Level II Fieldwork Manual

2018-2019

SECTION 3: FIELDWORK COURSE SUMMARY
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Course Name: Fieldwork II

SUMMER/FALL, 2018
SPRING 2019

Course Number: OT-GE 2703.001
OT-GE 2703.002

Credits: 3
2 Experiences Required

Average Faculty/Student Ratio:
Lecture: 1:55
Seminar: 1:45

Instructional Method (in minutes)
Lecture: 12 weeks
Seminar
Recitation
Laboratory

FACULTY
Alison M. Rangel-Padilla (Academic Fieldwork Coordinator)
alison.rangel@nyu.edu

COURSE DESCRIPTION
Students participate in supervised full-time practice in various agencies and institutions. Students gain and apply knowledge in a variety of practice settings treating clients and patients across the lifespan. Students are assigned caseloads consisting of patients/clients with whom they are expected to demonstrate progressively higher levels of performance and responsibility as fieldwork advances. Department faculty consult with individual sites to assist in the development of their fieldwork programs and the supervision of our students. Students must show initiative and respond appropriately to supervision. Students must demonstrate ethical professional behavior. Students should demonstrate entry-level skill with the population to whom they have been assigned.

PREREQUISITES
Satisfactory completion of all academic course work and have an overall minimum GPA of 2.50

RELATIONSHIP TO THE CURRICULUM DESIGN
In the curriculum, Fieldwork II provides the opportunity to apply all academic knowledge and Fieldwork I clinical experiences under the guidance of a licensed occupational therapist with at least one year of practice experience. Fieldwork assignments require that each student use sound clinical reasoning in relating to their patients/clients. Discretion, ethical behavior, and cultural sensitivity are also required as is mandated by our curriculum design. Care is delivered to individuals as assigned by the clinical supervisor/fieldwork educator. Requirements are planned onsite, guiding the student incrementally toward entry-level competence. Independent problem solving, participation in supervision, and integration of knowledge and skills are expected of the student. Successful completion of this course is required in order to be eligible for graduation.

COURSE OBJECTIVES:
Fieldwork experiences are based on the following general objectives, with the understanding that they will be met according to the individual student's level of readiness. Each facility will have specific objectives on which to evaluate the student's performance at midterm and again at completion of the fieldwork. Grading is determined by the course instructor in collaboration with the clinical supervisor/fieldwork educator.
By the end of each Fieldwork II period, the student will be able to:

1. Apply previously learned theoretical concepts to actual therapeutic and professional situations.
2. Use appropriate methods of evaluation to determine the needs and intervention/treatment goals of assigned patients/clients/consumers.
3. Understand the implications of psychosocial factors and its impact on meaningful engagement in occupation.
4. Plan an effective intervention program, which includes appropriate goals, methods and media to meet the goals of assigned patients/clients/consumers.
5. Implement intervention programs with assigned patients/clients/consumers according to the guidelines set forth in prepared treatment plans, team meetings and facility schedule.
6. Communicate effectively (both orally and in writing) and demonstrate appropriate documentation skills with patients/clients/consumers and staff.
7. Interact professionally, as a beginning occupational therapist, with other members of the team.
8. Perform organizational and administrative tasks which are necessary for the maintenance, upkeep, and continued functioning of an occupational therapy service.
9. Participate in the supervisory process to become familiar with the process and learn the value and techniques of giving and receiving supervisory information.
10. Supervise other students, personnel, or volunteers, as needed, to develop an awareness of the role and responsibilities of a supervisor.
11. Integrate knowledge of the various environments and roles in which an occupational therapist can perform and function.
12. Demonstrate an awareness of professional issues and respond as a contributing member of the occupational therapy community.
13. Cultivate professional attitudes and a sense of commitment to the profession and to the consumers.
14. Perform tasks in all areas delineated in the Fieldwork Performance Evaluation [FWPE], as required by the facility as an entry-level therapist.
15. Perform tasks with knowledge and sensitivity to the multicultural and situational needs of patients, clients, families, and co-workers including client centered care and occupation based outcomes.
16. Perform tasks with consideration for cost containment, for the appropriate use of resources in collaboration with the team and for the other occupational therapy practitioners.
17. Demonstrate an awareness of the current health care climate and the various factors that impact occupational therapy practice at the clinical setting (including service delivery model, insurance reimbursement, legislative and regulatory issues.)
SECTION 3: FIELDWORK COURSE SUMMARY

