

DUQUESNE UNIVERSITY
John G. Rangos School of Health Sciences
Department of Occupational Therapy
LEVEL II FIELDWORK (OCCT 555-558)

Total =16 Credits

Academic Fieldwork Coordinator Contact Info (AFWC)

Elizabeth D. DeIuliis, OTD, OTR/L
Phone: (412) 396-5411
Fax: (412) 396-4343
Email: deiuliise@duq.edu

Please contact me either by email or phone if you have any questions or concerns regarding your fieldwork experience. Plan on up to 24 hours for email responses, excluding weekends. Understanding that you will be busy with your fieldwork responsibilities during normal work hours, I will be available to talk on the phone with you during evening and weekend hours on a case by case basis, or if an emergency arises. With this in mind, you can expect me to communicate in an efficient manner and with compassion and courtesy. Please let me know any other expectations you have of me. Course expectations of you are outlined below.

Course Description

Clinical education including exposure to a wide range of diagnoses and treatment in a variety of settings that will be supervised by a registered occupational therapist. The fieldwork site specific objectives will be designed for the development of specialized clinical skills.

The purpose of the fieldwork experience is to provide students with the opportunities to integrate the theory and skills learned in the classroom within the clinical setting. Upon completion of the fieldwork experiences, the student is expected to perform at or above the minimum skill level of the entry-level occupational therapy professional.

Each student must successfully complete a minimum of 940 hours of Level II Fieldwork experience.

Prerequisite Courses

Successful completion of all previous coursework in the professional phase of the occupational therapy curriculum.

Level II Fieldwork Dates 2017

Level II A	July 3 – Sept 22, 2017
Level II B	Sept 25 – Dec 15, 2017

*Site hours for clinical affiliation are **not negotiable**. The hours of the affiliation are set by the facility. The weekly schedule will be determined by each clinical instructor and/or site. Some centers require occasional evening or weekend hours. You may be expected to work 4 (10 hour) days as required by your clinical instructor. Some clinical instructors work different schedules such as Tuesday-Saturday. You are expected to maintain the same work schedule as your clinical instructor. Any changes to the dates for the fieldwork experience **must be approved and documented in writing by the Academic Clinical Education Coordinator AND the clinical instructor before the start of the fieldwork experience.**

Text Book(s):

Students are required to refer to the DU OT FW Manual and have all course related textbooks, notes, articles, and related resources available to them throughout the fieldwork experience.

Outcome Objectives:

1. The student will demonstrate competency in utilizing assessment tools and evaluation procedures routinely used by OTRs and COTAs at the fieldwork centers to which they have been assigned.
2. The student will demonstrate proficiency in the analysis, adaptation, grading and application of therapeutic activities in evaluation and treatment of patients referred for occupational therapy services.
3. The student will demonstrate effective oral and written communication skills as demonstrated by their documentation of service provision; interactions with patients, staff and other professionals; and dissemination of information.
4. The student will demonstrate professional characteristics including:
 - a) the ability to establish and sustain therapeutic relationships
 - b) the ability to work as a member of a treatment team (i.e. work collaboratively with others, to relinquish or assume responsibility when appropriate, demonstrates an understanding of the roles of other health professionals)
 - c) respect for patient confidentiality
 - d) the ability to assume an active role in the student-supervisory relationship (i.e. assumes responsibility for maintaining, assessing and improving self-competency; seeks and utilizes supervision as a tool for self-directed learning)
 - e) the development of a positive professional self-image and the development of a broad sense of professional responsibility (i.e. to the occupational therapy community and the community at large, concern for social and health care issues)
 - f) the ability to integrate evidence into the selection of appropriate activities for patient/ client care.

Course Materials

- AOTA Fieldwork Evaluation*
- Student Evaluation of Fieldwork Experience**
- DU OT Fieldwork Manual***
- Fieldwork Blackboard Site *****

**AOTA Fieldwork Performance Evaluation is mailed out to fieldwork sites 4 weeks prior to start date.*

*** Student Evaluation forms are given to students during their fieldwork orientation. Students are responsible for custody of evaluation forms while on fieldwork.*

**** Students sign an acknowledgement form prior to engaging in fieldwork denoting their understanding of fieldwork related processes and policies. The fieldwork manual is also available at: <http://www.duq.edu/occupational-therapy/fieldwork.cfm>*

****** Students must have access to Internet and email throughout level II FW*

Learning Activities/ Assignments

Blackboard Discussion Reflection Postings

50%

Submission of Site Objectives	25%
Submission of updated AOTA Fieldwork Data Form (FDF)	25%
Fieldwork Evaluations (see below)	P/F

All assignments, except the Fieldwork Evaluation Forms, must receive a 70% or higher to receive an overall final passing grade for the course(s). See addendum page with established deadlines.

