

OTA Fieldwork Site Profile

Adapted from AOTA Commission on Education and Education Special Interest Section Fieldwork - Subsection fieldwork data form. : AOTA, 2008

Thank you for your participation in the fieldwork education process. The Fieldwork Site

Profile form helps maximize efficiency by using a standard format that can be shared among
the NEOTEC academic programs.

The purpose of the Fieldwork Site Profile is to:

- Facilitate communication between fieldwork sites, academic programs, and students.
- Ensure students have access to information to help prepare for fieldwork placements.
- Ensure that the occupational therapy student coming to your program has a clear understanding of the expectations and learning objectives of OT practice in your program.
- Create a tool to help our OT/OTA program document the criteria and process for complying with all site requirements, maintaining site objectives and site data, and communicating this information to students prior to the start of the fieldwork experience.
- Meet accreditation standards for Accreditation Council for Occupational Therapy (ACOTE).

Information Sharing Authorization – OT educational programs regionally share this information with each other to reduce the burden of asking fieldwork sites to provide the same data to multiple OT educational programs. If you do not wish to have the above information shared amongst other OT educational programs, please indicate your preference by checking the box below.

	I do not agree to authorize sharing of the above information with other OT educational
pros	grams.

Part 1 - Site Demographics

Date:	State:	ſ	Multiple Locations, please attach list.									
Name of Facility: Address:	City:		Zip code:									
Title of Parent Corporation (if different from facility name):												
Address (if different from facility):												
Street:	City:	State	:	Zip:								
LEVEL ONE FIELDWORK COORDINATOR		LEVEL TWO FIELDWORK COORDINATOR										
Contact Person: Phone: Credentials: E-mail: Director Contact name: Phone: Credentials: E-mail:		Contact Pers Phone: Credentials: E-mail: Placement S No Preference 2nd Placement Only Full time	equence Prefe ce ent	<u>rences</u>								
Website:	OTR only OTA only											
OT FIELDWORK PRACTICE SETTINGS (ACC	TE Form A #s n	oted <u>)</u>										
In-Patient Acute 1.1 In-Patient Rehab 1.2 SNF/Sub-Acute/Acute Long-Term Care 1.: General Rehab Outpatient 1.4 Outpatient Hands 1.5 Pediatric Hospital/Unit 1.6 Pediatric Hospital Outpatient 1.7 In-Patient Psych 1.8	Behavior 3 Older Ad Older Ad Outpatie Adult Da Home He	y Program fo	ty Living 2.3 ram 2.4 ate practice 2.5 r DD 2.6	Early Intervention 3.1 School 3.2								

Faculty Size - # of beds: Population Age Range:

SITE REQUIREMENTS FOR STUDENTS (check all that apply):

Primary Contact for Onboarding:

Vaccines/Medical Requirements

HepBPhysical Check UpTB/MantouxChest X-rayTetanusMMRVaricella titer2 step PPDInfluenzaCOVID-19

Type of Background Check:

Medicare/Medicaid Fraud Check Child Protection/Abuse Check Drug Screening
Prof. Liability Ins. Sexual Offense Record Inquiry Number of Panels:

Fingerprinting

Certifications:

First Aid BLS OSHA Bloodborne Pathogen

Infection Control Training AED CPR (Specify type):

Health Provider HIPAA Training

Other:

Site established student orientation program/procedure (please describe):

Own transportation Additional Comments:

STUDENTS WILL PARTICIPATE IN (check all that apply):

Direct service Indirect Services Other Approaches In-service training Presenting One-to-one Concurrent Attending Co-treat Consultation Small groups (s) Meetings (team, department, family) Large group (s) Billing Telehealth Documentation Client/Caregiver education Discharge planning Evaluation/Screening

ADMINISTRATIVE

Parking				Work Schedule	Dress Code
Free				Hours Required:	Please describe:
Paid				Weekends Required:	
Shuttle from offsite				Evenings Required:	
Public Transit access	(yes	/no)	Flex/Alternate Schedules:	
Student must have own vehicle	(yes	/no)	Part-time:	

ouy) - Vu" co@VU - Vuo" VD ACTIVITIES

Research Literature review
Attending in-services/grand rounds
Case study
Provide in-services
Program development
Fieldwork project
Off-site learning experiences
Observation of other units/disciplines
Other assignments (please list):

