occupational Therapy Program, engage in:

- any type of social activity with a client. Social activity refers to any type of contact that is outside of the professional realm. This would include, but is not limited to, socializing after hours, texting or emailing, communicating via social media, or any other contact that is social in nature or perceived as social in nature.
- sexual or intimate conduct with a client, even if the client has been discharged from active Occupational Therapy services or the facility;
- conduct that may be interpreted as sexual
- verbal or nonverbal behavior that is seductive or sexual to a client, or may be reasonably interpreted as seductive or sexual.

The consequences of non-compliance with this policy will result in failure of the fieldwork and dismissal from the program, depending upon the nature of the violation. This policy applies to both Level I and Level II Fieldwork.

## **LEVEL I FIELDWORK**

Level I fieldwork is an essential component in the education of an occupational therapy student. At Misericordia University, there is a Level I fieldwork experience for each intervention course offered in the curriculum. Experiences in Level I fieldwork include observation, interaction with clients and other professionals, participation in the intervention process under direct supervision, developing an understanding of the needs of clients, and evaluation of the student's performance in these areas.

Level I fieldwork is a collaborative learning process. The fieldwork educator works directly with the university and Level I student to enhance knowledge acquired in the classroom and role model occupational therapy practice in a specific area of practice. The student learns and practices skills of the occupational therapist under direct supervision working in a variety of practice settings while learning the intervention process in lecture and lab. Under direct supervision and with a solid knowledge base, the student is able to "learn by doing". At no time is the Level I fieldwork experience a substitute for any part of Level II fieldwork.

## **LEVEL I FIELDWORK REQUIRED HOURS**

In the weekday program, occupational therapy students begin the Level I fieldwork portion of their education during the spring semester of the junior year. In the weekend program, occupational therapy students begin the level I fieldwork portion of their education in the spring semester of the second year.

Weekday and weekend students will complete at least 48 hours of Level I fieldwork, according to a schedule which has been mutually agreed upon with the facility.

## **LEVEL I FIELDWORK OBJECTIVES**

Under direct supervision of the Level I Fieldwork Educator, the student will:

- Work collaboratively with others
- Actively participate in the supervisory process
- Accept feedback in a constructive manner
- Use feedback to modify performance
- Accept and adapt to change
- Interact with others in an open and respectful manner
- Treat program participants with dignity and respect
- Respect cultural and personal differences of others
- Interact and participate within a group
- Demonstrate the ability to consider other's needs
- Demonstrate the ability to verbally and non-verbally communicate in an appropriate and professional manner
- Ensure that written communication is grammatically correct and free of spelling and punctuation errors
- Be aware of personal strengths and needs
- Be punctual and demonstrate responsibility in calling if late or absent
- Manage unstructured time effectively

- Take responsibility for initiating and researching conditions/intervention strategies not yet covered in class
- Consistently prepare for each fieldwork without prompting
- Identify and explain the role of occupational therapy at the setting
- Adhere to all safety procedures and use sound judgment related to and during the OT process
- Respect and maintain confidentiality
- Demonstrate ability to initiate and ask accurate questions about the intervention process
- Able to engage in discussions related to accurate observations and inferences related to the intervention process
- Demonstrate knowledge of medical conditions within consideration of the specific intervention course content
- Students will identify opportunities for interprofessional collaboration between occupational therapy and other disciplines represented at the site

## **LEVEL I FIELDWORK EXPERIENCES IN THE INTERVENTION SERIES**

### **OT 462 Pediatric Occupational Performance Intervention I**

Students in the weekday and weekend programs will spend a minimum of forty-eight hours observing and interacting with child/adolescent clients in a variety of service delivery models, as scheduled and instructed by the Academic Fieldwork Coordinator. Working under direct supervision of an Occupational Therapist, Certified Occupational Therapy Assistant or other qualified non-OT professional, students will have the opportunity to observe and/or implement the knowledge learned in OT 460/460L/462 intervention lecture and lab series. Students relate to clients only under direct supervision and use only those techniques in which they have been educated. All students must comply with fieldwork site prerequisites, available through the fieldwork site. All students must complete background and health clearances as outlined on MyRecordTracker, a web based program in which each student will be set up with a profile in which to store his/her clearances.

**OT 592 Adult Occupational Performance Intervention II-** Students in the weekday and weekend programs will complete a minimum of forty-eight hours observing and interacting with adult clients in a variety of service delivery models, as scheduled and instructed by the Academic Fieldwork Coordinator. Working under direct supervision of an Occupational Therapist, Certified Occupational Therapy Assistant or other qualified non-OT professional, students will have the opportunity to observe and/or implement the knowledge learned in OT 511 intervention lecture and lab series. Students relate to clients only under direct supervision and use only those techniques in which they have been educated. All students must comply with fieldwork site prerequisites, available on file in the fieldwork office and through the fieldwork site. All students must complete background and health clearances as outlined on MyRecordTracker.

**OT 593 Geriatric Occupational Performance Intervention III-** Students in the weekday and weekend programs will complete a minimum of forty-eight hours observing and interacting with

geriatric clients in a variety of service delivery models, as scheduled and instructed by the Academic Fieldwork Coordinator. Working under direct supervision of an Occupational Therapist, Certified Occupational Therapy Assistant or other qualified non-OT professional, students will have the opportunity to observe and/or implement the knowledge learned in OT 512 intervention lecture and lab series. Students relate to clients only under direct supervision and use only those techniques in which they have been educated. All students must comply with fieldwork site prerequisites, available on file in the fieldwork office and through the fieldwork site. All students must complete background and health clearances as outlined on MyRecordTracker,

### **LEVEL I FIELDWORK IPE ENGAGEMENT**

**Each student is required to attend at least one Misericordia Interprofessional Education Committee recommended IPE event per level I fieldwork. Students must complete sign-in attendance logs at the event. Failure to attend at least one IPE event may result in failure of the Level I fieldwork and delay of progression to the subsequent semester.**

### **LEVEL I FIELDWORK BLACKBOARD COMPONENT TO COURSE**

Students will be required as part of the OT 462, 592, and 593 Level I fieldwork experiences to actively participate in a Blackboard component to these courses. The Blackboard component runs the length of the fieldwork experience and has a timeline with assignments that bridge the connection between classroom and clinic using different types of assignments such as discussion board postings, journal entries, clinical analysis papers, and note writing assignments. OT 462, 592, and 592 are pass/fail courses. Students must meet all requirements of the onsite fieldwork and Blackboard portions of the course in order to successfully pass.

### **LEVEL I PSYCHOSOCIAL FIELDWORK REQUIREMENT**

All students will be required to complete at least one Level I fieldwork that is psychosocially based. This fieldwork will also be a minimum of 48 hours and may occur at traditional or non-traditional sites. The psychosocial fieldwork experience may also vary in terms of days and times. This fieldwork experience will emphasize the group process and foster a greater understanding of the psychological and social factors of clients that are the core of occupational therapy.

## **LEVEL I FIELDWORK POLICIES AND PROCEDURES**

### **FIELDWORK SEMINAR**

All students will be required to attend a mandatory fieldwork seminar the semester prior to beginning the intervention series and level I fieldwork. This seminar will provide the foundational information necessary to understand the concepts of fieldwork education, policies and procedures of both the College of Health Sciences and Education and the OT Department, as well as guidance regarding the how to fill out and obtaining all the necessary prerequisite and clearance requirements of the state of Pennsylvania and Misericordia University.

