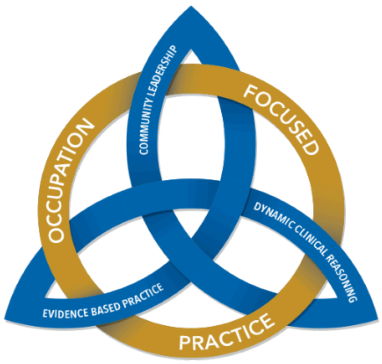


MISERICORDIA UNIVERSITY
Occupational Therapy

Entry Level MUOT Student Fieldwork Manual

2024-2025 Edition

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OCCUPATIONAL THERAPY FIELDWORK EDUCATION

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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. It 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. This manual for Level I and Level II Fieldwork is available on the Occupational Therapy Department website. 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.

STUDENT ADVISEMENT DURING FIELDWORK

Students participate in advisement throughout the fieldwork process, beginning in *OS 310 Seminar IV: Pre-Fieldwork & Cultural Competence* and continue throughout their final level II fieldwork, *OT 542 Level II Fieldwork II.* Advisement varies in format ranging from cohort meetings, fieldwork seminars, small group meetings, to one-to-one sessions with the Academic Fieldwork Coordinator (AFWC). Students first receive information about the fieldwork process during an in-class seminar in *OS 310*: *Seminar IV: Pre-Fieldwork & Cultural Competence.* This session provides students with an overview of the fieldwork process, requirements, timeframes, roles and general expectations of level I and II fieldwork. During *OS 461 Level I Experience I*, in addition to at least 45 hours of mentoring by fieldwork faculty, students meet one-to-one with the AFWC to discuss level II fieldwork setting and location interests. Throughout OT 536, students engage in weekly advisement with their faculty fieldwork educator throughout the 45-hour experience.

Students engage in weekly meetings with fieldwork faculty throughout the level II fieldwork process via Zoom sessions. In addition, students meet with the AFWC and their FWE to complete the midterm check in session via phone, Zoom, or in-person. Students are reminded that they always have the opportunity to meet with the AFWC in person, via Zoom, or phone throughout the fieldwork process, as needed. On site meetings are scheduled when applicable.

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)
- Act 31 Mandated Reporter Training
- Pennsylvania State Police Criminal Record Check (when fieldwork is completed in PA)
- FBI Fingerprinting
- CPR Professional Level Certification
- HIPPA & OSHA Training
- Observation Hours (8 Hours to be completed between completion of OS 310 and completion of OS 461).

All prerequisites will be submitted electronically through the electronic document storage platform. Instructions for submission 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 delayed and may 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 additional vaccines and drug screenings. Students may be required to submit proof of covid vaccination and comply with site requirements regarding booster status. 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. Failure to comply with fieldwork site requirements may delay completion of the curriculum and graduation from the occupational therapy program.

It is the student's responsibility to provide all health and clearance information to the site. In cases where the fieldwork office is required to provide student information for regulatory purposes, 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 the electronic document storage platform on an annual basis. If the insurance card does not list the student's name, documentation for the insurance vendor indicating coverage is required. Students are not permitted to attend fieldwork without current health insurance coverage.

PERSONAL STUDENT DATA FORM

The AOTA Personal Student Data Form provides pertinent information about the fieldwork student. Students are required to complete the AOTA Personal Student Data Form prior to each Level I and II fieldwork. This form must be submitted electronically to Exxat by the designated due date for approval by the Fieldwork Office. Failure to comply will delay Level I or II fieldwork. The AOTA Personal Student Data Form 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 Student Data Form* is provided in the electronic document storage platform system and is available on the students' group page in the myMU system.

PENNSYLVANIA CHILD ABUSE CLEARANCE

All students are required to obtain the Pennsylvania Child Abuse Clearance with the PA Department of Public Welfare prior to OT 536 Level I Experience II then annually until completion of OT 542 Level II Fieldwork II. Instructions for obtaining this clearance are posted to the electronic document storage platform and will be reviewed during the pre-fieldwork

seminar, OS 310, and OS 461 Level I Experience I. Students should allow at least eight weeks processing time and are responsible for any fees incurred when obtaining clearances. No student will be permitted to begin OT 536 Level I Fieldwork or any subsequent fieldwork experiences without this clearance. Clearances are valid for one year.

ACT 31: RECOGNITION AND REPORTING OF CHILD ABUSE

All students are required to complete the ACT 31 Child Abuse Recognition and Reporting Training available through the Misericordia University Human Resources Department. Instructions for the completion of this requirement will be provided during OS 461.

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK

All students in the program 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 536 then annually until completion of OT 542. Directions for filing this are outlined on the electronic document storage platform.

Students should allow at least 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 fieldwork without this clearance, which is valid for one year requiring annual updating. Students completing Level II fieldwork out of state may be required to complete the Pennsylvania State Police Background Check and other state's clearances pending the terms of the student affiliation agreement (contract) with the host fieldwork site regardless of location.

FBI BACKGROUND CLEARANCE

All students will be required to complete FBI Background Check with fingerprinting 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 on the electronic document storage platform. 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, commonly referred to as "CPR for the Healthcare Professional or Provider." Students who are currently certified must

contact the AFWC for approval of the current CPR certification to meet the requirement. Students are not permitted to participate in OT 536 Level I or Level II fieldwork without a valid CPR Certification. Students are required to submit a copy of their CPR card to the electronic document storage platform. Students may obtain this training through offerings at Misericordia University during fall semester preceding OT 536 Level I Experience I or elsewhere. If requested by the fieldwork site, students must provide a copy of the student's CPR certification.

HIPAA and OSHA TRAINING

During the semester prior to starting Level I Experience II, ~~fieldwork~~, all students will be required to register for an online HIPAA and OSHA tutorial course. This online course will provide the student with the most current up to date information related to HIPAA and OSHA for healthcare professionals. After successful completion of the course, the student will receive a certificate of completion. The certificate must be submitted to Exxat during OS 461. These certificates must also be provided to each fieldwork site as requested.

OBSERVATION HOURS

Students are required to complete a minimum of 8 hours of observation of occupational therapy practice in a clinical setting such as a hospital, inpatient rehabilitation unit, skilled nursing facility, transition care unit, outpatient rehabilitation site or home health care. It is strongly recommended that the student visit two treatment settings to satisfy this requirement. Students may complete this requirement beginning in the summer of their first year. Documentation of the observation hours must be submitted prior to completion of OS 461.

DRESS CODE

Dress code requirements will be strictly enforced by the 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 as defined by the site's dress code policy. 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 name tag badges, obtained by the fieldwork office through the MU IT department, must always be worn per MSOT Fieldwork Office and site policy. 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 and implementation of precautions. Students will follow standard precautions at all times during contact with all clients. Students should discuss with their fieldwork supervisor any questions related to providing care to clients and complying with all precautions required by the site.

PERSONAL PROTECTIVE EQUIPMENT POLICY

It is the student's responsibility to obtain any Personal Protective Equipment identified as being required but not provided by the fieldwork site. This may include but is not limited to items such as gloves, medical grade masks (including N95 and KN95), face shields, protective eyewear, disinfecting wipes, and hand sanitizer.

Please refer to the **CHSE CLINICAL POLICY #9: RESPIRATORY PROTECTION** for information regarding PPE testing policies.

TECHNOLOGY AND DEVICE USE DURING FIELDWORK/HIPAA VIOLATIONS

Students are required to follow the technology and cell policy of their fieldwork site and supervisor. Students are not permitted to utilize cell phones or laptops to complete personal business or tasks unrelated to the fieldwork experience. Any violations of HIPAA, including, but not limited to, the recording and taking of pictures, will result in a referral to the Professional Behaviors Committee and may result in dismissal from the program.

