

# USI OTA

## Level II

### Fieldwork Manual



*University of Southern Indiana  
OTA Program*

## **The Purpose and Value of Occupational Therapy Fieldwork Education**

The purpose of fieldwork education is to provide occupational therapy and occupational therapy assistant students with the opportunity to apply the knowledge learned in the classroom to practice in the clinical &/or community setting. Fieldwork experiences are designed to enrich the coursework through observation and participation in the occupational therapy process. This serves to integrate academic knowledge with practical knowledge, as they focus on the application of knowledge and skills. The goal of fieldwork education is to develop competent, entry-level generalist occupational therapists & occupational therapy assistants.

Fieldwork provides students with an in-depth experience in the provision of occupational therapy services to clients, focusing on the application of purposeful and meaningful occupation. Throughout the fieldwork experience, students are expected to increase these skills at progressively higher levels of performance and responsibility. The academic setting emphasizes the acquisition of knowledge as well as the cognitive and affective growth of the student.

The development of professional behavior begins in the classroom setting, with the goal of demonstrating professionalism in the practice setting. The fieldwork site emphasizes practicing and applying knowledge through supervised intervention and professional role modeling with clients, their families, significant others, and other health care professionals. The fieldwork experience is designed to promote best practice. Students are expected to demonstrate the values and beliefs of our profession that guide ethical practice.

Occupational therapy education integrates philosophical and theoretical knowledge, values, beliefs, ethics, and skills for broad application to practice, with the aim of improving the participation and quality of life for individuals with and without impairments and limitations. Fieldwork education prepares students to become competent, entry-level generalists who can function and thrive in a rapidly changing and dynamic health and human service delivery system.

## **Fieldwork Policies as Stated in OTA Student Handbook**

### **Fieldwork Experiences**

Fieldwork experiences are scheduled fieldwork internships during which time students have the opportunity to observe and apply knowledge of occupational therapy. Occupational therapy assistant students shall complete the two traditional fieldwork levels (Level I and Level II). All fieldwork experiences are completed under the supervision of a fieldwork educator. In all fieldwork experiences, student appearance, attire, and conduct must be appropriate to comply with the high standards of the profession, the USI OTA program, and also with the requirements of the fieldwork facility. In addition, fieldwork students must comply with the following.

- 1.) Students must report to their fieldwork educators in the assigned fieldwork site in accordance with the policy of the agency.
- 2.) All information related to persons receiving services is confidential. Confidential information WILL NOT be discussed or *in any way* shared after leaving the fieldwork site or classroom.
- 3.) For the purposes of confidentiality, the client's name must not be placed on information related to fieldwork assignments. A single initial or fictitious name (Mr. X) may be used when referring to a person who is receiving services in any written assignment.
- 4.) Students shall abide by all policies and procedures of the facility to which they are assigned for fieldwork. At all times, students must remember they are ambassadors of the Occupational Therapy Assistant Program at the University of Southern Indiana.

### **Level II Fieldwork**

In the Occupational Therapy Assistant Program at the University of Southern Indiana, Level II fieldwork is called *internship* (designated as OTA 397: Technical Fieldwork A, OTA 398: Technical Fieldwork B) and termed *affiliation* in many other occupational therapy assistant programs. Level II fieldwork is designed to provide in-depth experiences in delivering occupational therapy services and to develop and expand a repertoire of occupational therapy practice. For Level II fieldwork, fieldwork educators MUST be certified occupational therapy assistants or occupational therapists who have practiced a minimum of one year. To pass each of the Level II fieldwork experiences (IIA & IIB), the occupational therapy assistant fieldwork student must demonstrate the ability practice as an entry-level occupational therapy assistant (in that setting) by the end of the fieldwork internship.

## **Level IIA Internship**

(OTA 397: Technical Fieldwork A) consists of a minimum of **8 full-time work weeks**. The USI Occupational Therapy Assistant program defines a full-time workweek as a *minimum* of 35 supervised hours in fieldwork (completed at the fieldwork facility) per week. This may be completed on a part-time basis, as defined by the fieldwork placement in accordance with the fieldwork placement's usual and customary personnel policies, as long as it is at least 50% of an FTE at that site. When the student has completed all necessary requirements for beginning fieldwork, he or she will receive a packet with the following paperwork (&/or digital access to the following paperwork):