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Frequency of formal supervision meetings: Frequency of information supervision meetings:	Daily Daily	•	/eekly /eekly
Supervision Model (therapist:student):	1:1 2:1/group	(1:2 other:
Is student learning style considered? Are supervision meetings documented?	yes yes	/	no no

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Journaling
Processing verbally
Student self-assessment & self-appraisal Written Activity
Analysis
Reflective questions
Written submission of intervention plans
Rational role-playing & simulation
Video feedback

Other:

FIELDWORK EDUCATOR PREPARATION TOOLS

Facility's Student manual
Facility Training in supervision
AOTA Certificate in Fieldwork Education Workshop
Mentorship opportunities (e.g., in 1:1 or Group
Format) Other:

Use of online resources such as:

- AOTA https://www.aota.org/ education/fieldwork
- NEOTEC: www.neotecouncil.org
- State Associations
- Individual Academic Programs

Part 2 - Site Specific Objectives

Introduction

Thank you for supporting occupational therapy education. The purpose of this form is to ensure that the occupational therapy assistant student coming to your program has a clear understanding of the expectations and learning objectives of OT practice in your fieldwork location. This form is a tool to help our program document the criteria and process for complying with all site requirements, maintaining site objectives and site data, and communicating this information to students prior to the start of the fieldwork experience.

<u>Instructions:</u> Please check any boxes below that apply to occupational therapy assistant fieldwork in your practice. Once completed, our OTA program will retain this document for future student fieldwork placements with your organization.

FUNDAMENTALS OF PRACTICE

<u>FWPE #1</u>: Adheres to the American Occupational Therapy Association's Code of Ethics and all federal, state, and facility regulations. (Examples: Medicare, Medicaid, client privacy, social media, human subject research)

The OTA student will:

Demonstrate concern for well-being & safety of recipients of services (beneficence)

Intentionally refrain from actions that cause harm (nonmaleficence)

Respect the right of individuals to self-rule (autonomy)
Provide services in fair & equitable manner (justice)
Comply with institutional rules, local, state, federal, international laws & AOTA documents applicable to the profession of occupational therapy (justice)

Provide comprehensive, accurate, & objective information when representing profession and foster an understanding of such information (veracity) Treat colleagues & other professionals with respect, fairness, discretion, & integrity (fidelity) Adhere to and follow HIPAA and FERPA guidelines All communication via social media is congruent with Code of Ethics principle #3 (autonomy)

<u>FWPE #2</u>: Adheres to safety regulations and reports/documents incidents appropriately. (Examples: fire safety, OSHA regulations, body substance precautions, emergency procedures)

The OTA student will demonstrate competency of:

Record review OSHA/BBP

Medication side effects

I.V./lines

Post-surgical precautions ER codes/protocols Infection control Restraint reduction Fall prevention HIPAA/FERPA Swallowing

w/c locks/bedrails/call button

Food allergies

Vital signs (BP, HR, O2)

Ambulation status

Trach/Ventilator monitoring Behavioral system/privilege level

Fire/Evacuation/Lockdown (e.g., locked area/unit, on

grounds)
CPR certification

Other:

1:1 for personal safety/suicide precautions Communication re: change in status

Sharps count

Environment set up (no clutter, spills, unsafe items,

etc.,)

Appropriate utilization of facility incident report

protocol, if applicable

Other:

FWPE #3: Ensures the safety of self and others during all fieldwork related activities by anticipating potentially unsafe situations and taking steps to prevent accidents. (Examples: body mechanics, medical safety, equipment safety, client specific precautions, contraindications, community safety)

The OTA student will demonstrate:

Ability to review routine MD orders Effective group leadership (planning, protocols, time

Proper body mechanics for lifting & transfers management)

Adherence to ambulation/functional mobility Confirmation that parent agreement has been obtained for

protocols services per IDEA

Utilization of gait belt and appropriate level of Ability to stay alert to client's needs

assistance with transfers Ability to recognize potential hazards, identify solutions, &