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 social media posting of client/patient and site information is illegal. The consequences for violations are severe.

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 a student has any special learning needs, please be aware it is the students 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. Students are encouraged to discuss concerns regarding 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 and insurance vendor, provides liability insurance to the fieldwork site. The student is not required to provide this insurance to the site as the Certificate of Insurance will be provided to the fieldwork site directly by the insurance vendor.

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 policy extends 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.

OS 310 SEMINAR: PRE-FIELDWORK & CULTURAL COMPETENCE

All students will complete the OS 310 Seminar: Pre-Fieldwork & Cultural Competence during the semester preceding the first Level I Experience Fieldwork. Throughout this seminar, students will learn the necessary documentation requirements of the MUOT Fieldwork Office. The AFWC or course instructor will review prerequisites required by the state of Pennsylvania, CHSE of Misericordia University and the MUOT department. Students will be educated on the Level II Fieldwork Placement Process, Policies, and Procedures.

LEVEL I FIELDWORK

Level I fieldwork is an essential component in the education of an occupational therapy student. At Misericordia University, two level I experiences comprise the level I fieldwork program. OS 461 Level I Experience I-Clinical Reasoning occurs in the fall semester of the second year for weekend students and the fourth year for weekday students. OT 536 Level I Experience II takes place in the spring of the second year for weekend students and fourth year for weekday students. Experiences in Level I fieldwork include observation, interaction with clients and other professionals virtually through simulation and in person, 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.

OS 461 Level I Experience I- Clinical Reasoning

OS 461 Level I Experience I- Clinical Reasoning introduces interpersonal interactions with others, utilization of professional behaviors, and application of knowledge to the assessment of the individual's occupational strengths and needs in simulated clinical situations. Students will learn the clinical reasoning process including the application of foundational knowledge, observations of functional performance, and reflections of interactions. Then students will apply this process to simulated clinical situations.

Level I Experience I- Clinical Reasoning Course Objectives

1. Identify the role of occupational therapy in particular treatment settings.
2. Demonstrate cultural awareness and respect for diversity of individuals, groups, cultures, and contexts in the clinical environment.
3. Assess personal strengths and areas of growth applicable to professional development.
4. Implement strategies to facilitate personal and professional goal achievement.
5. Demonstrate all MUOT professional behaviors throughout all simulated and real life communications.
6. Adhere to the AOTA Code of Ethics, HIPPA and facility standards and regulations in all interactions throughout the fieldwork process.
7. Adhere to safety regulations in the clinical environment.
8. Demonstrate the ability to incorporate therapeutic use of self in interactions with others.
9. Utilize the occupational profile and practice framework for a holistic perspective, including the psychosocial needs, of all clients.
10. Apply clinical reasoning skills to a variety of situations according to principles of compensation, remediation and adaptation.

11. Develop clear, concise, and accurate documentation, which may include electronic documentation systems.
12. Communicate the roles and responsibilities of an occupational therapist to members of other professions via IPE activities.

Evaluation Methods

Level I Fieldwork Simulation Performance Evaluation
Documentation of Service Delivery (SOAP, DAP, Discontinuation Notes)
Clinical Reasoning Quiz
IPE Reflection Paper
Fieldwork Observation Session
Students must successfully complete all evaluation methods to transition to OT 536 Level I Experience II.

OT 536 Level I Experience II

OT 536 Level I Experience II emphasizes the behavioral, psychological and social factors in practice by focusing on variables impacting occupational performance of clients in real-life practice settings. Throughout this 12-week experience, students practice assessment via the administration of components of the AOTA Occupational Profile and may include various assessments such as interest checklists, stress and anxiety inventories, depression screens, quality of life measures, and the Social Profile. Students focus on developing therapeutic use of self and interact with clients to provide support and encouragement of optimal psychosocial function.

Students, in collaboration with and under the supervision of the OT faculty, assist with providing intervention on both an individual and group basis. Intervention may address client performance areas, skills, communication, engagement, socialization, emotional status, and quality of life. Students begin to identify client needs, make pertinent observations, name possible therapy goals, and describe appropriate intervention strategies. Faculty demonstrate both group and individual client intervention planning and leadership skills by role modeling the development and delivery of both individual and group protocols designed to enhance the psychosocial abilities of the participants. Students then develop and implement their own unique therapeutic interventions. Faculty and students collaborate to critique the design and implementation of the interventions on a weekly basis.

Level I Experience II Objectives

1. Articulate the role of occupational therapy in the particular treatment setting.
2. Demonstrate cultural awareness and respect for diversity of individuals, groups, cultures, and contexts in the clinic environment.

3. Assess personal strengths and areas of growth applicable to professional development and implement strategies to facilitate personal and professional goal achievement.
4. Demonstrate all MUOT professional behaviors throughout all simulated and real life communications related to course assignments including but not limited to:

    a. initiating self-directed learning strategies relevant to the fieldwork process.
    b. demonstrating consistent work behaviors of initiative, preparedness, dependability, and clinical site/environment maintenance
    c. receiving, responding, and applying constructive feedback in a professional manner
    d. consistently interacting in a socially appropriate manner

5. Adhere to the AOTA Code of Ethics, HIPPA and facility standards and regulations in all interactions throughout the fieldwork process.
6. Adhere to safety regulations, identify safety hazards in the setting and take responsibility for addressing any hazard with the fieldwork educator.
7. Demonstrate the ability to incorporate therapeutic use of self in interactions with others.
8. Recognize the importance of occupation and design opportunities to include it in the intervention process.
9. Utilize the occupational profile and practice framework to develop the ability to implement a holistic perspective emphasizing the behavioral, psychological and social, psychosocial, factors impacting the needs of all clients. Contribute to the development of theoretically sound and evidence based assessment and intervention skills applicable to various individuals and groups.
10. Apply clinical and dynamic reasoning skills to a variety of populations and treatment contexts.
11. Produce clear, concise, and accurate clinical documentation using widely accepted formats common to handwritten and electronic medical records.
12. Participate in at least one IPE event to facilitate collaboration across disciplines and promote comprehensive client care.

Evaluation Methods:

Level I Experience II Evaluation Midterm & Final
Level I Fieldwork Documentation Submission
Documentation of Service Delivery
Evaluation of Student Performance During Client Interaction Experiences
Discussion Board Posts
Group Protocols or Individual Treatment Plans
IPE Reflection Paper

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Students must successfully complete each of the evaluation methods in order to progress to OT 537 Level II Fieldwork I.

Level I fieldwork is a collaborative learning process. The fieldwork educator works directly with the 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 of the fieldwork educator. 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

Weekday and weekend students are required to complete at least 45 hours of Level I fieldwork during each OS 461 Level I Experience I-Clinical Reasoning and OT 536 Level I Experience II, faculty-led psychosocial experience. Each of the level I experiences will take place as scheduled by the AFWC and faculty.

LEVEL I FIELDWORK IPE ENGAGEMENT

Each student is required to attend at least one Misericordia University Interprofessional Education Committee recommended IPE event per level I fieldwork. Students must complete sign-in attendance logs at the event. Students must complete a self-reflection statement about their experience at the IPE event and submit the statement to Blackboard. Failure to attend at least one IPE event and complete the self-reflection statement may result in failure of the Level I fieldwork and delay of progression to the subsequent semester. Additional mandatory IPE Events may be assigned at the discretion of the AFWC, FWE, and faculty.

