

1. Fieldwork

Fieldwork is considered an integral part of the student's education. Completion of fieldwork is not only a requirement for students to graduate, but it is also a requirement for graduates to be eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) and to apply for licensure as an Occupational Therapist in New York State. Please see appendices for AOTA's Commission on Education: 'The Purpose and Value of Occupational Therapy Fieldwork Education'.

If an emergency occurs and the student will not be able to attend the assigned Fieldwork Level I or II, or if the student is going to be late due to an emergency, the student must notify Stony Brook University Occupational Therapy program **and** the fieldwork site prior to the start time of the scheduled activity or work assignment.

This Occupational Therapy program has been designed to allow students to enhance their academic learning by participating in clinical experiences early on in their education. Fieldwork experiences have been incorporated into the academic curriculum in modules 5-8 of the first year, 1-3 and 6-8 of the second year, and 1-3 and 6-8 of the third year.

Students are introduced slowly into the field of Occupational Therapy and are expected to show increased competence in the clinical experiences as their education progresses.

Intended learning outcomes for each fieldwork course are included on the course syllabi (HAO 396, HAO 397, HAO 398, HAO 596, HAO 597, and HAO 598). Clinical sites may have additional objectives and expectations of the occupational therapy students participating in Fieldwork Level I and Level II at their site. Generally, these are communicated in writing or are discussed with the student prior to the student attending the site for fieldwork.

Clinical fieldwork supervisors must have a minimum of one year of work experience as an occupational therapist. Occasionally, this program will use sites that do not have a full time occupational therapist. These are considered to be non-traditional sites. Students placed on fieldwork in a non-traditional site are assigned to a faculty member, or an occupational therapist from the community with known or documented expertise in the area being studied. Supervision from an assigned therapist will be provided for a minimum of 6 hours per week. In addition, an on-site supervisor from another discipline will provide day-to-day supervision for the student.

Graduates of the program are encouraged to provide the program with up-to-date email and mailing addresses. The program strives to notify alumni of job vacancies.

2. Requirements for Fieldwork Placement

To be assigned to Fieldwork Level I or II placement the student must have:

1. A current copy of their annual physical history and assessment and immunization records on file at the Student Health Services. This must include all Titters and a PPD within the past 12 months. If the PPD is positive the student must also have a chest X-ray.
2. Student Health Services must have cleared the student for all of the above documentation.
3. Current malpractice/liability coverage in the amounts of \$1,000,000 - \$3,000,000. See additional information provided under the section entitled malpractice/liability insurance.
4. A minimum overall GPA of 2.0 and a professional course GPA of 2.5 during the undergraduate portion of the curriculum and a minimum GPA of 3.0 for *ALL* graduate level coursework.
5. To register for Fieldwork Level II courses (HAO 596, HAO 597, HAO 598) students must have successfully passed all Fieldwork Level I experiences, all undergraduate coursework, received a passing grade of “C” or above in HAO 374 Professional Behaviors I and a grade of “B” or above in HAO 574 Professional Behaviors II.
6. Students having difficulty meeting the requirements to register for Fieldwork Level II courses may have the opportunity for remediation. The opportunity, format and scheduling of such will be determined on a case by case basis and at the discretion of the occupational therapy faculty including the Academic Fieldwork Coordinator and Program Director. Each individual decision and remediation plan must be in accordance with the School of Health Technology and Management’s Student Handbook of policies and procedures section on Academic Standing. The need to repeat a fieldwork level I course, or the need for remediation prior to registering for fieldwork level II coursework could result in the need for the student to follow a modified curriculum plan. A modified education plan will extend the amount of time it takes for the student to complete the curriculum from the student’s initial year of entry. Students who fail to meet the minimum standards to register for Fieldwork Level II courses after remediation may be dismissed from the program.
7. Have successfully completed HIPAA training.

3. Student Fieldwork Placement Procedures

The Academic Fieldwork Coordinator assigns students to Fieldwork Level I and Fieldwork Level II experiences. *It is department policy that students are not allowed to act independently in executing an agreement with a clinic site. Students are not permitted to arrange their own fieldwork appointments.*

The students learning style and the facilities program are considered when assigning students to sites. When possible, issues such as the student's need for housing, family obligations, transportation/travel issues, and financial need for outside employment while on fieldwork are taken into consideration.

Clinical sites are mainly in the Long Island and Metropolitan areas of New York, although the University has contracts within other areas of the United States. There are times when a student will be placed outside the immediate area.