Proper transfer techniques address resolutions

Ability to monitor correct splinting use by client Intervention planning with acute awareness of safety protocols Proper wheelchair positioning (e.g., footrests, Intervention planning with thorough consideration of client-

cushions, trays) specific precautions

Use of all equipment properly Self-awareness skills, including asking for assistance when

needed Effective use of self-disclosure (boundaries) Other: Ability to limit set

BASIC TENENTS

FWPE #4: Articulates the values, beliefs, and distinct perspective of the occupational therapy profession to clients and other relevant parties clearly, confidently, and accurately. (Examples: families, caregivers, colleges, service providers, administrations, the public)

The OTA student will:

Clearly and correctly define the distinct perspective of occupational therapy, identifying the values and beliefs relevant to all stakeholders Confidently explain the profession's values & beliefs, and distinct perspective using examples and language appropriate to the setting to the following:

client RT families/significant others **CRC**

OT 3rd party payers PT regulatory bodies

SLP general public (e.g., via promotional materials/activities such as **Teacher**

brochures, flyers/press releases, in-services) **Aides**

Integrate occupational therapy values, beliefs, and distinct MD perspective into intervention development and execution

Nursing Demonstrate an awareness and understanding of the Occupational SW

Therapy Practice Framework: Domain and Process

Psychologist Other: FWPE #5: Articulates the value of occupation as a method and desired outcome of occupational therapy to clients and other relevant parties clearly, confidently, and accurately. (Examples: families, caregivers, colleagues, service providers, administration, the public)

The OTA student will:

Explain the value, purpose, and rational for

occupational therapy services to:

clients, families, caregivers,

colleagues, service providers,

administration,

the public

Articulate the desired outcome of identified intervention to all stakeholders using appropriate language and terminology

Educate others about occupational therapy Advocate for occupational therapy services for

potential clients

Design and facilitate occupation-based

interventions

Other:

FWPE #6: Articulates the role of occupational therapy practitioners to clients and other relevant parties clearly, confidently, and accurately. (Examples: families, caregivers, colleagues, service providers, administration, the public)

The OTA student clearly, confidently and accurately:

Identify self as an OTA student

Verbally articulate &/or communicate via written material the OT/OTA roles as a collaborative team according to State Laws/Practice Acts to the following:

> client, families/significant others, OT, Teacher, PT, SLP, MD

Aides, RT Nursing **Psychologist** SW

AT MT 3rd party payers regulatory bodies general public (e.g., via promotional materials/activities such as brochures, flyers/

press releases, in-services)

Demonstrate an awareness of guidelines and regulations

of OT/OTA supervision

Other:

SCREENING AND EVALUATION:

FWPE #7: Articulates the role of occupational therapy practitioners to clients and other relevant parties clearly, confidently, and accurately. (Examples: families, caregivers, colleagues, service providers, administration, the public)

CRC,

The OTA student will:

Complete the occupational profile Separate relevant from irrelevant client information Identify client's interests, beliefs, & values, including spirituality

Consistently collect daily or weekly data of clients

Gather necessary data from all appropriate sources Report gathered data accurately, timely, and in an organized manner to fieldwork educator

Other:

<u>FWPE #8:</u> Establishes service competency in assessment methods, in accordance with setting procedures and applicable laws, by administering assessments accurately and efficiently to ensure findings are valid, reliable, and timely. (Examples: record or chart reviews, observations, interviews, standardized and non-standardized assessments)

The OTA student will:

Follow facility and State Practice Acts regarding the process of the OTA completing standardized and

non-standardized assessments

Complete accurate and thorough client record or chart

reviews

Correctly administer standardized and non-standardized

assessments as per protocol to ensure valid, reliable, and timely findings

Accurately communicate to fieldwork educator client observations during standardized and non-standardized

assessments

Other:

<u>FWPE #9:</u> Administers delegated assessments using appropriate procedures and protocols. (Examples: standardized and non-standardized assessments, interviews, and observations)

The OTA student will:

Become familiar with assessments utilized at this

facility

Correctly administer standardized and

non-standardized assessments as per protocol to ensure

valid, reliable, accurate, and timely findings

Other:

<u>FWPE #10:</u> Assists with interpreting information in relation to the client's needs, factors, and performance. (*Client factors*: Specific capacities, characteristics, or beliefs that reside within the person and that influence performance in occupations. Client factors include values, beliefs, and spirituality; body functions including psychological functions; and body structures). (Examples: record or chart reviews, observations, interviews, standardized and non-standardized assessments)

The OTA student will accurately and articulately share with fieldwork educator:

Standardized assessment results Verbal reports of others (team, family/caregivers,

Non-standardized assessment results etc.,)

Observations of client's performance Information re: client contexts (personal, cultural,

Client's stated values, beliefs/motivations temporal, virtual, physical, social)
Inter/intrapersonal (subjective) impressions
Understanding of condition/dx

Client identified problems/needs Other:

FWPE #11: : Reports results clearly, accurately, and concisely, reflecting the client's occupational performance.

