



VERA Z. DWYER SCHOOL OF HEALTH SCIENCES

DIVISION OF
REHABILITATION SCIENCE

Master of Science in Occupational Therapy

STUDENT FIELDWORK HANDBOOK

IUSB OCCUPATIONAL THERAPY

Disclaimer: This handbook is not designed to present all of the rules and regulations of the specific affiliate clinical fieldwork sites. It is the student's obligation to abide by the rules and regulations of his/her respective fieldwork site. These rules and regulations will be given to the student(s) by specific fieldwork sites.

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INTRODUCTION AND FIELDWORK OVERVIEW

Welcome to fieldwork! This is an exciting time as you are transitioning from your academic studies and beginning your journey into clinical practice. Fieldwork is an essential part of the Master of Science in Occupational Therapy program to advance your clinical reasoning, professional development, and evidenced based research application towards entry level occupational therapy practice. My role as your Academic Fieldwork Coordinator is to secure appropriate level I and II sites, prepare you for fieldwork engagement, evaluate your competency skills, manage communication skills, and prepare you for the NBCOT and state licensure. This Fieldwork Manual is a guide for your three level I and two level II fieldwork affiliation rotations and will be utilized in your academic courses to prepare you for this transformational time.

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Fieldwork Program Mission Statement

The IUSB fieldwork mission is to provide and support fieldwork requirements as provide by Accreditation Counsel for Occupational Therapy Education (ACOTE) and the Indiana University South Bend (IUSB) Master of Science in Occupational Therapy (OT). The staff and faculty will prepare and support students throughout their fieldwork experiences to develop professional skills, clinical engagement, self-reflection, as well as critical thinking across the lifespan and within a variety of settings. The Academic Fieldwork Coordinator will guide students through their preparation for the National Board for Certification in Occupational Therapy (NBCOT) certification exam and state licensure requirements through fieldwork experiences. Fieldwork preparation and placements will integrate the IUSB MSOT curriculum threads:

- Culturally Aware Occupation-based Practice
- Knowledge Translation
- Professionalism, Leadership and Advocacy
- Interprofessional Practice
- Social Entrepreneurism and enterprise in healthcare, community, and educational settings.

Fieldwork Program Overview

Fieldwork is a vital part of the occupational therapy curriculum providing hands on experiences across the lifespan and within a variety of settings to connect what is learned in the academic setting into clinical practice. The transformative learning that occurs in fieldwork is necessary to prepare students for entry level practice by applying evidenced based practice, theoretical application, reflective thinking, and professional development. Providing fieldwork site placement opportunities over 5 different rotations allow students to gain experience and feedback from practitioners in the field. The Academics Fieldwork Coordinator (AFWC) is the administrator employed by IUSB who manages fieldwork responsibilities in collaboration with faculty, IUSB OT program director, and fieldwork sites. The Fieldwork Educator (FW Ed.) is the fieldwork site supervisor and is typically employed by the site except for contract therapists and / or university faculty supervision. The Accreditation Council for Occupational Therapy Education is the accreditation organization that established standards for occupational therapy curriculum including fieldwork. The IUSB MSOT program requires 3 part time level I fieldwork placements (40-50 hours each) and 2 full time level 2 placement (12 weeks each placement). All IUSB MSOT fieldwork will be completed in the USA.

ACOTE Fieldwork Curriculum Standards

The Accreditation Council for Occupational Therapy (ACOTE) provides academic and fieldwork guidelines/standards for occupational therapy programs.

ACOTE (2023 – C 1.1) states that the fieldwork curriculum must reflect the curriculum design to:

“Ensure that the fieldwork experience reflects the sequence and scope of content in the curriculum design, in collaboration with faculty, so that fieldwork strengthens the ties between didactic and fieldwork education.

To fulfill this standard, the IUSB MSOT Program provides each student with the following FW courses.

G592 Spring Year 1 – Level I A - Pediatric practice

G692 Summer Year 1 – Level I B – Mental Health Behavioral

G693 Fall Year 2 Level I: Level I C - Adult settings

G699 Spring Year 2 – Level II A (12 weeks full-time)

G799 Summer Year 2 – Level II B (12 weeks full-time)

Orientation to Fieldwork (Level I and Level II)

Fieldwork is designed to provide a progression of learning through experiences once the student has demonstrated completion and success of pre-requisite classes and successful professional behaviors. Fieldwork is comprised of five separate rotations classified as three Level I and two Level two rotations. Level I fieldwork consists of part time observation which may include guided, supervised hands-on participation. Students may be supervised by non-occupational therapy licensed/degreed professionals during level I fieldwork to increase interprofessional understanding. Level II fieldwork is a full-time experience which required the student to participate in evaluation, treatment, documentation, billing, and supervision skills. Level II fieldwork requires supervision by an occupational therapist. Fieldwork will provide exposure to clients across the life span in a variety of settings and with conditions which may include the following:

- Pediatrics: school, early intervention, private practice, and hospital-based settings
- Physical Disabilities: community, outpatient, inpatient rehabilitation, skilled nursing facility, adult day programs, and hospital based
- Mental Health/ Behavioral Health: community practice, private practice, out/inpatient behavioral health, and wellness programming
- Emerging Practice: nontraditional practice setting that works with clients to improve meaningful daily activities such as: providing injury prevention programming, ergonomics training at a manufacturing facility, educating staff and families at an adoption facility, working with an orthotist to manage splinting and technology for hand injuries, and/or engagement at a homeless shelter providing job coaching programming

At IUSB, Level I fieldwork is completed concurrently within the following courses

- *Level I A (Spring Year 1)*
G652 Pediatrics in Occupational Therapy
G569 Leadership and Professional Advocacy in Occupational Therapy
- *Level I B (Summer Year 2)*
G550 Group Process in Occupational Therapy
G554 Mental Health and Functional Cognition in Occupational Therapy
G556 Population Health and Wellness in Occupational Therapy
- *Level I C (Fall year 2)*
G647 Productive Aging in Occupational Therapy
G641 Adaptation and Participation in Occupational Therapy
G664 Management and Entrepreneurship in Occupational Therapy

Students will participate in the fieldwork on site clinical hours AND attend (virtually and / or in person) fieldwork didactic class requirements identified in the syllabus (OCTH: G592, 692 and 693). Fieldwork class work may include weekly assignments, meetings (virtual and/or face to face), discussion boards, quizzes, and/or active learning to advanced skills in professional development, ethical practice, transitioning from the academic setting to clinical practice, communication, supervision, leadership, coping and stress management, giving and receiving feedback, and self-reflection. FW Ed. will evaluate the students during these experiences and share the results with the student, and AFWC. Competency assessments and self-reflection will be measured by the following documents: Professional Development tools, Fieldwork Student Evaluation (level I only), Fieldwork Performance Evaluation (FWPE) – Level II only, Student Evaluation of FW Experience forms.

Professional Development

Professional development activities include the Student Leadership Practice Inventory which will be integrated into the fieldwork curriculum to increase professional behaviors, self-reflection and self-awareness skills throughout the fieldwork curriculum. This is a process to increase self-reflection and self-improvement of professional growth throughout the clinical fieldwork experiences. These documents are to highlight behaviors needing improvement and validate outstanding contributions. Assessment of professional behaviors is critical in the evaluation of both level I and level II fieldwork to prepare students for entry level practice.

DIFFICULTIES DEVELOPING ETHICAL AND SAFE PROFESSIONAL BEHAVIORS CAN LEAD TO FAILURE OF FIELDWORK.

LEVEL I FIELDWORK Spring and Summer Year 1 and Fall Year 2)

The goal of Level I fieldwork is to introduce students to fieldwork, apply knowledge to practice, and develop understanding of the needs of clients (ACOTE, 2023). Students will complete 3 level I fieldwork in a practice environment supervised by a designated fieldwork educator or MSOT faculty member. All Level I fieldwork will be 40 (not to exceed 50) hours per semester for each of the three experiences.

Fieldwork level I sites will be assigned by the AFWC. Location of fieldwork level I sites will primarily be throughout Northwest Indiana and Michiana surrounding area. Level I fieldwork experience may include one or a combination of the following: simulation experiences, case studies, videos, community placement, or university site clinic.

Fieldwork I is an opportunity to gain exposure with a variety of settings and client conditions. Students gain a better understanding of client needs while gaining professional development skills. Students will participate in didactic fieldwork course work as outlined in the syllabus and site supervised hours with a target goal of 120 site hours/ level I experience over the three Level I FW experiences. Students begin to demonstrate critical thinking and knowledge application within the practice setting. Level I fieldwork is designed to enhance students didactic learning through direct observation and engagement, and this experience can be met through simulation and case study engagement in addition to direct client observation or participation. By the end of Level I experiences the student should be able to define occupational therapy and professional application, identify strengths and areas needing growth, demonstrate ethical professional judgement, and participate in the supervision – student relationship.

Fieldwork Level I Expectations and Objectives

- Complete a minimum 120 combined hours of Level I Fieldwork (FW) experience with the respective population for each of these courses: Pediatrics, Mental Health/Behavioral Health; Adults/ Older Adults (40, up to 50 hours per Level I fieldwork experience)
- A student must complete these experiences, student evaluation, and coursework with satisfactory performance
- Students will demonstrate self-reflection and professional development

- Students will demonstrate direct observation and activity participation with graded involvement per FW Ed.
 - Students will demonstrate understanding of evaluations, interventions, conditions, documentation, billing, practice setting, ethics, and interprofessional team participation relevant to the setting.
 - Observe and interact with a variety of populations and personnel
 - Demonstrate occupational profile analysis of clients, community or the environment
 - Demonstrate self-reflection to clients, the setting, personnel, and supervisor
 - Develop observational skills, emerging analysis skills and clinical reasoning
 - Demonstrate professional skills which include self-awareness, flexibility, culture awareness, effective communication skills, professional engagement, take initiative, use organizational skills, manage time, collaborate
 - Demonstrate ethical understanding and application behaviors
 - Additional site-specific objective may be included which will be communicated by the AFWC
 - The student must successfully complete each Level I within 3 /4 attempts
- For additional information, see IUSB MSOT FW 05 Policy: FW Expectations.*

Level I Eligibility

- To be eligible for fieldwork I, students must have satisfactorily completed all program didactic coursework with a GPA of 3.0 and demonstrate professional behaviors (refer to the student manual for description of expectations) prior to an assigned Level I fieldwork. Part time students must meet with the AFWC, and the Program Director to establish eligibility.

Level I Fieldwork Dates

- Fieldwork dates may vary for each student due to site specific variables that will be managed by the AFWC and the FW Ed.

Level I Grading

Students will receive a satisfactory (S) / fail (F) grade for Level I fieldwork which includes assignments from the AFWC and an evaluation completed by the designated fieldwork educator assessing the student's professional development skills. Students must receive a satisfactory score from both the AFWC and the FW Ed. to pass and proceed to the next FW placement. Students not passing at midterm or demonstrating concern of failure will meet with AFWC and discuss Student Success Plan if needed. For additional information, refer to MSOT FW Policy 05: Level I Expectations.

Level I Site Supervision Requirements

Supervisors are required to be a degreed professional and may maintain a licensed in occupational therapy or other professions such as: social work, psychologist, physician assistant, teacher, nurse, physical therapist, speech therapist, etc. Supervisors must demonstrate one-year full time clinical experience and demonstrate proof of licensure and experience. Supervisors will be onsite and provide direct supervision during the Supervisors affirm understanding of the supervision, curriculum, fieldwork program design, and agree to support the required supervision and fieldwork experience. Refer to MSOT FW Policy -01 and Policy -05 for further information.

LEVEL II FIELDWORK

As per ACOTE (2023), the goal of Level II fieldwork is to develop competent, entry-level, generalist occupational therapists. Level II fieldwork must be integral to the program's curriculum design and must include an in-depth experience in delivering occupational therapy services to clients, focusing on the application of purposeful and meaningful occupation and research, administration, and management of occupational therapy services. It is recommended that the student be exposed to a variety of clients across the lifespan and to a variety of settings.

Fieldwork Level II consists of two (A, B), full-time, total of 24-week experiences working with the following populations: infant /child/adolescent/adult/older adult. Typical fieldwork II placements occur over two (2) twelve-week sessions, however students may participate in up to four sites to meet the 24-week requirement. This is direct intervention, and the experience and hours cannot be provided through simulation, remote video or lecture related activities. Direct intervention can include teletherapy activities (in adherence with state and national rules) and with client treatment and / or family education activities.

Fieldwork level II sites are assigned by the AFWC and will consist of sites located within Indiana and the United States.

Level II Expectations and Objectives

The student will successfully complete a minimum of two full time 12-week Level II Fieldwork (FW) experiences in Indiana or other states within four attempts. The 24 weeks of Level II Fieldwork must be completed within 18 months of the completion of coursework and can be completed in 4 different sites if needed to meet the full time 24-week requirement.

Students will:

- Be expected to maintain a patient case load and complete all relevant tasks for patient care under the supervision of the FW Ed.
- Complete site evaluations on each Level II FW placement and submit them to the Academic FW Coordinator.
- Demonstrate ethical and professional development behaviors throughout the FW experience
- Adhere to site dress code guidelines
- Be dismissed from the program if they do not successfully pass 2 within the maximum 4 attempts
- Demonstrate application of purposeful and meaningful occupation and evidenced based research
- Perform administration and management of occupational therapy services
- Demonstrate “critical thinking and reflective practice” (ACOTE, 2011,p. 45)
- “Transmit the values and beliefs that enable ethical practice” (ACOTE, 2011, p.45)
- “Develop professionalism and competence as career responsibilities” (ACOTE, 2011, p.45)
- Demonstrate competency in safety for the setting and consumer
- Demonstrate competency in evaluation, treatment planning and implementation, progress assessment and reporting and discharge planning
- Demonstrate understanding of billing and facility management
- Demonstrate competency in interprofessional engagement
- Demonstrate abilities to supervise certified occupational therapy assistance, rehabilitation technicians, or other support staff
- Demonstrate the role of occupational therapy within rehabilitative and habilitative models
- Demonstrate advocacy for the profession and ethical practice
- Complete all Level II FW in the USA

Students are expected to begin with direct observation and progress towards maintaining a case load by the middle to end of the rotation. Recommended progression may include responsibility of 25% of the case load within the first 25% of your rotation, 50% case load by midterm and 75% case load by the end of your rotation which depends on the setting, students’ skills, and supervision. Progression of active engagement is expected to proceed more rapidly during level II B (second rotation). *For more information, refer to MSOT FW Policy 06: Level II Expectations*

Level II Eligibility

- To be eligible for fieldwork II, students must have satisfactorily completed all didactic coursework with a GPA of 3.0, demonstrate professional behaviors (refer to the student manual for description of expectations), and successfully complete all 3 Level I fieldwork courses and hours prior to an assigned

Level II fieldwork. Part time students must meet with a counselor, AFWC, and the PD to establish eligibility.

Level II Fieldwork Dates Fieldwork dates may vary for each student due to site specific variables that will be managed by the AFWC and FW Ed.

- Spring Year 2 : G699 Level II – A; starts early January of the academic year
- Summer Year 2: G799 Level II-B: starts early to mid May of the academic year
-

Level II Site Supervision Requirements

Supervisors are required to be a licensed professional in occupational therapy in the state in which they provide clinical practice. Supervisors must have a minimum of one-year full time clinical experience and demonstrate proof of licensure and experience. Occasionally students will be placed with an 'emerging practice setting' in which there is no on-site OT supervisor. The site or IUSB MSOT faculty must provide 8 hours per week of direct supervision by a qualified licensed OT with a minimum of 3 years full time experience. The supervisor must be available throughout the workday by email, phone, virtual, or text during the fieldwork experience. Additionally, an on-site supervisor from another profession must be designated by the site and available when the OT FW Ed is not on-site. Both supervisors and their credentials will be listed on the student's file, but the OT FW Ed. will countersign all the student's documentation. The FW Ed. will complete the student's midterm and final assessment (IUSB OT department will provide the documentation for this student assessment, it is in the process of transferring to an electronic document that is proposed to be ready for use by 2022). *Refer to IUSB MSOT FW Policy 01 and 05 for additional information.*

Level II Fieldwork Grading

Students will be graded by Fieldwork Educators using the American Occupational Therapy Association Student Fieldwork Performance Evaluation Tool (SFWPE). All items included must be scored to receive a Pass on the SFWPE. A sum score of 111 or higher will be required to receive a Pass on the SFWPE. A score of 70-75 is preferred for midterm grading, however no set criteria is established. If a student received in the 60 range, discussion of a learning plan will occur between the student and FW Ed. Students will have up to 4 attempts to pass and complete both Level II Fieldwork within an eighteen-month period. *For additional information refer to MSOT FW Policy 03: FW Grading*

FIELDWORK PLACEMENT POLICIES

Securing Level I and Level II Fieldwork Sites

See policy MSOT FW 01 (posted below)

Fieldwork Site Communication

AFWC will initiate and complete all site communication prior to and during a student placement. Students or family members are prohibited to recruit or solicit for their individual site placement options with facilities and potential supervisor, through any form of communication that may include, but is not limited to: email exchange, phone contact, CommunOT postings, etc. This activity may impede, delay or prevent student placement. The AFWC will initiate, facilitate, and secure all communication with potential sites to reserve the placement.

A list of affiliation agreements will be accessible for students in the IUSB OT Fieldwork Portal in Teams. Students are encouraged to review these documents and communicate preference, needs and interests with the AFWC. Affiliation agreements are processed and stored through the IU legal department. Students should understand that a signed affiliation agreement is not a guarantee of yearly reservation.

Fieldwork Site Review

Fieldwork sites have been assessed by the AFWC and/or PD from MSOT department. They meet the guidelines providing a safe, educational, and respectful environment for the client and the IUSB MSOT student. Each site maintains a current affiliation agreement with IUSB outlining the legal parameters regarding safety, site demographics,

liability information, and roles of each party. A site without a current affiliation agreement will not be used for a student placement. A renewal site agreement may be initiated by the AFWC, however students must understand this is not a guarantee of a renewal. The site must remain in good standing with all liability, credentialing, and licensing requirements per state, federal and professional guidelines, and notify the AFWC at IUSB if there is any changes that occur that is not in accordance with the affiliation agreement. Sites must provide the following information which will be stored in the FW portal and will include:

- Site/ Student Expectations document - signed
- Orientation Checklist
- Legal Affiliation Agreement/ Memorandum of Understanding
- Specific Clinical Site Objectives
- FWEd / supervisor current license verification
- Any relevant site-specific content

Scheduling and Placement Acceptance

The responsibility and authority for scheduling and canceling fieldwork experiences lie with the AFWC and PD as applicable. The student is obligated to accept the assigned experiences as scheduled.

- The student will be involved in the selection of fieldwork placements as is feasible.
- The Program will make every effort to schedule Fieldwork Level II experiences within the designated curricular time frames allotted.
- The student has full responsibility for obtaining transportation to and from the fieldwork site and for obtaining housing as needed; arrangements for transportation and housing are not made by the Program.
- If a site cancels a fieldwork placement, IUSB OT program is responsible for attempting to obtain another placement as soon as possible.
- If a student, for any reason, cannot or will not accept a Fieldwork assignment after placement has been scheduled, potential reassignment will be made within reason, however it may delay progression in the program and / or graduation.

Student Placement Requirements

- Students must complete with passing grade or satisfactory grading any prior MSOT course work to participate in Level II Fieldwork.
- AFWC will begin the placement process 1 or more semesters prior to the placement, hence if you are assigned a placement before your semester is completed and you do not pass the semester, you will forfeit the placement.
- Students are required to individually meet with the AFWC for guidance and discussion of appropriate fieldwork choices. The AFWC will schedule meetings within the first year of the program. Additional meetings may need to be scheduled for individual needs.
- Students need to understand that clinical placements are competitive, and some placements may require an interview. The AFWC will help the student to prepare for the interview. If the student does not receive the placement after the interview, the AFWC must find an alternative placement site, should that option be available and necessary.
- A student may not refuse a placement based on bias or perceived inconvenience. Student are expected to communicate areas of concern, weakness or needs directly with the AFWC.
- If a student refuses an assigned FW site without ethical justification, they forfeit the ability to complete the program and degree requirements.
- IUSB MSOT Program Minimum Requirements:
 - Medical requirements:
 - Vaccine Requirements: MMR, DTap, Varicella, Meningitis, Hep B
 - Tb Testing: (annually) - blood test or x ray is accepted, see policy for details
 - Influenza/Flu Shot (annual)

- 11 Panel Drug Screening (annually)
 - American Heart Association BLS CPR Child and Adult
 - Health Insurance Coverage
- Annual Training
 - HIPPA
 - HIPPA for Mobile Devices
 - Protection Involving Children (PIC)
 - Bloodborne Pathogens
- Miscellaneous Documents
 - Essential Functions Document (signed upon matriculation and updated annually if needed)
 - Disclosure document (annually)
 - Background Check – Castle Branch will be the only vendor approved by IU (annually)
- Fieldwork may require additional testing or documents in addition to the IUSB program requirements which may include, but are not limited to onsite interviews, physicals, orientation, fingerprinting, Criminal background check, Child abuse screening, Drug and alcohol screenings, Health immunization records, documentation of immunity by blood antibody testing (titers), TB testing, Flu shot, COVID booster.
For additional information, refer to MSOT FW Policy 07: FW Requirements.

GENERAL FIELDWORK INFORMATION

Attendance

Students are expected to participate in all scheduled fieldwork clinic hours, related activities, and class seminars (virtual or face to face which will be communicated by the AFWC). Students understand these hours may be different from the IUSB school calendar, therefore Spring Break, vacations, etc. may not be provided during the fieldwork experiences. Students must notify their FW Ed. immediately of the absence and within 24 hours with the AFWC. And recorded in the student FW portal. Students may be required by the Fieldwork Educator to make-up absences. Any requested time off must be pre – approved by the AFWC and the FW Ed. with a plan to make up the time presented by the student, however pre-approvals are not always granted. Students who are consistently late to their fieldwork (3 or more times) or have 3 or more absences will need discuss these professional behaviors with the AFWC. Further learning contracts, disciplinary actions, extension of the fieldwork, and / or removal from the fieldwork may occur. Attendance is a professional development skill which impacts patient care and staff communication. *For additional information, see MSOT Policy 04: Attendance.*

Incident Report

Incidents include injuries that occur during the fieldwork, injuries that occur outside the fieldwork, but that prevent students' performance in the fieldwork, and / or professional behavior concerns during the fieldwork experience must be reported immediately to the AFWC and the site supervisor. To monitor students' emergency situations while on fieldwork, an incident report is to be completed by the student and clinical supervisor and returned to the fieldwork coordinator. Further discussion/ actions with the AFWC and the program director may be necessary if the incident will prevent further participation in the fieldwork.

Failure to comply with any of the policies described may result in termination of the student from the fieldwork placement, with no obligation on the part of the Occupational Therapy Program to reschedule. *For additional Information, refer to MSOT FW Policy 11: Incident Reporting*

Dress Code

Fieldwork Level I and Fieldwork Level II students are required to represent the profession and university with professional business attire unless specific by individual sites to comply with setting needs. Students are required to wear their IUSB MSOT name tag at all IUSB OT related events and fieldwork experiences unless sites provided site

specific name badges. Professional business attire includes IUSB OT polo shirt with black or tan pants, and closed toe nonskid sole shoes. Site specific clothing may include scrubs or lab coats. Yoga pants, stretch pants, shirts with hoods, open toe shoes and / or pants with holes or tears is NOT acceptable. OT is a profession requiring physical movement and positioning, assess your clothing to ensure proper coverage is maintained throughout all fieldwork responsibilities. You are representing yourself in a professional manner or disciplinary action may occur. Keeping hair up and secure from your face will be required for safety. Avoid wearing any perfume, lotion, hand sanitizer, and / or deodorant with scents as this is a safety issue with clients with allergies and respiratory issues. For additional information, refer to MSOT FW Policy 08: Dress Code

Weather/ Community Emergencies

Safety is the primary focus for all students, clients, faculty, and staff. In case of inclement weather, emergencies, safety issues please review and understand the policies and procedures for the site with your supervisor and complete your orientation to the site check list (which will be discussed in level I and II seminar). If IUSB is closed for any weather, safety, pandemic, illness, or other reasons, the student may still participate in clinical experience at their fieldwork site IF the site and the AFWC deem it is safe and reasonable. If the site is closed for any duration (one day or longer) due to an emergency, the student must inform the AFWC immediately.

Site Safety

Students must communicate immediately to the site FW Ed./supervisor AND the AFWC if there is a concern of safety while engaged on the fieldwork rotation. IF there is concern and the student does not feel safe to communicate with the site supervisor, the student must communicate to the AFWC immediately. The AFWC and the IUSB OT program director will follow all safety policies and procedures and work with the student and secure an appropriate outcome.

Financial Aid

Students are responsible to file for FAFSA for each Summer and Fall level II fieldwork if they are planning on using financial aid. Refer to the IUSB student handbook for more information and communicate with your financial aid advisor at IUSB for more information:

Office of Financial Aid and Scholarships

Administration Building 116

1700 Mishawaka Avenue

Post Office Box 7111

South Bend, IN 46634-7111

Phone: (574) 520-4357

E-Mail: sbfinaid@iusb.edu

Supporting Student Success

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Most students will not be in a position to access student records. Some graduate students are employed as students in a clerical setting where they have access to limited information about education records. In order to ensure all students are familiar with and comply with protective practices regarding student records, should they be in a position to access this, each student must successfully complete FERPA training as part of orientation.

Nondiscriminatory Policy

IUSB OT program is committed to the fundamental principle of equal opportunity and equal treatment for every prospective and current employee and student. It is the policy of the University not to discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans), or any other characteristic protected under applicable federal or state law.

Formal Complaint / Appeals

The student has the right to understand and initiate and appeal process regarding academics at IUSB to ensure fairness and equality in one's education. The School of Health and Rehabilitation Sciences abides by the appeals procedures discussed in the IUSB Code of Student Rights, Responsibilities, and Conduct:

<https://students.iusb.edu/student-support-services/office-of-student-conduct/about.html>. Students may obtain a copy of the school's Appeal Policy and Procedure from any of the school's administrative offices. Please see following link for details regarding Student Rights and Responsibilities regarding student conduct and disciplinary procedures: <https://students.iusb.edu/student-support-services/office-of-student-conduct/index.html>

For additional information, refer to MSOT FW Policy 11: Formal Complaint Process

Accommodations for Fieldwork Participation

Disabilities can be in the form of physical, cognitive or other classification, and resources are available to support student academic and fieldwork participation and success. Individual faculty cannot diagnosis a disability or provide a legal accommodations plan, however the Accessible Education Service staff is equipped to manage disability questions and needs.

A student must complete three steps: 1) an interview with the AES staff, 2) fill out an application for accommodations form, 3) the submission of current comprehensive documentation that substantiates the nature and severity of disabilities. The AES staff reviews the materials and determines which services a student is entitled to receive. Since this process may take several weeks, it is wise to start the process before the start of the first semester or as soon as the student has registered for classes. In some cases, the student may wish to start even before formal admission because of the need for assistance in the admission or testing process. Due to the unique nature of fieldwork in a clinical setting, accommodations needed during fieldwork may need to be discussed with the Office of Disabilities Support Service and the AFWC to ensure a safe experience for the student and the clients at the clinical site BEFORE the fieldwork begins. This must be completed each semester because it expires at the end of each semester. [Accessible Educational Services: Student Services: Students: Student Engagement: Indiana University South Bend](#)

IUSB Accessible Education Support Services (AES)

IUSB Campus Administration Building Suite 175

To schedule an appointment, please call AES at 574-520-4460 or email us at sbaes@iu.edu

Hours of operation:

Monday–Thursday

8:00 a.m.–5:00 p.m.

Friday

9:00 a.m.–4:00 p.m.

IU South Bend Counseling Center (SCC)

Mental health is a human right for all and IUSB supports any and all mental health needs. If you find that life stressors are interfering with your academic or personal success, you are encouraged to contact the SCC as early in the semester as possible. SCC services can help with issues that range from coping with life's transitions to dealing with more serious emotional problems. Group counseling is available for issues such as test anxiety and ADHD. All enrolled students are eligible for personal and confidential short-term counseling services at no cost. Over 80% of students who utilize the SCC report that it helps them with their academic success. Virtual and in person visits are both options for counseling.

IUSB campus

1700 Mishawaka Avenue

Administration Building – 175

Phone: 574-520-4125

9am – 5pm (Mon – Thurs.)

Fridays by appointment. For more information: <https://southbend.iu.edu/students/student-support-services/counseling-center/index.html>

Student Background & Medical Requirements

All students must carry health insurance while in the IUSB MSOT program and students must be able to show proof of health insurance. It is the responsibility of the student to maintain yearly medical, training and other requirements. If a student refuses any medical requirement, the student must follow IU exceptions policy and apply for an exemption, however not all medical requirements have an exemption through IU. This information can be located on One. IU under compliance policies. IUSB cannot guarantee placement for those with exemptions or out of compliance.

Medical Conditions

Medical and or mental health conditions may arise during your course of studying at IUSB which could impact your ability to fully participate in the rigorous physically demanding MSOT program. IF you have a medical or mental health condition that impacts your abilities to fully participate in the IUSB MSOT program, you MUST disclose this change of essential function to the Program Director and AFWC as soon as possible. You will be required to submit written documentation from a medical provider within 10 days to demonstrate when you are cleared to fully participate in the MSOT program AND resubmitted the updated Essential Functions document located in the MSOT Teams portal to the PD or AFWC. If the conditions continue, a leave of absence or part time status may be an option pending the discussion with the PD and the AFWC.

OSHA Regulations

Occupational Safety and Health Administration (OSHA) requires all students to complete training. Students will watch a video covering Universal Precautions for infectious disease and blood borne pathogens with a focus on the transmission of HIV, Hepatitis B and C, and Covid -19. Students will receive a document demonstrating OSHA training completion, titled Bloodborne Pathogens. Students must upload this document to their Student FW Portal and share with their FW site the first day of their placement.

Liability Insurance

Indiana University provides liability coverage prior to the student starting any and all fieldwork placements. IU shall carry for each qualified student Professional Liability Insurance covering claims made, arising out of and within the scope of the educational/clinical activities engaged in by the student under the terms of the affiliation agreement, with primary limits of \$1,000,000 per occurrence / \$1,000,000 in the annual aggregate, with excess coverage limits of \$2,000,000 per occurrence / \$2,000,000 in the annual aggregate, for a combined total of \$3,000,000 per occurrence and \$3,000,000 in the annual aggregate. University's obligation under this paragraph shall be no greater than that provided for in its insurance coverage, which, for example, does not cover claims arising out of or related to intentional misconduct or gross negligence.

Background Checks

The student will be responsible to inquire and confirm the necessary requirements prior to the start of fieldwork. Many facilities require background check for both the employee and student. Any fees associated with the background check are the responsibility of the student. It is the student's responsibility to obtain any necessary documents in a timely manner prior to the start of the fieldwork. Failure of the student to comply with responsibilities may delay a student's fieldwork or cause the site to cancel a scheduled fieldwork placement. It may not be possible for the AFWC to reschedule a replacement fieldwork within that timeframe, potentially impacting projected graduation. If a fieldwork site requires an additional background check, the student is required to ask the facility if a specific agency is preferred. There are different 'types' of criminal background checks, therefore students must obtain clarification of what type is needed and ensure the criminal background check meets the fieldwork site requirements. IU requires annual checks and accepts background checks from Castlebranch, additional site recommendations/ preferences may be required.

HIPPA/ Patient Confidentiality/Protection Involving Children

Students will complete Human Subjects Tutorial Certification Exam the first semester of the IUSB OT program which includes Human Subjects and Privacy Act (HIPPA) information. Students must pass the exam with a score of 80 or higher and may take the exam as many times as needed to pass with this score. Students must exercise HIPPA guidelines throughout academic and clinical experiences throughout the program to prepare them for professional practice. Occupational Therapy students are expected to adhere to Principle 3 (Autonomy, Confidentiality), Item D of the American Occupational Therapy Association (AOTA) Occupational Therapy Code of Ethics and Enforcement Procedures (2010) which states: "Protect all privileged confidential forms of written, verbal, and electronic communication gained from educational, practice, research, and investigational activities unless otherwise mandated by local, state, or federal regulations." Patient confidentiality is covered within the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Training. Pseudonyms or initials are acceptable means of identifying patients for classroom use only and no other discussion at home, in the community, etc. A breach of HIPPA may result in one or more of the following actions: learning contract, removal from the fieldwork site, failure of a fieldwork rotation, dismissal from the IUSB OT program. The IUSB OT code of conduct procedure will be followed and can be found in the IUB OT Student Manual for more information. Students are required to complete HIPPA, HIPPA for Mobile Devices, and Protection Involving Children training modules annually through One. IU and upload certificate of completion into Castlebranch.

CPR Certification

Students are required to complete and maintain current BLS CPR Adult/Child certification through the American Heart Association. Students are required to submit current documents for CPR in Castlebranch. Expired certification may delay a fieldwork site or cause the site to cancel. The AFWC will attempt to secure a new placement, however students need to understand a replacement site may not be feasible.

Universal Precautions

Following universal precautions, clinicians approach infection control by treating all bodily fluids as if they ARE known to be infections. Whenever conducting client contact that may include contact with bodily fluids, all students and faculty are expected to follow standard universal precautions. Standard precautions include:

- Using barrier protection to cover/bandage cuts and wounds,
- Wearing appropriate personal protective equipment (gloves, gowns, masks) as needed,
- Washing hands before and after contact,
- Cleaning and disinfection areas and equipment thoroughly (see specific procedures),
- Using caution when handling sharp objects and waste,
- Discarding contaminated materials by following biohazard procedures for disposal.

For more information on universal precautions, please visit:

<https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>

In the event of an exposure incident, refer to the Biosafety / Bloodborne Pathogens policy for additional information in the student manual. All student exposure at a fieldwork site must be reported immediately to the FW ed./supervisor and follow the site procedure AND be reported to the AFWC. Documentation will occur the student FW file on record.

Personal Protection Equipment (PPE)

Students are expected to follow all FW site requirements including PPE even if that is different from the university requirements. The site must provide PPE which may include, mask, N-95 respirator, , gloves, face shield, and gown. In the case the FW site requires this but is not providing it, the student must notify the AFWC and discuss the plan of action for safety, public health, and infection control management. For more information, refer to MSOT FW Policy 10.

Summary of Roles and Responsibilities

IUSB OT Fieldwork Departmental Responsibilities

- AFWC will initiate and finalize all communication regarding fieldwork site placement.

- Provide three level I and two-level II fieldwork experiences for all IUSB OT students that meet the didactic and professional development requirements.
- Ensure all fieldwork sites are supervised by a qualified professional with a minimum of one-year full time clinical experience except for 3-year full time clinical experience for emerging practice settings. Ensure all documents verifying licensure is updated on the Student Management system and the FW student portal.
- Ensure all affiliation agreements are in current and processed through the IU legal department
- Training and support for IUSB OT students and FW Educators.
- Ensure FW Educators are providing appropriate supervision of the IUSB MSOT student and modeling safety and ethical practice.
- Ensure there is a plan for provision of OT services for the emerging practice site where there is not an OT. Onsite supervision must be provided 8 hours per week by a licensed OT with a minimum of 3 years full time clinical experience. These 8-hour must include direct supervision of the student engaged in direct client interaction.
- Ensure the learning objects are established and met during the fieldwork experience.
- Assist with individual needs of part time fieldwork requirements, timeline, and expectations between the student and the FWE.
- AFWC will communicate and establish a professional relationship with each fieldwork site before student placement and throughout the student placement. This may include one or a combination of the following: phone contact, email correspondence, site visit.

IUSB Student Fieldwork Responsibilities

Students are responsible for information in this IUSB FW Manual, IUSB OT Student Manual, and announcements that occurred in the course work of FW I and FW II during first and second year of the didactic curriculum. Students are required to integrate and synthesize the academic coursework and apply it to the specific assigned practice settings and clinical education as preparation for entry level practice. Students must complete site assessment after each Level I and Level II placements and complete assigned assignments within the specific clinical rotations. Upon successful completion of each fieldwork experience and conferral of the MSOT degree, students are eligible to apply for the registration exam offered by the National Board for Certification of Occupational Therapists (NBCOT). Successful completion of this exam is required to become a registered occupational therapist. Additional state licensure will be required (see licensure section for additional information).

Students must complete the following documents and understanding as directed by IUSB faculty and the AFWC:

- Personal Information Sheet: This is required by all students prior to fieldwork placement. Students will submit their information to the designated contact person at each FW placement site.
- Student Evaluations of Fieldwork Experience (SEFWE) is a required document completed by the student after each fieldwork II experience and are housed in the IUSB FW Student Portal.
- Student Professional Development Reports /Self Reflection/Goals are completed at a minimum of twice throughout the fieldwork I and II experience and submitted to the AFWC during the fieldwork experience (specific due dates will be identified in the syllabus). This identifies student self-reflection, goal setting and self-awareness of progress.
- Immunization Records (see policy FW –07), verification of health insurance, CPR, criminal offense record inquiry, proof of HIPPA and Blood Borne Pathogens training must be provided by the student prior to level I and II experience. Yearly updates required: two step TB each year (effective 2022), flu/ influenza (due 10/31); Background check (Castlebranch), and 11 panel drug screen.
- Students will have accessibility for communication with the AFWC and faculty throughout their fieldwork experiences. Students can access additional educational resources and fieldwork information through the AOTA website at www.aota.org.

- It is the student's responsibility to self-reflect, synthesize and apply knowledge from their academic studies during their fieldwork experience. It is a student's responsibility to seek out assistance, advice, recommendations when personal and professional, or ethical issues arise during the fieldwork experience.
- Complete all mandatory forms included in this manual by specific dates. Some dates may occur before the fieldwork placement; therefore, students are responsible to maintain email and announcement correspondence with the AFWC through Canvas and Teams.
- Understand that fieldwork sites are limited. Fieldwork site availability varies from year to year and students who do not meet the didactic requirements and professional development skills will not be eligible for fieldwork. Students understand the complexities to fieldwork placement, AOTA requirements, and ACOTE regulations. Navigating and meeting various deadlines is essential to a successful placement.
- Students must be honest about a disability that may require accommodations. The AFWC will need documentation from a qualified professional to facilitate the process of meeting American Disabilities Act (ADA) requirements with clinical supervisors.
- Participation in all phases and activities of the fieldwork experience is required by all students. This is a process to navigate through all level I and level 2 fieldwork experiences that builds on professional development and clinical application skills. Therefore, understanding different expectations and grading will occur between level 1 and level 2 fieldwork rotations.
- The student is required to initiate familiarity of the site mission, vision, and specific student objectives prior to the start of the placement.
- Students are expected to meet and communicate regularly with the FW Ed. and the AFWC throughout the FW experience.
- Students are prohibited from posting on social media platforms that would violate HIPPA standards, IUSB policies, AOTA code of ethics, and the site policies. Violations are subjective to dismissal from the site and disciplinary action from IUSB OT department which may include dismissal from the program.

Site Supervisor and / or Fieldwork Educator Responsibilities

- Maintain current professional state license and provide documentation of licensure and / or any changes before or during the student placement
- Communicate with students throughout the fieldwork placement and with the AFWC
- Complete written midterm (Level II) and final evaluation (Level I and II) and submit paperwork timely through the IUSB OT FW Management System
- Provide mentoring and supervision for the FW student throughout the FW experience
- Participate with student mediation plan if applicable for the student
- FWE will receive continuing education for FW supervision according to the National Board from Certification in Occupational Therapy (NBCOT) for which they will grant 1 Professional Development Unit (PDU) per level I student and 1 unit per 1 week of Level II fieldwork supervision (up to 18 units per type for fieldwork over 3-year period). Refer to www.nbcot.org for more information.
- AOTA offers additional preparation and certification programs for fieldwork. For more information refer to: <http://www.aota.org/CE/Fieldwork.aspx>

Frequently Asked Questions

As a student, can I set up my own FW II if I was previously promised by an OT where I did my observation.

No. All communication must occur through the AFWC of the MSOT program. The student can share the information with the AFWC who can follow up with this potential placement site opportunity.

Can my parents or family member call and set up my FW if they are employed at the facility.

No. All communication must occur through the AFWC of the MSOT program. The student can share the information with the AFWC who can follow up with this potential placement site opportunity.

How long is the FW rotations?

Students complete a total of 5 different fieldwork experiences throughout the 6 semesters of the program. The Level I FW experiences are a minimum of 40 hours for each level I experience over 3 different semesters. This will occur while the student is enrolled in concurrent courses associated with the fieldwork focus. Level II fieldwork experiences are two (2) full-time rotations for 12 weeks at each rotation for a total of 24 weeks. Occasionally, the student may have this divided into 3 or 4 sites, however the total weeks must equal 24 weeks. Part time options are rare and specific to the individual which will be established with the AFWC and Program Director.

Can I take time off or work during fieldwork?

The IUSB OT program is a full-time year-round program with required attendance. Occasionally, some students work during their level I rotations, however level II fieldwork is full time and required additional preparation outside these full-time hours. It is not recommended to work during this rotation.

Can I do an international fieldwork rotation?

At this time IUSB OT program is not offering any international fieldwork experiences.

How can I best prepare for fieldwork?

Attending classes, completing the active learning and reading evidenced based research. Additionally, referencing Occupational Therapy Fieldwork Survival Guide: A Student Planer by Bonnie Napier, EdD, MRA, OTRL (2nd Ed.) is required and will be used in all fieldwork courses.

Fieldwork Policies

FW - 01 Establishing Level I and II Sites

FW – 02 Scheduling and Student Placements

FW – 03 FW Grading Policy for Fieldwork (Level I and Level II)

FW – 04 FW Attendance

FW – 05 Level 1 Fieldwork Objectives

FW – 06 Level 2 Fieldwork Objectives

FW – 07 FW Student Requirements

FW – 08 FW Dress Code Policy

FW – 09 FW Student Progression Documentation

FW – 10 FW COVID Policy

FW – 11 FW Incident Reporting

FW – 12 Formal Complaint Process

FW - 13 Level II Exception Policy

FW – 14 Policy for Confirmation of FW

FW – 15 FW Placements with no OT services offered – supervision exception

Fieldwork Performance Standards

These professional program performance policies have been developed by the Department of Occupational Therapy faculty to establish academic and professional performance standards which are required for the successful completion of the Professional Occupational Therapy Curriculum at the master's degree level. At the end of the semester preceding entrance to Fieldwork Level II, the Department of Occupational Therapy Faculty determines each student's eligibility to enter fieldwork. Eligibility is based on compliance with Program Performance Policies, Pre-professional Technical Standards Composite, and the Occupational Therapy Code of Ethics.

- The Pre-professional/Technical Standards Composite will be completed by you and your advisor during one of your scheduled advisor meetings.

- To meet degree requirements, students must successfully complete two Fieldwork Level II experiences within a maximum of four attempts.
- Eligibility to sit for the National Certification Examination will be determined by NBCOT. This determination is made after successful completion of the didactic and all fieldwork course experiences.

Retention in the Occupational Therapy Program

POLICY: Student performance policies have been developed by the Occupational Therapy faculty to establish academic and professional behavior which is required for the successful completion/graduation of the Occupational Therapy Curriculum.

PROCEDURE:

- Compliance with the following documents (which are given to the student at the time of admission) are part of what is used to determine a student's retention in the program:
 - Student & Fieldwork Policies
 - Technical Standards for Admission and Retention
 - Occupational Therapy Code of Ethics and Enforcement Procedures
 - Student Handbook
- The student's academic advisor, along with the student, will be expected to track progress in the program.
- Coursework below a C- is repeated or otherwise determined by the instructor(s) of the course(s) and faculty approved.
- Maintain, at the minimum, an overall GPA of 3.0/4.0.
- Satisfactory performance in ALL Fieldwork Experiences (I & II) (2 attempts may be permitted per the approval of the AFWC and the program director following additional departmental procedures)
- If a student is unable to meet the above criteria, he/she may be placed on academic probation, learning contracts, and / or dismissed from the program.
- Faculty will determine the plan for the student placed on academic probation. (This is determined case by case per behavioral issues and / or academic concerns).

Certification and Certification Eligibility

The OT Certification Examination is administered by the National Board for Certification in Occupational Therapy (<https://www.nbcot.org/>). You will be provided information about this examination. IF YOU HAVE BEEN CONVICTED OF A FELONY, YOU MAY NOT BE ALLOWED TO SIT FOR THIS EXAM. Please contact NBCOT at 301-990-7979 as soon as possible if this applies to you. Students who are admitted and enrolled in courses and learn of this NBCOT policy are not eligible for refund or any compensation. It is the student's responsibility to have this clarified before applying to the OT program. It is not the University's, School's or Department's responsibility to ask students to disclose such information because of the recognition of privacy and confidentiality. Otherwise, students who do not have such a conviction and successfully complete the program will be eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) to become an occupational therapist, registered (OTR). Refer to the IUSB MSOT Student Manual for additional information.

References

- Accreditation Council for Occupational Therapy Education. (2023). 2023 Accreditation Council for Occupational Therapy Education (ACOTE®) Standards and Interpretive Guide. <https://acoteonline.org/accreditation-explained/standards>
- American Occupational Therapy Association. (2008). Occupational therapy practice framework: Domain a process (2nd ed.). *American Journal of Occupational Therapy*, 62, 625–683.
- American Journal of Occupational Therapy*. (2020). AOTA 2020 Occupational Therapy Code of Ethics. *American Journal of Occupational Therapy*. Vol. 74(Supplement_3), 7413410005p1–7413410005p13. <https://doi.org/10.5014/ajot.2020.74S3006>

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