- **USI OTA Level II Fieldwork Manual**
- **USI OTA Level II Student Responsibilities Form**
- **USI OTA Level II Fieldwork Learning Objectives** (*general*)
- **AOTA Fieldwork Performance Evaluation (FWPE)** for the OTA Student
- **Student Evaluation of the Fieldwork Experience**
- **AOTA HIPAA Guidelines for Fieldwork**
- **USI Certificate of Liability Insurance**
- **Time Sheet**
- **Assignment Calendar**
- **Site Specific Objectives Template** (*for the purposes of facilitating collaboration between Fieldwork Educator, Academic Fieldwork Coordinator & Fieldwork Student on the development of objectives specific to that fieldwork site.*)
- **Return (self-addressed) envelope** (*for the purposes of the Fieldwork Educator mailing the AOTA Fieldwork Performance Evaluation, the SEFWE, Timesheet, Site Specific Objectives & any other required paperwork in to the USI OTA Academic Fieldwork Coordinator at the completion of the OTA student's Fieldwork Internship.*)

### ***Attendance:***

All attendance policies of the Occupational Therapy Assistant Program pertain to students enrolled in the course, OTA 397: Technical Fieldwork A. Within the Level II fieldwork experience, **students must make up any duration of time missed beyond (1) one day (this includes holidays and/or sick days)**. An exception to this attendance policy is if the University of Southern Indiana designates a day that students must *not* attend fieldwork experiences (***ex: Assessment Day***). If it is necessary for a student to miss a day during the fieldwork rotation *due to an illness or emergency*, the student should contact *both* his or her assigned Fieldwork Educator ***and*** the USI OTA Academic Fieldwork Coordinator (*in that order*) to alert them to the student's absence on that day. This contact should be made ***before*** the student's scheduled time to arrive at the fieldwork site that day. Students are not permitted to take vacation during Level II fieldwork; taking a vacation during Level II fieldwork will result in a **No Pass** rating for the course, OTA 397: Technical Fieldwork A.

### ***Fieldwork in Relation to Curriculum Design:***

OTA 397 Technical Fieldwork A (3 hours): While working with persons having various levels of psychosocial, sensorimotor, and cognitive performance components, students have opportunities for synthesis, the integration and application of knowledge gained throughout their educational experiences which include general education/liberal arts courses as well as the sequence of

occupational therapy coursework. Students will examine the interplay among occupational performance areas, components, and contexts; develop and expand a repertoire of occupational therapy treatment interventions; and employ clinical reasoning and reflective practice skills. Fieldwork A, a Level II internship of at least 8 fulltime work weeks in duration, must vary from Fieldwork B to reflect a difference in ages across the lifespan of persons requiring occupational therapy services, in the setting with regard to chronicity (long term versus short term), and in facility type (institutional versus community based). *Level I fieldwork shall not be substituted for any part of Level II fieldwork.* **Prerequisites:** OTA 298, OTA 344, OTA 362, OTA 372.

### ***Progression through the Fieldwork Experiences:***

The OTA student who has to enroll in OTA 397: Technical Fieldwork A a second time because of a No Pass rating earned the first time may be required to wait for an additional Level II fieldwork placement because this student is now out of original class sequence. A student who repeats this course will undergo Administrative Placement for the next Level II fieldwork site. This student is neither eligible to assist in establishing a new fieldwork site for this experience or any subsequent Level II experiences nor eligible for a fieldwork site that is new to the Occupational Therapy Assistant Program. For additional information, see the *Occupational Therapy Assistant Program Policies* section of the *Occupational Therapy Assistant Program Student Handbook* for the effects of receiving one or more No Pass ratings for OTA 397: Technical Fieldwork A.

### **Level IIB Internship**

(OTA 398: Technical Fieldwork B) consists of a minimum of **8 full-time work weeks**. The USI Occupational Therapy Assistant program defines a full-time workweek as a *minimum* of 35 supervised hours in fieldwork (completed at the fieldwork facility) per week. This may be completed on a part-time basis, as defined by the fieldwork placement in accordance with the fieldwork placement's usual and customary personnel policies, as long as it is at least 50% of an FTE at that site. When the student has completed all necessary requirements for beginning fieldwork, he or she will receive a packet with the following paperwork (&/or digital access to the following paperwork):

