Course Titles: Developmental Habilitation: Level I Fieldwork, Physical Rehabilitation: Level I Fieldwork, and Psychosocial Rehabilitation: Level I Fieldwork

Date: Academic calendar year 2016-2017

Course Instructor: Elizabeth A. Dixon, OTR/L; Clinical Director
Location: ATHS W223
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Email: ead6@pct.edu

• Do not expect a reply from Friday at 5:00pm until Monday morning. Please plan ahead.

Course Descriptions:

OCT124 Developmental Habilitation:
Observation and guided application of the occupational therapy process in settings serving developmentally challenged children or adults. Students are supervised by clinical educators or faculty at health care, education, or community settings. In-class activities complement topics and experiences in off-campus sites. 2 Credits (0 Lecture - 6 Lab) Prerequisite(s): BIO115 and OCT100 and OCT101 and PSY111. Corequisite(s): OCT122. Transportation will be the responsibility of the student. Spring Only.

OCT206 Physical Rehabilitation:
Observation and guided application of the occupational therapy process in settings serving physically challenged children or adults. Students are supervised by clinical educators or faculty at health care, or community settings. In-class activities complement topics and experiences in off-campus sites. 2 Credits (0 Lecture - 6 Lab) Prerequisite(s): BIO125 and OCT121 and OCT122 and OCT124. Corequisite(s): OCT201 and OCT203 and OCT204 and OCT205. Transportation will be the responsibility of the student. Fall Only.

OCT227 Psychosocial Rehabilitation:
Observation and guided application of the occupational therapy process in settings serving psychosocially challenged children or adults. Students are supervised by clinical educators or faculty at health care, education, or community settings. In-class activities complement topics and experiences in off-campus sites. 2 Credits (0 Lecture - 6 Lab) Prerequisite(s): OCT201 and OCT203 and OCT204 and OCT205 and OCT206 and PSY201. Corequisite(s): OCT226. Transportation will be the responsibility of the student. Spring Only.
Purpose of Fieldwork:

The goal of the educational process is to produce competent occupational therapy assistants. To develop this competence, the student will be exposed to community settings where he/she can examine the roles, skills, functions, and professionalism necessary to practice occupational therapy. Fieldwork experience is designed to complement academic preparation by integrating knowledge with application of skills. Students will have the opportunity to integrate classroom and laboratory material through observation and participation in a variety of community settings. Experiences will include those directly related to occupational therapy, as well as other situations to enhance an understanding of developmental stages, tasks, and roles of individuals throughout the lifespan in both disabled and well-populations. Individual and group supervisory models are utilized and provide opportunities for observation, “hands-on” experience as appropriate, and development of professional behaviors. Classroom seminars provide activities to complement topics and experiences in off campus sites.

Course Logistics:

The 2nd, 3rd, and 4th semester of the Occupational Therapy Assistant program curriculum, each student will participate in five, 3 hour fieldwork seminars on campus and ten, 6-7 hour onsite fieldwork visits at an assigned clinical site. The type of clinical setting the student is placed in will compliment what he/she is learning in his/her academic coursework for that semester (e.g. developmental disability, physical dysfunction, and psychosocial dysfunction), as well as his/her own personal strengths and opportunities for growth.

Level I fieldwork placements are typically scheduled for Tuesday or Thursday during the 2nd and 3rd semester of the OTA curriculum (OCT124 and OCT206), and Tuesday, Thursday or Friday during the 4th semester of the OTA curriculum (OCT227). The day of the week and the start and stop time of the onsite visit is determined by the facility; and often will not be consistent with the information shown on your course schedule in the Student Information System (SIS). The SIS should only be used to confirm that the student is registered for the course.

Site Selection and Scheduling:

Placements for all Level I fieldwork is the responsibility of the OTA program. The selection of the students’ individual fieldwork educators/sites is managed by the clinical director to ensure that all students are exposed to a broad diversity of experiences throughout their Level I and Level II fieldwork. The clinical director evaluates each setting to verify that the setting can provide an experience to the students that will promote clinical reasoning, transmit values and beliefs that reflect the curriculum, enable ethical practice, and to develop professionalism and competence. Additional factors evaluated during the site selection process are: the therapeutic programs being offered, the interventions being utilized, the staffs’ qualifications, the compatibility of the site with the OTA program philosophy and curriculum design, the site’s current standing with their applicable regulatory agencies (e.g. Medicare, JACHO, CORF, etc.), and the current state authorization requirements for that site. In addition, the willingness of the clinical educators and the administration of the sites to provide an educational experience for the students is of primary importance.

