

**Wisconsin Indianhead Technical College  
Occupational Therapy Assistant Program**

**EXAMPLE: 8 Week Student Fieldwork II Schedule**

- This document is provided as an example that can be used or modified by any Fieldwork Educator of Wisconsin Indianhead Technical College students.
  - Collaboration with the AFWC is available and welcomed to modify this to an individual fieldwork location.
  - OTA students benefit from an 8 -week plan outlining expectations for the Level II Fieldwork experience.
  - Please discuss this document and provide a copy for the student on the first or second day of the fieldwork experience.
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- This chart serves as a guide for the Fieldwork Educator (FWE) to show how supervision should be close and direct in week 1 and decrease to less direct supervision over the 8 weeks. This schedule should be adapted so that it is appropriate for the setting, the severity of the client's condition, and the ability of the student.

**Major Student Expectations**

<b>Week</b>	<b>Caseload *</b>	<b>Documentation</b>	<b>Treatment</b>	<b>Interprofessional Team Reporting (care conference)</b>	<b>Other</b>	<b>Supervision of Student by Fieldwork Educator (FWE)</b>
1	0	Familiarize self with facility documentation by 1. Reviewing system (electronic or paper) and obtaining passwords 2. Reviewing OT notes 3. Discussing with FWE documentation process/requirements for this setting	Observes	Observes	Completes facility orientation checklist Familiarizes self with all supplies in cupboards and equipment Meets team members	It is expected that students receive CLOSE supervision at the start of Fieldwork that is daily and direct contact at the site of work (AOTA, 1999, p.592)
2	1	Completes documentation for each observed client. Reviews with FWE Completes all documentation for caseload	Observes and assists	Observes	Observes PT, ST, for client on caseload Observes other departments (activities, rec therapy, etc.)	
3	2	Completes documentation for each observed client. Reviews with FWE Completes all documentation for caseload	Treatment using existing activities Shows FWE treatment plan for non-caseload client	Observes	Observes PT, ST, for client on caseload EBP article on one client and intervention	Gradually over the 8 weeks, it is expected students require less direct and more indirect supervision **
4	3	Completes documentation for each observed client. Reviews with FWE Completes all documentation for caseload	Treatment using existing activities Shows FWE treatment plan for non-caseload client	Prepares report for caseload but FWE reports while student observes	Home evaluation	
5	4	Completes documentation for each	Treatment using existing activities and new ideas	Prepares report for caseload but FWE reports while student observes:	Observe specialized low vision evaluation	Specifically, less direct supervision can be provided when the

		observed client. Reviews with FWE Completes all documentation for caseload	Shows FWE treatment plan for non-caseload client	reports for caseload if comfortable		student has demonstrated proficiency in routine tasks completed multiple times
6	5	Completes all documentation for caseload	Plans and introduces new treatment ideas	Reports for caseload	Advocacy Assignment	Direct supervision would be provided when the student encounters novel and/or more complex tasks
7	6	Completes all documentation for caseload	Plans and introduces new treatment ideas	Reports for caseload	EBP article on one client and intervention	
8	6	Completes all documentation for caseload	Plans and introduces new treatment ideas	Reports for caseload	Present final project to department	Supervision is also based on state and reimbursement guidelines

\*Student assists with all clients (may observe) but is primary therapist for this caseload

\*\*The amount of supervision will depend on the skills of the fieldwork educator, the skills of the student, the nature of the work, and the expectations and requirements of the work setting and external regulatory or legislative agencies.

American Occupational Therapy Association (1999). Guide for the supervision of occupational therapy personnel in the delivery of occupational therapy services. *American Journal of Occupational Therapy*, 53, 592-594.