A. Blackboard Discussion Board Postings

The student will be required to participate in an online discussion board and respond to posted topics during each FW experience. The questions and topics are designed to foster reflection and thought on the fieldwork experience and relate to DU's curriculum design and courses. *Reflective* postings are designed to assist students in their learning process and provide useful information in determining student progress prior to the mid-term and final evaluations. The purpose is to reflect upon your fieldwork experience by sharing with peers, on-campus students and faculty as well as with the fieldwork coordinator in order to make it a more meaningful experience. There will be periodic reflection prompts posted throughout your level II FW, and students will be required to briefly reflect upon their experience. There is flexibility for the student to write when they feel that they have something to share and when they have the time to do it. The purpose is to reflect upon your fieldwork experience by sharing with peers, on-campus students and faculty as well as with the fieldwork coordinator in order to make it a more meaningful experience. Note: students are required to adhere to HIPPA guidelines with all postings.

Students will need to have regular access to computer with internet connection & email during fieldwork. A level II FW blackboard site has been created. It is the student's responsibility to check site/email on a regular basis to maintain correspondence with AFWC. Failure to achieve a 70% or higher comply with postings could result in an unsatisfactory fieldwork experience.

B. Site Objectives

If the site has site-specific fieldwork objectives, the student is responsible of acknowledging these and turning in a copy of the signed objective sheet to the AFWC. If the site does not have site-specific student objectives, the site must adopt Duquesne University's level II FW behavioral objectives, and acknowledge by signing objective form. The student must return this complete form to AFWC. It is encouraged for the student to assist in developing site-specific objectives as a student project if the site does not have any. Full credit is awarded when the objectives are returned prior to midterm (week 6 of FW). 2 points will be deducted each week late after midterm point.

C. AOTA Fieldwork Data Form (FDF)

Per ACOTE standards, the University needs an annual updated copy of the AOTA fieldwork Data Form for each facility. The student is encouraged to assist in completing this form as requested by the site. Full credit is awarded when the FDF is returned prior to midterm (week 6 of FW). 2 points will be deducted each week late after midterm point.

D. Curriculum Philosophy Review- Per ACOTE standards (B.10.4.) (B.10.5.), it is necessary for the academic university to demonstrate how the curriculum philosophy and behavioral objectives of the program is communicated and congruent with the fieldwork site. Students are required to present the Curriculum Philosophy to their fieldwork educator, and gain signature.

You are to review the completed PowerPoint with your site. Note on the last slide there is a place for your fieldwork educator or clinical coordinator to sign that they have reviewed the material with you.

In addition, they will need to sign the curriculum philosophy, and level I objectives in the appropriate space acknowledging their understanding and agreement..

Please return ALL of these completed/signed documents with your fieldwork assignments by the established deadline.

D. **Assignments given by fieldwork site** -Each Level II fieldwork facility has a unique set of requirements and may have assignments directed toward meeting the site specific objectives. These may be listed in student manuals or described on the Fieldwork Data forms in the facility files. All requirements should be made clear to you by each facility during the orientation phase. It is each student's responsibility to clarify requirements of the facility and to follow the established deadlines provided by the site. Please ask the fieldwork supervisor at the facility to answer any questions relating to site-specific assignments

Evaluation/Assessment Procedures

Level II Fieldwork is graded as pass/fail. Students are *evaluated* by the fieldwork educator, using the AOTA Fieldwork Performance Evaluation (FWPE). However, the final grade is issued by the AFWC. Students are expected to show progression on the AOTA FWPE from midterm to final evaluation. Grading criteria includes the FWPE, other specified fieldwork education assignments and professionalism. Students must earn a minimum of passing scores in the FWPE AND at least 70% on all assignments to receive an overall final passing grade for the fieldwork education course(s).

Evaluation Forms

In order to receive a satisfactory grade, students must have a passing score as defined by the Fieldwork Performance Evaluation for the Occupational Therapy Student. Attainment of the minimal passing score at midterm and final on the AOTA Fieldwork Performance Evaluation (Midterm 90 or above Final 122 or above AND the student must receive a 9 or above in Section 1 of the AOTA FWE.)