When assigning students to their sites for Level I fieldwork, the clinical director will take into consideration the students’ preference of geographical location, but cannot guarantee a compatible match will be available. Students may need to travel to destinations greater than one hour to reach their placement sites. All expenses including room, board, and transportation are the sole responsibility of the student and will not be factored in when securing the students’ fieldwork site.
Furthermore, preference during the selection process is given to sites where a current and fully executed memorandum of understanding exists and a previous successful working relationship between the site and the College has been established. If it is determined by the clinical director that the OTA program’s existing memorandums of understanding do not meet the current needs of the student population, the clinical director will initiate a search for new sites locations. If it is determined that a site meets the OTA program’s selection criteria, the clinical director will initiate the development of a memorandum of understanding between the two parties. At no time, will a student be permitted to start his/her fieldwork placement in a site without a current and fully executed memorandum of understanding in place.

Site Evaluation Process:

All sites are evaluated by the clinical director through verbal and written communication with the site/supervisor, onsite visits as needed, and through student feedback. All clinical fieldwork sites currently being utilized are required to complete a Penn College Fieldwork Data Form and a Penn College Supervisor Information Sheet at least annually. In addition, upon completion of each Level I experience, the students complete a Penn College Student Evaluation of Fieldwork Experience form. The Penn College Student Evaluation of Fieldwork Experience form is reviewed and signed by the student and the site/supervisor on or prior to the student’s last day of his/her Level I fieldwork placement and returned to the Penn College OTA Department. The clinical director reviews all Student Evaluation of Fieldwork Experience forms returned and addresses areas of need/concern accordingly.

Student Evaluation Process:

Fieldwork supervisors are highly encouraged to informally give constructive feedback to the students during every onsite visit. At midterm, the site supervisor conducts a formal midterm evaluation with the student to communicate how he/she is progressing with achieving the site’s clinical and Penn College course objectives for that setting (e.g. developmental disability, physical dysfunction, and psychosocial dysfunction). The clinical director also completes a phone call or onsite visit with the student and the site to confirm the student is meeting the site’s clinical and Penn College course objectives. If the student is not meeting the site’s clinical and Penn College course objectives at midterm, a learning contract is collaboratively developed between the clinical director, the student and the fieldwork site to remediate the current areas of concerns and facilitate development of expected competencies. Follow-up phone calls, emails, and/or onsite visits are conducted by the clinical director as needed to facilitate and monitor the learning contract. A Penn College Fieldwork Midterm Report is completed by the Clinical Director and kept on file after each students’ midterm phone call or onsite visit.

Site Confirmation and Notification Process:

All student placements will be confirmed with a site through verbal communication and/or email correspondence. An official Announcement/Confirmation Letter indicating the student’s name and placement dates will be sent to the site via US Mail approximate 6-8 weeks prior to the students’ start date. In rare incidences beyond the OTA program’s control (e.g. site cancellation), notification of a student placement may fall later than 6-8 weeks prior to the student’s start date. The student will be carbon copied on the Announcement/Confirmation Letter, and the letter will be forwarded to him/her via his/her Penn College email account.

Student Notification Process:

All student placement notifications will be communicated to the students via their Penn College email account.
**Course Text:** Recommended


Students will also be required to access multiple sources through the library, the internet, and community resources in order to meet the objectives of the course.

**Course Evaluation Method:**

Fieldwork Level I: Student Evaluation (completed by clinical site) 70%
Homework assignments 30%

100%

No extra credit work will be given.

The following grading system is used to support excellence and is applicable to all OCT courses:

A = 93 – 100
B = 85 – 92
C = 75 – 84

F = Below 75 (minimum standards have not been met)

Prior to being eligible for practice in the profession, students who graduate from the major will be required to pass the National Certification Exam, administered by the National Board for Certification of Occupational Therapy (NBCOT). Scores on this exam are tabulated with a 75% minimum pass rate. To comply with this minimum standard, no OCT course grades below 75 will be rounded.

A grading rubric for the homework assignments is posted on PLATO for the students’ reference.

The homework assignment grades and the student evaluation grade will be posted in the PLATO grade book. If a student has a question regarding her/his assignment grade, she/he will be required to make an office visit with the Clinical Director. No grades will be discussed with a student(s) during class time or in a public arena.

No final grades will be given out via phone or email. Final grades will be available via the Student Information System (SIS) upon release from the Registrar’s office after the conclusion of finals.

Students are responsible for reading and knowing the contents of this syllabus. The instructor reserves the right to modify this syllabus at any time during the semester with timely notification to enrolled students.

**Student Outcomes:**

Level I Fieldwork will allow the student to develop and demonstrate personal and professional work behaviors.