LEVEL I FIELDWORK BLACKBOARD COMPONENT TO COURSE

Students will be required to actively participate in the Blackboard component of each level I and level II fieldwork. The Blackboard component runs the duration of the fieldwork experience. The Blackboard timeline contains assignments that bridge the connection between classroom and clinic including assignments such as discussion board postings, journal entries, occupational profiles, and documentation writing assignments. OS 461, OT 536, OT 537, and OT 542 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 FIELDWORK POLICIES AND PROCEDURES

OS 310 SEMINAR IV: PRE-FIELDWORK & CULTURAL COMPETENCE

All students will be required to complete OS 310 Seminar IV: Pre-Fieldwork and Cultural Competence during the summer semester of the first year for weekend students and spring semester of the third year for weekday students. 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 complete 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 meetings, or forums throughout the semester and as they progress through the curriculum as scheduled by the Fieldwork Office. 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 FOR OT 536

The AFWC will place all students for the OT 536 Level I Experience II with a MU OT faculty member. 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. Students are required to arrange transportation to and from the fieldwork site. 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.

NOTIFICATION OF LEVEL I FIELDWORK PLACEMENT FOR OT 536

All Level I Experience II 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 FWE. All students are required to

contact the Level I fieldwork sites upon notification. It is expected that the students will communicate with a designated contact person at the fieldwork site to introduce themselves, thank them for the opportunity, and obtain all necessary information related to the fieldwork site and experience prior to beginning the fieldwork. It is the student's responsibility to inquire about the required clearances and comply with the submission deadlines for the requirements. 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 decline, 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 AFWC reserves the right to determine if a conflict of interest exists and may consult with a fieldwork site to confirm if a conflict exists. The following criteria may be considered possible conflicts of interest at a facility:

- You are presently or were an employee of the 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

LEVEL I FIELDWORK ATTENDANCE

Weekday and Weekend students must attend a minimum of 45 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. Placements will not be based on students' current work situation. Students cannot insist on attending fieldwork on specific days, but must attend the faculty-led psychosocial experience as scheduled.
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 FWE.

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 level fieldwork experience. All absences must be made up at the convenience of the Level I FWE.

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.

STUDENT CRITIQUE OF THE FIELDWORK SITE

Upon completion of the level I experience, Students are required to complete the *Misericordia University Student Critique of the Fieldwork Experience*.

LEVEL I FIELDWORK TIME LOG

Students are also responsible for completing the *Misericordia University Time Log* for OT 536. Faculty Fieldwork Educators at the fieldwork site must approve the form electronically 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 Time Log 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 on all assessment measures of the level I experience fieldwork. 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 may fail the fieldwork, at the discretion of the faculty FWE and AFWC.
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 (OS 461 or OT 536) are required to repeat it and pass a second Level I Fieldwork experience prior to progressing to the next 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 in the curriculum and fieldwork.

If the student fails and needs to repeat a Level I fieldwork experience, the student will have the opportunity to repeat the experience. AFWC will place the student at an additional site and provide the fieldwork site information to the student faculty fieldwork educators. The Fieldwork Office will be responsible for assigning the student to the remedial placement. Students are not permitted to make calls or attempt to arrange 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 access to Program Guide including FW Manual
- 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
- Confirm submission of student's midterm and final Level I evaluations
- Confirm receipt of all final student critique of Level I Fieldwork Experience forms
- Document any problem areas concerning fieldwork performance in the student's academic file after discussion and review with the student

INTERVENTION INSTRUCTOR:

- 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
- Confirm receipt of all required documents including evaluation forms

FACULTY-LED PSYCHOSOCIAL FIELDWORK EDUCATOR:

- Familiarize self with site, services offered, client population, and staff
- Ensure understanding of the psychosocial factors common to the population being served, the group process, and group dynamics
- Post syllabus to BB
- 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
- Orient student to host site including introduction to staff, 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
- Ensure that students can identify the psychosocial factors of the participants impacting their engagement in occupation
- 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, ensure host site satisfaction and gain insight into any areas of desired potential changes for next session

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 as per FWE request. Students should provide information either electronically or in paper format as per the preference of the FWE.
- Review and be familiar with all Fieldwork Objectives prior to the start of the Level I fieldwork experience.
- All students will complete at least 45 hours as assigned and approved by the AFWC
- Demonstrate Professional Behaviors as stated 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 late or absent from fieldwork due to illness or emergency.
- Complete all 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 submit to BB.
- 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. Students have the opportunity to apply academically acquired knowledge of the occupational therapy process to a wide variety of traditional and non-traditional service settings. The students will be expected to integrate prior learning and experiences as they 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. The student 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 vary depending upon the site in which the student is placed. Students are supervised by a licensed or otherwise regulated Occupational Therapist who has at least one year of practice experience subsequent to initial certification and who is adequately prepared to serve as a Fieldwork Educator (FWE).

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 537 and OT 542) 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

ROLE EMERGING PLACEMENTS

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 2018 ACOTE Standard C.1.14.:

Document and verify that supervision provided in a setting where no occupational therapy services exist includes a documented plan for the 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 prior to the Level II fieldwork. 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.

When placed at a level II fieldwork placement where no occupational therapy services exist, a formal supervision plan will be determined between the AFWC and the fieldwork site to ensure that the student is supervised directly for at least eight hours per week by a currently licensed or otherwise regulated occupational therapist with at least three years of professional experience. The occupational therapist supervisor will commit to being available to the student, via a variety of contact measures, during all working hours. The methods of possible contact will be identified prior to the beginning of the fieldwork. In addition, the fieldwork site must agree to the provision of an on-site supervisor designee of another profession assigned to the student while the occupational therapy supervisor is off site. Students placed at a fieldwork placement where no occupational therapy services exist will meet with the AFWC prior to beginning the placement to discuss the plan of supervision agreed upon by all parties. The agreed-upon supervision plan will be confirmed by the AFWC in collaboration with the onsite supervisor, occupational therapy supervisor, and student to ensure consistency of communication throughout the fieldwork experience. A record of this plan will be documented by the AFWC. Both supervisors will contribute to and sign the *AOTA Fieldwork Performance Evaluation of the Occupational Therapy Student* at midterm and final.

LEVEL II FIELDWORK PLACEMENT TIME FRAME & SELECTION

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 LEVEL II FIELDWORK

Students may complete a Level II Fieldwork experience internationally. Students interested in completing a Level II Fieldwork outside of the United States will be required to express their

interest to the AFWC at least twenty-four to eighteen months prior to the anticipated level II completion date. The student will schedule a meeting with the AFWC to discuss their interest. The AOTA "Student Guide to Planning International Fieldwork" will be provided to the student for review. The student will initial and date the document as a statement of understanding and return the document to the AFWC within 1 week. The AFWC will collaborate with the faculty using the AOTA "Ethical Considerations Related to International Fieldwork" document to solicit feedback regarding the appropriateness of the international level II fieldwork placement for the student. Following faculty review, the feasibility of the placement will be reviewed on an institutional level to ensure University support. Once placement perusal is approved by senior leadership, the AFWC will work together with the student to explore placement options in the requested country. The AFWC will collaborate with potential host entities to ensure that the experience will provide consistency with Misericordia University Occupational Therapy Curriculum and promote the development of an entry-level occupational therapist. In addition, the AFWC will collaborate with the Study Abroad Committee as well as senior leadership to ensure full execution of the contract with the host site. The AFWC will follow the "Recommended International Fieldwork Timelines for Academic OT/OTA Programs and Fieldwork Sites" to promote comprehensive and efficient completion of the fieldwork placement process. The AFWC will ensure that students who complete fieldwork outside of the United States are supervised by a qualified occupational therapist who graduated from a program approved by the World Federation of Occupational Therapists and has at least one year of experience in practice. 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.