Students will also be required to attend regularly scheduled fieldwork seminars throughout the semester as scheduled by the Fieldwork Office. These seminars are scheduled in addition to the fieldwork experience and do not count toward the 48 hours. The topics to be covered during those seminars may include, but are not limited to: professional behaviors, documentation, discussion of fieldwork experiences, and connection to the curriculum.

### **LEVEL I FIELDWORK PLACEMENT PROCESS**

The AFWC will place all students for each Level I fieldwork experience according to the *ACOTE July 21, 2013 Revised Standards for an Accredited Educational Program for the Occupational Therapist*. The AFWC uses a complex decision making process of placing students in fieldwork experiences throughout the curriculum that vary in developmental ages and areas of practice, ultimately shaping the graduating occupational therapy student by the end of the curriculum as a multifaceted generalist.

Students are not permitted under any circumstance to arrange a fieldwork experience for themselves at any time throughout the educational process. Geographic location of the fieldwork site, transportation needs, and the student's financial situation will not be considered in the fieldwork placement process due to the number of students being placed for fieldwork and the national competition for placements at fieldwork sites. The AFWC reserves the right to make all final determinations of the Level I fieldwork experience. Due to state regulatory requirements, the Misericordia University OT Department does not place students in fieldwork in California and Massachusetts.

### **NOTIFICATION OF LEVEL I FIELDWORK PLACEMENT**

All Level I fieldwork placements will be communicated to the student via email. This email will contain the name of the site, contact person, and contact information. The contact person listed may not necessarily be the student's direct supervisor. All students are required to contact the Level I fieldwork sites upon notification. It is expected that the students will communicate with designated contact person at the fieldwork site to introduce themselves-obtain all necessary information related to the fieldwork site and experience prior to beginning the fieldwork. If multiple students are placed at one site, one student will be identified as the primary contact with the site and the group of students. It is the student's responsibility to inquire about the required clearances and comply with the submission deadlines. Failure to do so may delay the start of the fieldwork experience or result in cancellation of the fieldwork experience.

### **STUDENT CONTACT WITH FIELDWORK SITE**

Students and their families are not permitted under any circumstance to contact a site on their own behalf for Level I fieldwork placement. If a student does contact a site, the student will automatically forfeit that placement. A second violation of this policy will result in the AFWC citing the student for a professional behavior violation and requiring a meeting with the Professional Behaviors Committee. The only time the student is permitted to contact a site is after they have been notified of confirmation of Level I fieldwork by the Fieldwork Office.

## **CANCELLATION/CHANGES**

Students are not permitted to cancel, change or modify the schedule of a fieldwork experience. The Fieldwork Office is responsible for notifying the student if a fieldwork site cancels or changes the fieldwork experience. Notification to the student will occur within one working day, if possible. The AFWC will reassign the student to a Level I fieldwork experience as soon as an alternative placement is secured. Students are not permitted to contact a site on their own behalf. The AFWC and the Fieldwork Office cannot be held responsible for a site canceling a Level I fieldwork experience or requesting a change in the fieldwork experience offered.

## **CONFLICT OF INTEREST AT A LEVEL I FIELDWORK SITE**

The Conflict of Interest Policy has been established to protect the student, Misericordia University, Fieldwork Educator, Fieldwork Site and client of occupational therapy services from possible situations where a student's performance and/or judgment may be called into question. It is the student's responsibility to identify any and all conflicts as listed below. Failure to comply will result in immediate withdrawal from that site and possible delay in fieldwork and subsequent coursework. The following criteria are considered possible conflicts of interest at a facility:

- You are presently or were an employee of the site in the past three year
- You or someone in your immediate family is or was a recent recipient of health care services at the facility
- You or someone in your immediate family is involved in litigation at the site
- Your prospective agency/facility supervisor, colleague, department director, administrator, (or any other employee having potential influence over the Occupational Therapy Department) is an immediate relative, significant other or personal friend
- You have been an applicant for a position at the site within the last two years

## **LEVEL I FIELDWORK ATTENDANCE**

Weekday students must attend a minimum of 48 hours of Level I fieldwork as scheduled by the Academic Fieldwork Coordinator. There are make-up days within the academic calendar each semester to accommodate illness, emergency or cancellation due to circumstances beyond the student's control such as inclement weather. Students are expected to complete approximately six hours per fieldwork day under the direct supervision of the Fieldwork Educator, unless otherwise specified by the Academic Fieldwork Coordinator. This does not include lunch.

Weekday or weekend students confirmed at a nontraditional psychosocial fieldwork experience must attend days and times as noted on their schedule.

Weekend students must complete a minimum of 48 hours of Level I fieldwork-and within in the designated semester time frame. Level I fieldwork may begin the Monday after the first weekend intervention course and must be completed by the Friday preceding the last session of

the semester. All fieldwork paperwork and Blackboard assignments must be completed prior to the end of the semester.

Placements will not be based on the weekend students current work situation. Weekend students cannot insist on attending fieldwork on specific days, but must collaborate with the Fieldwork Educator in a schedule that is convenient for both parties.

Make-up days due to illness, emergency or cancellation due to circumstances beyond the student's control such as weather must be arranged at the convenience of the Fieldwork Educator. Lunch is not included in the minimum forty-eight hours of direct supervision by the Fieldwork Educator.

The Student Code of Ethics and Misericordia University Occupational Therapy Department Professional Behaviors Policy will be strictly enforced. Absences other than the above stated will not be permitted or considered valid. It is the student's responsibility to notify the Fieldwork Educator and OT Fieldwork Office in the event of an absence prior to the scheduled start time of the fieldwork day or in the event they will be late for the fieldwork experience. Failure to notify the Fieldwork Educator and OT Fieldwork Office will result in a written warning being placed in the student's academic file. If there is a second occurrence of absence without notification, the student will receive a failing grade for the fieldwork component of the Intervention course. All absences must be made up at the convenience of the Level I Fieldwork Educator.

## **WEATHER POLICY**

Due to the large geographical radius from campus for student residencies, clinical placements, internships, and fieldwork, weather conditions can be significantly different. Each student will be responsible for determining driving conditions in his/her geographical area and making the decision to attend assigned hours, arrive late, leave early, or be excused for the full day.

1. In the event that a clinical/fieldwork/internship (to which a student is assigned) declares a weather emergency, the student will NOT be required to attend.
2. In the event of poor weather conditions (in which a weather emergency has NOT been declared by the clinical/fieldwork/internship site), the student will be responsible for determining his/her ability to attend clinical/fieldwork/internship duty. If the student deems it impossible to get to the clinical/fieldwork/internship site, that student must contact the site and the University.
3. In the event of a delay in the start of classes at MU, the student may report to the clinical/fieldwork/internship site at the hour of the commencement of duties. If classes at MU are then canceled after the delay announcement and are in the same geographic area, and the student is already on the way to or at the clinical/fieldwork/internship site, it is the student's choice to either complete the day or return home.
4. Students should follow the policy and procedures of the department or program with regard to absence, make-up and communication to faculty and clinical/fieldwork/ internship sites.



## **EVALUATION OF LEVEL I FIELDWORK EXPERIENCE**

Students will be evaluated by the Fieldwork Educator at the fieldwork site using the *Misericordia University Fieldwork Evaluation Form*. Evaluation of the student's performance in fieldwork is an ongoing process, which occurs during supervisory sessions at the fieldwork site. It can be both formal and informal to assist the student, the Fieldwork Educator, and the Intervention Instructor in identifying a student's strengths and need areas. *Misericordia University Fieldwork Evaluation Form* is based on a satisfactory, needs improvement, and unsatisfactory grading scale.