Failure to meet this criterion may result in a delayed or unsatisfactory grade. Students must complete all Level II fieldwork at a satisfactory level in order to graduate and be eligible to sit for the occupational therapy certification exam

- A. The **AOTA Fieldwork Performance Evaluation** is intended to provide the student with an accurate assessment of his/her competence for entry-level practice. Both the student and fieldwork educator should recognize that growth occurs over time. The midterm and final evaluation scores will reflect development of student competency and growth. Using this evaluation at midterm and final, it is suggested that the student complete a self-evaluation of his/her own performance. During the midterm review process, the student and fieldwork educator should collaboratively develop a plan, which would enable the student to achieve entry-level competency the end of the fieldwork experience. This plan should include specific objectives and enabling activities to be used by the student and fieldwork educator in order to achieve the desired competence. A copy of the midterm evaluation is required to be sent to AFWC if there are any present or anticipated performance issues.

Upon completion of fieldwork, the fieldwork educator is responsible for returning *the original evaluation form* (signed by both the student and fieldwork educator) to the Academic fieldwork coordinator at Duquesne University. The final/completed FEW must be post-marked/mailed no later than 3 days after your last day of fieldwork.

- B. The **Student Evaluation of Fieldwork Experience** (SEFWE) form, developed by the AOTA Commission on Education, will be used by students to critique Level II fieldwork. This form must be completed and received by the fieldwork coordinator in order to receive a grade. The original form, signed by both student and supervisor, must be submitted to the fieldwork coordinator prior to assignment of a passing grade and prior to submission of the student's name for licensure. The final/completed SEFWE must be post-marked/mailed no later than 3 days after your last day of fieldwork

***Please note that it is required for students to MAKE COPIES AND KEEP COPIES of all weekly review forms, mid-term/ final evaluations and learning plans for your personal files.**

- C. It is necessary that the original evaluation forms are returned to the AFWC (signed by BOTH the student and fieldwork educator), within a timely fashion. The evaluation forms should be post-marked no later than 3

business days from last day of fieldwork. Full credit is awarded when the evaluation forms are received on time and complete (signed by both parties). Deduction of 5 points per week will occur until forms are received.

- D. Due to deadlines established by the Office of the Registrar for submission of final grades, it may be necessary to enter final grades for level II FW, prior to receipt of evaluation forms. Therefore, per University policy, an “Incomplete” (I) may be processed as initial grade for level II FW. Passing grades will only be given when the completed AOTA FWE and Student Evaluation of Fieldwork Experience forms has been received by the Academic Fieldwork Coordinator. Final fieldwork evaluations are kept in the individual student’s record in the Department of Occupational Therapy at Duquesne University.
- E. While the fieldwork educator provides input regarding the student’s clinical performance on level II FW, the final responsibility for your grade assignment rests with the Academic Fieldwork Coordinator. The AFWC will record a grade of Satisfactory or Unsatisfactory. The grade is determined by achievement of a minimum score on the FWPE, student attendance, active participation in discussion boards, and satisfactory completion of all other required assignments as stated in course syllabi for level II FW. The AFWC reserves the right, on behalf of the Department of Occupational Therapy, to assign a grade other than that which is reflected by earned points alone. Justification for doing so could include such things as the failure of the student to maintain and/or provide in a timely fashion proof of health requirements/clearances/evaluation forms, evidence of academic misconduct, failure to maintain required correspondence with AFWC/and or Faculty, unethical behavior or violation of the Department of Occupational Therapy Professional Behavior Policy.

Course Policy and Procedures

All occupational therapy students are responsible for being familiar with and ensure that the policies and procedures stated in University, School and Department student handbooks and procedures publications

1. Uphold all of the rights, responsibilities and ethical behaviors of the University and the Code of Ethics for the Occupational Therapy Profession in all activities related to this course as defined in the student handbook. <http://www.healthsciences.duq.edu/ot/hb09appendix.html#ethics>
2. Follow all academic policies, rules and regulations as defined in the Student Handbook. <http://www.healthsciences.duq.edu/ot/hb01contents.html>
3. Occupational therapy students are expected to be an active member of the America Occupational Therapy Association throughout this course. www.aota.org
4. Follow all policies & procedures as defined in *Fieldwork Manual*, including signed acknowledgement which can be found at: <http://www.duq.edu/occupational-therapy/Fieldwork-Education/Fieldwork-Manual.cfm>
5. **Pre-requisites.** Students must pass all previous coursework and matriculation examinations. All university health and site specific requirements must be met before the student can begin clinical education.
6. **Attendance.** Attendance is required for all fieldwork education experiences. *see fieldwork manual for specifics
7. **Supervision.** Students must work under the direct supervision of a licensed occupational therapist with at least one year of experienced. All fieldwork educator changes must be discussed with the AFWC
8. **Confidentiality.** Students are required to maintain confidentiality in both the clinical and academic settings in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) regulations. *see fieldwork manual for specifics
9. **Critical Incidents.** Students are required to report critical incidents to the AFWC. When the incident occurs, the student should notify the fieldwork educator, and AFWC. The student should complete an incident report as directed by the fieldwork site and facility policy. The student is then to contact the AFWC. Critical incidents include: patient falls, patient injured, patient upset with student, and other incidents considered critical. If a student is unsure if an incident is considered critical, they are to contact the AFWC
10. **Professional Attire** – see fieldwork manual & site-specific expectations