DATES OF THE FIELDWORK EXPERIENCE

Dates for Level II fieldwork experiences are in conjunction with the academic calendar dates for summer and spring semesters. For the weekday students, according to the curricular timetable, typically OT 537 Level II Fieldwork I occurs in the summer semester of the fourth year and OT 542 Level II Fieldwork II takes place in the spring semester of the fifth year; students in the weekend program will, according to the curricular timetable, complete OT 537 Level II Fieldwork I in the spring semester of the third year and OT 542 Level II Fieldwork II in the summer semester of the third year.

The length of fieldwork at a given facility is typically 12-weeks (3-months). Most sites provide experiences 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, reflecting more than one treatment setting and students are also able to provide services to clients with various performance deficits.

In the event of extenuating circumstances, Level II fieldwork may be completed on a part-time basis as long as the minimum number of on-site hours is at least 50% of the time completed by a full-time employee at that same site. The total duration of the level II experience must equate to the full 24-weeks of level II fieldwork. Students may only complete level II fieldwork on a part-time basis with the written approval of the Department Chair and the Academic Fieldwork Coordinator and must submit a written request specifying the extenuating circumstances necessitating the request. If a student is unable to complete one of the level II fieldwork experiences full-time, the Academic Fieldwork Coordinator works collaboratively with the student and fieldwork educator to develop a plan for completion of the experience on a part time basis. Completing a level II fieldwork on a part-time basis will directly impact the student's ability to complete the academic program and graduate as outlined in the curriculum. Please refer to the Maximal Length of Time for Program Completion Policy of the Entry Level MUOT Student Handbook for details regarding maximal time allotment for program completion for the weekday and weekend program formats.

LEVEL II FIELDWORK OBJECTIVES

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 regarding 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 but not limited to clearly articulating rationale for evaluations, selecting evaluations, administering evaluations, modifying evaluations to meet the client's needs.
5. Accurately establish appropriate client centered treatment plans that are occupation based.
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 treatment based on client status.
7. Demonstrate the ability to assign responsibilities to occupational therapy assistants and other department personnel including working collaboratively with occupational therapy assistants throughout the intervention process when applicable.
8. Demonstrate the ability to complete assigned duties required by the fieldwork site.
9. Communicate 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.
12. Achieve the minimum or above passing score on the *AOTA Level II Fieldwork Evaluation* at midterm and upon completion of the experience.

13. Evaluate psychosocial factors affecting client performance and provide the appropriate support and intervention to enhance client engagement in meaningful occupation.

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 (FWE) completes this evaluation at midterm and at the completion of each of the fieldwork experiences.

The midterm evaluation is done on the 6th week of a 3-month affiliation or on the 12th week of a 6-month affiliation. The student's direct fieldwork educator completes the evaluation through the Formstack platform. The grading criterion used to assess the student's progress is based on 37 performance items.

The midterm evaluation is reviewed with the student to identify the student's areas of strength and areas of needed improvement. When reviewing the midterm evaluation, an action plan is to be developed by the student to address any component areas graded a "2- Emerging Performance" or a "1-Unsatisfactory Performance." The MU Midterm Feedback Form is to be utilized to develop and submit the action plan. The MU Midterm Feedback Form is to be submitted to BB for review.

The final evaluation is done on the 12th week of a 3-month affiliation and the 24th week of a 6-month affiliation. The student must successfully score at or above the AOTA established minimum numerical score of 111 on the final evaluations in order to pass the affiliation.

An unsatisfactory performance rating would require the fieldwork educator and student to contact the Academic Coordinator of Fieldwork Educator and establish a formal learning contract between the student and the FWE.

OVERALL FINAL SCORE:
Pass: 111 points and above
No Pass/Fail: 110 points and below

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*.

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 PDF of the AOTA *Fieldwork Performance Evaluation for the Occupational Therapy Student*, both midterm and final, must be uploaded to BB. The *AOTA Student Evaluation of the Fieldwork Experience* and *Evaluation of the Fieldwork Educator* are to be completed in the Formstack platform and be posted to Blackboard. Students are required to review the The Student Evaluation of the Fieldwork Experience with the FWE. Upon reviewing the evaluation, and validation of completion of all level II requirements of the Blackboard component of the course, 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 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 of a termination of level II fieldwork due to medical reasons, the AFWC

and Department Chair reserve the right to apply any time completed towards the level II 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 unless otherwise determined appropriate by the AFWC and Department Chair. The Level II Fieldwork experience must be completed in its entirety. Level II Fieldwork, OT 537 and OT 542, are each ten 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 the 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 CONSIDERATIONS

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 OS 310 Seminar IV: Pre-Fieldwork and Cultural Competence held in the third 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 in writing 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 relationships 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. Every effort is made to place students proximal to their preferred geographical locations however, students may be required to commute more than one hour to the fieldwork site.

WORKING WHILE ON LEVEL II FIELDWORK POLICY

Students are strongly encouraged to refrain from working during completion of level II fieldwork to support their ability to perform at their highest level possible throughout the experience. The level II fieldwork experience requires students to be present at the fieldwork site on a full-time basis. Students are expected to have time to appropriately prepare for each day during off hours when not at the fieldwork site.

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
- Commuting distance from home to the site
- Transportation needs
- Housing needs
- Special events such as weddings, reunions, graduations, birthdays, etc.
- Marital status
- Childcare needs
- Current work schedule or job responsibilities
- Vaccination status

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

Failure to comply with current medical requirements, including vaccination for COVID-19, may result in the delay of progression in the occupational therapy program. Misericordia University does not approve vaccination exemptions.

LEVEL II FIELDWORK POLICIES AND PROCEDURES

MUOT FIELDWORK SITE SELECTION PROCESS

The criteria and process for selecting fieldwork sites is multifaceted. When selecting a fieldwork site, the fieldwork office begins by contacting the site to identify interest in collaborating with

the MUOT Fieldwork Program on student fieldwork placements. The Misericordia University Occupational Therapy curriculum design and objectives for fieldwork are shared with the site for review to ensure compatibility. If the site can provide an experience that meets the Misericordia University Occupational Therapy Program expectations for fieldwork, the memoranda of understanding (student affiliation agreement), site objectives, and AOTA Fieldwork Site Data Form are sent to the fieldwork site coordinator for review and signature. If the site has their own objectives and/or memoranda of understanding (student affiliation agreement), the AFWC and fieldwork site discuss and collaborate to ensure that the requested changes are feasible for both parties. All student affiliation agreements are approved by senior leadership of Misericordia University.

The fieldwork office maintains all memoranda of understanding (student affiliation agreements). These documents are stored in the fieldwork site files, within the Exxat platform, and the university electronic Sharepoint system. The Sharepoint system houses student affiliation agreements applicable to occupational therapy and other disciplines of the College of Health Science and Education of Misericordia University with sites from across the United States. Communication and processing of ***Level II Fieldwork Objectives*** and ***AOTA Site Data Forms*** is completed through the fieldwork office via the Exxat platform, electronic mail, or US postal service based on fieldwork site preference.