Should a student wish to complete their Fieldwork Level II at a location or facility that we do not currently have a clinical agreement with, all efforts will be made to accommodate the student's wishes by contacting and, hopefully, executing a clinical agreement with the site. Such requests must be made to the Academic Fieldwork Coordinator in writing no later than one full year before the Fieldwork of the first year in the program.

There are fieldwork placement sites that require an interview with the potential fieldwork student. It is always the prerogative of a fieldwork site as to whether or not to accept a student for placement. If an interview is required, the Academic Fieldwork Coordinator will inform you as to the steps you must take to fulfill this obligation.

Students are welcome to make appointments with the Academic Fieldwork Coordinator to review data on fieldwork sites. These forms include the Fieldwork Data Form provided by the Fieldwork Site and the Student Evaluation of Fieldwork Site completed by students following the completion of their fieldwork level II experiences (HAO 596, HAO 597, and HAO 598).

The School of Health Technology and Management has a Contract Officer who handles the communications regarding the establishment of the Clinical Agreement with the facilities. Copies of the Clinical Agreements are kept on file with the Contract Officer. The Academic Fieldwork Coordinator may make the initial contact and gather mailing address and other pertinent information. However, this information is then forwarded to the Contract Officer who begins the legal and paper work process.

Our program is fortunate in that many facilities in the area have clinical agreements with the School of Health Technology and Management. However, the legalities in establishing addenda and new agreements can be cumbersome, and students need to understand that because a facility has a clinical agreement with one program in the School, does not automatically make it easy to develop a clinical agreement between our program and that particular facility.

Students are notified of their assigned fieldwork placement in writing from the Academic Fieldwork Coordinator. A copy of this notification is kept on file with the Academic Fieldwork Coordinators.

All students are placed in quality fieldwork sites (**once a student has been assigned to a fieldwork site, the Academic Fieldwork Coordinator will not make any changes.**) Unfortunately, sometimes, clinical sites are forced to cancel confirmed placements due to staffing changes or facility reorganization. If this occurs, the student will be reassigned. Every attempt will be made to reassign a student to another clinical site for the same time frame initially scheduled.

4. Responsibilities of the Academic Fieldwork Coordinator

The following three sections are based on the Guide to Fieldwork Education, Commission on Education of the American Occupational Therapy Association (1993).

The responsibilities of the Academic Fieldwork Coordinator include but are not limited to the following:

- assigning eligible students to fieldwork experience and confirming the assignment in writing to each clinical fieldwork supervisor;
- through communication with the School of Health Technology and Management contract officer, assuring that all written contracts or letters of agreement between the educational institution and fieldwork education center are signed and periodically reviewed;
- making regular and periodic contacts with each fieldwork education center where students are placed;
- identifying new sites for fieldwork education;
- developing and implementing a policy for the withdrawal of students from a fieldwork education center;
- orienting students to the general purposes of fieldwork experience and providing them with necessary forms;
- reassigning students who do not complete original fieldwork assignments in accordance with educational institution's policies;

- developing fieldwork experience programs that provide the best opportunity for the implementation of theoretical concepts offered as part of the didactic curriculum;
- maintaining a collaborative relationship with fieldwork education centers;
- sending necessary information and forms for each student to the clinical fieldwork supervisor unless responsibility is assigned to the student.

5. Responsibilities of the Clinical Fieldwork Supervisor

The administrative responsibilities of the clinical fieldwork supervisor include, but are not limited to the following:

- collaborating with the academic fieldwork coordinators in the development of a program that provides the best opportunity for the implementation of theoretical concepts offered as part of the academic educational program;
- preparing, maintaining, and sending to the academic fieldwork coordinators current information about the fieldwork education center, including a statement of the conceptual models from which evaluation is derived, and upon which treatment is based;
- scheduling students in collaboration with the academic fieldwork coordinators;
- establishing objectives of the fieldwork experience and identifying the philosophy of the fieldwork experience center;
- contributing to the evaluation of each student at the midpoint or termination. One copy of the terminal or final document must be signed by both the fieldwork educator and the student and sent to the academic fieldwork coordinator of the academic educational institution in which the student is enrolled (the student is also entitled to a copy);
- being familiar with the policy regarding the “withdrawal of students from fieldwork experience” of each academic educational institution from which students are accepted;
- notifying the academic fieldwork coordinators of any student for whom the fieldwork education center is requesting withdrawal;
- reviewing periodically the contractual agreement between the academic educational institution and the fieldwork education center and ensuring that these agreements are signed;
- providing regular and periodic supervision of students.