<table>
<thead>
<tr>
<th>Course Objectives: The student will</th>
<th>Evaluation Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. demonstrate punctuality and adherence to attendance guidelines.</td>
<td>Fieldwork evaluation and attendance records</td>
</tr>
<tr>
<td>2. recognize and follow formal and informal procedures, including dress code in the clinical setting.</td>
<td>Fieldwork evaluation, observation</td>
</tr>
<tr>
<td>3. demonstrate care and maintenance of equipment and supplies utilized in the clinical setting.</td>
<td>Fieldwork evaluation</td>
</tr>
<tr>
<td>4. articulate and practice adequate safety and emergency practices in clinical/community setting.</td>
<td>Fieldwork evaluation</td>
</tr>
</tbody>
</table>
5. apply ethical guidelines to the clinical/community setting.

6. maintain strict confidentiality of patients/clients.

7. utilize professional judgment in communication and practice skills.

8. receive and demonstrate responsiveness to constructive criticism and suggestions for improvement.

9. express educational curiosity through demonstrated enthusiasm, relevant questioning and initiation to pursue learning opportunities.

10. manage time to schedule work for self and allow completion of tasks.

**Level I Fieldwork will expose the student to a diversity of practice models and increase awareness of community resources and needs.**

<table>
<thead>
<tr>
<th>Course Objectives: The student will</th>
<th>Evaluation Method</th>
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<tbody>
<tr>
<td>1. observe and describe the resources available in the community/clinical setting.</td>
<td>Fieldwork evaluation and homework assignments</td>
</tr>
<tr>
<td>2. articulate sponsorship, philosophy and mission of the agency.</td>
<td>Fieldwork evaluation and homework assignments</td>
</tr>
<tr>
<td>3. discuss the role and potential role of occupational therapy in the clinical/community setting.</td>
<td>Fieldwork evaluation and homework assignments</td>
</tr>
<tr>
<td>4. recognize and identify channels of authority in the clinical/community setting.</td>
<td>Fieldwork evaluation and homework assignments</td>
</tr>
<tr>
<td>5. demonstrate an understanding of the roles and functions of various team members observed in the clinical/community setting.</td>
<td>Fieldwork evaluation and homework assignments</td>
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**Level I Fieldwork will provide the student with opportunities to develop observation, communication, and documentation skills and to integrate and apply classroom and laboratory material.**

<table>
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<tr>
<th>Course Objectives: The student will</th>
<th>Evaluation Method</th>
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<tr>
<td>1. define the unique nature of OT to various audiences.</td>
<td>Fieldwork evaluation and homework assignments</td>
</tr>
<tr>
<td>2. observe and practice communication and interaction skills, including therapeutic use of self with staff and patients/clients.</td>
<td>Fieldwork evaluation and homework assignments</td>
</tr>
<tr>
<td>3. document data or observations of patient/client performance using professional terminology.</td>
<td>Fieldwork evaluation and homework assignments</td>
</tr>
<tr>
<td>4. identify various forms of documentation that meet standards for reimbursement.</td>
<td>Fieldwork evaluation</td>
</tr>
<tr>
<td>5. under supervision, identify and administer selected assessments appropriate to the setting and the role of a COTA.</td>
<td>Fieldwork evaluation</td>
</tr>
<tr>
<td>6. analyze tasks relative to the Occupational Therapy Practice Framework.</td>
<td>Fieldwork evaluation</td>
</tr>
<tr>
<td>7. describe the patient’s clinical condition/performance skills/client factors/context and the impact upon occupational performance.</td>
<td>Fieldwork evaluation</td>
</tr>
</tbody>
</table>
8. under supervision, participate in ongoing treatment programs, practicing previously acquired skills. | Fieldwork evaluation and homework assignments
---|---
9. select and adapt/grade therapeutic activities to patients/clients. | Fieldwork evaluation
10. develop group leadership skills. | Fieldwork evaluation

**Academic Dishonesty/Plagiarism:**
Academic dishonesty/plagiarism is viewed as an extremely serious legal and ethical offense. Penn College’s Academic Dishonesty Policy, (P4.45) covers any of the following: cheating, plagiarism, multiple submissions, misrepresentation of academic records, falsification of any course related documents, facilitation of academic dishonesty, unfair advantage, violation of known safety requirements, and ethical misconduct. The Academic Dishonesty Policy will apply to ANY and ALL: submitted written work, written correspondences, and course related conduct. Founded occurrences of academic dishonest/plagiarism will result in failure of the assignment or failure of the course. Refer to the College Student Handbook for detailed definitions and college policies or go to: [http://www.pct.edu/studentpolicy/acaddishonesty.htm](http://www.pct.edu/studentpolicy/acaddishonesty.htm).

Instructor reserves the right to submit all written assignments to Turnitin or Dupli Checker.

