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Glossary of Terms

**Academic Fieldwork Coordinator (AFWC):** The AFWC is the academic faculty person within the occupational therapy program who has been designated to be responsible for the clinical education courses outlined in the program’s curriculum.

**Accreditation Council for Occupational Therapy Education (ACOTE):** ACOTE is the accrediting body that sets the standards for occupational therapy educational programs. ([www.acoteonline.org](http://www.acoteonline.org)).

**Affiliation Agreements:** Affiliation Agreements are contractual agreements between Messiah University and the clinical facilities. Prior to the start of students’ fieldwork education experience, an executed agreement must exist.

**American Occupational Therapy Association (AOTA):** AOTA is the organization that professionally represents occupational therapists in setting policy, procedures, standards, and serves as a governmental liaison. ([www.aota.org](http://www.aota.org))

**Exxat:** This is the web-based program Messiah University utilizes to manage fieldwork data including student prerequisite forms, fieldwork sites, affiliation agreements, student placements, and student and site evaluations.

**Fieldwork Educator (FWE):** FWE is a staff member within the clinical setting who is responsible for the teaching and supervision of an assigned student.

**Fieldwork Performance Evaluation (FWPE):** This standardized form is approved for use by ACOTE to assess the student’s performance on Level II Fieldwork at mid-term and at final. The rating scale used in this determines whether a student has been successful on fieldwork.

**National Board for Certification in Occupational Therapy (NBCOT):** NBCOT is the credentialing agency that provides certification for the occupational therapy profession. NBCOT serves the public interest by developing, administering and continually reviewing a certification process that reflects current standards of competent practice in occupational therapy. ([www.nbcot.org](http://www.nbcot.org))

**Student Evaluation of the Fieldwork Experience (SEFWE):** This document provides information from the student regarding a specific fieldwork experience.

Introduction to Fieldwork
The information provided in this manual is an overview of fieldwork education for the Master in Occupational Therapy (MOT) program at Messiah University. Fieldwork education is a required component of an occupational therapy education as defined by the Accreditation Council for Occupational Therapy Education (ACOTE).

Fieldwork education is essential to incorporate the knowledge, evidence, and information learned in the classroom setting and apply it to different practice settings. Through the fieldwork experience, students develop fundamentals of domain and practice, apply basic tenets of occupational therapy, and practice and enhance skills of observation, screening, evaluation, intervention, communication, and professionalism. The students emerge in their roles as future occupational therapists and begin to develop the personal and professional skills needed to succeed as an entry-level practitioner upon graduation from the MOT program.

Fieldwork education is divided into Level I and Level II Fieldwork experiences. Students must pass all of their Level I and Level II fieldwork experiences and successfully complete all coursework in order to qualify to take the National Board for Certification in Occupational Therapy (NBCOT) examination.

**Fieldwork Course Sequence**

Fieldwork experiences will occur in the following semesters in conjunction with correlated coursework and labs.

**Year 1:**
**Spring**
- OCCU 562 Level I Fieldwork: Pediatric Practice
- OCCU 565 OT Process: Pediatric Practice
- OCCU 565L OT Process: Pediatric Practice Lab

**Year 2:**
**Summer**
- OCCU 602 Level I Fieldwork: Adult Practice
- OCCU 605 OT Process: Adult Practice
- OCCU 605L OT Process: Adult Practice Lab

**Fall**
- OCCU 572 Level I Fieldwork: Community Interventions
- OCCU 573 Health Promotion in OT: Community

**Spring**
- OCCU 622 Level II-A Fieldwork

**Year 3:**
**Summer**
- OCCU 632 Level II-B Fieldwork
Participants in Fieldwork Education

AFWC:
Joanna Behm, MS, OTR/L
Occupational Therapy Academic AFWC (AFWC)
Senior Lecturer
(717)- 796-1800 extension 2685
(cell) 610-790-7204
jbehm@messiah.edu

The AFWC is a faculty member of the Occupational Therapy Department and is responsible for providing students with quality Level I and Level II fieldwork opportunities. The AFWC develops, coordinates, and monitors student fieldwork experiences. The AFWC is responsible for ensuring the MOT program’s compliance with ACOTE fieldwork education requirements (C1.1-C1.16) and collaborating with FWEs to ensure that fieldwork experiences meet the MOT program’s objectives.

The AFWC will:

1. Orient students to the purpose and expectations of fieldwork.
2. Ensure that the fieldwork program reflects the sequence and scope of content in the curriculum design so that fieldwork strengthens the ties between didactic and fieldwork education. (C.1.1)
3. Identify and develop appropriate fieldwork sites. (C.1.2)
4. Maintain a current file of information on each fieldwork facility that is available to students on Exxat. (C.1.2)
5. Ensure that affiliation agreements between Messiah University and fieldwork facilities are sufficient in scope and number to allow completion of graduation requirements and are signed, up to date, and periodically reviewed. (C.1.2, C.1.5, & C.1.6)
6. Assist FWEs with the development of fieldwork objectives ensuring a psychosocial objective for each fieldwork experience. (C.1.3)
7. Collaborate with students to identify fieldwork needs and preferences, and establish a “good fit” for fieldwork experiences.
8. Assign all eligible students to Level I and Level II fieldwork experiences and coordinate the assignment between student and facility.
9. Maintain a collaborative relationship with fieldwork facilities, communicating with both students and the facility about progress and performance throughout the fieldwork experience. (C.1.3)
10. Ensure that the ratio of FWEs to students enables proper supervision and the ability to provide frequent assessment of student progress in achieving stated fieldwork objectives. (C.1.4)
11. Ensure the qualifications of FWEs meet ACOTE requirements. (C.1.13, C.1.14)
12. Ensure that Level I fieldwork enriches didactic coursework through directed observation and participation and includes mechanisms for formal evaluation of student performance. (C.1.9)
13. Ensure that OCCU 572 Level I Fieldwork: Community Interventions addresses practice in behavioral health, or psychological and social factors influencing engagement in occupation. (C.1.7)
14. Provide faculty support, liaison, and intervention to assist in problem-solving as needed to students on all levels of fieldwork.
15. Review fieldwork evaluation forms including the Evaluation of Site for Level I form and the Student Evaluation of Fieldwork Experience (SEFWE) form to assess the effectiveness and appropriateness of fieldwork placement (C.1.12)
16. Review student performance evaluations, assign course grades, and submit them to the Registrar’s Office.
17. Communicate with other faculty regarding issues as they relate to curriculum and student advisement.