(Examples: standardized and non-standardized assessments, interviews, and observations)

The OTA student will:

Complete standardized (and non-standardized)

assessment data collection

Accurately report standardized (and

nonstandardized) assessment data (raw scores/

results) as applicable

Report results of interview/observations Summarize material contained in history of

client/chart review

Other:

INTERVENTION:

<u>FWPE #12:</u>: Articulates a clear and logical rationale for the intervention process based on the evaluation results and other relevant considerations. (Examples: contexts, theories, frames of reference, practice models, and evidence)

The OTA student will:

Utilize all relevant resources including:
client interests, client beliefs & values,
client context & resources, future context & resources
intervention plan goals client status, scope of practice
regulatory guidelines (Medicaid, Medicare, IDEA, etc.)
length of stay, resources (space/supplies/funding/time),

Frames of Reference, Practice Models EBP

Discuss with fieldwork educator the scope, sequence, and outcome of the intervention and modify as appropriate
Other:

<u>FWPE #13:</u> Under the supervision of and in cooperation with an occupational therapy practitioner, uses professional literature to make informed intervention decisions. (Examples: textbooks, journal articles, other relevant and reliable informational resources)

The OTA student will:

Utilize evidence from Critically Appraised Topics/Papers (CATs/CAPs) when designing interventions Identify articles from peer-reviewed journals (e.g., AJOT, OTJR, etc.) to support interventions Seek out and utilize materails found using EBP approach (e.g., PICO/PICOT question: Person, Intervention, Comparison, Outcome, Timeframe) to search for

relevant evidence Incorporate material previosuly learned via other sources (textbooks, OT coursework, conference workshops, website searches, conferences, etc.)

during supervision sessions

Other:

<u>FWPE #14:</u> Selects client-centerted and occupation-based interventions that motivate and challenge the client to achieve established goals. Includes the consideration of all client centered components including psychosocial factors.

The OTA student will:

Consistently incorporate the clients occupational needs and occupational interests in treatment planning Utilize information gathered through the evaluation process including the Occupational Profile, chart review, re-evaluations, as well as through daily/weekly client observations

Utilize information gathered through research to guide treatment selection

Respectfully engage in discussion with client/family/caregivers, occupational therapists, and others
Demonstrate the ability to modify intervention plans based on client's changing needs and interests
Other:

<u>FWPE #15:</u> Implements client-centered and occupation-based intervention plans. Includes the consideration of all client centered components including psychosocial factors.

The OTA student will:

Utilize information gathered through the evaluation process including the Occupational Profile, chart review, re-evaluations, as well as through daily/weekly client observations

Respectfully engage in discussion with

client/family/caregivers, occupational therapist, and relevant stakeholders

Demonstrate the ability to modify intervention plans based on client's changing needs and interests Other:

<u>FWPE #16:</u> Modifies the task and/or environment to maximize the client's performance. (Examples: upgrades/downgrades task; arranges client's workspace for optimal performance)

The OTA student will:

Adapt sequence of activity & objects used Increase/decrease social demand (1:1 vs. group,

Alter length/frequency/timing of sessions family vs. peer(s), rules/norms)

Increase/decrease sensory input Increase/decrease amount of emotional/behavioral

Increase/decrease cognitive demand support provided

Increase/decrease amount of physical assistance provided

or presence of adaptive equipment

Increase/decrease visual/verbal/tactile cues Promote safety (awareness, environmental

Increase/decrease physical requirements modifications for fall prevention, removing potential

sources of self-injury, etc.)

refusal to

Other:

FWPE #17: Recommends modification or termination of intervention plan based on the client's status.