11. **Recognize learning problems and seek assistance.** Students are expected to recognize when they are experiencing a learning problem and ask the FWEed for assistance. Notify AFWC if any problems/concerns arise while on fieldwork, and after seeking assistance from fieldwork educator.
12. **Assignments.** Specific assignment criteria are listed in the grading matrix. Assignments must be completed by the due date in order to seek potential for full credit.
13. **Correspondence** Maintain appropriate and timely correspondence with AFWC and other DU faculty while on fieldwork (including but not limited to: returning phone calls, responding to emails etc, checking related blackboard sites...in a consistent & timely manner). It is expected that students respond to phone-call or email within 48 hours.
14. Check DU email and FW blackboard site on regular basis to ensure appropriate communication and notification
15. **Online participation** – Students are expected to participate fully in discussion board postings on blackboard when requested.
16. **Disability accommodation.** Students with disabilities as defined by the Americans with Disabilities Act of 1990 (ADA), and who require special accommodations, are to provide the required data by law. Reasonable accommodations will be made in accordance with the documented disability.
17. **Electronic/Communication Devices.** As a courtesy to everyone involved in the course and as per the John G. Rangos Sr. School of Health Sciences Academic Student Handbook electronic devices such as beepers and cell phones are to be turned off (no sound, vibration, or text) during fieldwork education. In many clinical sites, electronic devices are prohibited from use and may cause technical difficulties with medical equipment.
18. **Students with Special Needs.** Any student who requires assistance to accommodate a documented special need should inform the ACCE. If you need additional assistance contact Dr. Lorensen in the Office of Freshman Development and Special Student Services.
19. **Academic Dishonesty.** Cheating will not be tolerated under any circumstances. Issues of academic improprieties will be addressed according to the guidelines outlined in the RSHS Student Handbook.
20. **Professional Behavior Policy.** Violations of the professional behavior policy appearing in the Program in Occupational Therapy manual will initiate the professional behavioral protocol described in the *Fieldwork Manual*
21. It is strongly recommended that each student write a letter or email their fieldwork center **four to six weeks before the beginning date to confirm arrangements.** The letter must be typed and professional in appearance. (See suggested outline for this letter.) Students should send a copy of the letter to the fieldwork educator/clinical coordinator and maintain a personal copy. Many fieldwork educators now have email access and an email letter is an acceptable form of communication.
22. Upon completion of Level II Fieldwork, we strongly recommend that you send a thank you letter to the OT Staff of your site (see posted sample).

Assignment 1: Blackboard Discussion Postings

Key: 1= Inadequate, 2=Below average, 3 = Average, 4 = Above average, 5 = Exceptional

	1	2	3	4	5
1. Answered questions relevant to clinical sites attended, focused on topic					
2. Evidence of student reflection and learning. Critical thinking evident in responses contain rich and fully developed new ideas, connections, or applications					
3. Organization of ideas/thoughts					
4. Clarity & mechanics (spelling, grammar, use of professional language)					

Total _____ / 20 _____ %

Assignment 2 Site Objectives / Curriculum Philosophy

_____ Pass (submitted on time) _____ Fail

Assignment 3 AOTA FDF

_____ Pass (submitted on time) _____ Fail

Assignment 4 Submission of Evaluation Forms

_____ Student Evaluation of Fieldwork Experience Received (date)

_____ signed by both parties

_____ AOTA Fieldwork Evaluation of Fieldwork Experience received (date)

_____ signed by both parties

_____ Pass*identify passing score from evaluation _____ Fail

Fieldwork level II Assignment Checklist (For AFWC Use – only)

Task	Deadline met	Assignment Complete	Score from Grading matrix
Blackboard posting 1 (2A)			
Blackboard posting 2 (2A)			

Blackboard posting 3(2A)			
Blackboard posting 4 (2A)			
Blackboard posting 5 (2B)			
Blackboard posting 6 (2B)			
Blackboard posting 7 (2B)			
Blackboard posting 8 (2B)			
Submission of site objectives			<u>N/A</u>
Submission of site Fieldwork data form			<u>N/A</u>
Submission of Student Evaluation of FW experience (2A)			<u>N/A</u>
Submission of Student Evaluation of FW Experience (2B)			<u>N/A</u>
Submission of AOTA FW Performance (2A)			<u>N/A</u>
Submission of AOTA FW Performance (2)			<u>N/A</u>