STUDENT:

Fieldwork Level I Experiences

The student will:
1. Attend all required fieldwork meetings and classes related to Level I fieldwork.
2. Complete and maintain all up to date pre-requisites on Exxat.
3. NOT contact any fieldwork site prior to notification of fieldwork assignment.
4. After notification of placement, contact the fieldwork site and request site-specific requirements/site-provided objectives.
5. Complete and provide all pre-requisite requirements to the site before beginning Level I assignment.
6. Notify facility and AFWC regarding any missed Level I scheduled time.
7. Be responsible for any additional expenses encountered for fieldwork like additional clearances, travel, gas, housing, clothing, etc.
8. Actively participate in all fieldwork experiences.
9. Inform AFWC regarding any problem situations that cannot be resolved between student and FWE.
10. Provide written evaluation/feedback to the AFWC about the facility.
11. Complete all assignments related to Level I fieldwork experience by established due date.
12. Complete all required fieldwork forms by established due date.

Fieldwork Level II Experiences

(Before)
The student will:
1. Attend all required fieldwork orientation meetings.
2. Complete and maintain all up to date pre-requisites on Exxat.
3. NOT contact any fieldwork site prior to notification of fieldwork assignment.
4. After notification of placement, contact the fieldwork site and request site-specific requirements/site-provided objectives.
5. Complete and provide all fieldwork prerequisites to the fieldwork site before beginning Level II assignment.
6. Be responsible for any additional expenses encountered for fieldwork like additional clearances, travel, gas, housing, clothing, etc.
The student will:

1. Actively participate in the fieldwork experience.
2. Follow the rules of the specific facility, demonstrating professional behavior.
3. Provide safe and ethical OT services under supervision.
4. Complete all assignments from the site and Messiah MOT program by the due date.
5. Provide accurate documentation of all occupational therapy services provided.
6. Inform AFWC regarding any problem situations that are not resolved between student and FWE.
7. Provide written evaluation/feedback to the AFWC about the facility learning environment and related student experience.
8. Complete all required fieldwork forms by established due dates.

FIELDWORK EDUCATOR (FWE):

This is the facility member assigned to supervise the OT student. For Level I fieldwork, a FWE can be an OT, OTA, psychologist, teacher, nurse, or other licensed professional (C.1.8). For Level II fieldwork, ACOTE requires that this professional be a licensed occupational therapist with a minimum of one year of practice experience subsequent to initial certification (C.1.11).

The FWE will:

1. Be informed of the Messiah MOT curriculum and fieldwork program design.
2. Coordinate appropriate orientation of the facility to the student.
3. Communicate expectations, objectives, and assignments required for successful completion of fieldwork.
4. Supervise the provision of occupational therapy services, documentation, and oral reporting by the student.
5. Provide ongoing feedback to the student regarding performance--including a written midterm and final student performance evaluation.
6. Act as a professional role model for the student.

Prerequisites for Fieldwork: Exxat, Health, Clearances & Background Check

Exxat:

Student fieldwork records, health information, and clearances are stored securely through Exxat, an electronic data storage and management system for fieldwork. Both the students and AFWC are able to access these documents during the time the student is enrolled in the MOT program. Students will receive training on the use of Exxat prior to the start of Level I Fieldwork. All prerequisites must be completed and approved on Exxat before beginning fieldwork.
Health Requirements, Clearances, and Background Checks:

The following is a list of Messiah University MOT Program requirements that students must complete and upload to Exxat. Please note, many fieldwork sites have additional standards and requirements for students. Students will be responsible for the completion and distribution of all clearances, training, and health paperwork as required by their fieldwork site prior to FW. Students should be prepared to renew their clearances multiple times due to fieldwork site policies. Failure to complete clearances and paperwork on time will interfere with the student’s ability to complete FW and therefore the MOT program. Students are required to keep all originals of clearances in an accessible location.

Some Level I and Level II fieldwork sites requiring a background check may refuse fieldwork to students with a felony conviction. Please talk with the AFWC immediately if this pertains to you. If a fieldwork site refuses a student due to a background check result, the AFWC will attempt to secure an appropriate placement; however, students should be advised that there is no guarantee that a placement will be found.

All students will attend a mandatory fieldwork seminar meeting scheduled by the AFWC in the first semester. At the fieldwork seminar meeting, students will learn the necessary documentation required by the Messiah University.

The following is a list of Messiah University MOT Program requirements that students are required to complete and upload to Exxat. Please note, many fieldwork sites have additional standards and requirements in order for fieldwork students to qualify to provide services to clients/patients.

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contact Information Form</td>
<td>Upload a signed and dated form to Exxat.</td>
<td>7/1/2020</td>
</tr>
<tr>
<td>Fieldwork Information Release</td>
<td>Upload a signed and dated form to Exxat to allow the Academic Fieldwork Coordinator to release your information to sites.</td>
<td>7/1/2020</td>
</tr>
<tr>
<td>Medical Insurance (throughout entire program)</td>
<td>Upload a copy of both sides your Health Insurance Card. If a student’s coverage changes they will need to upload a copy of the new card. If a student’s name is not on the card, they must upload documentation from the insurance company showing proof of dependency.</td>
<td>7/1/2020</td>
</tr>
</tbody>
</table>
| Physical Exam and Immunization Records | The required physical examination form can be downloaded through the Student Health Portal. Only the University’s physical examination form will be accepted. Upload all documentation to Exxat. Required immunizations include:
  • All required University immunizations defined by the Engle Center
  • Hepatitis B vaccine series or (+) titer
  • Varicella vaccine or (+) titer
  • TDAP within 10 years
  • MMR vaccine or (+) titer
  • Physical form and proof of immunizations | 7/1/2020 |
<table>
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<tbody>
<tr>
<td>Fieldwork Manual Acknowledgment Form</td>
<td>Upload signed and dated form to Exxat, acknowledging you have read and understand the Fieldwork Manual.</td>
<td>9/1/2020</td>
</tr>
</tbody>
</table>
| Bloodborne Pathogens/Infection Control Certificate | • Must complete ProBloodborne training annually on ProTraining
  • AFWC will send out directions and log in information in August
  • Upload copy of completion certificate to Exxat
  • Cost is $15/year | 9/1/2020 |
| CPR for Healthcare Providers | • Basic Life Support (BLS) for Healthcare Providers from the American Red Cross or Basic Life Support (BLS) for Healthcare Professional from the American Heart Association
  • Must include: hands on training of CPR and AED
  • Upload copy of completion certificate to Exxat | 9/1/2020 |
| HIPAA Certificate | • Must complete ProHIPAA annually on ProTraining
  • AFWC will send out directions and log in information in August
  • Upload copy of completion certificate to Exxat
  • Cost is $15/year | 9/1/2020 |
| Flu Shot | An annual flu shot must be completed after September 1st of each year the student is in the MOT Program
  • Upload signed documentation to Exxat. Prescriptions and receipts are accepted as long as student name and date are on it. | 11/1/2020 |
| PPD or Chest X-Ray if PPD is positive | • Year 1 of the program, PPD must be a two-step. Following this, a one- or two-step PPD will be accepted, depending on site requirements.
  • Quantiferon Gold Test is also accepted. If 2 step PPD or Quantiferon Gold Test is positive, provide a negative chest xray (good for 3 years) | 12/1/2020 |
- Upload signed documentation to Exxat.

