

NORTHWOOD TECHNICAL COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT  
STUDENT POLICIES

## **REQUIRED DOCUMENTS FOR OTA STUDENTS**

The following documents must be completed and submitted to the OTA Program Director via upload to Clinician Nexus and/or OTA Online Orientation as appropriate by the dates indicated. If the documents are not signed and submitted to the Program Director by due dates, the student will not be able to participate in required course competencies. This may jeopardize the student's ability to complete required coursework.

Students will not be able to complete off campus activities or fieldwork without completion of the required documents.

Reentry students are required, as directed by the OTA Program Director, to resubmit documents prior to reentry into the program.

### **Between August 1 and September 1 of the year you are admitted to core (514-xxx) OTA courses.**

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|--|---|
| • Wisconsin Caregiver Background Check (\$15)                                  | OTA-32 in the OTA Handbook                        |
| • Self-Reporting Requirements  | OTA-35 in the OTA Handbook                        |
| • CBC Disclosure   | OTA-31 in the OTA Handbook                        |
| • Health Sciences Confidentiality Statement                                    | OTA webpage under "Program-Specific Requirements" |
| • Student Rules and Regulation   | HS-02 in Health Sciences Policies                 |
| • OTA Online Orientation   | Online completion and certificate submission      |
| • Health Sciences Health Form, including immunization record and physical exam | HS-21 in Health Sciences Policies                 |

### **By the first day of the Spring Semester (2nd Semester)**

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|--|----------------------------------|
| • BLS Basic Life Support                       | <b>UPLOAD TO Clinician Nexus</b> |
| • HIPAA training, scheduled during OTA lecture | <b>UPLOAD TO Clinician Nexus</b> |

### **Third Semester**

- Fieldwork I Orientation
- Fieldwork Policy Signature Sheet
- Fieldwork II Orientation