**Students with disabilities:**
Students who have a documented learning disability AND are receiving support through Disability Services will be provided with reasonable and appropriate accommodations to facilitate optimal learning based upon their individual needs. If you have specific question regarding your rights and responsibilities, please contact Disability Services in the Klump Academic Center by email at disabilityservices@pct.edu or by telephone at (570) 320-5225 or TTY at (570)321-5528. **Students are responsible for disclosing any disabilities or needs to their fieldwork supervisor as necessary.**

[https://mypct.pct.edu/departments/DisabilityServices/Pages/RightsandResponsibilities.aspx](https://mypct.pct.edu/departments/DisabilityServices/Pages/RightsandResponsibilities.aspx)

**Student Support Services:**
The College provides support services to help students in becoming active and responsible learners. The Academic Success Center located in the Klump Academic Center is committed to creating a student-centered environment by offering comprehensive programming, resources and services that foster academic success and personal development. At any time during the semester, with or without previous communication with the student of intent, the Clinical Director reserves the right to make a referral to Student Support Services if it is felt that a student would benefit from additional assistance. As active participants in the learning process, students may also do a self-referral by contacting the Academic Success Center via email at academicsuccess@pct.edu or by telephone at (570) 320-5261.

**Information Literacy Requirements:**
The students will read and integrate assigned material from this and other prerequisite and co-requisite OTA coursework to complete class assignments. In addition, the students will be required to access multiple sources through the library, the internet, and community resources in order to meet the objectives of the course.

**Cell Phone Usage:**
For fieldwork seminars:
Students will turn off their cell phone and stow them away (out of site) during all fieldwork seminars. Failure to do so, or interruptions of class activity due to phone alert sounds will result in the student receiving a written warning. The Clinical Director will document, date and sign all incidents of disruption. The student will be presented with the documentation and be required to sign, indicating that he/she has been notified of the infraction. Following a 3rd or further documented offense the student will have a 5 point deduction for EACH infraction from his/her final course grade. Students are permitted to provide family members/roommates with the OTA department phone number (570) 321-5549 for emergency purposes ONLY.
For onsite visits:
Cell phones are prohibited from being taken into a fieldwork site. Students are permitted to provide family members/roommates with the site’s phone number for emergency purposes ONLY. Failure to comply with this directive will result in the student receiving at minimum a written warning from the Clinical Director when notified of the infraction. However, please note, all sites have reserved the right to dismiss a student from the facility for the day or permanently for a behavior or behaviors that the site perceives as being unprofessional (e.g. taking your cell phone into the prison).

Other Electronic Devices Usage:

For fieldwork seminars:
Electronic devices including, but not limited to IPODs, PDAs, laptop computers, etc. are prohibited in seminar unless previously approved by the Clinical Director for use in doing research for the student’s current OCT coursework only. If a student is witnessed using a device, he/she will be asked to turn the item off and stow it away. Failure to comply with this directive will result in the student receiving a written warning. The Clinical Director will document, date and sign all incidents of disruption. The student will be presented with the documentation and be required to sign, indicating that he/she has been notified of the infraction. Following a 3rd or further documented offense the student will have a 5 point deduction for EACH infraction from his/her final course grade.

For onsite visits:
Electronic devices including, but not limited to IPODs, PDAs, laptop computers, etc. are prohibited from being taken into a fieldwork site, unless the item has been previously approved by the site for use in doing research and assignments for the student’s fieldwork placement. Failure to comply with this directive will result in the student receiving at minimum a written warning from the Clinical Director when notified of the infraction. However, please note, all sites have reserved the right to dismiss a student from the facility for the day or permanently for a behavior or behaviors that the site perceives as being unprofessional.

Dress/Personal Appearance

Clothing and appearance contribute to the professional image of healthcare workers, influencing how the worker is perceived. First impressions are lasting impressions, and many times, fair or not, students are initially judged by their outward appearance. For this reason, the occupational therapy assistant student is expected to follow the guidelines below and wear the PCT OTA polo shirt and PCT ID badge, unless otherwise instructed by the site. During the 3rd semester, some sites may require the student to wear scrubs or a lab coat. Remember, you are representing the College and the OTA program as well as yourself.

**Acceptable: Casual Professional**

- PCT OTA polo shirt available through the college store (*shirts should be tucked in or long enough to cover the abdomen even when reaching upward*)
- Dress slacks, casual slacks (e.g. “Dockers”)

**NOT Acceptable:**

- The “No B” rule applies – No bellies, butts, breasts, boxers, briefs, or bras should be visible
- Tee shirts, halter, tank, spaghetti strap, low cut tops, or sweatshirts
- Blue jeans, rib leggings, sweat pants, yoga pants, shorts, or other recreational clothing
- Headwear such as hats, caps, visors, sweatbands, or bandanas inside the building, except for religion based caps or turbans
- Sun-glasses inside the building, unless needed for a documented medical condition
- Clothing that is skin tight fitting, stained, or torn
- Sandals, flip flops, open-toed, or high heel shoes
If a student is not dressed appropriately, the fieldwork site may opt to send the student home. The student will not be permitted to make the visit up and will receive a “zero” for his/her homework assignment; as well as a 5 point deduction for EACH infraction from his/her final course grade for attendance.

