

Northwood Technical College
Occupational Therapy Assistant
Fieldwork Handbook

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 Northwood 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.

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Major Student Expectations

| Week | Caseload * | Documentation | Treatment | Interprofessional Team Reporting (care conference) | Other | Supervision of Student by Fieldwork Educator (FWE) |
|-------------|-----------------------|--|---|---|--|---|
| 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 | |

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|---|---|--|---|---|--|---|
| 5 | 4 | Completes documentation for each observed client. Reviews with FWE Completes all documentation for caseload | Treatment using existing activities and new ideas Shows FWE treatment plan for non-caseload client | Prepares report for caseload but FWE reports while student observes: reports for caseload if comfortable | Observe specialized low vision evaluation | Specifically, less direct supervision can be provided when the 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.