

# Fieldwork Policy and Procedure

## MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

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Subject: Program Structure

Number: 212

Title: Fieldwork

Date: 3/31/14

Reviewed/Revised: 6/20/16

**Purpose:** To establish fieldwork opportunities which provide students with optimal experiences to prepare them for work as general practitioners with skills specific to rural practice.

**Policy:** The Academic Fieldwork Coordinator (AFWC) will be primarily responsible for the program's compliance with fieldwork education requirements.

**Procedure:**

1. The AFWC will ensure that FW reflects the sequence and scope of content in the curriculum and will collaborate with faculty to ensure this goal is met.
  - a. The AFWC will work with course instructors for Level 1 experiences in Pediatrics, Mental Health, Physical Disabilities and the Community Practice course to ensure that articulating fieldworks prepare students for work in rural practice and complement didactic coursework.
  - b. Level 1 Fieldwork will be assigned based on student location to limit drive time and student cost. Students may have the opportunity to select or request sites depending on site availability and student performance.
  - c. During faculty meetings fieldwork sites will be reviewed for ability to contribute to students' overall learning and consistency with promoting an optimal student experience.
    - i. New sites will be reviewed by all colleges to ensure the MOU and site is adequate in ability to oversee OTA students.
    - ii. Faculty will review all sites for continuation of MOU and student placement when concerns are voiced by students currently placed in the site.
    - iii. AFWC will follow-up with all stakeholders, including but not limited to, the program director, students, the fieldwork educator, the college review committee or representative if concerns warrant discontinuation of a site.
2. The AFWC will review and update the Student Handbook annually to ensure that students are aware of the process for selecting Level 2 FW sites. The sites available to the students will be reviewed prior to the lottery process to ensure that all MOUs are up to date and site requirements are made clear to students prior to selection.
3. The AFWC will be responsible for communicating with FW Educators via mail, e-

- mail, on-site visits, and/or phone conferencing to:
- a. Ensure students are progressing towards established FW objectives.
  - b. Ensure that the ratio of FW educators to students enables proper supervision and the ability to assess student performance with ongoing communication.
  - c. Ensure that FW Educators receive fieldwork packets outlining expectations for student performance, optional learning activities, program structure, curriculum design, mission, and vision.
4. The AFWC will have access to a Fieldwork Database available on the institution's shared drive to assist in coordination and oversight of fieldwork contracts, contact information, and student placements. Specifically the database will assist the AFWC to ensure:
- a. FW Agreements are sufficient in scope and number for current student enrollment, including completion of 16 weeks of full time Level 2 FW (or the equivalent), by the end of the calendar year. If an extension is needed by the student the AFWC will coordinate placement so the student can complete FW within 12 months of the didactic portion of the program.
  - b. MOUs are signed and current, i.e. reviewed at a minimum of every 5 years.
  - c. That qualified personnel supervise students, including data related to licensure, educator discipline, and years of experience.
5. The AFWC will be responsible for ensuring access to all documentation and resources necessary for students to successfully complete fieldwork.
- a. The AFWC will work with program administration to ensure that each student has access to the AOTA Fieldwork Performance Evaluation Forms.
  - b. The AFWC will maintain the OTA 290 & 295 online Course site with access to the following documents:
    - i. Course Syllabus which includes:
      1. Submission deadlines for midterm and final fieldwork evaluations.
      2. Fieldwork Objectives
      3. Assessment Measures
      4. Expectations for Student Performance
      5. Attendance Policy
      6. Additional Assignments
      7. Expectations for Communication with AFWC
    - ii. Student Evaluation of Fieldwork Experience Forms
    - iii. Discussion Board, including posting on how psychosocial factors impact occupational performance and treatment planning.
6. International Fieldwork will be offered by AFWC as opportunities are available. Students will not be required to attend Level I/Level II fieldwork in an international site, and placements in international sites are not guaranteed to be available. AFWC and faculty will review student requests for international placements in accordance with "Special Permission Fieldwork Placements" policy.
- a. The student is responsible for all costs associated with international travel and accommodations, including additional travel immunizations, visa requirements, and translation.
  - b. The AFWC will ensure that there is a current MOU in place prior to the start date of the fieldwork.
  - c. The AFWC will ensure that indemnity and liability paperwork is in order according to home campus/international fieldwork host policy/requirements.
  - d. Additional student responsibilities may include, but are not limited to:
    - i. Fundraising

- ii. Practicum check-outs with faculty/Fieldwork Educator, to ensure professional competencies are appropriate to serve the targeted population
- iii. Review of Client profiles
- iv. Research
- v. Material Collection/Organization
- vi. Other