Personal appearance policies at some sites may also limit:

- Jewelry – students may be required to cover or remove jewelry from eyebrows, nose, tongue, etc.
- Hair color - sections of different colored hair, streaks, etc.
- Hair style including extensions (e.g. natural or synthetic hair and/or other adornments) – students may be asked to pull back hair away from face/shoulders
- Appearances of tattoos – students may be asked to cover tattoos
- Length of fingernails and use of artificial nails (e.g. wraps, gels, acrylics, etc.) Evident based literature verifies that these type of nails harbor bacteria which can be spread to patients.

Attendance:

The College Attendance Policy (refer to Policy 4.26, Procedure 4.26) applies to all fieldwork onsite visits and seminars. Any student missing more than one week of fieldwork or seminar is required to contact the Clinical Director within 24 hours of the second and/or proceeding absences. If the student does not contact the Clinical Director within 24 hours of the second and/or proceeding absences, he/she will receive a 5 point deduction for EACH infraction from his/her final course grade for attendance.

If the clinical site agrees, the student may make up the absence on another day, except in cases where the student did not follow the appropriate call-off procedure prior to the absence (see personal absences below). If the site does not consent to the student making up the absence on another day, the student will be considered to have excessive absences and may be withdrawn from his/her placement site and/or the course. Any student who arrives late or leaves from an onsite visit or seminar prior to being dismissed by the supervisor or by the Clinical Director with or without prior notification will receive a 5 point deduction for EACH infraction on his/her final course grade.

Personal absences:

- In the event of an illness, other unscheduled absence, or delay in arrival at the assigned start time, the student (not his/her spouse, parent, classmate, etc.) is responsible for contacting his/her supervisor for onsite visits and the Clinical Director for seminar classes PRIOR to the scheduled arrival time.
- If the student does not comply with the aforementioned call-off procedure, he/she will not be permitted to participate in fieldwork for that day or to make the onsite visit or seminar class up on another day, and may be withdrawn from his/her placement site and/or the course.
- Exceptions for extenuating circumstances (e.g. student hospitalization, etc.) may be given by the Clinical Director or Program Director on a case by case basis.

College dictated:

- If the College closes (e.g. a snow day) prior to the arrival of a student at fieldwork, the student cannot attend fieldwork and should notify his/her fieldwork supervisor immediately.
- If the College closes while a student is at fieldwork, the student should leave the fieldwork site.
- If the College delays opening, the student should notify his/her supervisor prior to the scheduled start time and report to fieldwork when the college is scheduled to open. (Normal college business hours are 8:00 a.m. to 4:30 p.m. If a one-hour delay is called, the student should arrive at the clinical site at 9:00 a.m.; if a two hour delay is called, the student should arrive at the clinical site at 10:00 a.m.; and so on.)
- If the site closes, the student should not attend.
• If the site delays opening (e.g. a school district), the student should arrive at the time the site is scheduled to open or when the College is scheduled to open, whichever is later.

Absences in the event of College or site delays or closings will not be held against the student, and make-up time for these occurrences will be dealt with on a case-by-case basis.

Schedule Changes/Cancellations:

For fieldwork seminars:
• Students will be notified of any schedule changes or cancellations of seminar by the OTA program personnel via a verbal announcement in seminar, an announcement posted on PLATO or on the classroom door, and/or an email sent to the students’ PCT account.
• Students will be notified of College closures and delays via notification on the College’s public website, the myPCT Portal for students and employees, and the College’s news and information website. Students are encouraged to register for PCT Alert to receive a text and/or a voicemail messages on their cell phone and in their college email.

For onsite fieldwork visits:
• Students should listen to the local radio and/or television station for potential road or site closings when experiencing inclement weather. Students should notify their supervisor prior to the start of fieldwork if they cannot make it to fieldwork due to the inclement weather. Students should make arrangements with their supervisor to make-up the visit missed.
• Unexpected cancellations of fieldwork by the site should be reported to the Clinical Director via phone or email within 24 hours of notification. The Clinical Director will work with the student and the site to ensure the student is able to fulfill his/her academic requirements. Absences in the event of the site closing will not be held against the student, and make-up time for these occurrences will be dealt with on a case-by-case basis.

Prerequisite Requirements:
Students are accountable for all required documentation supporting current and future fieldwork assignments. It is the responsibility of students to ensure that all requirements are complete, current, and submitted appropriately as they progress through the program.