- **USI OTA Level II Student Fieldwork Manual**
- **USI OTA Level II Student Responsibilities Form**
- **USI OTA Level II Fieldwork Learning Objectives** (*general*)
- **AOTA Fieldwork Performance Evaluation (FWPE)** for the OTA Student
- **Student Evaluation of the Fieldwork Experience**
- **AOTA HIPAA Guidelines for Fieldwork**
- **USI Certificate of Liability Insurance**
- **Time Sheet**
- **Assignment Calendar**
- **Site Specific Objectives Template** (*for the purposes of facilitating collaboration between Fieldwork Educator, Academic Fieldwork Coordinator & Fieldwork Student on the development of Objectives specific to that fieldwork site.*)
- **Return (self-addressed) envelope** (*for the purposes of the Fieldwork Educator mailing the AOTA Fieldwork Performance Evaluation, the SEFWE, Timesheet, Site Specific Objectives & any other required paperwork in to the USI OTA Academic Fieldwork Coordinator at the completion of the OTA student's Fieldwork Internship.*)

**Attendance:**

All attendance policies of the Occupational Therapy Assistant Program pertain to students enrolled in the course, OTA 398: Technical Fieldwork B. Within the Level II fieldwork experience, **students must make up any duration of time missed beyond (1) one day (this includes holidays and/or sick days)**. If it is necessary for a student to miss a day during the fieldwork rotation *due to an illness or emergency*, the student should contact *both* his or her assigned Fieldwork Educator and the USI OTA Academic Fieldwork Coordinator (*in that order*) to alert them to the student's absence on that day. This contact should be made before the student's scheduled time to arrive at the fieldwork site that day. Students are not permitted to take vacation during Level II fieldwork; taking a vacation during Level II fieldwork will result in a No Pass rating for the course, OTA 398: Technical Fieldwork B.

**Fieldwork in Relation to Curriculum Design:**

OTA 398 Technical Fieldwork B (3 hours): While working with persons having various levels of psychosocial, sensorimotor, and cognitive performance components, students have opportunities for synthesis, the integration and application of knowledge gained throughout their educational experiences which include general education/liberal arts courses as well as the sequence of occupational therapy assistant coursework. Students will examine the interplay among occupational performance areas, components, and contexts, develop and expand a repertoire of occupational therapy treatment interventions, and employ clinical reasoning and reflective practice skills. Fieldwork B, a Level II internship of at least 8 fulltime work weeks in duration, must vary from Fieldwork A to reflect a difference in ages across the lifespan of persons requiring occupational therapy services, in the setting with regard to chronicity (long term versus short term), and in facility type (institutional versus community based). *Level I fieldwork shall not be substituted for any part of Level II fieldwork.* **Pre-requisites:** OTA 397.

**Progression through the Fieldwork Experiences:**

The student who has to enroll in OTA 398: Technical Fieldwork B a second time because of a No Pass rating earned the first time may be required to wait for an additional Level II fieldwork placement because this student is now out of original class sequence. A student who repeats this course will undergo Administrative Placement for the next Level II fieldwork site. This student is neither eligible to assist in establishing a new fieldwork site for this experience or any subsequent Level II experiences nor eligible for a fieldwork site that is new to the Occupational Therapy Assistant Program. For additional information, see the Occupational Therapy Assistant Program Policies section of the Occupational Therapy Assistant Program Student Handbook for the effects of receiving one or more No Pass ratings for OTA 398: Technical Fieldwork B.

**Enrollment in Academic Coursework During Level II Fieldwork Experiences:**

Although each Level II fieldwork internship is an intense experience requiring the student to spend long hours at the fieldwork site and often extra time after the fieldwork day is over, preparing for the next day, some students enroll in academic courses in addition to the Level II fieldwork course. The student who wishes to enroll in courses (other than OTA 351: Independent Study) in addition to OTA 397: Technical Fieldwork A or OTA 398: Technical Fieldwork B must successfully complete the following process:

- 1.) Submit to the OTA Program Chair &/or the OTA Academic Fieldwork Coordinator a written plan of action titled *Balancing Level II Fieldwork with Additional Academic Courses* with the headings:
  - a.) Courses - Provide a listing of courses for the entire College term (semester or summer sessions). Be sure to list for each course: discipline, number, course name, credit hour, and university.
  - b.) Strategies for Success - Describe the proposed strategies to be successful in both Level II fieldwork and additional course(s).
  - c.) Contingency Plan - Discuss what will happen if the proposed strategies to be successful in both Level II fieldwork and additional course(s) fail.
- 2.) Schedule a meeting with the OTA Program Chair &/or the OTA Academic Fieldwork Coordinator to discuss the written plan of action.
- 3.) Sign the written plan of action that has been accepted and signed by the OTA Program Chair &/or the OTA Academic Fieldwork Coordinator.
- 4.) The signed written plan of action will be reviewed by the OTA Program Chair &/or the OTA Academic Fieldwork Coordinator as necessary with the student (and retained in the student's files until the student graduates from the program).

