

# Putting Together A Site Manual

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# Objectives

- Identify essential components of a comprehensive fieldwork manual
- Demonstrate the ability to integrate professional resources and frameworks
- Apply strategies for enhancing student engagement and understanding,

## Resources

All handouts and items will be made available on the NEOTEC website <https://neotecouncil.org/>

## Things to consider...

Digital resource or a binder?

Separate binders for level I and Level II

Separate binders for OTA and OT students

# Welcome Letter

Welcome letter from fieldwork educator and facility

Fieldwork educator contact information



## Intro to site

Mission and Vision statement of the organization/facility

Map of site,

Parking or transportation specifics

Members of team



# Schedules

Calendar: Include site specific holidays (if that applies), schedule hours, supervision times, weekly calendar if not in one location include which day at which location.

Weekend or evening coverage required or expected?

Supervisor/student formal meetings: In person, via email, formal, informal

# Fieldwork Policy and Procedures

## Attendance

Include policy for absences - clarity is helpful

- reporting an absence
  - who to contact (school, supervisor, site coordinator)
  - mode of contact (email, phone)
  - timeframe (immediately, should students contact site in off hours etc)
  - Requirement for making up missed days
  - coverage requirements if appropriate)



# Fieldwork Policy and Procedures

Dress code: from your site or use the schools



# Fieldwork Policy and Procedures

## Essential Functions

## Ethics Conduct



# Safety Procedures

Codes to locked units

Evacuation plans

Incident reports

Passwords

Cell phone policies

Emergency numbers

Hazardous waste

Client confidentiality

Allergy/religion protocol

Contact with body fluids

# Documentation Guidelines

- Examples of completed forms (Evaluation/Plan of Care, Daily notes ,Discharge notes, Progress Reports, Meeting notes)
- Billing (Common procedure codes, current procedural terminology, sources of reimbursement, document special situations, dictation directions)
- Misc. (Acceptable abbreviations, Electronic documentation vs paper, Timelines)
  - Share common terminology, acceptable abbreviations, templates and examples
  - Timelines and processes for submission including timeframes for supervisor review

# Expectation for student success

Include frequently asked questions

Learning progression

Honest & Open Communication



# Student engagement

Student projects (more appropriate for level II students)

Learning activities



# Resources

Occupational Therapy Practice Framework-4th ed.

Copy of site specific objectives <https://neotecouncil.org/resources/>

List of useful text/articles/websites

Copy of fieldwork evaluation (FWPE) <https://www.ota.org/education/fieldwork/fieldwork-performance-evaluation>

Templates for documentation and evaluation

Information sheets re: commonly treated diagnosis, procedures, equipment management etc

NEOTEC Web page <https://neotecouncil.org/>

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Inpatient Therapy Manager

# References page

Fieldwork Educator Certificate Program Workshop Manual

<https://www.aota.org/education/fieldwork/fieldwork-educators-certification-workshop/fieldwork-educator-workshop-manuals-2022>