All documentation must also be maintained in a personal file for ready access to assigned fieldwork sites.

This documentation includes:

1. Health Questionnaire, inoculation records, and blood work results:
   • Current PPD (updated yearly) – 1 & 2-step PPD tests are offered at PCT Health Services for a fee
   • Hepatitis B series (immunization)
   • Flu shot

2. Drug Testing
   • Upon entering the OTA program; upon random selection, upon request of OTA staff with suspicions; or by request of a fieldwork site

3. Clearances
   • Criminal Background Check
   • FBI Criminal Background Check with Fingerprinting from the Department of Education (required for OCT124 only)
   • FBI Criminal Background Check with Fingerprinting from the Department of Welfare (required for OCT 206 and OCT227)
   • Child Abuse Clearances
4. **Personal Malpractice Insurance**
   - A Certificate of Professional Insurance will be provided to the students in January by the OTA department office. A $15.00 charge payable to the OTA department applies annually in the fall semester.

5. **Personal Health Insurance**

6. **Current CPR certification through American Heart Association**
   - And, if applicable, payment for class offered in OCT100 through SHS.

7. **College identification name badge including the student’s legal name at it appears on his/her driver’s license, title of Occupational Therapy Assistant student, and Pennsylvania College of Technology (available through College Activities)**

8. **Completion of training in Standard Precautions, Blood-borne Pathogens and HIPAA, and Child Abuse reporting (completed during OCT124)**

9. **Any other health requirements, documentation, orientation or application materials requested by individual fieldwork sites.**

Lack of compliance with due dates will result in the application of a Written Warning. At prescribed intervals per below additional Written Warnings will be applied. Documentation of Written Warnings are cumulative throughout the Program and maintained in the OTA Program Office student file. If a student accumulates a total of three Written Warnings, at any time throughout the Program, they will be withdrawn, and receive a failing grade, from the current course.

Re-entry will follow the Guidelines in the Re-Entry Policy (See OTA Manual.)

**Written Warning penalty schedules will be applied as follows:**

- If a student has failed to submit all required documentation by the due date (as documented via email from the Clinical Director) he/she will be given the first Written Warning.
- A second Written Warning will be given if all documentation is not received one week following the first Written Warning.
- A third and final Written Warning will be given if all documentation is not received one week following the second Written Warning.
- At the time of the third Written Warning the student will be withdrawn from the course and receive a failing grade.
- Re-entry will follow the Guidelines in the Re-Entry Policy (See OTA Manual.)
- Exceptions for legitimate hardship or difficulty may be granted by the Program Director or Clinical Director.

For all site specific individual student requirements (as designated by assigned clinical site) assigned during the semester:

- If a student has failed to comply with all requirements on the designated due date (as documented via email from the Clinical Director) he/she will be given the first Written Warning.
- A second Written Warning will be given if the student has not complied with requirements by one week following the first Written Warning.
- A third and final Written Warning will be given if the student has not complied with all requirements one week following the second Written Warning.
• At the time of the third Written Warning the student will be withdrawn from the course and receive a failing grade.
• Re-entry will follow the Guidelines in the Re-Entry Policy (See OTA Manual.)
• Exceptions for legitimate hardship or difficulty may be granted by the Program Director or Clinical Director.

Professional Development:

Fieldwork is the beginning of the student’s professional career. Impressions that students leave with supervisors will follow them throughout their career. Make sure the impressions are positive!! A health care worker is expected to be reliable, respectful and responsible. To promote these necessary professional qualities, the student is expected to follow all rules, regulations, and procedures at the fieldwork site. Participation and interaction with patients and staff at the fieldwork site will allow the student to apply knowledge and skills taught in the academic setting. Fieldwork is an interesting experience where students explore their ability to be creative, resourceful and original. Together these attributes are what make occupational therapy both pleasurable and challenging.

An important ingredient in the development of professional and ethical behavior is maintaining patient confidentiality, following standard safety procedures, and responding positively to supervisory feedback. While instructors, supervisors and other staff will provide guidance and direction in the development of professional behaviors, students are responsible for following through and committing to becoming a professional.

Any violation of professional ethics or behavior which reflects negatively upon the student, facility, or Pennsylvania College of Technology will result in immediate notification of the Clinical Director, who will take appropriate action. Actions may include development of a learning contract, failure of the course or immediate withdrawal from the OTA major, as determined collaboratively by the Program Director, Clinical Director, and the Fieldwork Educator (as appropriate) who is directly supervising the student.

Code of Conduct:

For fieldwork seminar:

Prohibited Conduct, as defined in College Policy (P4.43) includes, “interference with the academic process...including, but not limited to, studying [and] teaching (to include disruptions or behavioral infractions in the classroom)...”