2011 ACOTE ACRREDITATION STANDARDS:
This course meets the following 2011 ACOTE Standards: B.5.20; B.5.27; B.7.8; B.9.4, B9.6

TEACHING AND LEARNING EXPERIENCES:
Fieldwork II requires two (2) 12-week full-time fieldwork experiences under the supervision of a licensed OT. The fieldwork must take place at an approved site which is governed by a signed agreement between New York University and the site. Each facility will assign caseload and other written/oral performance requirements.

EVALUATION METHODS:
Pass/fail grades are determined by the NYU OT faculty based on the specific numeric and summative data submitted by the site supervisor and adheres to our grading criteria as outlined in the Fieldwork II Manual.

Requirements for passing include FWPE (see attached FWPE form) scores of:

Overall Midterm Score: Satisfactory performance 90 and above
Unsatisfactory Performance 89 and below

Overall Final Score: Pass 122 points and above
No Pass 121 points and below

STUDENT RESPONSIBILITIES:
Students must:

1. Submit the completed Fieldwork II Preference Form and all other required paperwork on or before the date announced by the Academic Fieldwork Coordinator (AFWC).

2. Communication from each student regarding choice of fieldwork is used by the AFWC to understand each student’s interest but cannot be used as a mandate for placement. Fieldwork site availability varies year to year. If a student refuses to consider or try a fieldwork opportunity arranged by the Academic Faculty, the student cannot be guaranteed an alternate placement. The AFWC is always open to genuine and legitimate concern for the student regarding their placement sites. However, please understand that it is one’s professional obligation to serve clients who are underserved or live in disadvantaged circumstances. Therefore, a student with a concern for personal safety because of the site location should contact AFWC to discuss strategies that have worked for students previously assigned to these sites.

3. Confirm with each fieldwork supervisor at least six weeks prior to the starting date of each placement and deliver one copy of the “Personal Data Sheet”, proof of current health insurance (purchase and maintain health insurance throughout the fieldwork) and current health clearance to each clinical instructor prior to the start of each Fieldwork II experience. If a student must have a live virus’s vaccination, it must be administered three months prior to beginning fieldwork to protect those clients with compromised immune systems. Failure to have a current medical clearance may result in a delay in beginning the fieldwork experience.

4. Meet all documentation and pre-requisite requirements of the agency to which they are assigned.

5. Adhere to confidentiality, ethics, and regulations governing patient/client/consumer rights to privacy as mandated by law and AOTA ethical standards.
6. Many fieldwork sites require criminal background checks and other types of information that may include the following: criminal arrest record, background check through the State Bureau of Investigation including fingerprinting, central registry check for child abuse charges, drug and alcohol testing, health immunization and physical exam records, and on site physicals. It is the student’s responsibility to ask each site if a background check or any other types of testing are required for fieldwork placement. Any expense incurred is also the responsibility of the student. It is also the student’s responsibility to make arrangements to complete ALL site requirements in a timely manner. Failure to do so may delay fieldwork or cause a site to cancel a student's fieldwork. The results of any background check are confidential and are not released to the AFWC without your written consent. Students who choose not to obtain any necessary screenings/requirements will limit the pool of possible fieldwork placements. The fieldwork sites reserve the right to refuse placement based on the results of any screening or for other reasons.

7. Complete all assignments required by the fieldwork site by their due dates.

8. Complete an AOTA Student Evaluation of the Fieldwork Experience (SEFWE) and send it to the AFWC at the end of the Fieldwork experience.

9. Complete the STUDENT PROGRESS REPORT/STUDENT SURVEY OF CURRICULUM-CLINICAL FIT at midterm and final of each of your Fieldwork II placements. Please send the report to the AFWC once at midterm and once at the conclusion of your fieldwork placement.

10. Check your NYU email account weekly for postings from the NYU faculty and/or staff.

11. NEW YORK UNIVERSITY DOES NOT GRANT LEAVE TIME, VACATION TIME, OR SICK TIME TO ANY STUDENT ON FIELDWORK. Any such absence must be cleared and approved in advance by the onsite supervisor, who will decide how and when the student will make up missed time.

12. In the event of an early termination of a fieldwork experience prior to fulfillment of course requirements, the full Fieldwork experience will have to be repeated. In addition, a student who leaves fieldwork without prior review and approval by the AFWC automatically receives a failing grade and cannot be guaranteed placement in any additional course work. It is the STUDENT’S responsibility to write a clear explanation of the circumstances causing failure which will be reviewed by the AFWC. It is recommended that each student look carefully at the circumstances and work habits leading to success and the circumstances and work habits leading to difficulties. When a fieldwork experience is unsuccessful, the emotions can be difficult to resolve. Students are required to submit a detailed, written plan of action and may also be required to complete remedial coursework prior to repeating the fieldwork course. It is for this reason that only after careful consideration and planning will a repeat fieldwork be scheduled. REGISTRATION FOR AND REPETITION OF THE COURSE CANNOT BE GUARANTEED WITHIN THE SAME SEMESTER

13. During each twelve week fieldwork assignment, it is the student’s responsibility to communicate with the AFWC. Each student is encouraged to call (212-998-5832, fax (212-995-4044) or email [alison.rangel@nyu.edu] the AFWC as necessary or desired. Additionally, students can make a request for an on-site visit from the AFWC or another faculty member.

14. REGISTRATION: New York University provides liability coverage for fieldwork only after a student is registered and payment is received for the course. Failure by the student to register and pay for the fieldwork course opens the student to professional liability litigation without university assistance. STUDENTS ARE RESPONSIBLE FOR PAYING FOR OR ENSURING THAT THEIR SCHOLARSHIP SOURCES HAVE PAID FOR ALL REQUIRED FIELDWORK COURSES PRIOR
TO THE FIRST WORK DAY AT THE CLINICAL SITE. De-enrollment from a fieldwork course can occur if a student has registered for the course and payment for the course has not been received by the graduate payment deadline posted by the Bursar’s office. The fieldwork faculty is not notified by the Bursar or any other university office if a student has been de-enrolled. Therefore, the fieldwork faculty has no way of warning the student of the situation.


FIELDWORK EDUCATOR (FE) GRADING GUIDELINES:
1. The FE will use the AOTA Fieldwork Evaluation Form (FWPE) to assess a student in the fundamentals of practice, basic evaluation and screening, intervention, management of occupational therapy services, communication, and professional behaviors.

2. The FE will determine an overall rating of a student in achieving entry-level competence. The student will submit a self-evaluation using the FWPE as well as a final assessment.

3. It is recommended that by the sixth week or by the midterm (whichever comes first) the student be given sufficient responsibility to determine if his or her performance justifies successful completion of the Fieldwork II course by the final week. Numerical scoring is used for both midterm and final evaluation. If, after the midterm, the student’s performance demonstrates a problem that could jeopardize successful completion by the final week, the FE shall contact the AFWC to discuss an educational contract or a plan of action. The FE should document the student’s progress and review it with the student. The FW, AFWC, and the student will collaborate to determine a course of action. The FE should email a PDF, fax, or mail written documentation of the student’s performance at midterm to the Academic Fieldwork Coordinator at (212) 995-4044.

4. The FE will determine scheduling, caseload, assignments and expectations for competency based on the mission and standards of the clinical site. The AFWC will assign a letter grade (Pass or Fail) for the course after receiving the FE’s assessment of the student’s overall performance on Fieldwork II.

5. The FE is encouraged to collaborate with the AFWC in planning student experiences and is encouraged to call, email or request a site visit from the AFWC or other NYU OT faculty member at any time during the fieldwork experience.

6. Each FE may approve or deny a student’s request for time off, and may determine the need for any additional time a student might need to make-up for missed time.
SECTION 3: FIELDWORK COURSE SUMMARY

Course Name: Fieldwork II

SUMMER/FALL, 2018
SPRING 2019

Course Number  OT-GE 2704  Credits  2-3

Average Faculty/Student Ratio:  Lecture: 1:55  Seminar:

Instructional Method (in minutes)

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<tr>
<th>Lecture</th>
<th>Seminar</th>
<th>Recitation</th>
<th>Laboratory</th>
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<tbody>
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<td>8-10 weeks</td>
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