<table>
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<tr>
<th>FBI Fingerprinting</th>
<th>Students must complete this in Pennsylvania.</th>
<th>12/1/2020</th>
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</thead>
<tbody>
<tr>
<td>FBI fingerprinting Clearance (IDENTIGO)</td>
<td><a href="https://www.identogo.com/locations/pennsylvania">https://www.identogo.com/locations/pennsylvania</a></td>
<td></td>
</tr>
<tr>
<td>The FBI Check is a three-step process:</td>
<td></td>
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<tr>
<td>o You must register online, complete the necessary online forms and print the receipt. The registration online requires a credit card for payment of $22.60. You must use the Department of Human Services option (and should NOT use the Department of Education options). On the first page, you’ll need to input the following code: 1KG756</td>
<td></td>
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<tr>
<td>o You will need to take the printed receipt and two forms of identification, including one government-issued photo ID to a fingerprinting facility. Locally, you may go either to 6483 Carlisle Pike, Suite 104, Mechanicsburg, PA 17050 or 4815 Jonestown Road, Suite 201, Harrisburg, PA 17109. There will be an opportunity online (when you register) to set up your specific finger-printing appointment. There is also the option of selecting “walk-in” for which you take the chance that they will be able to see you sooner.</td>
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<tr>
<td>o After getting fingerprinted at the facility, the results will be mailed to the home address that you entered online. The waiting period for the results currently is 2-4 weeks.</td>
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<tr>
<td>• Save the clearance certificate and upload to Exxat. The certificate is valid for one year unless your site requires a more recent check.</td>
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<tr>
<td>• Enter Date of Completion as Date of Clearance check results.</td>
<td></td>
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<tr>
<td>• Enter Date of Expiration as 1 year from Date of Completion.</td>
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| COVID-19 Training | Students must complete the [World Health Organization Infection Prevention and Control for COVID-19 training](https://www.who.int). This is a self paced training where students will create a free account, take the training, and then upload their certificate to Exxat | 12/1/2020 |
Professional Liability Insurance:
Messiah University provides professional liability insurance coverage during all fieldworks for MOT students for the amount of $1,000,000 per claim and an aggregate of $3,000,000 per occurrence. A certificate of professional liability insurance coverage is issued by the AFWC at the request of a fieldwork site.

Student Conduct, Professionalism, and Ethical Behaviors

Student Conduct:
Prior to students receiving official notification of their fieldwork assignment, students are not permitted to contact any fieldwork site directly. All communication with potential FW sites is conducted by the AFWC. If a student, their friend, or family member contacts a potential FW site prior to notification of the student’s assignment, the student may be removed from that fieldwork placement.

Students are expected to conduct themselves in a professional and ethical manner at all times and will be held accountable for behavior during all aspects of fieldwork education. All policies and procedures of the facility should be followed. While on fieldwork, students represent Messiah University and must uphold the mission and values of the University and the MOT program. Students are expected to demonstrate academic and personal integrity and adhere to the Graduate School Code of Conduct and the Occupational Therapy Student Handbook Professional Behaviors Expectations as outlined below.

Professional Behaviors:
Expected professional behaviors include but are not limited to the following:

<table>
<thead>
<tr>
<th>Professional Behaviors</th>
<th>Arrives on time</th>
<th>Attends each assigned fieldwork day</th>
<th>Mindful of due dates</th>
<th>Can prioritize workload and life</th>
<th>Consistently prepared and organized for fieldwork</th>
<th>Demonstrates flexibility and adapts to changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Management and Organization</td>
<td>Respects faculty, peers, other professionals, and facility</td>
<td>Participates in fieldwork</td>
<td>Able to determine proper steps to solve problems</td>
<td>Demonstrates mature and positive when interacting with others</td>
<td>Makes needs known and seeks assistance appropriately</td>
<td>Understands there are many forms of communication</td>
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<tr>
<td>Oral and Written Communication</td>
<td>Exhibits the body language and nuances of communication that are professional</td>
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11
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<thead>
<tr>
<th>Mobile &amp; Initiative</th>
<th>Participates fully in the learning of OT by looking at resources both inside and outside of the classroom</th>
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<tr>
<td></td>
<td>Takes responsibility for own academic and professional growth</td>
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<td></td>
<td>Demonstrates intellectual curiosity and self-directed learning</td>
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<tr>
<td>Feedback</td>
<td>Able to give appropriate and insightful feedback to peers to promote professional growth</td>
</tr>
<tr>
<td></td>
<td>Able to receive and use constructive feedback from faculty and FWEs</td>
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<td>Modifies behavior as needed</td>
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<tr>
<td>Academic Honesty and Professional Ethics</td>
<td>Adheres to the Messiah University School of Graduate Studies Student Code of Conduct and AOTA's Code of Ethics</td>
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<tr>
<td></td>
<td>Displays honesty and integrity in all matters</td>
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<tr>
<td>Responsibility and Reliability</td>
<td>Demonstrates leadership and commitment to the team</td>
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<td>Reliable for task completion</td>
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<tr>
<td>Professional Demeanor</td>
<td>Represents Messiah University and the profession of OT in a positive manner</td>
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<td></td>
<td>Wears professional attire</td>
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<tr>
<td></td>
<td>Demonstrates proper behavior</td>
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<tr>
<td>Safety</td>
<td>Demonstrates concern for safety</td>
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<td></td>
<td>Follows safety precautions set forth throughout the program</td>
</tr>
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</table>

**Ethical Behavior:**

Students should refer to the [Occupational Therapy Code of Ethics](#) found on the American Occupational Therapy Association (AOTA website), as it serves as a guide for ethical behavior. If a student is reported to have violated professional and ethical behavior while completing a fieldwork experience, the AFWC will refer violations of professional and ethical behavior to the MOT Program Director, and in conjunction with the FWE, will determine the appropriate action to be taken. A remediation plan may be developed or failure of fieldwork and dismissal from the MOT program may occur.
Student Relationships, Social Media, and Phone Policy

Social Relationships:
The relationship between the student, FWE (FWE), and employees of the fieldwork site are to be held in the highest regard and in a manner that builds mutual respect and trust. Students will maintain an appropriate student-teacher relationship with the FWE, employees, and volunteers at the fieldwork site. Students are not to engage socially, in person or on social media, with the FWE, other employees, volunteers, or clients while engaged in the fieldwork experience. Students who do not comply with this policy may fail the fieldwork experience.