**Fieldwork Locations:**

Final acceptance into the Occupational Therapy Assistant Program was based on the student's willingness to:

- (a) participate in the lottery system for the selection of Level II fieldwork experience sites and (b) leave the Evansville area, if necessary, for one (or both of) the 8-week Level II fieldwork experiences. The final decision for each fieldwork experience is at the discretion of the Academic Fieldwork Coordinator.
- (b) To this date, the USI OTA program does not offer any Level II fieldwork to occur outside of the United States. In the event that a student desires an international fieldwork placement the AFWC will ensure that the placement is supervised by an occupational therapist who graduated from a program

approved by the World Federation of Occupational Therapists and has at least 1 year of experience in practice prior to the onset of Level II fieldwork.

***Transportation:***

Students are required to provide their own transportation to and from any agency or institution included in curriculum requirements.

***Housing:***

Fieldwork experiences (Level I practicum and Level II internships) are integral aspects of the educational program of the Occupational Therapy Assistant Program at the University of Southern Indiana. Students must make their own arrangements for and finance their housing needs. The financial assistance budget for occupational therapy assistant majors has been adjusted to provide the additional funds required for fieldwork requirements.

***Relation of Fieldwork Completion Timeline to Didactic Work:***

For full compliance with ACOTE standards, all students in the Occupational Therapy Assistant Program at the University of Southern Indiana shall complete all fieldwork internships within an 18 month period following completion of academic didactic preparation.

***Supervision of OTA Student During Level II Fieldwork:***

According to the *AOTA Practice Advisory: Services Provided by Students in Fieldwork Level II Settings*: Supervision should provide protection of consumers and opportunities for appropriate role modeling of occupational therapy practice. Initially, supervision should be direct and then decrease to less direct supervision as appropriate for the setting, the severity of the client's condition, and the ability of the student. For Information from AOTA regarding supervision of OTA students during a Level II fieldwork rotation, click this link:

<https://www.aota.org/~media/Corporate/Files/EducationCareers/Educators/Fieldwork/StuSu prvsn/Practice%20Advisory%20Services%20provided%20by%20students%20in%20FW%20Level%20II%20final.pdf>

***Exposure, Injury or Illness During Fieldwork Experiences:***

It is USI CNHP policy that all exposure, injury &/or illness incidents occurring during a fieldwork experience be reported for the purpose of generating and maintaining a record of such incidents. It is the involved OTA fieldwork student's responsibility to report the exposure, injury &/or illness incident to the appropriate person(s) at both the University & College (outlined in the USI CNHP Infection Control Policy) and also to the person(s) designated to accept these type of incident reports at the facility where the incident took place within the required time frame for both entities. It is also the involved OTA student's responsibility to complete (&/or participate in the completion of) any required forms to be filled out for the specific type of incident that took place (exposure, injury or illness).

If the OTA student refuses to seek the recommended medical course of action (*such as in the case of an exposure incident*), the "Acknowledgement of Refusal to Seek Management of Exposure Incident" report form must be filled out and signed by the involved student. The

instructions for completing each of these forms and the forms themselves can be found and accessed in the most current version of the USI CNHP Handbook. The information collected by the USI CNHP in these reports is considered confidential and is retained only for the period of time a student is enrolled in the Occupational Therapy Assistant program.

Please feel free to contact the USI OTA Academic Fieldwork Coordinator with any questions or concerns at any point throughout the year and especially when you are hosting a Level I or Level II OTA Fieldwork student. If you have a concern about a student's performance in fieldwork, a good guiding rule from the *AOTA FWPE for the Occupational Therapy Assistant Student* states that the **Fieldwork Educator must contact the Academic Fieldwork Coordinator when either of the following takes place:**

- 1.) **A student exhibits unsatisfactory behavior in a substantial number of tasks**
- 2.) **A student's potential for achieving entry-level competence by the end of the affiliation in question.**

*Please do not hesitate to contact the Academic Fieldwork Coordinator at any time throughout the year for questions or concerns regarding fieldwork.*

**USI OTA Academic Fieldwork Coordinator Contact Info:**

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