The *Misericordia University Fieldwork Evaluation Form* is completed by the Fieldwork Educator at the midterm point, fourth week for weekday students; sixth week for students participating in the psychosocial fieldwork group. The Fieldwork Educator reviews the completed evaluation with the student and provides an opportunity for discussion and feedback on performance. The final evaluation is submitted upon completion of all required hours for all students by the Fieldwork Educator. The Fieldwork Educator reviews the completed final evaluation with the student and provides an opportunity for discussion and feedback on performance. A copy of the completed and signed evaluation form is returned to the office of the AFWC for review and a final grade. Both the midterm and final must be reviewed, signed and dated by the student and Fieldwork Educator. It is the student's responsibility to post all evaluation forms to Blackboard at midterm and final.

### **STUDENT CRITIQUE OF THE FIELDWORK SITE**

Students are required to complete, on the final day of the fieldwork experience, the *Misericordia University Student Critique of the Fieldwork Experience*. The critique must be reviewed with the Fieldwork Educator, signed and dated by both the student and the Fieldwork Educator at the Fieldwork Site and returned with the student's final evaluation. The Student Critique of the Fieldwork Site must be posted to Blackboard by the end of the semester.

### **LEVEL I FIELDWORK TIME LOG**

Students are also responsible for completing the *Misericordia University Time Log*. Fieldwork Educators at the fieldwork site must initial and date to verify that the student attended the fieldwork site on the documented dates and times. This form is returned with the final evaluation and critique of the experience. The completed Level I Fieldwork Timelog must be posted to Blackboard by the end of the semester.

### **FAILURE OF A LEVEL I FIELDWORK EXPERIENCE**

Students must receive a minimum number of satisfactory ratings in the performance areas as noted on the Midterm and Final Level I Fieldwork Evaluation forms. As noted in more detail on the forms, students are required to meet the "safety criterion" both at midterm and at final evaluation. Students who do not meet the safety criterion at midterm may fail the fieldwork, at the discretion of the AFWC.

Additionally, Level I fieldwork spans the entire semester even though only 8 to 12 weeks are actually on-site. In order to successfully complete Level I fieldwork, the student must meet all the requirements outlined in the syllabus and on the evaluation, including any ethical or regulatory considerations. The instructor reserves the right to fail or issue a grade of

Unsatisfactory if it is discovered that the student violated a regulation, standard, or code of conduct. Students who fail Level I Fieldwork (OT 462, OT 592, or OT 593) are required to repeat it and pass a second Level I Fieldwork experience prior to progressing to the next Intervention course and Level I fieldwork experience. Only one Level I Fieldwork failing grade is permitted. Students who fail a second Level I or Level II Fieldwork experience in any subsequent semester will be dismissed from the Occupational Therapy Program. Level I fieldwork failure may delay progression to the next Intervention course and fieldwork.

If the student fails and needs to repeat a Level I fieldwork experience, the AFWC will place the student at an additional site and provide the fieldwork site information to the student and Intervention Instructor. The Fieldwork Office will be responsible for calling sites on the student's behalf. Students are not permitted to make calls or attempt to set up their own fieldwork experience. Failure to comply will result in the student losing the site for possible placement.

### **ACADEMIC FIELDWORK COORDINATOR AND OT DEPARTMENT CHAIR CONSENT**

The AFWC and the OT Department chair have the right to cancel or delay a student from attending Level I fieldwork. Reasons for cancellation or delay of a Level I Fieldwork may include but not limited to: documented professional behaviors violations, not meeting the academic criteria to continue, and not meeting all required prerequisites of either the Level I fieldwork site or academic institution.

### **RESPONSIBILITIES OF THOSE INVOLVED IN THE FIELDWORK PROCESS:**

#### **ACADEMIC FIELDWORK COORDINATOR AND THE FIELDWORK OFFICE:**

- Investigate new sites for potential fieldwork opportunities
- Establish student affiliation agreements (contracts) and insurance for new sites
- Maintain student affiliation agreements (contracts) and insurance with existing sites
- Provide all fieldwork sites with Program Guide and ACOTE Standards
- Provide a list of all student placements for Level I fieldwork to the designated Intervention Instructors
- Track and monitor the student prerequisites for each intervention
- Document and track all OT student placements to ensure that each student is experiencing a wide range of experiences in service areas with a variety of clients
- Track and ensure that all OT students have at least one level I fieldwork experience in a psychosocial setting or experience
- Ensures students have health clearance for fieldwork
- Confirm all level I fieldwork with hosting sites
- Ensure level I fieldwork is not a substitute for any part of Level II fieldwork
- Meet with students concerning any issues or professional behaviors violations
- Handle all telephone contact and written correspondence for all student placement
- Communicate all weekday and weekend placements to students for each intervention course

- Complete Level I midterm calls to sites concerning student performance
- Provide on-site visits when necessary or requested
- Place all midterm and final Level I evaluations in the student's academic file
- Place all final student critique of Level I Fieldwork Experience forms into the administrative filing system
- Document any problem areas concerning fieldwork performance in the student's academic file after discussion and review with the student

### **INTERVENTION INSTRUCTOR**

- Provide students with access to course syllabus for review with Fieldwork Educator
- Review with OTS during the first week of classes, Level I fieldwork expectations, professional behaviors and policies/procedures of Level I fieldwork with AFWC
- Provide guidance and support to Level I students
- Provide guidelines in course syllabus pertaining to successful/unsuccessful completion of Level I fieldwork
- Provide the Fieldwork Office with any information concerning a site that the Instructor believes to be important to the education of the students
- Communicate any concerns regarding student clinical performance in the classroom that could potentially be problematic in the fieldwork setting

### **PSYCHOSOCIAL FIELDWORK EDUCATOR**

- Familiarize self with site, services offered, client population, personale
- Ensure understanding of group process and group dynamics
- Post syllabus to BB
- Orient student to host site including introduction to personele, tour, any required orientation required by site
- Introduce student to the group process and educate students how the group process relates to the host site/treatment setting and clients
- provide overview of fieldwork process including weekly goals/objectives expected of the student; provide anticipated schedule with leadership expectations
- Monitor BB weekly to ensure all assignments, posts, and forms are posted to BB
- Review BB posts and provide constructive feedback for assignments, discussion board posts, and journal entries at least weekly
- Complete Grade Book for all required student assignments/entries
- Communicate with all students who are delinquent with submitting required assignments, forms, posts. CC AWFC on all communications
- At midterm, Formally check in with host site to ensure that Level I FW is meeting their needs and to ensure satisfaction with program
- Alert AWFC to any potential student and/or site issues or concerns
- At conclusion of fieldwork experience, formally survey host site to ensure satisfaction and gain insight into any areas of desired potential changes for next session

### **BLACKBOARD INSTRUCTOR OF FIELDWORK EXPERIENCE**

- Review blackboard posts weekly and provide meaningful feedback to support students throughout the fieldwork experience
- Notify AFWC of any students who may require additional support based upon post content
- Monitor timeliness of posted BB assignments
- Communicate potential breaches of professional behaviors to AFWC
- Maintain and update Blackboard grade book
- Complete midterm calls to the Fieldwork Educators to monitor student performance
- Verify student attendance at mandatory IPE event
- Verify receipt of all required level I paperwork from students prior to end of the semester