The direct day-to-day supervisory responsibilities of the clinical fieldwork supervisor include, but are not limited to the following:

- providing an adequate orientation to the fieldwork education center and to specific departmental policies and procedures;
- assigning patients and clients to the student;
- supervising the provision of occupational therapy services; documentation, and oral reporting of the student;
- assessing skill and knowledge level of the student;
- meeting with the student regularly to review performance and to provide guidance;
- evaluating the student at midpoint and termination of the fieldwork experience using the performance evaluation instrument.

6. Responsibilities of the Fieldwork Students

The student is the learner who is enrolled in a course of study at an educational institution leading to a degree or certificate in occupational therapy. The student is expected to collaborate with the academic fieldwork educator and the clinical fieldwork supervisor to ensure compliance with fieldwork experience requirements.

The student is responsible for the following:

- confirming the fieldwork experience dates with the Clinical Fieldwork Supervisor in advance of the starting date, if a Fieldwork Level II student;
- **submitting all required health history and immunization information making sure it is current, accurate and complete. NOTE: the Academic Fieldwork Coordinator WILL NOT SEND OUT ANY COMPLETED STUDENT HEALTH FORMS. It is the responsibility of the student to ensure that the clinic site has the most recent health form.**
- complying with all policies and procedures for the fieldwork site unless exempted, including prompt notification of student absences;
- fulfilling all duties and assignments made by the fieldwork site unless exempted, within the time limit specified;
- notifying the fieldwork site and the academic program of current address and telephone numbers;
- completing and presenting to the clinical fieldwork supervisor at least one copy of the Student's Evaluation of the Fieldwork Site;
- having available copies of the appropriate performance evaluation forms and student evaluation forms unless the academic fieldwork coordinator sends forms to the fieldwork site.

7. Student ID's and SHTM Patches

Unless otherwise instructed students are to utilize the Stony Brook University, School of Health Technology and Management identification badge as their official identification during any school or program related activity, on or off campus. Some activities or locations may require the students to block out their last name. Students may do so by adding a piece of masking or colored tape to the badge cover.

The School of Health Technology and Management provides one complimentary patch for use on lab coats and uniforms. Additional patches may be purchased for a nominal fee. Patches are available through the Office of the Assistant Dean for Student Affairs.

8. Student's Financial Obligations

Fieldwork is not a paid experience. Students must be prepared to pay for all expenses incurred while on fieldwork. Such expenses may include but are not limited to:

- Transportation
- Uniforms
- I.D. Badges (if other than the School's is required)
- Meals
- Housing
- Malpractice/Liability Insurance (paid prior to October 1st of each academic year)

9. Malpractice/Liability Insurance

All Occupational Therapy students are required to purchase individual malpractice/liability insurance in the amount of \$1,000,000 /\$3,000,000. The insurance is purchased as a group blanket policy through Marsh Affinity Group, Inc.

Students are notified of the fees each year prior to the October 1st deadline for submission. Checks or money orders must be made out to Marsh Affinity Group, Inc.

The fee to cover students from November 7, 2006 through November 7, 2007 is approximately \$15.00/student.

10. Work Hours

The American Occupational Therapy Association Commission on Education has established guidelines for the minimum number of weeks required for fieldwork. The AOTA current requirement is 24 weeks for Fieldwork Level II. It is within the domain of the Occupational Therapy program as to how to meet the established guidelines and "standards".

The fieldwork site establishes daily hours of fieldwork. Hours are to be reasonable and not present major hardships to the students. Students need to be aware that the hours may include evenings, weekends and holidays. Every facility does not work on a Monday through Friday, 9:00 a.m. to 5:00 p.m. schedule. Generally, if there are evening, weekend and holiday hours required by the facility, it will be indicated on the Fieldwork Data Form provided by the facility and kept on file with the Academic Fieldwork Coordinator. Students may also become aware of such hours through verbal communications with the site prior to beginning the fieldwork experience.

HAO 596, HAO 597 and HAO 598 are graduate level courses that are taking place in a clinical setting. Each course and setting will require homework, off – hours study time, special projects, written and oral presentations. Students are expected to utilize resources available within and outside of the clinical site to complete assignments in a professional manner.