LEVEL II SITE INFORMATION

As part of OS 461 Level I Experience I, the student will have the opportunity to review the Level II fieldwork site information of sites contracted with Misericordia University Occupational Therapy Department. Students are encouraged to review site information available in the Exxat platform prior to meeting individually with the AFWC. Students are encouraged to explore other sites within an hour travel-time of their desired geographical location for Level II fieldwork. Should a student express interest in a new site, the MUOT Fieldwork Office contacts the site and follows the process outlined above (please see MUOT Fieldwork Site Selection Process). Level II fieldwork site information such as the AOTA Site Data Form and Student Evaluation of the Fieldwork Experience is made available to the student through the Exxat platform. This data provides 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 STUDENT SITE SELECTION

Students can access site information through resources provided by the fieldwork office. Students will be required to submit their final Level II Fieldwork choices using the Misericordia University Level II Preference Form Wish List after meeting with the AFWC before the end of the OS 461 Level I Experience I or OT 536 Level II Experience II for students of the Weekend Format. 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. After meeting with each student individually, a list of student level II FW preferences will be compiled for OT 537 and OT 542. This list is distributed to the faculty of the OT Department meeting for review. The AFWC consults with faculty as needed to facilitate the optional placement selection. 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 and treatment settings 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 FIELDWORK COORDINATOR

The student is responsible for attending a scheduled appointment with the AFWC, pre-determined by the Fieldwork Office, before completion of OS 461: Level I Experience I. Appointments will be scheduled via an online scheduling platform.

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. 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.

STUDENT CONTACT WITH LEVEL II FIELDWORK SITE

Students and their families are not permitted under any circumstance to contact a site on their own behalf for Level II fieldwork placement. The AFWC and fieldwork office is happy to accept site and contact information if available. The AFWC and FS will communicate with the site. If a student does contact a site, the student will automatically forfeit that placement and the AFWC will cite the student for a professional behavior violation 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 as directed by the fieldwork office or Level II fieldwork site.

CANCELLATION/CHANGES

Students are not permitted to decline, cancel, change or modify a level II fieldwork placement once accepted by the AFWC. Students may not 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 II 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 II fieldwork experience or requesting a change in the fieldwork experience offered.

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 AFWC reserves the right to determine if a conflict of interest exists and may consult with a fieldwork site to confirm if a conflict exists. 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

Students 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 may cancel placement from a confirmed Level II site. All Level II fieldwork placements are final unless the fieldwork site cancels the placement.

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In the event of severe hardship (serious personal illness or death in a 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 canceling 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, a note from the student's doctor or necessary documentation, 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 and will be referred to the Professional Behaviors Committee. The AFWC reserves the right to make all final determinations of Level II Fieldwork placement.

ACADEMIC FIELDWORK COORDINATOR 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 SITE BY THE FIELDWORK OFFICE UPON CONFIRMATION

- Communication 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
- Link to standards for an Accredited Educational Program for the Occupational Therapist when necessary
- Link to access Misericordia University Occupational Therapy Program Guide

- Level II Fieldwork Objectives with Sign Off Sheet
- Level II Fieldwork Educator Attestation Form

INFORMATION PROVIDED TO THE FIELDWORK SITE BY THE OCCUPATIONAL THERAPY STUDENT

- Misericordia University Student Health Form
- Proof of CPR Certification
- Child Abuse Clearance
- PA Criminal Record Check
- FBI Fingerprinting Results
- HIPPA and OSHA Training Certificate
- AOTA Student Personal Data Form
- Level II Fieldwork Course Syllabus
- Any and all other site required prerequisites

INITIAL STUDENT CONTACT

Students will be required to contact their Level II fieldwork sites via email 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 email. The purpose of the initial email is for the student to introduce themselves, express gratitude for the experience, and set up an interview as described below.

INTERVIEW

All students are required to interview at their confirmed Level II fieldwork sites. The student inquires about arranging the interview at the time of the initial email contact. The student is expected to attend the interview in person or virtually, depending on the site's preferences. 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 declines an interview, it is the student's responsibility to obtain all necessary information through alternative means such as email with the contact person for the fieldwork site. The student must notify the AFWC if the site declines an interview. The fieldwork office may request completion of a post interview summary form by both the student and the site if necessary.

POST INTERVIEW COMMUNICATION

Students will be required to send a post interview formal business style letter to the fieldwork educator or fieldwork site representative who conducts the Level II fieldwork interview. This letter is to be sent out electronically no later than one week after the interview.
The letter should include:

- 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 is required to copy the fieldwork office on the email containing the letter 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 again prior to the start of the Level II fieldwork experience.

ATTENDANCE POLICY

Attendance in fieldwork is required to meet the course objectives. OT 537 and 542 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 email 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 weekly discussion assignments, either virtually via zoom, or by responding to the Blackboard discussion board prompts during the six months of Level II fieldwork, OT 537 and OT 542. Students will need internet access to participate on a weekly basis. The AFWC will review the responsibilities of participating in the discussions during the fieldwork seminar, prior to the students participating in Level II fieldwork, and in the OT 537 and OT 542 syllabi.

RESPONSIBILITIES DURING LEVEL II FIELDWORK

ACADEMIC FIELDWORK COORDINATOR 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

- Host weekly zoom meetings and review blackboard posts to 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 during the fieldwork experience
- 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 direct supervision initially then progress to less direct supervision as appropriate for the treatment setting, the severity of the client's condition, and the ability of the student with the primary concern being the safety and protection of the consumer. More supervision time may be negotiated between the fieldwork educator and student as needed
- 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 students 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.
- 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 all missed time as arranged by the FWE and AFWC at the end of the 12-week experience or as per agreement. 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 posted to Blackboard

POLICY: Failure of Level II Fieldwork

Students are only permitted to fail one Level II Fieldwork experience. A "failing" grade in a second level II Fieldwork experience will result in dismissal from the program.

POLICY: Withdrawal from Level II Fieldwork

If a student must withdraw from a fieldwork for any reason, they must communicate to the Academic Fieldwork Coordinator and Occupational Therapy Department Chair those reasons. The AFWC and Occupational Therapy Department Chair will consider such points as the reasons for the request; the student's role in choosing the site, the availability of alternative sites, and the maintenance of a good working relationship with the current site, in determining whether or not a withdrawal will be approved. Students are not permitted to withdraw from a Level II Fieldwork experience without the permission of the AFWC and the Occupation Therapy Department Chair.

If a student was failing the fieldwork at the time of withdrawal, a failing grade will be documented in the student's Occupational Therapy Department file. Only one withdrawal may be approved for each student over the course of both Level II Fieldwork experiences. Students may be granted permission to withdraw from more than one fieldwork in case of medical necessity. These instances will be dealt with on a case-by-case basis by the AFWC and the Department Chair of the Occupational Therapy Department and will require the appropriate documentation from the student's medical or mental health care provider.

APPENDICES:

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

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Appendix A: 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

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Appendix B. Part C of Medical Form: Essential Functions of Occupational Therapy Students

To ensure that a student with impaired physical, intellectual, or emotional functions does not place faculty, colleagues, and patients in jeopardy, a student within the Occupational Therapy major at Misericordia University must be able to:

- Tolerate a variety of environmental conditions such as: temperature variations, noise, dust, perfumes, detergents.
- Accurately hear, touch, see, smell, and distinguish colors.
- Write and speak with accuracy and efficiency.
- Demonstrate manual dexterity in gross and fine movements.
- Learn, think critically, analyze, assess, solve problems, and reach judgements.
- Demonstrate emotional stability and the ability to accept responsibility and accountability.
- Demonstrate adequate physical strength and agility to perform transfers, carry therapeutic material, complete upper and lower extremity strengthening exercises up to 100 lbs.
- Maintain physical balance and endurance to perform therapeutic interventions.