The OTA student will:

Advocate for the client proposing revision or cognitive status, pain, discontinuation of intervention based on the client's status client distress/discomfort inability to

including the following factors: perform task

fatigue, O2 sat/respiration rate, BP/heart engage concerns re: safety (please

rate, frustration tolerance, anxiety specify:

acuity, cultural sensitivity Other:

FWPE #18: Documents the client's response to services in a manner that demonstrates the effectiveness of interventions.

The OTA student will:

Complete computerized &/or hand-written

documentation per setting protocols/formats

Use approved institutional terminology/abbreviations

Complete all documentation within expected time periods

Demonstrate the ability to justify OT services by appropriately and accurately communicating measurable client profess

Use technology when available to check work

Write in a manner conducive to being read by recipients (grammar, spelling)

of services & other disciplines, free of jargon while

Use strategies such as proof reading, reading aloud,
retaining language consistent with current OTPF

checking against template, asking colleague/peer to

proof if feasible

Other:

MANAGEMENT OF OCCUPATIONAL THERAPY SERVICES:

<u>FWPE #19:</u> Demonstrates through practice or discussion the ability to collaborate with and assign appropriate tasks to, as indicated, the occupational therapy aide or others to whom responsibilities must be assigned. (Examples: paraprofessionals, nurses' aides, volunteers)

The OTA student will:

Demonstrate an understanding of the varied roles of Understand what tasks are appropriate to

OT personnel and facility personnel delegate to others

Demonstrate the ability work collaboratively with Other:

others

<u>FWPE #20:</u> Demonstrates through practice or discussion an understanding of costs and funding systems related to occupational therapy services, such as federal, state, third party, and private payers. (Examples: billing for OT services, inventory and ordering supplies for OT services, and options for client procurement of adaptive equipment)

The OTA student will:

Become familiar with facility specific billing practices as well as federal, state, third party, and private payer regulations

Utilize appropriate and ethical billing for OT services in compliance with federal, state, third party, and private payer regulations

Identify the process of inventory management and ordering supplies for OT services
Provide education and options to clients in regard to procurement of adaptive equipment in relationship to payer rules and regulations
Other:

<u>FWPE #21:</u> <u>Demonstrates knowledge about the organization.</u> (Examples: mission and vision, accreditation status, licensing, specialty certifications)

The OTA student will:

Articulate the mission and vision of the facility/ organization Identify the accreditation status, licensing bodies of the facility/organization Discuss with fieldwork educator opportunities for specialty certifications available to support professional growth for licensed professionals at the facility Other:

FWPE #22: Meets productivity standards or volume of work expected of occupational therapy assistant students.

The OTA student will:

Meet the productivity standard at this site Meet the productivity standard at 4 weeks Meet the productivity standard at 8 weeks Identify specific productivity requirements at 4 weeks at 8 weeks

Other:

COMMUNICATION AND PROFESSIONAL BEHAVIORS

<u>FWPE #23:</u> Communicates clearly and effectively, both verbally and non-verbally. (Examples: clients, families, caregivers, colleagues, service providers, administration, the public)

The OTA student will:

Use language appropriate to the level of understanding of person with whom communicating
Utilize examples to illustrate meaning/intent
Use active listening strategies (restating/paraphrasing) to ensure that both parties have shared understanding of information/plan
Use multiple modes of communication (verbal, written, nonverbal)
Make eye contact when appropriate

Attend to physical boundaries/body space
Demonstrate professional presentation/demeanor in
facial expression, posture, grooming, affect, & attire
Utilize setting's services for translators or translation or
written materials when indicated/available
Demonstrate the ability to modify methods of
communication to respect a person's cultural beliefs/
values
Other:

<u>FWPE #24:</u> Produces clear and accurate documentation. (Examples: legibility, spelling, punctuation, grammar, adherence to electronic health documentation requirements)

The OTA student will:

Complete computerized &/or hand-written documentation per setting protocols/formats

Use approved institutional terminology/abbreviations Complete all documentation within expected time periods Write in a manner conducive to being read by recipients of services & other disciplines, free of jargon while retaining consistent with current OTPF

Demonstrate the ability to justify OT services by

appropriately and accurately communicating measurable client progress

Use technology when available to check work (grammar, spelling)

Use strategies such as proof reading, reading aloud, checking against template, asking colleague/peer to proof if feasible