School policies regarding attendance do not change for these courses. Taking time off or missing workdays is not acceptable and is considered unprofessional. Except for extenuating circumstances, as determined by the Clinical Fieldwork Supervisor in conjunction with the Academic Fieldwork Coordinator, all absences must be made up prior to the completion of the fieldwork course. Any absences must be reported prior to being scheduled. This is important due to School/University liability issues.

11. Site Visits

Every attempt will be made by the Academic Fieldwork Coordinator (AFWC) or assigned faculty member to make a site visit while students are on fieldwork.

Students are encouraged to visit the clinical fieldwork supervisor prior to attending Fieldwork Level II at the site.

Students are also encouraged to review any materials on file from the fieldwork site such as the Fieldwork Data Form or the Students Evaluation of Fieldwork Site. Students must make an appointment with the Academic Fieldwork Coordinator to be able to review the aforementioned materials.

While students are on their Fieldwork Level II experiences, the academic fieldwork coordinator or designee will make contact with each student and student supervisor either by phone, by a site visit, or both. Clinical fieldwork supervisors and students are encouraged to contact the academic fieldwork coordinator as often as necessary. Should problems occur during the fieldwork experience, more frequent communication and follow up, including site visits, will be made. A learning contract may be implemented at the discretion of the academic fieldwork coordinator. A learning contract will stipulate the necessary areas to improve and deadlines for completion. The academic fieldwork supervisor will write the learning contract with input from the clinical fieldwork supervisor and the student.

When a site visit is made by the AFWC or faculty member, they will utilize the MOTEC (Metropolitan Occupational Therapy Education Council) fieldwork evaluation form (see attached).

12. Evaluation and Grading of Fieldwork

All Fieldwork Level I courses (HAO 396, HAO 397, HAO 398) are graded with letter grades. Fieldwork Level I courses follow specific occupational therapy theory and practice courses. Evaluation methods and grading for the Fieldwork Level I experiences are identified in the course syllabi.

Students who fail a Fieldwork Level I course must satisfactorily repeat the course prior to moving on to the next Fieldwork Level I experience. Failing a Fieldwork Level I course could result in a student having to "step out" of the curriculum sequence. If the repeated course is successfully completed, the student will then be able to "step back" into the curriculum. The need to "step out" and "step back" in could result in a student registering for a modified curriculum plan which could extend the amount of time it takes to complete the curriculum from the student's initial year of entry. The opportunity to repeat a Fieldwork Level I course because of failure is limited to one time per fieldwork level I course. The opportunity is offered on a case-by-case basis and in accordance with the School of Health Technology and Management's Student Handbook of Policies and Procedures (see section on Academic Standing). Failing two consecutive fieldwork level I placements may result in termination from the program.

Fieldwork Level II courses are graded by using the American Occupational Therapy Association's Fieldwork Performance Evaluation (FWPE). Grades for Fieldwork Level II courses are submitted as "S" (satisfactory) or "F" (failure) and are assigned by the Academic Fieldwork Coordinator. A grade of an "S" is considered to be a "C" or better. Clinical Fieldwork Supervisors are asked to utilize the same form mid-way through HAO 596, HAO 597, and HAO 598.

Students must receive a score of 3 or above on items 1, 2 and 3 of the FWPE in order to pass Fieldwork Level II, regardless of their scores on the other items. Students must receive a score of 122 or above in order to pass Fieldwork.

Students who fail Fieldwork Level II courses are required to "step out" of the curriculum sequence. The opportunity for remediation and for repeating the failed fieldwork course is offered on a case-by-case basis and in accordance with School of Health Technology and Management's Student Handbook of Policies and Procedures (see section on Academic Standing). The opportunity to repeat a fieldwork course because of failure or the need for remediation is limited to one time per Fieldwork Level II course. If the repeated course is successfully completed, the student will then be able to "step back" into the curriculum. The need to "step out" and "step back in" will result in a student registering for a modified curriculum plan and extending the amount of time it takes to complete the curriculum from the student's initial year of entry. Students who fail two consecutive fieldwork placements will be dismissed from the program.