### **FIELDWORK SITE AND FIELDWORK EDUCATOR**

- Provide opportunities for the occupational therapy student to observe the intervention process with clients and, when feasible, participate under direct supervision in selected aspects during that process that complement the occupational therapy curriculum design
- Review and understand, sign off, and add to, if applicable, the Misericordia University Level I Fieldwork Objectives. Provide sign off form to the Fieldwork Office
- Ensure that Level I fieldwork experiences are not substitutes for any part of Level II fieldwork
- Provide supervision by qualified personnel
- Be available for questions and comments the occupational therapy student may have about their observations during the experience
- Provide both positive and constructive comments to the student to enhance the learning process
- Evaluate and document the occupational therapy student's progress at midterm and at final on the evaluation form provided by the academic institution
- Complete, review and sign the midterm and final evaluation with the student
- Review Student Critique of the Fieldwork Experience with student, sign and return with evaluation of student
- Report immediately any concerns, incidents or issues concerning the student with the Intervention Instructor listed on the course syllabus or the AFWC

### **OCCUPATIONAL THERAPY STUDENT**

- Contact the designated Fieldwork Educator upon notification by the Fieldwork Office for introduction and review of pertinent information prior to the start of Level I fieldwork.
- Complete all necessary requirements as documented on the Fieldwork Timeline provided by the Fieldwork Office prior to the first day of fieldwork.
- Have transportation to and from the site.
- Provide a copy of all required information for Level I fieldwork to the designated Fieldwork Educator in a two-pocket folder on the first day of fieldwork. This includes but may not be limited to; copy of approved health clearance form, two copies of the Misericordia University Level I Fieldwork Evaluation (one for midterm and one for

final), one copy of the Level I Fieldwork Time Log, one copy of CPR Certification, one copy of PA Child Abuse Clearance, one copy of PA Criminal Record Check, one copy of HIPPA Training Certificate, and one copy of FBI Fingerprinting.

- Review and be familiar with all Fieldwork Objectives prior to the start of the Level I fieldwork experience.
- Weekday students will complete at least 48 hours over eight full time fieldwork days at the assigned facility.
- Weekend students will complete a minimum of forty-eight hours of fieldwork experience at the assigned facility
- Demonstrate Professional Behaviors as printed in the Program Guide 100% of the time
- Follow the American Occupational Therapy Association Code of Ethics 100% of the time
- Follow all policies and procedures of Misericordia University and the Occupational Therapy Department 100% of the time
- Be punctual for all scheduled fieldwork days and contact the Fieldwork Educator and Fieldwork Office if they are going to be absent from fieldwork due to illness or emergency.
- Complete all Intervention and Level I Fieldwork Blackboard course assignments related to Level I fieldwork within the semester of that intervention course. Review with the Fieldwork Educator and sign both the midterm evaluation, final evaluation and hand in to the Intervention Instructor at the designated times as noted on the Fieldwork Timeline
- Complete, sign, and review with the Fieldwork Educator the Student Critique of Level I Fieldwork Experience form on the last day of the fieldwork experience after they have reviewed their final evaluation.
- Submit all paperwork to Blackboard and to the AWFC Office by the end of the semester

### **LEVEL II FIELDWORK**

## **INTRODUCTION**

Level II fieldwork is the culminating educational experience for the occupational therapy student. As a student, you have the opportunity to apply academically acquired knowledge of the occupational therapy process to a wide variety of traditional and non-traditional service settings. You will be expected to integrate prior learning and experiences as you complete higher-level requirements and execute higher-level responsibilities. This is the time for an occupational therapy student to learn not only the occupational therapy process, but also how to be an entry-level occupational therapist. You will have the exciting opportunity to experience what it means to be part of an occupational therapy department, how to work collaboratively in an interprofessional team, and how to interact with a variety of individuals in the world of healthcare. Students in both the weekday and weekend programs are required to do a minimum of six months or 24 weeks of Level II fieldwork. Level II fieldwork is only scheduled after all required prerequisite coursework has been successfully completed. Level II fieldwork must be completed no later than 24 months following completion of academic courses in order to ensure continuity in the educational process. Experiences in Level II fieldwork vary depending upon the site in which the student is placed. Students are supervised by an Occupational Therapist with at least one year of experience since completing the National Board Certification Exam. The student is able to apply learned theory, knowledge of the occupational therapy process, experiences in Level I fieldwork, and professional skills at the Level II fieldwork site. New theories, techniques, and ideas are integrated as the

student works with and learns from many professionals. Successful completion of all academic coursework and Level II fieldwork (OT 601 and OT 602) will qualify the student to take the National Board for Certification in Occupational Therapy (NBCOT) Examination. The student must pass the NBCOT examination in order to become a registered occupational therapist. In addition, successful completion of the NBCOT examination is also used by many states as a requirement for licensure. Information will be provided in the graduate year about registering for the examination.

## **ACOTE STANDARDS AND PLACEMENT CONSIDERATIONS**

The ACOTE Standards were created to protect the student in the educational process by providing guidelines that must be followed to ensure a well-rounded educational experience.

According to the 2013 ACOTE Standards:

The goal of Level II fieldwork is to develop competent, entry-level, generalist occupational therapists. Level II fieldwork must be integral to the program's curriculum design and must include an in-depth experience in delivering occupational therapy services to clients, focusing on the application of purposeful and meaningful occupation and research, administration, and management of occupational therapy services. It is recommended that the student be exposed to a variety of clients across the lifespan and to a variety of settings.

At the time the placement process occurs in the curriculum sequence, students are not expected to know the preferences they may have for a specific area of occupational therapy practice. Preferences in areas of practice may change prior to or because of a Level II fieldwork experience. It is important that students are placed for Level II fieldwork based on the quality of the fieldwork programs and the student's learning style.

Due to the changing nature of healthcare and emerging settings, students may complete Level II fieldwork in settings where there are no occupational therapy services. In this situation, the Academic Fieldwork Coordinator will develop a plan, in collaboration with the site, to meet the ACOTE standards related to this type of setting. The 2013 ACOTE standards state that student supervision must:

“... include a documented plan for provision of occupational therapy services and supervision by a currently licensed or otherwise regulated occupational therapist with at least 3 years full-time or its equivalent of professional experience. Supervision must include a minimum of 8 hours of direct supervision each week of the fieldwork experience. An occupational therapy supervisor must be available, via a variety of contact measures, to the student during all working hours. An on-site supervisor designee of another profession must be assigned while the occupational therapy supervisor is off site.”

With the large number of growing occupational therapy programs across the United States and the ever-changing healthcare environment, no placement is ever guaranteed. Misericordia University's Occupational Therapy Fieldwork Office cannot guarantee that every student will be placed for Level II fieldwork at the time scheduled in the curriculum. Given the nature of fieldwork, students compete with each other and with students from across the country.

Fieldwork placement is also directly affected by the changes in healthcare and fieldwork site staffing ratios. It is the responsibility of the AFWC to coordinate and monitor the experiences of every occupational therapy student in the weekday and weekend programs. The AFWC is responsible for ensuring that each student has a wide variety of experiences to build the foundation for entry-level practice. Students are highly encouraged to broaden their experiences by collaborating with the AFWC to locate new and emerging fieldwork sites. This will enhance the student's cultural competence and professional experience.

## **INTERNATIONAL FIELDWORK**

Students may complete a Level II Fieldwork experience internationally. Students who complete a fieldwork outside of the United States must be supervised by a qualified occupational therapist. According to the 2013 ACOTE Standards, therapists supervising fieldwork are ones who "Ensure that the student completing Level II fieldwork outside the U.S. is supervised by an occupational therapist who has graduated from a program approved by the World Federation of Occupational Therapists (WFOT) and has 1 year of experience in practice. Such fieldwork shall not exceed 12 weeks." The student will be responsible for all fees and expenses associated with international fieldwork including, but not limited to travel, administrative fees, lodging, insurance requirements, and additional medical and background clearances.

