

Wisconsin Indianhead Technical College  
Occupational Therapy Assistant  
Fieldwork Handbook

Fieldwork IIA and IIB  
Statement of Understanding for Students (Signature Sign-Off Sheet)

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Initials: \_\_\_\_\_

Return this signed sheet to **OTA Program Director** before September 1.

**Placement**

You will complete 2 (8) week (Full time) Fieldwork II placements. Placements must meet the accreditation requirements of ACOTE and WITC's OTA curriculum design. You will work under the supervision of an occupational therapy assistant or occupational therapist. You will gain skill and competency in the areas of evaluation, intervention, communication, and professional behavior. You must be at entry level competency at each placement in order to successfully complete the FW placement. The combined FW experience will represent a variety of clientele and consist of more than one service delivery model. The fieldwork settings are different service delivery models. (school, SNF, medical, psychosocial).

**Placement-employed**

You may not be employed or volunteer where Fieldwork IIA or IIB is completed.

**FW Schedule**

Expect to work the same number of hours per week and the same work schedule as your supervising therapist. Expect to work 35-45 hours per week. You must be flexible with your scheduling during FW, as therapist's schedules reflect the needs of the client and setting. Some placements may start as early as 6:00am. You may be scheduled to work nights and some weekend hours.

**FW Schedule Part Time Basis**

If a student or facility requests, Level II fieldwork may be completed on a part time basis. This is possible if both parties (student and facility) agree and as long as the fieldwork is at least 50% of a Full Time Equivalent (FTE) at that site. For one rotation, this option requires more than 8 weeks to meet the requirements, as the full time equivalent needs to be met. This option would be planned and confirmed when Fieldwork placements are given to the student.

**FW Rigor**

Along with your full-time schedule, you will be enrolled in a 2 credit online course, 514-185 OT Practice and Management. Each clinical site also has an individual student program consisting of assignments. Each site will inform you of the site specific assignments during the first week of your placement.

## Work

Time commitment, travel, and the rigor of Level II fieldwork make employment difficult during FW II.

---

## Reliable Transportation

You will need reliable transportation to meet the demands of Level II fieldwork, as FW placements may be **anywhere**, including outside of the WITC district.

---

## Requirements for FW

All immunizations, a background check and current CPR (for health care providers) are required prior to FW II. It is your responsibility to provide documentation if requested by a clinical site. Current Health Insurance, First Aid, Drug Testing, National Background checks, etc. may be required by a fieldwork site. It is the students' responsibility to meet the specific guidelines required by the Fieldwork site prior to starting the fieldwork experience. These requirements may be at the cost of the student. Additional requirements will be given to the student when FW IIA and FW IIB placements are announced by the WITC Fieldwork Coordinator. Requirements must be completed prior to the first day of fieldwork. Not meeting these requirements may lead to termination of the fieldwork experience.

---

## Evaluation of FW II

A letter grade is not issued for Fieldwork IIA or IIB. The Fieldwork Educator completes the *AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student*. A final score of 70 is required, with a 3 rating or higher on Ethics and Safety items. A grade of Satisfactory is issued for scores 70 and above. A grade of Unsatisfactory is issued for scores below 70. Unsatisfactory is equivalent to failure of the course.

---

## Failing FW

If you receive below 70 points (Unsatisfactory) or lower than a 3 rating on any Ethics and Safety items on the *AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student* for either FW IIA or FW IIB you will fail the course. The fieldwork educator may also terminate fieldwork IIA or IIB for ethical, safety, or performance related reasons. This termination is considered a failure. Failure of OTA core courses, 10514186 (OTA Fieldwork IIA) or 10514187 (OTA Fieldwork IIB) result in automatic dismissal from the OTA program.

---

## Declining FW placement

If you decline your FW IIA or IIB placement(s), the first opportunity for repeating will be the spring semester of the next academic year.

---

### **Accreditation Requirement**

FW II must be completed within 18 months following completion of the academic program. If for some reason you do not attend FW in January following your last semester of completed 514 coursework, you will be required to demonstrate competency prior to attending FW IIA or IIB. Competency is shown via additional assignments, cumulative exams, skill check offs and portfolios. You will develop a plan with the OTA Program Director. The intention of the plan is to help prepare you for the fieldwork experience.

---

### **Negative Background Information**

WITC will disclose to all potential fieldwork sites when a student has a negative mark on their background check. WITC's Fieldwork Coordinator will continue to attempt placement for the OTA student with a negative mark on his/her background check until the Fieldwork Coordinator receives three negative responses from three different potential fieldwork sites. Once three different potential fieldwork sites have declined an OTA student on the basis of the results of his/her negative background check, WITC's OTA program will cease to pursue placement for that student.

If the clinical agencies where fieldwork is held will not allow the student to attend, it is not possible for the student to complete the competencies of the course. If the student cannot complete the competencies of the course it is not possible for the student to pass the course and progress through the program. *Bottom line—if there are no clinical agencies that will accept the student based on the background check history, the student must be excused from the OTA program, regardless of the student's academic standing.*

---

### **Absence for Fieldwork IIA or IIB**

If you are ill or miss a day of Fieldwork IIA or Fieldwork IIB, this must be made up. You must inform your Fieldwork Educator (at the FW location) **and** the WITC Fieldwork Coordinator of any absences. This must be done via phone or email prior to missing fieldwork or within 12 hours of missing fieldwork. You will also notify the WITC Fieldwork Coordinator of the plan to make up the missing hours. Absence from fieldwork may result in termination/failure. The fieldwork setting may require a physician's note to return to fieldwork.

---

### **Prior to Graduation Seminar**

You are required to attend an end of the year seminar at your campus location prior to graduation. The Instructor of OT Practice and Management will announce the date and time of this final meeting.

---

## **Termination Policy**

The fieldwork setting may terminate Fieldwork for student behavior including conduct, integrity, ethics, safety, absence, academic or other reasons, determined by the setting. WITC and the OTA program value the judgment of the fieldwork educator regarding ethical and safe practice. If you are terminated on Fieldwork, you will fail fieldwork. Failure of OTA core courses, 10514186 (OTA Fieldwork IIA) or 10514187 (OTA Fieldwork IIB) result in automatic dismissal from the OTA program.

---

## **Communication**

If at any time you are concerned with your progress on Fieldwork, you must notify the WITC Academic Fieldwork Coordinator.

---