Other:

<u>FWPE #25:</u> Collaborates with fieldwork educators(s) to maximize the learning experience. (Examples: initiates communication, asks for feedback about performance, identifies own strengths and challenges)

The OTA student will:

Take initiative in identifying strengths, challenges and share plans to address needs with fieldwork educator Communicate treatment ideas with fieldwork educator Demonstrate intellectual curiosity Identify and share resources with fieldwork educator, and other team members

Utilize available time to shadow or co-treat with other disciplines
Propose projects to augment the fieldwork experience
Other:

<u>FWPE #26:</u> Takes responsibility for attaining professional competence by seeking out learning opportunities and interactions with fieldwork educator(s) and others.

The OTA student will:

Take responsibility for professional growth by communicating needs, concerns, and insight regarding performance and professional skills Seek out opportunities within the facility Avail oneself to opportunities that exist within the facility and the profession Pursue professional development opportunities complementary to the specific fieldwork setting Other:

FWPE #27: Responds constructively to feedback in a timely manner.

The OTA student will:

Engage in mutual feedback exchange (e.g., listens, clarifies, acknowledges the feedback */or redirection, provides examples, asks "How can I improve?", discusses ways to make active changes, identifies what would be helpful, discusses options)

Demonstrate commitment to learning by identifying specific goals/actions to improve behavior/ performance based on feedback in collaboration with fieldwork educator

Process feedback & seek support from fieldwork educator within context of fieldwork educatory relationship & learning opportunity Utilize tools to reflect on own performance or variables affecting performance (e.g., selfassessment on FWPE, journaling, Fieldwork Experience Assessment Tool)
Other:

<u>FWPE #28:</u> Demonstrates consistent and acceptable work behaviors. (Examples: punctuality, initiative, preparedness, flexibility, dependability, professional appearance)

The OTA student will:

Take initiative to address workload management
Demonstrate consistent work behaviors in task &
interpersonal interactions
Attend to site cleanliness, safety, & maintenance of
supplies as appropriate to role
Share ideas/plans with fieldwork educator & others
Demonstrate the ability to adapt to unanticipated
changes (e.g., scheduling conflicts)
Be prepared for meetings/sessions

Take responsibility to address areas of personal/ professional growth Ask for appropriate supports or accommodations in responsible manner consistent with federal law & site resources (e.g., open in communication, provides appropriate documentation, requests reasonable accommodations(s) if indicated) Other:

<u>FWPE #29:</u> <u>Demonstrates effective time management.</u> (Examples: plans ahead, adheres to schedules, completes work in expected timeframe)

The OTA student will:

Maintain own schedule Develop an agenda and materials to facilitate organized meetings and sessions Arrive on time to work, meetings, & client sessions Complete documentation/paperwork in timely manner Other:

<u>FWPE #30:</u> Manages relationships effectively through therapeutic use of self and adjusts approach to meet the needs of clients and others.

Other:

The OTA student will:

Interact professionally with peers & colleagues
Communicate to address concerns using first
person language (e.g.., "I statement")
Provide timely and specific feedback
Acknowledge and respond to client needs in a
timely manner to foster trust
Remain calm and respectful when conveying point
of view
Compromise as needed to facilitate therapeutic
alliance

Demonstrate ongoing awareness of impact of own behavior on others
Display positive regard for others, genuine in client interaction
Utilize own strengths and personality to establish rapport & motivate clients
Provide encouraging and empathetic responses to maximize client's participation & occupational performance
Set limits to allow for positive performance in therapeutic process

<u>FWPE #31:</u> Demonstrates respect for diversity factors of others. (Examples: culture, socioeconomic status, beliefs, identity)

The OTA student will:

Demonstrate an awareness of own background & sensitivity to worldviews of clients, family, colleagues

Refrain from imposing one's own beliefs & values on others

Treat everyone with dignity & respect Gather information about clients' cultural values &/ or spiritual beliefs

Incorporate clients' values * beliefs into therapeutic interactions & interventions when feasible

Utilize opportunities that arise to promote cultural competence and provide education to others

Consider clients' socioeconomic & community resources & lifestyle when designing intervention plans & discharge planning

Demonstrate tolerance for differences in others

& willingness to work with all clients

Other:

Other expectations not noted above: