

**OCCUPATIONAL THERAPY PROGRAM  
SCHOOL OF HEALTH SCIENCES  
COLLEGE OF HEALTH AND HUMAN SERVICES  
EASTERN MICHIGAN UNIVERSITY, YPSILANTI, MI  
August 2016**

**CRITERIA FOR SELECTION, REVIEW, & PLACEMENT FOR LEVEL II STUDENT EXPERIENCES**

**Agency Related**

1. When indicated, the facility will have a current favorable accreditation standing with the appropriate body, such as the Joint Commission on Accreditation of Health Care Organizations.
2. The agency should have a stated philosophy regarding delivery of services.
3. The agency should have an interprofessional approach to intervention and afford students the opportunity to understand team member's role in interprofessional teams.
4. The agency should have, or be willing to have, occupational therapy representation in planning programs and opportunities which would affect occupational therapy services. This could be a therapist employed by the agency, on a permanent, contractual or volunteer basis, or a faculty member.
5. Fieldwork educators within the agency should understand the philosophy and principles of the EMU Master of Occupational Therapy curriculum and, in conjunction with the Academic Fieldwork Coordinator, incorporate them into the facility's fieldwork program.
6. Opportunities for continuing education and professional development of the staff are supported by the agency.
7. The agency must be willing to enter into a contract with Eastern Michigan University which clearly defines the rights and responsibilities of the educational program, the fieldwork setting and the student.
8. The agency must maintain ongoing communication with Eastern Michigan University and update materials regularly, including health care and agency prerequisites, the AOTA Fieldwork Data Form, site specific objectives, OT job description, and the essential requirement form.

**Occupational Therapy Educational Program**

**1. Personnel Criteria for Agency:**

- a. The agency fieldwork educator should have a minimum of one year clinical experience, which ideally would include supervision of students, attendance at a fieldwork educator preparation session, or a meeting with and mentoring from the Academic Fieldwork Coordinator to prepare for a Level II student.
- b. Direct Supervisors of Level II Occupational Therapy students:
  1. Are encouraged to be members and active participants in their professional associations.

2. Must be a currently licensed or credentialed occupational therapists within the state in which they practice. (ACOTE Standard C.1.14)
  3. Have a minimum of one year of practice experience subsequent to initial certification, and be adequately prepared to serve as a fieldwork educator. (ACOTE Standard C.1.14)
- c. Fieldwork educators outside of the United States must have graduated from a program approved by the World Federation of Occupational Therapists (WFOT) and have one year of experience in practice. (ACOTE Standard C.1.19)

## **2. Supervisory Responsibilities:**

- a. The student should be supervised in all aspects of his/her fieldwork by qualified fieldwork educators. The fieldwork educator should have full knowledge of and responsibility for all aspects of the program carried out by the student.
- b. The fieldwork educator should carry out an organized procedure of orientation to the facility, services, and the fieldwork experience.
- c. Supervision should be an ongoing process, direct initially and decreased to less direct supervision, according to the setting, the severity of the client's condition, and the ability of the student. (ACOTE Standard C.1.16)
- d. Evaluation feedback should be frequent enough to allow the student adequate time to make changes.
- e. The American Occupational Therapy Association Fieldwork Performance Evaluation will be used as a rating tool. The student should be evaluated, using this form, when he/she has completed one-half of his/her fieldwork experience and at the completion of the experience. A midterm objective action plan will be created based on midterm results and sent to the Academic Fieldwork Coordinator.
- f. Midterm contact will be made with the Academic Fieldwork Coordinator for the purpose of communicating about performance and progress as it relates to entry-level generalist competency building. This contact can be made by email if no student issues exist, by phone if no issues or minimal concerns exist, and a face-to-face meeting should be requested if persistent performance concerns or a midterm score of 89 or below is achieved. Virtual means of connecting can be used if fieldwork placements are out of state and a face to face meeting is necessary.
- g. The fieldwork experience should be evaluated by the student, using the approved instrument, and should be reviewed by the supervisor and the student at the conclusion of the fieldwork.
- h. In a setting where no occupational therapy services exist, the program must document that there is a plan for the provision of occupational therapy services and supervision by a currently licensed or otherwise regulated occupational therapist with at least 3 years of full-time or its equivalent of professional experience. The student must receive a minimum of 8 hours of direct occupational therapy supervision per week. (Direct supervision occurs in real time and offers both audio and visual capabilities to ensure opportunities for timely feedback. p. 43) An occupational therapy supervisor must be available, via a variety of contact measures, to the student during all working hours. An on-site supervisor designee of another profession must be assigned while the occupational therapy supervisor is off site. (ACOTE Standard C.1.17)

## **3. Service Delivery:**

- a. The philosophy, policies, and procedures regarding service delivery and education programs should be identified, stated in writing, and compatible with those of the agency. The objectives of the program should be stated and should reflect the specific contribution occupational therapy makes to the over-all program.
- b. Occupational therapy service delivery must be in accordance with the AOTA Code of Ethics (2015), the Occupational Therapy Standards of Practice (2015), and the licensure laws for the state in which the experience is taking place.

#### 4. Fieldwork Program

1. The fieldwork experience shall be planned in accordance with the current “Accreditation Standards for a Master’s-Degree-Level Educational Program for the Occupational Therapist” of the Accreditation Council for Occupational Therapy Education.
2. The fieldwork objectives must be in writing and are to be provided to the academic program in advance to facilitate student preparation for the fieldwork experience. (ACOTE Standard C.1.2)
3. The student should be assigned a variety of clients (e.g. diagnoses, ages, individual treatment, group treatment). With guidance, students should have increasing responsibility for evaluating, planning, and carrying out occupational therapy programs and interventions for individuals and populations receiving services at the fieldwork site.
4. The student should be encouraged to search for and share evidence to support their treatment planning process. Access to agency in-house trainings should be made available to students during their fieldwork experience.
5. The fieldwork experience must focus on developing competent, entry-level, generalist occupational therapists. The student should gain an in-depth experience in delivering both direct and indirect OT services.

I have read the Criteria for Selection, Review & Placement for Level II Student Experiences. I understand that I should contact the Academic Fieldwork Coordinator immediately if I have any performance concerns with my student and agree to arrange a midterm point of contact, either via email, phone or a site visit. I am currently licensed or registered as an Occupational Therapist and have at least 1 year of experience post NBCOT certification. My signature below constitutes my agreement with procedures outlined above.

Printed Name of Fieldwork Educator (including credentials)	
License Number	Date of initial certification
Signature, with credentials	Date
Agency Name	