## **FIELDWORK SEMINAR**

All students will attend a mandatory fieldwork seminar meeting scheduled by the AFWC the semester prior to the first Level I fieldwork experience. At the fieldwork seminar meeting, students will learn the necessary documentation required by the Fieldwork Office. The AFWC will review prerequisites required by the state of Pennsylvania, Misericordia University's CHS and OT departments. Students will be assigned a designated time to meet with the AFWC following the meeting. This meeting will be the student's one-on-one time with the AFWC in which the student's experiences and interest will be discussed and any additional question the student may have related to fieldwork and the fieldwork process can be answered. From the information obtained in these two meetings, the AFWC will begin the Level II placement process. Students who do not attend the mandatory fieldwork seminar or who do not submit their required paperwork on the designated due date to the Fieldwork Office will not be placed for Level II fieldwork, which will delay their progression in the OT curriculum.

## **DATES OF THE FIELDWORK EXPERIENCE**

Dates for Level II fieldwork experiences are in conjunction with AOTA and academic calendar dates for spring, fall, and summer semesters. For the weekday students, according to the curricular timetable, typically Level II fieldwork begins in June and ends in December. Students in the weekend program will, according to the curricular timetable, typically begin fieldwork in January and end in June. There is generally one week between the end of one affiliation and the start of another.

The length of fieldwork at a given facility is typically 12-weeks (3-months). Most sites provide experience with a specific population and are in a given service delivery model. There are

fieldwork sites that provide a 24-week (6-month) fieldwork experience for students. These sites are able to provide this opportunity because they offer services to clients with a variety of ages, using a variety of service delivery models, and students are also able to provide services to clients with various performance deficits.

## **OBJECTIVES FOR LEVEL II FIELDWORK**

Under direct supervision of the Level II Fieldwork Educator, the student will:

1. Abide by the AOTA Code of Ethics, Misericordia University's Professional Behaviors and its department policies and procedures, and all fieldwork site policies and procedures.
2. Use sound judgment in regard to safety at all times.
3. Clearly and confidently articulate the basic tenets of occupational therapy and apply them throughout the occupational therapy process.
4. Demonstrate proficiency in the evaluation process as it relates to selecting, administering, modifying and interpreting evaluations to meet the client's needs including an occupational profile.
5. Accurately establish appropriate client centered treatment plans that are occupation based and holistic in nature including psychosocial aspects.
6. Demonstrate proficiency in the treatment process as it relates but not limited to articulating theory based rationale, choosing relevant intrinsically motivating occupations that are client centered, using evidence from research and resources to make informed decisions, modifying treatment when necessary, terminating or referring treatment based on client status.
7. Demonstrate the ability to lead and collaborate with occupational therapy assistants and other department personnel throughout the intervention process when applicable.
8. Demonstrate the ability to complete assigned duties required by the fieldwork site.
9. Communicate with learning needs and actively participate in the supervisory process.
10. Complete all documentation correctly and in the designated time frame according to the fieldwork site policies and procedures.
11. Take responsibility for exploring new learning independently utilizing all available resources to enhance professional development.
12. Achieve the minimum or above passing score on the AOTA Level II Fieldwork Evaluation at midterm and upon completion of the experience.
13. Apply concepts of the occupational therapy process in a non-traditional, community based, or emerging practice area.
14. The student will demonstrate an understanding of interprofessionalism by providing services through effective communication, accurate identification of the professional roles and the ability to work collaboratively in executing a treatment plan.
15. Present the results of an evidence based practice project as directed by their academic course instructor that has potential application to the fieldwork site.

## **LEVEL II FIELDWORK EVALUATION POLICY AND PROCEDURE**



The student is evaluated using the AOTA *Fieldwork Performance Evaluation for the Occupational Therapy Student*. The fieldwork educator completes this evaluation at midterm and at the completion of each of the fieldwork experiences.

The midterm evaluation is done on the 6<sup>th</sup> week of a 3-month affiliation or on the 12<sup>th</sup> week of a 6-month affiliation. The student's direct occupational therapy supervisor completes the evaluation. The grading criterion used to assess the student's progress is based on 42 performance items.

The midterm evaluation is reviewed with the student to identify the student's areas of strength and areas of improvement. The final evaluation is done on the 12<sup>th</sup> week of a 3-month affiliation and the 24<sup>th</sup> week of a 6-month affiliation. The student must successfully score at or above the AOTA established minimum numerical score on the midterm and final evaluations in order to pass the affiliation.

Performance rating scores are as follows:

#### OVERALL MIDTERM SCORE

Satisfactory Performance.....90 and above

Unsatisfactory Performance.....89 and below

\*An unsatisfactory performance rating would require the fieldwork educator to contact the Academic Coordinator of Fieldwork Educator.

#### OVERALL FINAL SCORE

Pass.....122 points and above

No Pass/Fail.....121 points and below

The Fieldwork Educator is required to complete and review with the student the AOTA *Fieldwork Performance Evaluation for the Occupational Therapy Student*. The student is required to complete and review with the Fieldwork Educator the AOTA *Student Evaluation of the Fieldwork Experience* after the final evaluation has been completed, reviewed, signed and dated by both the Fieldwork Educator and the OT student. The student and the Fieldwork Educator must sign and date that the evaluations have been reviewed. The AOTA *Fieldwork Performance Evaluation for the Occupational Therapy Student* and the AOTA *Student Evaluation of the Fieldwork Experience* are to be posted to Blackboard and mailed to the AFWC. Upon reviewing the evaluation, the AFWC either enters a grade of Satisfactory (Pass) or Unsatisfactory (Fail) with Misericordia University's Registrar's Office. It is only after the grade has been submitted by the AFWC that the fieldwork experience is considered complete. Although the AFWC relies upon the Fieldwork Educator's evaluation ratings utilizing the AOTA Performance Evaluation and scoring system, the AFWC reserves the right to make final determination of the final grade for the Level II fieldwork experience.

If the student's performance in the Level II fieldwork experience is not meeting the fieldwork site expectations of a student's performance level at midterm, the Fieldwork Educator, AFWC and the student will review the student's performance. A learning contract will be initiated by the AFWC and reviewed by all parties to establish a list of goals the student will need to meet in

order to successfully complete the fieldwork in addition to all criteria required on the *AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student*.

If the student fails the Level II fieldwork, the experience must be repeated in accordance with MU OT grade replacement policies.

If the student is not performing satisfactorily at fieldwork, and the fieldwork site or the student needs to terminate the experience before it is completed, the student will receive a grade of “U” and the student is responsible for repeating and grade replacing the experience in accordance with MU OT grade replacement policies.

If a student is proceeding satisfactorily in fieldwork and personal circumstances necessitate termination of the fieldwork experience, the student must seek approval from the AFWC and his or her advisor. If this leave is approved, the student may receive a grade of “W” for the fieldwork if it is in accordance with the Misericordia University withdrawal policies and required time frames, which is based on the designated withdrawal date identified by the Registrar’s Office. Students who fail or receive a grade of W of any Level II will need to repeat the Level II experience in its entirety, in accordance with Misericordia University OT grade replacement policies. The student will be charged for the additional graduate credits.