13. Withdrawal/Dismissal from Fieldwork Site

Students can be dismissed or withdraw from a fieldwork placement. Grounds for dismissal/withdrawal may include but are not limited to:

- Prolonged illness
- Excessive absences
- Failure to follow established facility rules and regulations
- Demonstrated behaviors considered to be dangerous to self or others
- Failure of the site to provide agreed upon training and supervision

All fieldwork sites must notify and discuss with the academic fieldwork coordinator a decision to dismiss a student prior to the dismissal. The exception to this is a situation where the student has blatantly endangered client or staff safety. In this situation, students may be dismissed immediately and a meeting/phone call must be made to the academic fieldwork coordinator explaining the action.

All attempts should be made to avoid dismissal and/or withdrawal from a fieldwork site. If there is a possibility of this occurring, the fieldwork coordinators will meet with the fieldwork supervisor and the student to provide advisement and supervision. This may include a learning contract in which the student signs an agreement of behavioral objectives he/she needs to accomplish.

All dismissals must be followed up by a letter to the academic fieldwork coordinator and in turn a letter to the student explaining reasons for the action.

All withdrawals must be requested in writing by the student, and sent to the fieldwork coordinators prior to the withdrawal taking place. Reasons for the request must be clearly indicated in the letter. Withdrawals must be approved by the both the academic and clinical fieldwork coordinators and the Director of the Occupational Therapy Program at Stony Brook University. A letter indicating approval or disapproval will be sent to the student with a copy of the letter sent to the fieldwork site.

Please note: Failure or potential failure of a Fieldwork Level II may be handled differently than the aforementioned.

If a student is demonstrating deficits in professional behavior and/or skill performance during a scheduled fieldwork level II course and such deficit is indicative of the potential for failure, or if a student is considered to be failing at anytime prior to the end of the fieldwork course, the procedure is as follows:

- The Clinical Fieldwork Supervisor notifies the Academic Fieldwork Coordinator of potential failure or current concerns.
- The Academic Fieldwork Coordinator makes a site visit and discusses the situation with both the student and the clinical supervisor.

- If all parties involved agree upon remediation, then a learning contract is created and implemented. The learning contract reflects the required changes to be made by the student. The contract has a target date of completion no less than one week but no more than three weeks from the learning contract initiation date. The student is re-evaluated by the Clinical Fieldwork Supervisor to determine the student's level of progress and informs the Academic Fieldwork Coordinator and student of the progress and /or continued concerns. At the point, the learning contract may be extended, modified, or discontinued.
- The Academic Fieldwork Coordinator maintains close contact with both the student and Clinical Fieldwork Supervisor until the situation is resolved.
- Should a student fail a fieldwork course, the student is immediately withdrawn from the clinic site upon notification and the Academic Fieldwork Coordinator will follow the process as stated in the Fieldwork Course description and according to school policy.

14. Occupational Therapy Program - Fieldwork Level I (HAO 396, HAO 397, HAO 398)

HAO 396, HAO 397 and HAO 398 are related to specific occupational therapy courses. They are considered preclinical in nature and generally consist of observation and very limited “hands on” experiences completed under the supervision of an occupational therapist. Fieldwork Level I courses are scheduled throughout Modules 5-8 of the first year, and Modules 1–3 of the second year of the professional curriculum. Students complete assignments related to the experience. Completed assignments are used for discussion purposes throughout the curriculum. Students receive a course grade based upon their professional behavior exhibited during the fieldwork level I courses and based upon their completed assignments related to the fieldwork level I experience.

15. Occupational Therapy Program - Fieldwork Level II (HAO 596, HAO 597, HAO 598)

HAO 596, HAO 597, HAO 598 are Fieldwork Level II courses that when combined provide 34 weeks of clinical experience (two 12 week sessions and one 10 week session) in which the student has the opportunity to practice the knowledge, skills, and attitudes that are necessary when providing occupational therapy services to patients of varying ages and disabilities.

Fieldwork II is designed to promote clinical reasoning and reflective practice, to transmit the values and beliefs that enable the application of ethics related to the profession, to communicate and model professionalism as a developmental process and a career responsibility, and to develop and expand a repertoire of occupational therapy assessments and treatment interventions related to human performance. (AOTA Standards).

The American Occupational Therapy Association Fieldwork, Inc. Fieldwork Performance Evaluation for the Occupational Therapist is used for the mid-term and final grading of the Fieldwork Level II courses. Students must receive a passing grade (“S”) for each of the three Fieldwork Level II courses in order to fulfill the program’s requirements for graduation, as well as, the requirements to sit for the National Certification Examination. Please see the section on Evaluation and Grading of Fieldwork for more information. Students must receive a score of 122 or above in order to pass Fieldwork.