Social Media Policy:
Social network guidelines are to ensure that students do not break compliance with HIPAA regulations and are exhibiting appropriate professionalism in alignment with the MOT program. Social media should not be used as a tool to disclose information shared in class, community-based events, fieldwork experiences, or information related to your classmates, instructors, guest speakers, FWEs and/or clients. It is not permissible to use social media (Facebook, Twitter, Instagram, Snap Chat, etc.) to voice complaints, dissatisfaction, disagreement, or to share negative comments of classmates or any other individual involved in your educational process. It is a violation of confidentiality to disclose or share identifiable and private information of others. No photos related to fieldwork, clients, or the community organization you are working with should be taken or posted. Violation of confidentiality may result in disciplinary action. Students should consider what they post on any public social networking site as many potential employers go to these sites to see what potential employees have posted and often determine if they want to interview the person based on the results.

Phone Policy:
The use of cell phones, tablets, or other non-site sanctioned electronic devices is prohibited during fieldwork. If there are extenuating circumstances in which a student needs to be accessible to someone outside of the facility or requires the use of a cellphone for medically related reasons, he/she should discuss the situation with the FWE. If a student uses a cellular phone during their fieldwork experience, the student may fail their fieldwork placement and will require remediation of the professional behaviors expected and required during fieldwork.

HIPAA Policy
The Messiah University MOT program requires annual HIPAA training of all students to ensure understanding and compliance prior to completing fieldwork placement. Individual fieldwork sites may require students to complete facility-specific HIPAA training or may accept the Messiah University HIPAA training. If a student violates HIPAA guidelines while on fieldwork, the AFWC and fieldwork site may develop an action plan to address the issue and depending on the severity, may require failure of fieldwork placement and/or dismissal from the program.
Dress Code

Students are expected to dress professionally while on fieldwork and must follow the dress code requirements of the individual fieldwork sites, which may involve wearing scrubs or other uniforms. When the dress code is not known, students should wear their Messiah University polo, khakis/dark dress pants, and name tag. Clothing should sufficiently cover the chest, abdomen, hips, and lower back during active movement and ensure that underwear is not showing. Appropriate shoes and socks should be worn including closed-toed and closed back shoes that are comfortable for long periods of standing and walking. Perfume, cologne, or scented lotion/oils should not be worn for fieldwork. Jewelry should be kept to a minimum and include no more than one stud earring in each ear and a wedding band. Rings with prongs are not permitted. All facial piercings must be removed. Hair should be clean, well-groomed, and pulled back and secured away from the face. Make-up should be kept to a minimum. Facial hair should be neatly trimmed or shaved as appropriate. Good body and oral hygiene should be maintained. Fingernails should be clean and maintained at an appropriate length for patient care and infection control. Artificial nails are not permitted. Smoking and chewing gum are not permitted on fieldwork. Messiah University identification badges must be worn and displayed unless an alternative badge is issued at the fieldwork site. If a student is dismissed from a fieldwork site due to inappropriate dress/grooming, the student may not return until remediation occurs to correct the problem. There may be instances that the AFWC makes an exception to the above dress code based on the appropriateness of the fieldwork setting (e.g. outdoor settings). This is designated by the AFWC in conjunction with the site guidelines and students will be appropriately notified.

Safety, Infection Control, Illness, and Injury

Students are required to follow the policies and procedures of the fieldwork site as they relate to safety, infection control, and emergencies. Students should observe and implement infection control and universal precautions to protect themselves and the clients with whom they interact. Blood Borne Pathogen & Infection Control training is completed by the students on an annual basis prior to attending Level I Fieldwork. It is the responsibility of the student to know the fieldwork site’s guidelines for providing care to clients with a communicable disease.

- Students should be adhering to all safety guidelines and demonstrate sound judgment when dealing with the safety issues of clients, other professionals, and themselves. Any action that puts a client at risk or endangers their health and welfare may require remediation or dismissal from the fieldwork placement as well as the MOT program.
- Any safety incidents or emergencies involving the student should be reported and handled as per the guidelines established at the fieldwork site. In all cases, the financial responsibility of emergency and medical care is the sole responsibility of the student.
- If at any time the student is injured during FW, the injury should be reported to the immediate FWE and AFWC as soon as possible. If the AFWC is unavailable and immediate assistance is needed please contact the OT Program Director. Any missed time must be reported to the AFWC and must be made up as determined by the FWE and AFWC.
In the case of illness, students should not attend fieldwork if they have a fever over 100 degrees, are vomiting/have diarrhea, have strep throat, or other highly contagious illnesses. Missed time due to illness must be made up as determined by the FWE and AFWC.

In the case of surgery or severe injury, students will need to provide the FWE and AFWC with a doctor’s note stating the student is safe to return to fieldwork and if there are any restrictions.

Driving Policy

Students are required to provide their own transportation to and from each fieldwork placement. If the placement requires the supervisor (and the student) to travel to different locations throughout the day, the student may ride with the supervisor or may elect to drive in his/her personal vehicle. If the placement has a policy which outlines transportation, the student must follow the placement’s policy. In all instances when a student drives him/herself to multiple locations throughout the day, the student bears the responsibility for safety and for following the respective state and local vehicle code(s)/laws, including being properly licensed and insured. In no cases is Messiah University responsible for providing transportation to fieldwork placements and the University is not liable for any personal injury, accident, or financial loss suffered by the student during travel to the site(s).

Protocol for Absenteeism During Fieldwork

Each FW site may have an established absenteeism policy. If the FW site does not have an absenteeism policy the following guidelines will be implemented:

- The only time off permitted during fieldwork should be due to illness, injury, severe weather, or family emergency and is expected to be made up. Any other approved time off during fieldwork is to be decided by the fieldwork facility and the AFWC.
- All time off needs to be reported to the AFWC.
- The student should be in close communication with their FWE regarding weather impact, policies and emergencies, and attendance. If the fieldwork site declares a weather emergency, the student is not required to attend fieldwork; however, the time must be made up.
- It is the student’s responsibility to call the FWE at the assigned facility as soon as possible to make them aware of the reason for missing fieldwork time. It will be up to the FW facility and AFWC to determine how the time will be made up.
- All students must have the required hours for each Level I FW and the required twenty-four weeks full time for Level II FW. Students will be required to fill out the fieldwork time log on every FW experience and have it electronically approved by the few on Exxat.
- If there are holidays during the Level II FW placement, it is up to each individual site/facility to determine whether or not the student is required to work on that day. If a student is not required to work a holiday, the time must be made up. It is the student’s
responsibility to inform the FWE if they have any religious beliefs that would interfere with FW. The student will need to arrange with the FWE to make up that time missed.