If a student needs to delay or terminate a fieldwork for medical reasons, he/she needs to obtain medical clearance prior to returning to the fieldwork site or beginning a new Fieldwork Experience.

In the event that a fieldwork experience is terminated earlier than planned for any reason by the student or the site, the time spent at the incomplete fieldwork will not count toward successful completion of that particular fieldwork experience. The Level II Fieldwork experience must be completed in its entirety. Level II Fieldwork, OT 601 and OT 602, are each 7-credit courses. Students who choose, in collaboration and with permission of the AFWC, to withdraw from a Level II fieldwork experience, must do so by week four (4) in order to receive a “withdraw” grade. The student will be required to repeat that fieldwork experience. Students are not permitted to withdraw from a Level II Fieldwork experience without the permission of the AFWC and their OT academic advisor. Please refer to the Withdrawal from Level II Fieldwork Policy. Students are only permitted to fail one Level I or Level II Fieldwork experience. A “fail” grade in a second Level I or II Fieldwork experience will result in dismissal from the program. Students are to meet with their academic advisor for guidance concerning continuation in the program. Students who have failed any Level I fieldwork experience and fail a subsequent Level II fieldwork will be dismissed from the program. They will not be permitted to repeat the Level II fieldwork.

## **FINANCIAL**

Misericordia University will not be held responsible for any expenses incurred during Level II fieldwork. These expenses may include but are not limited to:

- Travel expenses

- Rent
- Transportation
- Food
- Personal needs such as specific types of clothing required by a facility's dress code
- Additional site required prerequisites such as but not limited to drug testing.
- Site Administrative Fee

Students are made aware of the financial implications during Fieldwork Seminar held in the junior year for the weekday students and the second year for the weekend students. Students will be responsible for budgeting in advance for Level II fieldwork. The student should check with the Financial Aid Office for information on loans available for students while on fieldwork. Financial expenses will not be a consideration when assigning students to a level II fieldwork. Students who cannot attend a site due financial hardship must inform the clinical coordinator immediately. Every effort will be made to accommodate the student with a replacement site. However, a replacement site may not be immediately available and may delay student progression in the program.

### **EMOTIONAL ADJUSTMENT**

The transition from an academic environment to a Level II fieldwork experience can be an enormous challenge for a student. Students will be leaving the familiar environment of the campus and possibly home. Students will be introduced into an unfamiliar environment of the occupational therapy workplace and may also be living in new surroundings. This in itself can be extremely stressful. Other adjustments, which may produce anxiety in the Level II fieldwork student, are lack of a familiar support systems and lack of familiar roles. Students may have difficulty adjusting to the role of a Level II fieldwork student as opposed to worker, spouse, parent, supervisor, etc. It is vital that the students maintain supportive relationship with family and friends.

Adjusting to Level II fieldwork will take some time. Many students will feel overwhelmed and homesick for the first month. Students should not be discouraged by initial responses such as this, but try to view the experience as a time of personal and professional growth. Generally by the fourth week, students begin to feel acclimated and in control of their environment, knowledge, and skills. It is important to remember that by the last four weeks, the student is expected to function and feel like an entry-level occupational therapist rather than a student.

### **TRANSPORTATION**

The student is responsible for transportation during Level II fieldwork. Fieldwork placement will not be scheduled according to the transportation needs of the student. The student will be responsible for reporting to a fieldwork site and completing the experience as scheduled.

### **HOUSING**

The student will be responsible for obtaining housing during Level II fieldwork. The university is not responsible for arranging, finding, or assigning fieldwork based on the housing needs of the student.

The student will need to review the Fieldwork Site Data Form to obtain current housing information. Fieldwork sites will not be held responsible for providing or arranging housing. If the site does assist the student with housing, the student will be held responsible for following all rules and regulations of the provider. A refusal to follow said rules and regulations will lead to dismissal from the fieldwork.

## **SPECIAL CONSIDERATIONS**

Due to the number of occupational therapy students needing Level II fieldwork site experiences and the ever changing availability of fieldwork site opportunities, Misericordia University will not place students based on the following reasons:

- Financial needs
- Transportation needs
- Housing needs
- Special events such as weddings, reunions, graduations, birthdays, etc.
- Marital status
- Childcare needs
- Current work schedule or job responsibilities

Level II fieldwork is 6-months in a student's entire lifetime. The AFWC holds the right to make all final decisions concerning fieldwork placements.

## **LEVEL II FIELDWORK POLICIES AND PROCEDURES**

### **LEVEL II SITE FILES**

The student will have the opportunity to review the Level II fieldwork site files of those contracted sites interested in taking a Level II student prior to the one-on-one meeting with the AFWC. Current Level II fieldwork site files will be made available electronically to the student. The files provide the student with valuable information concerning each site. This information may include:

- Fieldwork Data Form that provides information on the site such as the number of staff, the size of the institution, its program in general, dress code, living accommodations, prerequisites, and more
- Most recent Student Evaluation of Fieldwork Experience
- Fieldwork Objectives and Facility Overview that outlines the objectives for their program, sometimes giving a weekly overview of the progression of the program
- Miscellaneous Items that a site will send such as brochures and pamphlets describing the site. These are helpful in trying to acquire a broader knowledge of the facility setting and what it may offer

The information in the Level II fieldwork site files changes continually and the facilities are added and subtracted, as the AFWC deems necessary. Every attempt is made by the Fieldwork Office to maintain the most current, available information on a site.

## **LEVEL II FIELDWORK SELECTION**

Students will be provided with a list of sites that have been used previously and may be available for the time frame they are choosing for Level II fieldwork. Students must meet individually with the AFWC and staff to discuss sites of interest and ask any questions related to fieldwork, the process, or sites. Students are then given a due date in which all Level II choices must be submitted to the AFWC. On the designated due date, the students will be required to submit their final Level II Fieldwork choices using the Misericordia University Level II Preference Form. A list will be compiled for OT 601 and OT 602 and distributed to the faculty of the OT Department meeting for review. With AFWC and faculty consensus, the AFWC will begin to proceed with placement. If the AFWC or the faculty do not feel a student's choice is appropriate, that student will be required to meet with the AFWC again to discuss the concerns and be counseled as to a site that might better fit the student's learning needs.

The AFWC makes every effort to place the student at the student's preferred site, but students must also be cognizant of the fact that choosing a site does not automatically guarantee that the student will be placed at that site.

There is currently high competition for fieldwork sites. Additionally, sites are frequently reluctant to offer fieldwork experiences in advance due to changing health care conditions. The AFWC has the right to assign a student to a site that the student may not have requested. In the event that the site that the student chose is not available, the AFWC will attempt to ensure that the student is able to complete the Level II at a site providing the same type of experience. Students will be made aware of their site placements by the AFWC.

## **APPOINTMENT WITH ACADEMIC COORDINATOR OF FIELDWORK EDUCATION**

The student is responsible for attending a scheduled appointment with the AFWC, pre-determined by the Fieldwork Office, after they have attended the Fieldwork Seminar. Appointments will be scheduled during the mandatory Fieldwork Seminar.

During the scheduled appointment time, the student and the AFWC will:

- Review the Level II Fieldwork sites available
- Review the Conflict of Interest Form the student completed prior to Level I fieldwork
- Discuss any questions the student may have concerning the fieldwork experience
- Discuss any concerns the AFWC may have
- Review any Professional Behavior Incident Forms in the student file, and discuss any necessary actions that may need to be taken to remediate problems prior to the fieldwork assignments.