Is the individual capable of executing the ESSENTIAL FUNCTIONS as listed above?
STUDENT NAME_____
CLEARED WITHOUT LIMITATIONS OR RESTRICTIONS YES_____NO_____
CLEARED WITH LIMITATIONS OR RESTRICTIONS YES_____

PLEASE SPECIFY LIMITATIONS OR RESTRICTIONS BELOW OR ATTACH:

Part D: TO BE COMPLETED BY THE HEALTH CARE PROVIDER: (PLEASE PRINT)
STUDENT NAME_____
Health Care Provider Name:_____
Address:_____
Phone #: (_____)_____ Fax #: (_____)_____
Signature:_____
Date:_____

MISERICORDIA UNIVERSITY COLLEGE OF HEALTH SCIENCES and EDUCATION POLICIES AND PROCEDURES

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Policy #8: Drug Screening Policy

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POLICY #1: STUDENT CLINICAL/FIELDWORK CLEARANCE

Purpose:

1. The College of Health Sciences and Education has established requirements for those students engaging in clinical/fieldwork education experiences.

2. The documentation of such requirements will be placed on file in the department of the student's major both prior to the beginning of clinical/fieldwork education experience and yearly thereafter.

Procedures:

Required forms may be secured from the Clinical/Fieldwork Coordinator of the individual department/program.

1. The student will be provided with a Clinical Clearance packet, which contains a checklist. The student must use this list to ensure that all required items are included, prior to submission to the Clinical/Fieldwork Coordinator. Some sites may require additional information, immunizations or testing. Students will be notified of any additional requirements. The students must comply with such requests in order to initiate a clinical/fieldwork education experience at that site.

2. Students are required to obtain clinical clearance as determined by the established protocol of their department. Students are responsible for adhering to each program's dates.

3. The Health Clearance Form contains all mandatory tests that must be completed by the student's health care provider. The completed Health Clearance Form and copies of the final lab results must be submitted to the Clinical/Fieldwork Coordinator of the student's major/program. Submission of this documentation is required for clinical clearance prior to the start of the actual clinical/fieldwork experience.

4. Misericordia University follows the current CDC Hepatitis, COVID-19, and influenza vaccination recommendations when Hepatitis B, COVID-19, and/or influenza vaccinations may be required by your program or clinical fieldwork site. Students who choose not to follow the recommendations may not be able to obtain clinical site placement and thus may be unable to complete and graduate from the academic program.

5. It is the responsibility of the student to maintain current clinical clearance.

6. There will be verification by the Clinical/Fieldwork Coordinator that all required clinical documentation has been completed.

7. Clinical Clearance will be withheld if all requirements are not fulfilled. As a result, the clinical/fieldwork experience start will be delayed.

8. Some clinical/fieldwork sites may require copies of any/all clinical clearance documentation. Students will be required to sign a statement allowing Misericordia University to release such information.

9. Any change in medical status following the initial and/or follow up health clearances must be reported to the Clinical/Fieldwork Coordinator, and the student must provide appropriate documentation, as directed by the students program of study, to continue/resume classroom, laboratory and / or clinical/fieldwork activities.

MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES and EDUCATION

POLICY #2: CRIMINAL RECORD CHECK AND CHILD ABUSE HISTORY CLEARANCE

Purpose:

To inform students interested in pursuing careers in the Health Sciences and Education that:

1. Criminal Record Check, (Federal and/or State), Child Abuse History Clearance, may be required by the program, by the professional licensing board, or by any site providing clinical placements for students during their education.

2. The student must authorize release of the results of any Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance when requested by the program, university, or clinical placement site.

3. All costs associated with the Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance are the responsibility of the student unless specifically stated otherwise by the party requesting the Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance.

4. A positive Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance may result in any of the following:

    - Inability to find a clinical placement
    - Dismissal from a clinical placement
    - Inability to obtain professional licensure
    - Legal ramifications
    - Inability to matriculate or continue within a program within the College of Health Sciences and Education
    - Inability to meet requirements for graduation from the program of study

5. Any student with a history of a positive finding on a Criminal Record Check or Child Abuse History Clearance should seek advice from legal counsel for the potential impact on the ability of the student to meet specific program or licensing requirements prior to entering a program in the College of Health Sciences and Education.

Procedures:

1. Any student with a history of a positive finding or a change in status on a Criminal Record Check or Child Abuse History Clearance must inform the Clinical/Fieldwork Coordinator who will inform the Department Chair and Dean of the College of Health Sciences and Education. The student should also seek advice from legal counsel for

the potential impact on the ability of the student to meet specific program or licensing requirements.

2. Any program requiring mandatory Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance prior to enrollment or clinical/fieldwork placement will inform students of the specific requirements and timing for these clearances.

3. Clinical/Fieldwork Placements that have required Criminal Record Checks, (Federal and/or State), and/or Child Abuse History Clearances policies will be clearly identified for students prior to placement in the facility.*
   **Students should be aware that the individual sites may institute changes in policies without notice. Should this occur the student is still responsible for meeting the requirements of the site.*

4. In cases where students are the direct recipient of the criminal record check the student must supply the Clinical/Fieldwork Coordinator with a copy of the report. Any student who fails a Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance has the right to appeal the result with the vendor and/or authorized issuing agency completing the clearance. The student must notify the Clinical/Fieldwork Coordinator if and when an appeal will be initiated. In the event a student fails a criminal record check the Clinical/Fieldwork Coordinator will notify the Department Chair and Dean. The student will be notified if s/he cannot be placed at a site.

5. Failure to comply with this policy will preclude participation in clinical/fieldwork placement. As a result, the student may not be able to complete the requirements of the Health Sciences or Education program, may not be eligible for federal or state credentialing/licensing required for practice, and may be dismissed from the respective program.

MISERICORDIA UNIVERSITY
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POLICY #3: CPR CERTIFICATION

Purpose:

1. To establish criteria for CPR certification.

2. To establish a procedure for submitting results.

Procedures:

1. Students are required to obtain certification in professional level/healthcare provider Adult (one and two person)/Infant/Child/AED CPR at their own expense.

2. Certification must be kept current for the length of time the students/clinical employee are enrolled in any clinical/fieldwork education experience.

3. A copy of the official certification card must be submitted to the designated clinical/fieldwork coordinator by the date specified by each department.

4. Students will not be allowed to participate in clinical/fieldwork education experiences unless they provide proof of the approved level of CPR certification.

5. It is the responsibility of the students to be aware of the expiration date. They must submit a copy of the current CPR card to the designated clinical education/fieldwork coordinator prior to the respective expiration date. Failure to comply with these requirements will result in a delay in their clinical placement or removal from the clinical/fieldwork education site. If students are removed from the site and do not obtain clearance within the timeline designated by the department, students will be subject to disciplinary action by their department.

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POLICY #4: CLINICAL/FIELDWORK INCIDENT REPORT

Purpose:
To provide guidelines for reporting incidents or unusual occurrences involving a Misericordia University Health Sciences and Education student who is participating in a clinical/fieldwork education experience.

An incident is defined as any occurrence out of the normal operation of the institution. The incident may result in an injury or a situation that could cause an injury to a patient, staff or student. Any situation when an incident report is filed at a clinical/fieldwork education site, a Misericordia University Clinical/Fieldwork Incident report form must be filed.

Procedures:

1. See the site's documentation for specific policies regarding reporting of clinical/fieldwork incidents.

2. In the event of any student injury where treatment is not covered by the individual site, the student will incur the expense.

3. Forms for reporting clinical/fieldwork incidents may be obtained from the department's clinical education/fieldwork coordinator.

4. This form must be completed by the student's clinical employee/supervisor, (clinical employee – an appointed employee whose duty is to supervise college students at the clinical /fieldwork education site, who will, in that capacity, have direct client contact and involvement in clinical/fieldwork activities), and signed by both the student and the clinical employee/supervisor.

5. The original report will be forwarded to the department's chairperson. Copies will be distributed as follows: the student, the controller's office, and the student's department file.

Misericordia

CLINICAL/FIELDWORK
INCIDENT REPORT

Purpose: This form is used to report incidents or unusual occurrences involving a Misericordia University student who is engaged in a scheduled clinical/fieldwork activity. The report is to be completed by the student's clinical employee/supervisor and signed by both the student and the clinical employee/supervisor. The original report will be forwarded to the department chairperson. Copies will be distributed as follows: student; controller's office; department student file.

PLEASE PRINT OR TYPE INFORMATION ON FORM AND ATTACHED SHEETS

I. **Student Name:** _____

Misericordia University e-mail address: _____

Program: _____

Level: _____

Clinical Employee/Supervisor Name:_____

Title: _____

II. What was the student doing when the incident occurred? (Be specific. If the student was using equipment or handling material, etc. please identify and tell what was being done.)

III. How did the incident occur? (Describe fully the events that resulted in the incident. Tell what happened, how it happened, whether an injury occurred as a result, and name any equipment, personnel, or other factors involved in the incident. Attach additional pages to this form if necessary.)

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IV. If an injury resulted, explain who was injured and the nature and location of the injury.

(Describe fully, including parts of the body affected.)

V. Was medical attention received? (Describe by whom, where and when.)
*Signature is required in the appropriate space below **only if** student sustained an injury.*

Treatment **received** (student's signature)_____

Treatment **refused** (student's signature)_____

VI. Who was notified of the incident? (Provide the names of each person in the order that they were notified of the incident. Be sure to include Misericordia University personnel. Include the dates when notified and by whom).

VII. Provide a plan to keep other such incidents from occurring in the future. (This section is completed by the clinical employee/supervisor in consultation with the student. List mutually agreed upon strategies.)

Additional Comments: (Attach additional sheets as needed.)

Student Signature:_____
Date: _____

Supervisor Signature: _____
Date: _____

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POLICY # 5: POLICY FOR INJURIES FROM SHARP INSTRUMENTS AND BLOOD BORNE PATHOGENS EXPOSURE

Purpose:
To develop a standard policy for the prevention and treatment of sharp instrument injury and blood borne pathogens exposure incurred during clinical/fieldwork education experiences. This policy is in compliance with Occupational Safety and Health Administration (OSHA) Blood Borne Pathogens Exposure Control Plan to which Misericordia University adheres.

Procedures:

1. Standard Precautions and Transmission Based Precautions will be observed during any tasks that involve exposure to blood, body fluids, or tissues.

2. During clinical/fieldwork education experiences, site specific policies and procedures will apply regarding the care and use of needles and other exposure to blood borne pathogens. During academic education experiences, the Misericordia University policies and procedures will apply.

3. After use, disposable syringes, needles and other sharp instruments will be placed in the appropriate puncture resistant sharps container.

4. The student is responsible for reviewing the clinical/fieldwork education site's documentation for specific policies regarding reporting of clinical/fieldwork incidents.

5. In the event a student is injured with a sharp instrument or otherwise exposed to blood borne pathogens during the clinical/fieldwork education experience, the clinical/fieldwork education coordinator and/or the Administrative Specialist must be notified immediately.

6. As outlined in the College of Health Sciences Policy #4 Clinical/Fieldwork Incident Report, a Clinical/Fieldwork Incident Report form must be completed and returned within 10 working days from the date of the incident. Forms for reporting these incidents may be obtained from the department's clinical/fieldwork coordinator

7. For specific policies and procedures regarding academic courses on campus, refer to the individual department policy.

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POLICY #6: HIPAA CONFIDENTIALITY

Purpose:
To provide guidelines for providing HIPAA confidentiality education to all Misericordia University Health Sciences and Education students who will participate in clinical/fieldwork education experiences.

Procedures:

1. Prior to the commencement of student placement at the clinical/fieldwork education site, each Health Sciences and Education department Clinical/Fieldwork Coordinator will arrange for the students to complete HIPAA training.

2. Upon completion of HIPAA training, students will submit verification of their HIPAA training to their department Clinical/Fieldwork Coordinator.

3. Copies of the verification will be maintained in the students' department academic file and/or in the students' individual clinical file housed at the clinical/fieldwork education site.

4. See the clinical/fieldwork education site's documentation for specific policies regarding HIPAA education.

5. Any student who has not successfully completed HIPAA training by the specified date will not be allowed to begin a clinical/fieldwork experience as scheduled. Individual program policies regarding absence will be applied in these cases.

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POLICY #7: ESSENTIAL FUNCTIONS DOCUMENTATION PROCESS

Purpose:
To provide a consistent, timely, accurate method for documenting a student's capacity to perform essential functions.

1. All students will be advised of the essential functions required of their Health Sciences and Education majors/certificate program prior to formally entering the programs.

2. Medical clearances related to the essential functions will be required of all students prior to their entering the laboratory or clinical/fieldwork education settings, following any subsequent change in health or functional status, and as deemed necessary by each individual department.

3. By reviewing the list of essential functions, it is expected that students will be able to indicate their likelihood of successful compliance, document any limitations related to essential functions, and request specific accommodations relevant to the listed tasks, as necessary. Ideally, potential accommodations will be considered prior to entrance into the major or certificate program. Minimally, the medical clearances required prior to participation in the laboratory or clinical/fieldwork settings must define any limitations and the accommodations needed to comply with the essential functions.

4. Reasonable accommodations will be provided to support students with documented disabilities. An accommodation cannot pose a threat to the patient, staff, student, or interfere with the program's essential functions, if it is to be considered reasonable.

5. In compliance with a policy respecting student's rights to privacy, confidential information will be released on a need-to know basis. In the clinical setting, information about a student's accommodations which relate to the clinical performance standards will need to be shared with clinical/fieldwork educators and those involved with accommodation delivery and facilitation. The student may or may not choose to disclose the underlying condition or specific details of their disability. Accommodations that relate solely to classroom experience need not be revealed to clinic personnel. The student must sign a written release (provided by the Student Success Center (SSC) defining the information that will be shared in the clinical setting. Accommodations provided in the clinic are specific to the site and the clinical/fieldwork experience and may not be the same as the classroom.

6. Clinical/Fieldwork site assignment/selection may include a consideration of the site's ability for flexibility, ability to work with students with disabilities, and facility and logistical characteristics. The clinical/fieldwork site will make the determination as to whether or not it can provide the reasonable accommodations.

7. This process is intended to ensure equal access to professional programs. However, it is not an assurance of student success.

Procedures:

1. Departments distribute Clinical Clearance Forms (CCF) and Essential Functions Document (EFD) to students in accordance with each department timeline.

2. Students submit completed forms to the designated person in each department.

3. The Clinical/Fieldwork Coordinator reviews the final paragraph of CCF to determine if the Health Care Provider has indicated that the student is able to fulfill the essential functions of the profession, with or without accommodations.

4. If a student requests accommodation, the student must contact the Office for Students with Disabilities to initiate the process. Once it is determined by the Assistant Director SSC/Office for Students with Disabilities (OSD), Clinical Director, Clinical/Fieldwork site and the student if accommodations are appropriate, then an Accommodation Plan will be developed collaboratively. A copy of the Accommodation Plan is attached to the CCF.

