1. Orientation Outline
   • Review schedule, arrival time, holidays
   • Identify who will be involved with the student, primary supervisor
2. Policy and Procedures
   • Safety Procedures
   • Dress Code
   • Call-off Procedures
   • Essential Job functions
   • HIPPA
   • Other Patient Confidentiality Information
   • Other Required Site-Specific Policies – Your Human Resources Department may do an inservice or provide required information
3. Safety Procedures/Codes
4. Behavioral Objectives
5. Week-by-Week Schedule of Responsibilities
   • List of resources, how down time should be spent
   • This includes Caseload- identify duration of observation, when new cases will be added, when student will assume role of primary therapist and how the cases will be transitioned back to the OT practitioner at the end of fieldwork.
6. Assignments
   • Identify Due Dates
7. Daily Schedule
8. Guidelines for Documentation
   • Identify when direct entry of notes will occur, procedure for how co-signatures will happen, who signs
   • Completed samples of Forms, Evaluations, Discharge Notes, etc
   • Frequency of Progress Notes
   • Team Conferences
   • Facility approved medical abbreviations
   • Billing
   • How to use Computerized System
   • Any Other Facility Specific Documentation Requirements
9. Occupational Therapy Practice Framework: Domain and Process
10. Performance Evaluation
   • Procedure and guidelines used in the evaluation of:
      • Student
      • Fieldwork Educator
      • Fieldwork Experience
Additional Information

1. Organizational Chart of the Fieldwork Setting
2. History of the Fieldwork Setting
3. Department Information
   - Mission Statement
   - Organizational Chart
4. Regularly Scheduled Meetings
   - Dates/Times
   - Purpose of Meeting
5. Special Client Related Groups/Programs
   - Purpose
   - Referral System
   - Operation
   - Transport
6. Responsibilities of:
   - Fieldwork educator
   - Student

Items 1-9 should be included initially with the rest of the items added as you develop your program and as are appropriate to your setting.

Material for your student manual can be gathered from other sources within your facility. For example, your Human Resources Department, employee handbooks, etc..

Contact the academic program fieldwork coordinator for assistance. That person can facilitate the process and also ask similar programs in your area to share what they may have in their student manuals.

The manual for the fieldwork educator and the fieldwork student do not need to be different; they can be the same.
Source: [www.aota.org/Educate/EdRes/Fieldwork/NewPrograms/38250.aspx](http://www.aota.org/Educate/EdRes/Fieldwork/NewPrograms/38250.aspx)