Students will not be placed for Level II fieldwork unless they meet first with the AFWC. Appointments will be held only at predetermined times. Every effort will be made by the Fieldwork Office to schedule appointments during unopposed time that is designated by the university. Any changes will be dealt with on a case-by-case basis.

### **CONFLICT OF INTEREST AT A LEVEL II FIELDWORK SITE**

The Conflict of Interest Policy has been established to protect the student, Misericordia University, Fieldwork Educator, Fieldwork Site and client of occupational therapy services from possible situations where a student's performance and/or judgment may be called into question in the case of any or all circumstances listed below. It is the student's responsibility to identify any and all conflicts. Failure to comply will result in immediate withdrawal from that site and possible delay in fieldwork and subsequent coursework. The following criteria are considered possible conflicts of interest at a facility:

- You are presently or were an employee of a site in the past three years.
- You or someone in your immediate family is or was a recent recipient of health care services at the facility.
- You or someone in your immediate family is involved in litigation at the site.
- Your prospective agency/facility supervisor, colleague, department director, administrator, (or any other employee having potential influence over the Occupational Therapy Department) is an immediate relative, significant other or personal friend.
- You have been an applicant for a position at the site within the last two years.

### **NOTIFICATION OF ACCEPTANCE**

Student will be notified by email upon confirmation of level II placement. The student will be provided with the following information:

- Name of Facility
- Address
- Phone Number
- E-mail address if provided by Fieldwork Site Contact Person
- Session that Level II fieldwork will occur
- Fieldwork Site Contact Person's name and credentials

### **CANCELLATIONS/CHANGES**

Level II fieldwork experiences are selected on the basis of academic standing, educational goals, and professional values of the student. Once the student has been selected and is confirmed by Misericordia University at a Level II fieldwork placement, the student will be required to interview at the Level II fieldwork site. Absolutely no student will be cancelled from a confirmed Level II site. All Level II fieldwork placements are final unless the fieldwork site cancels the placement.

In the event of severe hardship (serious personal illness or death in student's family), the student may seek a change in a fieldwork placement. Only a serious personal illness or death in a student's family will be considered in potentially changing or cancelling a Level II fieldwork experience. Students must submit paperwork as required by the AFWC as proof of said reasons. The student will be required to:

- Submit to the AFWC a description of the said hardship in typed narrative format, note from student's doctor or obituary in the case of death and signed by the student.
- Within one week, the AFWC will review the request for cancellation and notify the student of the decision. The AFWC has the right to request further information and to either approve or deny the request.

If a confirmed Level II fieldwork site cancels a student experience, the Fieldwork Office will notify the student within 24 hours upon receiving the cancellation. The student will be required to meet with the AFWC to establish a list of potential site requests. **UNDER NO CIRCUMSTANCES ARE STUDENTS OR THEIR FAMILIES TO CONTACT A SITE ON THEIR OWN BEHALF.** If students do contact a site, they will automatically forfeit that potential placement. The AFWC reserves the right to make all final determinations of Level II Fieldwork placement.

#### **ACADEMIC COORDINATOR OF FIELDWORK EDUCATION AND OT DEPARTMENT CHAIR AUTHORITY TO CANCEL OR DELAY FIELDWORK**

The AFWC and the Chair of the OT Department have the right to cancel or delay a student from attending Level II fieldwork. Reasons for cancellation or delay of a Level II Fieldwork may include but not limited to; documented professional behaviors violations, not meeting the academic criteria to continue, and not meeting all required prerequisites of either the Level II fieldwork site or academic institution.

#### **INFORMATION SENT TO FIELDWORK EDUCATORS BY THE FIELDWORK OFFICE UPON CONFIRMATION**

- A letter confirming the name of the student and dates of the fieldwork experience
- Liability Insurance issued by Misericordia University's Business Office
- Site contracts or Addendum when necessary
- Standards for an Accredited Educational Program for the Occupational Therapist when necessary
- Misericordia University Occupational Therapy Program Guide when necessary
- Level II Fieldwork Objectives with Sign Off Sheet

#### **INFORMATION PROVIDED TO THE FIELDWORK EDUCATOR BY THE OCCUPATIONAL THERAPY STUDENT**

- Misericordia University Student Health Form
- Proof of CPR Certification
- Child Abuse Clearance for students completing a Level II fieldwork in PA

- PA Criminal Record Check for students completing a Level II fieldwork in PA
- FBI Fingerprinting Results
- HIPPA Training Certificate
- Personal Data Form
- Level II Fieldwork Course Syllabus
- 1 AOTA Fieldwork Evaluations for the Occupational Therapist for each site
- 1 AOTA Student Evaluation of the Fieldwork Experience for each site
- Any and all other site required prerequisites



## **INITIAL STUDENT CONTACT**

Students will be required to contact their Level II fieldwork sites no more than six months prior to the start date of the experience. If the facility requests a specific time to be contacted, the student will be notified in the confirmation letter or notified via electronic mail. The purpose of the telephone contact is for the students to introduce themselves and set up an interview as described below.

The student is responsible for writing a letter to the contact person at the fieldwork site immediately following the telephone contact stating:

- Student's name
- Identifying the student as an occupational therapy student from Misericordia University
- Confirmation date of the Fieldwork experience
- Date, time, and place of the arranged interview
- Thank you notation for the therapist's time in speaking with the student. (Students must write this initial letter and use the US Postal Service to send the information. Students are not permitted to email this information to the contact person or Fieldwork Educator.)

The student will need 3 copies of the letter.

- Copy for the student's personal file
- Copy for the Fieldwork Office to be put in student's fieldwork file
- Original copy to be sent to the fieldwork site

## **INTERVIEW**

All students are required to interview at their confirmed Level II fieldwork sites. The student schedules the interview at the time of the initial telephone contact. The student is expected to attend the interview in person. In cases where the student is placed out of state, the student is responsible for completing the interview process by telephone. During the interview, the student should also ask for and obtain any additional prerequisites required by the site and their respective due dates. If the site does not do interviews, it is the student's responsibility to obtain all necessary information at the time of the initial telephone contact.

A Student Interview Summary Sheet and a Supervisor Interview Summary Sheet will be uploaded onto the class group's page by the Fieldwork Office. The Interview Summary Sheet describes the interview, the impression of the site, the impression of the student and provides an area for comments to address concerns or questions. The student will need to print out a copy of each summary sheet. The Student Interview Summary Sheet will be completed by the student after the formal interview and submitted to the Fieldwork Office no later than two weeks after the scheduled interview. The Supervisor Interview Summary Sheet will be provided to the site by the student at the time of the interview with a stamped addressed envelope. The site interviewer will complete the form and return it to the AFWC.

## **POST INTERVIEW LETTER**

Students will be required to write a post interview letter to the fieldwork educator who conducts the Level II fieldwork interview. This letter is to be sent out no later than one week after the interview using the US Postal mail. Students are not permitted to complete and send this information using electronic mail.

The letter must contain:

- Introduction
- Confirmation of the start date
- Intention to use housing provided by the site when applicable and expected arrival date of the student
- Confirmation of the dress code
- Confirmation of any reference materials or books the student may be required to bring
- Confirmation of all prerequisites and the subsequent due dates
- The student's address and telephone number in case the fieldwork educator needs to contact the student prior to the start of the fieldwork
- Thank you notation for the therapist's time for interviewing the student

The student will need 3 copies of this letter.

- Copy for the student's personal file
- Copy for the Fieldwork Office to be put in the student's administrative file
- Original copy to be sent to the fieldwork site

Unless the fieldwork educator contacts the student or the student is required to contact the site for a specific required reason the student is not to contact the site prior to the start of the Level II fieldwork experience.