5. The Clinical/Fieldwork Coordinator has a preliminary discussion with a potential placement site to discuss (without identifying the student) the specific accommodations required and the learning objectives. If the site is agreeable, the Clinical/Fieldwork Coordinator and student meet with the clinical/fieldwork site to review the Accommodation Plan.

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POLICY # 8: DRUG SCREENING POLICY

Purpose: To inform students interested in pursuing careers in the Health Sciences and Education of the following:

1. Drug Screening may be required by the program, by the professional credentialing/licensing board, or by any site providing clinical/fieldwork placements for students during their education.

2. The student must authorize release of the results of any Drug Screening when requested by the program, university, or site.

3. All costs associated with Drug Screening are the responsibility of the student unless specifically stated otherwise by the party requesting the Drug Screening.

4. A positive drug screening may result in any of the following:
   - inability to find a clinical placement
   - delay in clinical placement
   - dismissal from a clinical placement
   - inability to obtain professional licensure/certification
   - legal ramifications
   - inability to matriculate or continue within a program within the College of Health Sciences and Education
   - inability to meet requirements for graduation from the program of study

Procedures:

1. Any program requiring mandatory Drug Screening prior to enrollment or clinical/fieldwork placement will inform students of the specific requirements and timing for Drug Screening.

2. Clinical/Fieldwork Placements that have required Drug Screening policies will be clearly identified for students prior to placement in the facility*
   **Students should be aware that the individual sites may institute changes in policies without notice. Should this occur, the student is still responsible for meeting the requirements of the site.*

3. In the event a student fails a drug screen and is notified by the vendor directly, the student must notify the Clinical/Fieldwork Coordinator who will notify the Department Chair and Dean of the College of Health Sciences and Education. Any student who fails a drug

screening has the right to appeal the results with the vendor and/or authorized laboratory completing the screen. The student must notify the Clinical/Fieldwork Coordinator if and when an appeal will be initiated. The student will be notified if s/he can or cannot be placed in a facility. If a delay in placement results the department will determine when and if a make-up opportunity will be granted.

4. Failure to comply with this policy will preclude participation in clinical/fieldwork placement. As a result, the student may not be able to complete the requirements of the Health Sciences or Education program, may not be eligible for federal or state credentialing/ licensing required for practice, and may be dismissed from the respective program.

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POLICY #9: RESPIRATORY PROTECTION

Purpose:

To establish a respiratory protection program for all students and faculty of Misericordia University who may be required to wear an N95 mask to work in an atmosphere with potential exposure to contagious airborne pathogens.

Procedures:

1. Members of the Misericordia University Clinical Education Committee, trained in respiratory fit testing, will provide qualitative and/or quantitative fit testing for each student or faculty required to wear a tight-fitting respirator.
2. Trained fit testers will be responsible for:
    - Evaluating and selecting appropriate respirators
    - Conducting fit testing
    - Providing respiratory training that includes:
        - Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the respirator effectiveness
        - What the limitations of the respirator are
        - How to inspect, put on, remove, use and fit check the respirator
        - Maintenance and storage procedures
        - Recognition of medical signs and symptoms that limit respirator use
    - Completing the Respirator Wearer/Tester Verification Form
3. Students and faculty MUST receive medical clearance for respirator use before fit testing can begin. Additional medical examinations may be required at the discretion of the medical provider if a student or faculty member reports signs or symptoms related to his/her ability to wear a respirator or when a change occurs in the workplace that may result in a substantial increase in physiological burden place

on the employee required to use a respirator.

4. Individual departments will provide their students and faculty with the medical questionnaire clearance form.
5. The Student Health Center will review and sign the medical questionnaire. This form may also be signed by the student's or faculty member's physician, physician assistant, or nurse practitioner outside of Misericordia University.
6. Respirator wearers MUST perform a positive or negative fit check each time the respirator is put on. This procedure is outlined below:
    - Negative Fit Check:
        - Close off the inlet opening of the cartridge by covering with the palms of your hand (or cover the inlet opening of the cartridge with a thin latex or nitrile glove).
        - Inhale gently so the facepiece collapses slightly and hold breath for ten seconds.
        - If the facepiece remains in a slightly collapsed condition with no inward leakage of air, the tightness of the respirator is considered satisfactory.
    - Positive Fit Check:
        - Close off the exhalation valve and exhale gently into the facepiece.
        - The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece without any evidence of outward leakage at the seal.
        - This method of leak testing may require the wearer to first remove the exhalation valve cover before closing off the valve and then replacing the cover after the check is complete.
7. Respirator Wearers MUST:
    - Inspect the respirator for damage before entry into a contaminated environment and after each use. This includes checking the respirator function, tightness of connections, and the condition of the facepiece, and head straps.
    - Wear an assigned respirator when executing a task that has been determined to require respirator protection

- Store respirator in an area accessible to the work area
- Store respirator in a clean container or bag to keep the respirator from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals
- Remain clean-shaven when performing tasks involving respirator use.
- Report all circumstances that may affect the fit of a respirator
- Report all medical conditions that may compromise the ability to wear a respirator

8. The Misericordia University Student Health Center will maintain the following records on students and faculty:
    - Fit Test records and medical questionnaire
    - Medical determination records for respirator use
9. Students and faculty will provide a copy of the medical questionnaire and fit test form to the Student Health Center if these forms are signed at another facility.
10. Individual departments will maintain the following record on their students and faculty:
    - Signed Respirator Wearer/ Tester Verification Form
11. The Misericordia University Clinical Education Committee will:
    - Schedule respirator fit training for departments that may be required to wear a respirator.
    - Maintain records of trained fit testers in the committee's Google Drive
    - Evaluate the respirator program annually or whenever a behavior or suggestion is brought to the attention of the committee, which suggests a re-evaluation of the program is necessary. This evaluation may include:
        - Consultation with supervisors in departments where respirators are worn
        - Consultation with respirator wearers
        - Review of the written program

RESPIRATOR/ WEARER VERIFICATION FORM

I _____

Print Name

- Provided the fit tester with my medical questionnaire clearance form signed by:
  - Student Health Center
  - Primary Care Physician
  - Physician assistant or Nurse Practitioner outside of Misericordia University
- Have been fitted with an appropriate respirator by a trained fit tester
- Understand that I must perform a positive or negative fit check each time I put on a respirator using one of the procedures outlined below:
  - Negative Fit Check:
    - Close off the inlet opening of the cartridge by covering with the palms of your hand (or cover the inlet opening of the cartridge with a thin latex or nitrile glove).
    - Inhale gently so the facepiece collapses slightly and hold breath for ten seconds.
    - If the facepiece remains in a slightly collapsed condition with no inward leakage of air, the tightness of the respirator is considered satisfactory.
  - Positive Fit Check:
    - Close off the exhalation valve and exhale gently into the facepiece.
    - The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece without any evidence of outward leakage at the seal.
    - This method of leak testing may require the wearer to first remove the exhalation valve cover before closing off the valve and then replacing the cover after the check is complete.
- Understand that as a respirator wearer I must:
  - Inspect the respirator for damage before entry into a contaminated

environment and after each use. This includes checking the respirator function, tightness of connections, and the condition of the facepiece, and head straps.

- Wear an assigned respirator when executing a task that has been determined to require respirator protection
- Store respirator in an area accessible to the work area
- Store respirator in a clean container or bag to keep the respirator from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals
- Remain clean-shaven when performing tasks involving respirator use.
- Report all circumstances that may affect the fit of a respirator
- Report all medical conditions that may compromise the ability to wear a respirator

_____	_____
Respirator Wearer's Signature	Date
_____	_____
Respirator Tester's Signature	Date