Disruptions in the classroom will not be tolerated. The instructor reserves the right to dismiss individuals from the classroom if disruptions are present during the classroom activities. Disruptions include, but are not limited to, cell phone usage, cell phone rings/vibrations, text messaging, utilization of lap tops/notebooks/smart phones inappropriately, disruptive conversation while the instructor is speaking or when other students are speaking, or other breaches of common courtesy, respect, or professional behavior.

The instructor will document, date and sign all incidents of disruption in or out of the classroom (e.g. in faculty office.) The student will be presented with the documentation and be required to sign, indicating that he/she has been notified of the infraction. Following a 3rd or further documented offense the student will have a 5 point deduction for EACH infraction from his/her final grade.

Any disruption of a severe nature may also be reported to the College Student Affairs administrators and subject to procedures as outlined by College Policy and Procedure (See: http://www.pct.edu/studentpolicy/codeOfConduct.htm).
**For on-site visits:**
Protecting the privacy of patients and patient information is of the utmost importance and is protected by federal law (HIPAA). Students will adhere to the AOTA ethical guidelines and HIPAA regulations during fieldwork assignments.

The following bulleted items describe conduct that will result in immediate withdrawal from a fieldwork assignment and the OTA Major as they are considered to be serious incidences of unprofessional or unsafe behavior or a breach of patient/client confidentiality. The decision to withdraw a student will be made collaboratively by the Program Director, Clinical Director, and the Fieldwork Educator (as appropriate) who is directly supervising the student.

**Immediate withdraw and failure of the fieldwork course will be considered for:**

- Inability to attend assigned fieldwork due to prohibited criminal background as determined by the FBI Fingerprint (Cogent) Check, a Pennsylvania State Police background check, and a Pennsylvania Department of Welfare or Department of Education child abuse clearance before the start of clinical/field rotations
- A potentially life-threatening incident
- An incident contributing to the injury of another
- Repeated failure to follow through on accepted guidelines for safe clinical practice (e.g., adherence to standard precautions, adherence to guidelines for safe patient handling, adherence to specific limitations for a patient per doctor’s orders or supervisor’s treatment plan, etc.)
- Breach of patient confidentiality in a public area, on a social media site, to a friend, family member, or an OTA student from another class section or course.
- The receipt of a conviction for a prohibitive offense contained in Act 169 of 1996 as amended by Act 13 of 1997 while currently in the program.

**Preparation for Seminar/Fieldwork**

**Student fieldwork responsibilities prior to first day**
Two weeks prior to the start of fieldwork, the student will contact his/her supervisor/fieldwork site to:

- introduce himself/herself and to ask any questions (e.g. hours of fieldwork, directions, lunch options, dress code if different than the College, cell phone policies, etc.) he/she may have
- confirm the site has received all requested fieldwork requirements

In addition, the student will print the following documents located on PLATO and have them ready to give to his/her fieldwork supervisor on the first day of fieldwork:

- Course Syllabus
- Fieldwork Attendance Record
- Fieldwork Level I: Student Evaluation
- Level I Fieldwork: Data Form
- Level I Fieldwork: Supervisor Information Sheet
- Level I Fieldwork: Student Evaluation of Fieldwork (student should keep for completion at end of clinical)
Each fieldwork site visit, the student is responsible for having his/her supervisor sign the Fieldwork Attendance Record. Supervisors are welcome and encouraged to provide feedback to the student weekly.

**Participation**

Participation in class and fieldwork (as deemed appropriate by the placement site) is a vital aspect of this course. The teaching/learning methodology will require the student to be an active member of the groups and hands-on activities. There is material that is delivered in a traditional lecture format that requires you to be in attendance to master its complexity. Much will be gained through directly working with your peers, accepting and providing feedback, sharing information from fieldwork experiences and readings. The professional and group skills required to be successful in this style of learning is a requisite of professional behavior.

**Coursework and Homework Assignments:**

In the process of completing assignments for this course and all OCT courses, students will have a variety of interactions with individuals in the community and during fieldwork experiences. All patient/client information must be treated as confidential.

**Per HIPAA guidelines,** students cannot report the following information in assignments including, but not limited to journals, case studies, presentations, etc.

- Name
- Location - includes anything smaller than a state, such as street address
- Dates - all, including date of birth, admission and discharge dates
- Telephone numbers
- Fax numbers
- Electronic e-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate and/or license numbers
- Vehicle identification numbers and license plate numbers
- Device identifiers and their serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full face photographic images and any comparable images
- Any other unique identifying number, characteristic, or code.

For written reports, the following information can be shared:

- Age (age 90 and over must be aggregated to prevent the identification of older individuals)
- Race
- Ethnicity
- Marital Status
- Codes (a random code may be used to link cases, as long as the code does not contain, or be a derivative of, the person's social security number, date of birth, phone/fax numbers, etc.)