## **ATTENDANCE POLICY**

Attendance in fieldwork is required to meet the course objectives. OT 601 and 602 are two twelve week off campus courses. The exact number of hours can vary from site to site. The hour requirement is based on a full-time equivalent for the setting. Additionally, absences which impact upon the student's ability to meet responsibilities in this cooperative learning model will have a negative result on the student's grade and ability to successfully pass Level II Fieldwork. Students are required to complete all scheduled Level II Fieldwork days.

If the student is unable to avoid an absence due to illness, that day must be made up prior to the completion of the Level II Fieldwork. It is the student's responsibility to make-up all missed work and to seek information for anything pertinent to the day related to the student's responsibilities and role at the site. Students are absolutely required to speak to the fieldwork site supervisor if an absence must be taken. Students are also required to notify the AFWC by either e-mail or by calling the day of the absence. Students will not be excused from fieldwork

for events such as weddings, vacations, family events, etc. Students in Level II fieldwork must follow the closing policy of their employer or host organization.

### **BLACKBOARD DURING LEVEL II FIELDWORK**

Students will be required to participate in discussion assignments during the six months of Level II fieldwork, OT 601 and OT 602, on the university's myMU course Blackboard system.

Students will need internet access to participate on a weekly basis. The AFWC will review the responsibilities in participating in the discussions during the fieldwork seminar, prior to the students participating in Level II fieldwork, and in the OT 601 and OT 602 syllabi.

### **RESPONSIBILITIES DURING LEVEL II FIELDWORK**

#### **ACADEMIC COORDINATOR OF FIELDWORK EDUCATION AND FIELDWORK OFFICE**

- Investigate new sites for potential fieldwork opportunities.
- Establish contracts and insurance for new sites.
- Maintain Student Affiliation Agreements (contracts) and insurance with existing sites.
- Provide electronic access to Misericordia University Professional Entry Level Master Guide and ACOTE standards
- Provide a confirmation letter to the site with the student name and dates of the Level II fieldwork experience.
- Document and track all OT student placements to ensure that each student is experiencing a wide range of experiences in service areas with a variety of clients.
- Send the Fieldwork Educator all necessary information
- Meet with students concerning any issues or professional behaviors violations.
- Manage all telephone contact and written correspondence for all student placements.
- Email student placement confirmations to all students.
- Provide on-site visits when required or feasible
- Provide counseling to students during fieldwork and at off clinic times to discuss concerns, issues or answer questions, seven days a week.
- Place all midterm and subsequent calls to the site and document any issues or concerns in the student's academic file.
- Place all final student evaluation forms into the fieldwork filing system.
- Collect data on student performance and student feedback of experience and present information to the OT Department on an annual basis.

#### **BLACKBOARD INSTRUCTOR OF FIELDWORK EXPERIENCE**

- Review blackboard posts weekly and provide meaningful feedback to support students throughout the level II fieldwork experience.
- Notify AFWC of any students who may require additional support based upon post content
- Monitor timeliness of posted BB assignments
- Complete midterm calls to Fieldwork Educators and Level II Fieldwork Students
- Communicate potential breaches of professional behaviors to AFWC
- Maintain and update Blackboard grade book.

## FIELDWORK EDUCATOR

- Must be a currently licensed and certified occupational therapist with a minimum of one-year practice experience subsequent to initial certification and adequately prepared to serve as a fieldwork educator
- Review the Level II fieldwork syllabus and assignments
- Orient the student to the Level II fieldwork site and provide a student manual for the student to refer to
- Introduce the student to the other staff and clients
- Encourage the student to explore the department
- Explain the rules and regulations of the department and the facility
- Explain the role of OT in the facility
- Review all required paperwork and the billing system
- Provide student with a weekly progression of student responsibilities
- Observe and give feedback on the student's interpersonal skills
- Observe and give feedback on the student's approach to learning and developing an understanding of assessment and treatment modalities
- Demonstrate skills necessary to enhance student learning
- Demonstrate professionalism as a developmental process and a professional responsibility
- Supervise the student's treatment plans for individual clients
- Evaluate the student's application of treatment plans
- Ensure safety of clients during student intervention
- Provide one-on-one supervision at least weekly with the student. More supervision time may be negotiated between the fieldwork educator and student
- Assist student in making the connection between theory and practice
- Discuss with the student their strengths and limitations in knowledge and approach to the occupational therapy process
- Contact the AFWC at Misericordia University at any time there is a concern about a student's performance
- Assist the student in developing their learning needs and review on a weekly basis.
- Supervisors will evaluate student progress at midterm and at the completion of the fieldwork experience using the *AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student*
- Discuss the evaluation with student and provide the opportunity for the student to reflect on their strengths and areas of concern. Allow the student to sign the form acknowledging that they have received it. The student is not required to agree with the evaluation sign it.
- Immediately upon the completion of Level II Fieldwork, allow the student to copy and post the form to Blackboard then mail the *AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student* and the *AOTA Student Evaluation of the Fieldwork Experience* forms to the AFWC at Misericordia University.

## OCCUPATIONAL THERAPY STUDENT

- Provide on the first day, all fieldwork site and university required prerequisites
- Obey all policies and procedures of the fieldwork site, including prompt notification of absences to site and AFWC at Misericordia University
- In cases of absences, make up the absence at the end of the 12 week experience. Student must contact fieldwork supervisor and AFWC to notify them of any absences
- Fulfill all responsibilities and assignments required by the fieldwork site, unless exempt, within the timeframe specified
- Review and follow all Level II fieldwork objectives as noted in the course syllabus
- Participate in weekly discussion board postings on the Level II Blackboard course and hand in required course assignments on their designated due dates
  - Follow the Professional Behaviors as outlined in the Program Guide
  - Follow the Student Code of Ethics at all times
  - Provide honest feedback with your fieldwork educator and other staff
  - Show initiative by asking questions, observing, discussing ideas, and reviewing materials independently
  - Be able to receive and apply positive feedback and constructive criticism
  - Follow Standard Precautions at all times
  - Call the AFWC at any time in the fieldwork experience if you have a concern or problem.
  - Review with the Fieldwork Educator a completed copy of the AOTA *Student Evaluation of The Fieldwork Experience* no later than the last day of the affiliation, after the signing of the AOTA *Fieldwork Performance Evaluation for the Occupational Therapy Student*. Ensure that both documents are mailed to the AFWC office.

#### APPENDICES:

Occupational Therapy Voluntary Withdrawal Form  
Essential Functions Documents  
Essential Functions Form  
CHSE Policies for Fieldwork

## Occupational Therapy Program Voluntary Withdrawal

**Student:** \_\_\_\_\_

**Weekend Student:**

**Weekday Student:**

This form specifies the intent to voluntarily withdraw from the Occupational Therapy Program at Misericordia University

I understand that by withdrawing from the Occupational Therapy Program, I will be granted a one-year period in which I can return without formal application. I understand this only applies if I leave the program in good academic standing. I further realize that if program requirements change (including but not limited to curriculum, admission and retention), I will be under the requirements effective at the time of my return.

If I choose to re-enter the program at a time after the one-year period, I realize that application must be made through the Admissions Office, and that re-admittance is not guaranteed. If applicable, students should provide an anticipated date of return, although lack of this information will not prohibit readmission during the one year timeframe.

\_\_\_\_\_ Anticipated date of return OR \_\_\_\_\_ No plans to return at this time

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar Copy  
Student Copy  
File Copy