- Students on fieldwork in a school system must make up time for missed days due to the school’s Spring Break or other holidays.
- Asking for time off or for an alternative start/end date to accommodate a vacation/wedding/social event is not acceptable.

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act (ADA), Messiah University does not discriminate against students with disabilities. Efforts are made to arrange effective accommodations for any qualified person. Messiah University is committed not only to the legal requirements of the ADA but also to the moral and ethical responsibility to treat all members of the community with fairness. Students should discuss their needs for accommodation on fieldwork with the AFWC, Director of Disability Services, and FWE. Messiah University is committed to making reasonable accommodations for qualified students with disabilities to assure equal access to all programs and services of the University.

Disclaimer: The University does not have authority over cooperating agencies and cannot guarantee that all requests for accommodation can be honored by field experience sites. The University will work with students to locate suitable work-sites whenever possible.

Essential functions: Students must demonstrate an ability to perform the essential functions of a specific assignment, with or without assistive technology. While some professions have reached a general agreement about the essential functions of specific jobs, others remain diverse and each site or organization may have developed its own set of standards for performance. The University has no authority to compel changes to those standards for the sake of an individual student.

Confidentiality: In order to effectively represent the student's needs, the University will at times be required to reveal disability-specific information to an agency representative in order to determine whether a student can be accommodated. The University will use the "need to know" criterion for determining who is to be informed of a student’s disability to assure confidentiality and protection of personal information. That determination is left to the AFWC, generally in consultation with the Director of Disability Services, and with the written approval of the student.
Level I Fieldwork Overview and Relationship to the Curriculum Design

“The goal of Level I fieldwork is to introduce students to fieldwork, apply knowledge to practice, and develop an understanding of the needs of clients” (ACOTE, 2018). The Level I fieldwork experiences are incorporated into the curriculum sequence to parallel the coursework addressing a specific population. The AFWC works in conjunction with the faculty team to ensure that fieldwork course assignments and activities are in alignment with the didactic coursework and overall preparation of the MOT student. An essential component of Messiah University’s Occupational Therapy curriculum is learning the physiological, psychosocial, cultural, spiritual, personal, and temporal factors of the person and understanding how those factors affect occupational performance. This component is emphasized during all Level I fieldwork experiences. Students participate in three Level I Fieldwork experiences with a focus on learning the holistic and complex nature of human beings and promoting the understanding of how individuals choose to participate and engage in occupations throughout the lifespan. Level I fieldwork can be completed via simulation, faculty practice, or supervision by a FWE in a practice environment. The number of hours required for each Level I fieldwork course depends upon whether the mode of instruction is simulation or in a practice area and will be indicated in the syllabus for each course. OCCU 562 Level I Fieldwork: Pediatric Practice and OCCU 602 Level I Fieldwork: Adult Practice requires each student to have between 20 and 40 hours logged at their fieldwork placement. OCCU 572 Level I Fieldwork: Community Based Interventions requires a minimum of 20 hours logged at their fieldwork placement.

Due to the specific design of each Level I Fieldwork experience within the Messiah MOT curriculum, the course objectives for each fieldwork course vary. The course objectives specified for each fieldwork course are listed on the course syllabus which students have access to through Canvas.

Level I Fieldwork Progression

Spring Semester (1st year):
OCCU 562 Level I Fieldwork: Pediatric Practice

Summer Semester (beginning of 2nd year):
OCCU 602 Level I Fieldwork: Adult Practice

Fall Semester (2nd year):
OCCU 572 Level I Fieldwork: Community Based Interventions
Level I Fieldwork Site Selection/Assignment Policy

Students are assigned Level I Fieldwork placements based on a variety of factors including the student’s interests, skills, background, geographical location, previous student feedback, professional behaviors, and site expectations. The MOT program makes every effort to offer students exposure to a variety of settings to ensure that the graduating student can function as a generalist practitioner. The site selection and assignment process is the ultimate decision of the AFWC.

Students are not permitted to contact a fieldwork site or arrange a fieldwork placement on their own at any point during the educational process. Students will not be placed at a fieldwork site where an immediate family member is also employed or is receiving treatment, or where the student is currently employed.

Beginning in September of students’ first year, each student will meet with the AFWC to discuss fieldwork interests, needs, and experiences. By December of the first year, the AFWC will inform students of their first Level I fieldwork assignment through a notification through Exxat. Every other Level I fieldwork assignment will also be sent through a notification through Exxat at least 1 month before the beginning of the Level I fieldwork.

Level I Fieldwork Travel Expectations

Due to the oversaturation of OT and OTA schools in Pennsylvania, there are limited fieldwork locations. Therefore, students are expected to have their own transportation and understand that they may be traveling up to 90 miles one way to their fieldwork site. The geographic location of the fieldwork site, transportation needs, and/or the student’s financial situation may not be considered in the placement of Level I fieldwork.

Level I Fieldwork Forms and Communication

Prior to the start of Level I fieldwork, the AFWC will collect site-specific objectives and supervisor licensure information from the site to verify up to date licensure as appropriate. During fieldwork, students will submit their time logs on Exxat weekly and will require approval by their FWE. After fieldwork, FWEs will complete an evaluation of student performance and the student will complete an evaluation of the site on Exxat. The student’s evaluation of the site will be visible to future students for their reference. The AFWC will communicate with students on a regular basis while engaging in the corresponding fieldwork course and outside of class as needed. The AFWC will contact FWEs prior to the fieldwork as well as during/after fieldwork as needed.
Level I Fieldwork Courses Grading Policy

The Level I Fieldwork courses (OCCU 562, OCCU 602, and OCCU 572) will be graded as Pass/Fail. The Academic AFWC will determine the grade after review of the evaluation completed by the FWE and upon satisfactory completion of all assignments related to the Level I experience. To pass the Level I Fieldwork evaluation, students must score no more than two 2s or no more than one 1. If a student does not pass a Level I Fieldwork experience, they will receive an incomplete in the course and one other opportunity at another site to participate in and pass the Level I fieldwork experience. If that is the case, the student must complete the required hours for fieldwork outside of class time. If the student does not pass their second attempt at the Level I fieldwork experience, they will fail the Level I Fieldwork course and be dismissed from the program.

If evaluation by a FWE indicates that the student has shown unsatisfactory performance or needs improvement in one or more areas, the AFWC will discuss the evaluation with the student and FWE for clarification. If necessary, an appropriate remediation plan will be developed between the student and Academic AFWC to address areas of concern.

Level I Fieldwork Evaluation

Below is the Level I fieldwork evaluation form that supervisors will use to assess student performance.

Please indicate the student’s level of performance using the scale below (See passing criteria in the signature area):

<table>
<thead>
<tr>
<th></th>
<th>Performance is weak and does not meet expectations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>2</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>3</td>
<td>Performance meets expectations consistently. This rating represents good performance.</td>
</tr>
<tr>
<td>4</td>
<td>Exceeds Standards</td>
</tr>
</tbody>
</table>

1. Ethics:
   Follows ethical standards for the fieldwork setting. Abides by the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) as applicable to the fieldwork site.

2. Safety Regulations and Judgement:
   Follows basic safety standards and any site-specific policies and procedures for safety. Demonstrates awareness of hazardous or dangerous situations and reports any safety issues to supervisor as applicable to the fieldwork site.

3. Time Management and Punctuality:
### Ability to arrive promptly to fieldwork site.
The student is dependable, attends the fieldwork placement, and follows through with any site-requested responsibilities.

<table>
<thead>
<tr>
<th>4. Engagement in Fieldwork Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student's apparent level of interest and level of participation and engagement while at the fieldwork site.</td>
</tr>
<tr>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Reasoning and Problem Solving:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willingness to ask questions and the ability to participate in routine problem solving as required at the fieldwork site.</td>
</tr>
<tr>
<td>1 2 3 4</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>6. Written Communication:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to use proper grammar and spelling in any communication with the fieldwork site prior to placement and during fieldwork placement.</td>
</tr>
<tr>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Initiative:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to initiate, seek, and acquire information. Ability to take initiative to interact with the fieldwork population and provide assistance as needed to support the goals of the fieldwork site.</td>
</tr>
<tr>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Observation Skills:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort taken to observe multiple aspects of the population at the fieldwork site. Ability to observe relevant behaviors and can verbalize perceptions and observations if prompted.</td>
</tr>
<tr>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Participation in the Supervisory Process:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to receive, and respond to feedback; seek feedback when necessary; and follow proper channel of communication</td>
</tr>
<tr>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. Verbal Communication and Interpersonal Skills with fieldwork population, staff, and caregivers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to interact appropriately with individuals, such as eye contact, empathy, limit-setting, respectfulness, etc.; degree and quality of verbal interactions; use of body language and non-verbal communication; and exhibition of confidence.</td>
</tr>
<tr>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>

### Requirements for passing:
No more than one item scored as a 1 OR no more than 2 items scored as a 2

| Student Signature: ______________________________ |
| Supervisor Signature: ____________________________ |

**FINAL SCORE:**

- Pass ☐
- Fail ☐

*Adapted from the AOTA Level I Fieldwork Competency Evaluation for OT and OTA Students*
Level II Fieldwork Overview and Relationship to Curriculum Design

“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” (ACOTE, 2018). Level II fieldwork is the culminating educational experience for the occupational therapy student. Level II fieldwork experiences are designed to require the students to integrate the entirety of the didactic curriculum at a more advanced level after all didactic coursework is complete.

Level II Fieldwork Duration & Timeframe

Students must complete all required prerequisite coursework and maintain a cumulative 3.0 GPA in order to complete Level II fieldwork. For each Level II fieldwork experience, students are required to complete a minimum of 12 weeks of fieldwork, meeting at least a minimum of 445 hours at a site within the United States (C.1.10). Some sites require students to work more than 40 hours a week for 12 weeks, and therefore, the 445 hours is a minimum requirement. Other sites may require students to work less than 40 hours a week, which may result in the student continuing fieldwork beyond the 12 weeks to complete the 445 hour requirement. Students must fulfill their site’s expectations of work hours.

Level II fieldwork occurs from February to May and May to August of the students’ second year. Level I fieldwork cannot be substituted for any part of Level II fieldwork (C.1.9). In special cases, Level II FW may be completed on a part time basis in accordance with the fieldwork placement’s policies and procedures as long as it is at least 50% full time equivalent at that site. A part time Level II Fieldwork experience needs to be requested and approved by the AFWC and the assigned site.

Level II Fieldwork is a full-time work commitment with homework. It is recommended that students do not attempt additional workloads or time-consuming responsibilities during this time. Level II Fieldwork must be completed successfully to qualify to take the Certification Exam for Occupational Therapist. This exam is administered by the NBCOT (National Board for Certification of Occupational Therapists). Students must complete Level II fieldwork within 18 months following the completion of academic courses.
Level II Fieldwork Dates

According to the curriculum sequence, typically Level II fieldwork occurs from February to May and May to August of the students’ second year. There is generally one week between the end of one affiliation and the start of another. The typical length of fieldwork at a given facility is 12-weeks (3-months). Most sites provide experience with a specific population and are in a given service delivery model. However, due to extenuating circumstances, students may complete Level II fieldwork in a minimum of one practice area or a maximum of four practices areas as long as students complete a total of 24 weeks of Level II Fieldwork.

Messiah University Suggested Level II Fieldwork Objectives

1. The student will adhere consistently to the American Occupational Therapy Association (AOTA) Code of Ethics and safety regulations, using sound judgment concerning safety of self and others.

2. The student will adhere to the basic tenets of occupational therapy through articulation of the values and beliefs of the profession to clients and staff, communication of roles and responsibilities of the occupational therapist and occupational therapy assistant, and collaboration with client on therapy goals and interventions.

3. The student will demonstrate proficiency in evaluation and screening through accurate selection and administration of assessment tools, interpretation of results, and creation of client-based goals and intervention plan.

4. The student will demonstrate proficiency in the selection, modification, and termination of interventions that are appropriate, client-centered, occupation-based, and evidence-based.

5. The student will demonstrate competency through practice or discussion the understanding of the skills related to the management of occupational therapy including understanding of the roles and responsibilities of the OT and OTA, collaboration and supervision requirements, and appropriate delegation.

6. The student will communicate verbally, non-verbally, and in writing, in a way that is accurate, clear/legible, and appropriate/understandable to the receiver.

7. The student will demonstrate professional behaviors including time management, responding appropriately to feedback, collaborating, respecting diversity, and demonstrating entry-level clinical reasoning and reflection.

8. The student will recognize and discuss how psychosocial factors influence engagement in occupation and identify how they contribute to the development of client-centered, meaningful, occupation-based outcomes.
Each site is encouraged to develop their own site-specific objectives or may use Messiah’s suggested objectives.

**New Development and Maintenance of Fieldwork Sites**

The Messiah University MOT program is interested in establishing clinical affiliation agreements with new sites who demonstrate the ability to effectively provide fieldwork education. Sites are evaluated on many variables including: supervisor level of clinical experience, the ability of the site to allow the student to manage a full entry-level caseload, the type of population/setting, geographical location, and the fit between the site and curriculum design of Messiah’s MOT program. Student may suggest new sites for level II fieldwork to the AFWC for consideration. If a student suggests a new site and the new site provides a Level II fieldwork placement, that student is guaranteed the spot.

On Level II fieldwork, each student completes the SEFWE (student evaluation of fieldwork experience) form and midterm feedback form, which provides feedback to the AFWC about the site. This feedback is taken into consideration along with site visits to determine continued suitability of fieldwork sites.

**Level II Site Selection and Assignment Process**

Students are assigned Level II Fieldwork placements based on a variety of factors including the student’s interests, skills, background, geographical location, previous student feedback, professional behaviors, and site expectations.

Students are encouraged to meet individually with the AFWC during the fall semester of their first year to discuss Level II fieldwork preferences. Students will complete a preference list on Exxat including preference for specific sites, types of settings, and geographical locations. Once the AFWC obtains the preference lists, she will contact sites to request a placement. The assignment process and site selection is the ultimate decision of the AFWC.

Students are not permitted to contact a fieldwork site or arrange a fieldwork placement on their own at any point during the educational process. Students will not be placed at a fieldwork site where an immediate family member is also employed or is receiving treatment, or where the student is currently employed.

The AFWC will inform students of their Level II fieldwork assignments through a notification through Exxat.

Due to the number of occupational therapy students needing Level II fieldwork site experiences and the ever changing availability of fieldwork site opportunities, Messiah University will not place students based on financial needs, transportation needs, personal events, marital status, childcare needs, housing needs or work responsibilities.
Level II Fieldwork Travel, Housing, and Financial Expectations

The student is responsible for transportation during Level II fieldwork. Fieldwork placement will not be scheduled according to the transportation needs of the student. Students are expected to travel up to 90 miles one way to their fieldwork site. Students in areas highly saturated with OT/OTA schools may have to travel out of state or out of the 90-mile radius for at least one Level II Fieldwork. The student will be responsible obtaining housing during Level II fieldwork, reporting to the fieldwork site, and completing the experience as scheduled.

Messiah University will not be held responsible for any expenses incurred during Level II fieldwork. These expenses may include but are not limited to travel expenses, transportation, food, rent, personal needs, additional site-required prerequisites, or clearances. Students will be responsible for personal budgeting in advance for Level II fieldwork.

Level II Fieldwork Supervision

Fieldwork supervision can occur as several different models including 1:1 (one student per one FWE) or collaborative models of 2:1 (two students per one FWE) or 1:2 (one student per two FWEs). The FWE(s) should be on site and available at all times while the student is actively engaged with clients. When the FWE is not sick or on vacation, a substitute FWE on site should be identified. It is expected that supervision begins as direct, in line of site supervision at the start of the fieldwork and then decreases to less direct supervision as appropriate for the setting, the severity of the client’s condition, and the ability of the student to support progression toward entry-level competence. Adherence to facility or reimbursement guidelines may also dictate the level of supervision during the provision of services. (C.1.13)

For traditional sites, Level II students must be supervised by a currently licensed or otherwise regulated occupational therapist who has a minimum of 1 year full-time (or its equivalent) of practice experience subsequent to initial certification and who is adequately prepared to serve as a FWE. (C.1.11) For nontraditional sites where OT services do not exist, the OT supervisor must be licensed for a minimum of three years (C.1.14). OT supervisors in a nontraditional setting must provide a minimum of 8 hours of direct supervision each week and must be available via phone or video call during all working hours. An onsite supervisor of another profession must be assigned when the OT supervisor is off site.

Level II Fieldwork Forms and Communication:

Prior to the start of Level II fieldwork, the AFWC will collect site-specific objectives and verify supervisor licensure information from the site to verify up to date licensure. During fieldwork, students will submit their time logs on Exxat weekly and will require approval by their FWE. At midterm and at the end of fieldwork, FWEs will complete an evaluation of student performance (FWPE). At midterm, students will complete a midterm feedback form to be shared with the
AFWC and FWE. At the end of fieldwork, students will complete the Student Evaluation of Fieldwork Experience (SEFWE) on Exxat. The student’s evaluation of the site will be visible to future students for their reference.

On Level II Fieldwork, students are expected to communicate with the AFWC regarding absences or concerns. The AFWC will communicate with students via Canvas discussion board and email/phone call as needed. The AFWC will contact supervisors at the beginning of fieldwork, at midterm, at the end of fieldwork, and more often as needed. The AFWC will conduct a midterm via in person or by phone call/video conference depending on the site’s preference.

**Level II Fieldwork Grading Policy**

Level II Fieldwork courses (OCCU 622 and OCCU 632) will be graded as Pass/Fail. The grade will be determined by the Academic AFWC and entered with the Registrar’s Office after review of the evaluation completed by the FWE and upon satisfactory completion of all assignments related to the Level II experience. The Fieldwork Performance Evaluation (FWPE) from AOTA will be used to grade student performance on Level II Fieldwork (C.1.15). The FPWE will be sent to FWEs via email and will be completed on Exxat. The completed FWPEs will be downloaded and saved in the electronic student record. Students may find the FWPE under “evaluation summary” in Exxat. To pass the FWPE, students must receive a 122 or higher on the final evaluation and a “3” or above on items #1-3.

If at midterm, a student’s performance in the Level II fieldwork experience is not meeting the fieldwork site’s expectations or if the student receives a score of 89 or below, the AFWC will initiate a remediation plan. The remediation plan will be completed by the AFWC, FWE, and student and will dictate areas of concern, the desired outcome, measurements of success, processes/procedures/strategies for success, and a target date for completion. If the goals of the remediation plan are not met by the target date, the student may fail OCCU 622 or OCC 632.

If a student fails OCCU 622 or OCC 632, they may only repeat one Level II fieldwork course and will be put on academic probation. If a student fails OCCU 622 or OCCU 632 more than once or both OCCU 622 and OCCU 632, the student will be dismissed from the program.

**Cancellation of Fieldwork by Site Prior to FW Starting**

There are many reasons that a FW site/facility could possibly cancel a student’s affiliation. If a FW is cancelled, it is often due to the unforeseen circumstances, such as staffing, maternity leave, or reorganization of the facility. If this does occur, the AFWC will make every possible effort to meet the needs of the student when placing them at a replacement fieldwork site. However, the AFWC reserves the right to place the student in another setting, geographical location, or time frame as is necessary.
Cancellation of Fieldwork by Student Prior to FW Starting

Students may only cancel or change facilities if there are extenuating circumstances including major life changes related to health and family emergencies beyond a student’s control. Cancellation of FW will not occur without careful consideration and approval by the AFWC and Program Director. Students will be asked to sign the Fieldwork Refusal Acknowledgement Form stating that the Program Director and AFWC will attempt to find the student another placement, but make no guarantee if, when, and where another placement may be secured.

When there is a cancellation, there will be no guarantee of the practice area, location, or timing of the replacement FW. This may also set the student back in the OT program and postpone graduation. If a cancellation is approved, students are not permitted to contact a facility to cancel their scheduled FW, as the AFWC will do so. Students have 18 months to complete Level II placements upon completion of coursework at Messiah University.

Termination of Fieldwork (During time of affiliation)

**Site Initiated Termination:**
The most common reason for site-initiated termination is due to unacceptable student performance as determined by the FWE. Examples of unacceptable student performance may include violation of a patient’s rights or the AOTA Code of Ethics, unprofessional behaviors, unsafe practices, excessive tardiness, etc. All fieldwork sites reserve the right to request that a student be removed from an affiliation. Termination for unacceptable performance will result in a failing grade.

**Student Initiated Termination:**

*Withdrawal:* A student may be eligible for a withdrawal from fieldwork due to health concerns or a family emergency. A student may receive a withdrawal (W) only if they receive prior written permission from the AFWC and Program Director. A (W) may be given to a student who withdraws from the fieldwork course (OCCU 622 or OCCU 632) on or after the first day of the course and before the final third of the course. If student receives a (W), they will need to retake the course.

*Incomplete:* An Incomplete (I) is used only when a student has completed 2/3 of the course but cannot, for extraordinary reasons (health concerns or family emergency), complete a fieldwork course by the end of the scheduled course end date. A student requires written permission from the AFWC and Program Director to receive an Incomplete (I). Students who receive an incomplete must finish their coursework by the end of the following semester.

*Failure:* If a student terminates their fieldwork under any circumstances outside of an approved withdrawal or incomplete, they will receive a failing grade for the respective course. If a student receives a failing grade, they will be required to retake the course.

*Voluntary Medical Leave:* Students should follow the Messiah University Graduate School Medical Leave Policy.
Failure of Level II Fieldwork

If a student fails OCCU 622 or OCC 632, they may only repeat one Level II fieldwork course and will be put on academic probation. If a student fails a level II fieldwork course, remedial work will be required before the student re-takes the course. If a student fails OCCU 622 or OCCU 632 more than once or both OCCU 622 and OCCU 632, the student will be dismissed from the program. If a student feels that some unusual or extreme circumstance related to the failure of a fieldwork course, an appeal may be made using the Grade Dispute Procedures as outlined in the MOT Student Handbook.

Continuation of Level II Fieldwork

Students who are unable to complete Level II Fieldwork by the last day of the summer term, will be required to register for OCCU 642 Level II Fieldwork Extension. This course is a free one credit course which will run every 8 weeks. This course allows the student to stay registered as a student which is necessary for students to be covered under Messiah’s liability insurance while on fieldwork. Students may register for OCCU 642 as many times as necessary.

References:

Appendix: Fieldwork Prerequisite Forms
Fieldwork Manual Acknowledgement

This is to verify that you have received a copy of the Messiah University Graduate Program of Occupational Therapy Fieldwork Manual.

The Fieldwork Manual includes all policies and procedures related to your responsibilities during Level I and II Fieldwork experiences. You are responsible for the contents of the Fieldwork Manual and it is to be retained by you and used as a reference while you are enrolled Messiah University and on Level I and II Fieldwork experiences.

It is your responsibility to become familiar with the contents of the Fieldwork Manual. Your signature indicates that you agree to adhere to the requirements as stated in the policies and procedures established by the Graduate Occupational Therapy Program and Messiah University.

Certification
Students will be eligible to sit for the certification examination upon successful completion of all degree requirements, including Level I and II Fieldwork experiences. To sit for the examination, the student must submit to NBCOT an official transcript verifying successful completion of all didactic and fieldwork experience, graduation or eligibility for graduation. A felony conviction may affect a graduate’s ability to sit for the NBCOT exam and obtain licensure.

Students are to access the NBCOT web site at www.NBCOT.org for information regarding test application procedures, test locations, and test dates. Successful completion of the certification examination will result in certification by NBCOT as a certified occupational therapist.

By signing this form, you acknowledge the understanding of the NBCOT policy that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination and obtain licensure. You also acknowledge that you have received, read, and understand the MOT Program Fieldwork Manual.

If you have any questions or concerns regarding the context of this manual they must be made known with submitted documentation to the AFWC prior to signing this document.

________________________________________  ___________________
Name of Student (Print)                          Date

________________________________________
Signature of Student
Authorization of Information Release

This document verifies that you authorize the Graduate Occupational Therapy Program of Messiah University to have access to the contact information of your shadowing/volunteer site and supervisor(s), medical health records (physical form, immunization records, PPD results, flu shot receipt, and possible drug screen) and required completed background checks.

This agreement also authorizes the Academic AFWC to release the student’s medical health records and completed background checks to the Fieldwork sites/facilities. This will enable the student to participate in Level I and Level II Fieldwork. The contact of the site and supervisor(s) of your shadowing/volunteer experience will solely be used to request affiliation agreements for future fieldwork placements and will not be used to discuss student performance.

Students are protected under FERPA, which is a federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student’s education record to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA’s prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so.

Students do have the right to decline to sign and authorize this release of medical records and background checks. By declining to authorize this release form the student may have difficulty obtaining placements for Level I and II Fieldwork. Students are required by ACOTE standards to successfully complete Level I and II Fieldwork in order to sit for the NBCOT certification examination and obtain licensure.

If you have questions or concerns regarding this form or giving authorization for the release of medical records and background verification, please see the Academic AFWC prior to signing this contract.

________________________________________
Name of Student (Print)                            Date

________________________________________
Signature of Student