Students, as well as therapists, often keep "working files" in their desk. This is still allowed under HIPAA guidelines, however this information must be locked in a file cabinet when not in use, and must be shredded when no longer needed.
Any disclosure of confidential information will be considered a HIPAA violation.

In addition to written work, confidentiality of information disclosed in class and obtained on fieldwork must be maintained at all times and must never be discussed in public areas, on social media sites or with family, friends, or OTA students from other class sections or courses. Violation of confidentiality to any domain outside of the classroom will result in failure of the course and possible withdrawal from the OTA major.

PLATO:

- All assignments will be posted on PLATO
- All assignments will be submitted via the corresponding drop-box in PLATO.

Only under an EMERGENCY circumstance will an assignment be accepted via email or hard copy with prior approval from Clinical Director. (Please note procrastination on your part does not constitute an emergency.)

Due Dates:

- All written assignments are due by 11:59 p.m. on the date indicated on the Course Outline and Calendar. Tuesday fieldwork student assignments are due on Tuesday; Thursday fieldwork student assignments are due on Thursday; and Friday fieldwork student assignments are due on Friday.

Late submission of coursework and homework assignments:

- Assignment submitted after 11:59 p.m. on the due date will receive an automatic zero.
- If a student has an emergency, he/she MUST notify the instructor in writing or by phone prior to 11:59 p.m. on the date the assignment is due. If granted, the student will be given a 24-hour grace period to submit the assignment. If the assignment is not received within the 24-hour grace period, the student will receive a zero.

Self-reflection journal:
Each student is required to complete 10 weeks of fieldwork experience in a clinical setting. Although the population of customers being served will be similar, the experiences each student will have will be vastly different. The purpose of this journal is to help each student synthesize the material he/she is learning in his/her academic coursework with what he/she is observing and experiencing in real-life clinical situations.

Each week the student will be given a guided question to reflect upon and write about in his/her journal. (Refer to the corresponding Course Outline and Calendar for the guided questions.) The guided questions are experiential in nature and not specific to that week’s attendance at fieldwork. Therefore, all assignments are due on the date noted on the Course Outline and Calendar regardless of whether the student has attended fieldwork for that week or not.

Each journal entry should be no greater than two pages long, double spaced, and 10-12 font size; preferably Verdana. Each entry should be submitted to the instructor in the corresponding drop-box on PLATO by 11:59 p.m. on the date assigned on the Course Outline and Calendar. Please refer to the grading rubric on PLATO for specific content criteria.
Documentation for fieldwork:

Midterm of fieldwork:
The Clinical Director will make a phone call or site visit with the student and supervisor. The student’s supervisor will complete and review the Fieldwork I: Student Evaluation with the student on or after the student’s 5th onsite visit. If the student is meeting expected standards at that time, the site does not need to forward the Fieldwork I: Student Evaluation to the Clinical Director. If the student is not meeting expected standards at that time, the site will forward the Level I: Student Evaluation to the Clinical Director, and a learning contract will be developed by the Clinical Director in collaboration with the supervisor and student to remediate those areas in which the student is not meeting the expected standards. If the student does not meet the expected standards at the end of the fieldwork rotation, he/she will receive a failing score on his/her performance evaluation.

Conclusion of Fieldwork: The student is responsible for ensuring that his/her supervisor has completed the following documentation:

- Fieldwork Level I: Student Evaluation
- Level I Fieldwork: Data Form (one per site)
- Level I Fieldwork: Supervisor Information Sheet (one per supervisor).

The Level I Fieldwork: Student Evaluation form will be reviewed by the supervisor with the student on or before the last day of fieldwork. Both the supervisor and the student will sign the document. The Level I Fieldwork: Student Evaluation form will be returned to the OTA Clinical Director within one week of the conclusion of fieldwork (see mailing address below).

The student is also responsible for ensuring the following documentation is complete:

- Attendance record
- Fieldwork I: Student Evaluation of Fieldwork form

The Fieldwork I: Student Evaluation of Fieldwork form will be reviewed by the student with the supervisor on or before the last day of fieldwork. Both the student and the supervisor will sign the document. The Fieldwork I Student Evaluation of Fieldwork form and the student’s Attendance Record will be returned to the OTA Clinical Director within one week of the conclusion of fieldwork (see mailing address on the next page).

Mailing address and contact information is as follows:

**Pennsylvania College of Technology – DIF 16**
One College Avenue
Williamsport, PA 17701
Attn. Elizabeth A. Dixon, OTR/L – Clinical Director OTA
Fax number: (570) 327-4509
Email: ead6@pct.edu

Students who are missing a document or the document is not complete at the end of final’s week will have their grade held until the aforementioned documents are received in full.