Dear Supervisor,

Thank you so much for taking the time to mentor, teach, and inspire our students on Level II Fieldwork. Below, you will find the forms necessary for completion of this experience with the exception of a paper copy of the AOTA Fieldwork Performance Evaluation which will be provided to you by the student on day one of fieldwork. Before Level II Fieldwork begins, I will need the Supervisor Verification Form and Site Specific Objectives signed by you, the supervisor. They can be emailed to me at the email address below.

At Midterm, you should have a midterm review meeting with the student where they provide you their responses from their Midterm Feedback Form and you give them their AOTA’s Fieldwork Performance Evaluation (FWPE) score. I will be doing a phone/skype or on-site visit for every student around midterm, so I will receive the midterm score then.

At the end of Fieldwork, you and the student should take some time to go over the final scores of the AOTA Fieldwork Performance Evaluation (which you will fill out) and the Student Evaluation of the Fieldwork Experience (SEFWE) (which the student will fill out).

The AOTA Fieldwork Performance Evaluation, Student Evaluation of the Fieldwork Experience (SEFWE), and Attendance Log will need to be completed on Exxat. I will email you the link to the AOTA FWPE which will be completed on Exxat. The student will need to send you their time log each week for you to sign off on. The SEFWE will be completed on Exxat by the student and shown to you on the last day of fieldwork.

If there are any questions or concerns, please do not hesitate to contact me. My role is to support both you and the student in this Level II Fieldwork experience.

Sincerely,

Joanna Behm, MS, OTR/L
Academic Fieldwork Coordinator, Senior Lecturer
717-796-1800 ext. 2685
jbehm@messiah.edu
Dear Fieldwork Educators,

I want to thank you for your support of Messiah College’s Occupational Therapy Program by agreeing to supervise and educate Level II OT students.

Our goal is to provide up to date information on the OT program to our fieldwork sites. Listed below are some suggested Level II Fieldwork site-specific objectives for the students. If you have your own site-specific objectives, please share these with the AFWC. We can also provide you with resources in creating your own facility’s site-specific objectives and would welcome that request.

If your facility decides to adopt the proposed Level II FW Objectives, please review and provide copies to any staff member that may be supervising the OT student. This is to assist us in meeting our standards of accreditation as well as showing the communication with our sites regarding the objectives.

The Fieldwork Educator must ensure that the student will have proper supervision and will have numerous opportunities to review and discuss the student’s progress towards achieving fieldwork objectives. Fieldwork supervision can occur as several different models including 1:1 (one student per one FWE), as a collaborative models of 2:1 (two students per one FWE) or as a 1:2 (one student per two FWEs).

Each fieldwork educator/supervisor is required to review with the OT student the objectives listed below. Please sign and return this form to the AFWC at Messiah College.

**Level II Fieldwork Site- Specific Objectives for OCCU 622/OCCU 632:**

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.

(   ) I plan to use the suggested objectives as they are written.

(   ) I have indicated the objectives that our facility plans to use (circled those that apply).

(   ) I have attached objectives more appropriate for this setting that have been developed at our facility.

If there are any additional facility specific objectives that you would like to address with the student at fieldwork, please feel free to contact the AFWC at Messiah College via email at jbehm@messiah.edu

Name of Fieldwork Educator (Printed) Signature of Fieldwork Educator

______________________________________________________________________________

Fieldwork Educator Title/Qualifications (Degree) Number of Years of Experience

______________________________________________________________________________

Name of Facility Date
Fieldwork Supervisor Credential Verification

Name of Supervisor:

Years of Experience as an OT:

If an international site, graduated from a World Federation of OT Approved program (Y/N):

NBCOT Certification Date:

Years Supervising Students (Level I & II):

State and License Number:
Level II Fieldwork Midterm Feedback Form

Instructions:

This form should be utilized as a companion document to the AOTA Fieldwork Evaluation and completed by the student to be discussed with the Fieldwork Educator prior to the students’ Midterm review. This purpose of the Midterm Feedback form is to assist the student in identifying personal strengths and areas of growth, and facilitate discussion between the Fieldwork Educator and student regarding the student’s perceptions and reflections at Midterm. If the student or instructor notes concerns on the review, then those concerns should be shared with the Coordinator as soon as possible. This form will be completed on Exxat.

Student:

Fieldwork Educator:

Facility:

Date:

Orientation:

1. Did you receive an adequate orientation to facility and OT Department?  If no, please comment.

2. Have you been made to feel welcome and part of the interdisciplinary team at this facility?

3. Do you feel that the expectations were clearly defined during the orientation period?

4. Do you feel the need for further or additional orientation? If so, please state those areas.
Assignments/Client Caseload:

1. Do you have a clear understanding of all assignments and what is expected?

2. Do you understand the rationale behind the assignments?

3. Are you able to complete required documentation as requested and in a timely manner? If no, why not? What do you feel would help you with time management?

4. How many hours per week are you spending on work related assignments outside of the scheduled work day?

5. Do you feel that you are maintain a client caseload that is appropriate for your skill level at this time?

6. Are you able to find resource and reference material for your client needs and special interests?

7. Do you have any special interest areas that you would like purpose during the remainder of your affiliation?

Supervision:

1. Do you feel that you are receiving consistent supervision and feedback? If no, please identify ways and areas in which you would like to further supervision.

2. Have suggestions and expectations been constructive?

3. Are you receiving feedback in a timely manner?

Communication:
1. Is communication open and constructive?

2. Are there any way you could improve communication? Could your Fieldwork Educator communicate with you differently?

3. Do you feel comfortable seeking assistance from professional staff and personnel from other disciplines?

4. Have you had the opportunity to supervise assistants, aids, technicians, etc.?

5. Have you had the opportunity to attend any team or family meetings? Have you been able to speak at these meetings?

6. Are you comfortable with writing evaluations and notes?

**Professionalism and Personal Development:**

1. Have you had any experiences in which you felt fully confident in your skills as an OT? If so please describe the situation and your actions.

2. Have you encountered a situation in which you felt that you were not prepared to deal with? If so, please describe the situation, who/why you did not feel prepared, and the actions you took. Please describe how you felt you could have been better prepared for this situation.

Adapted from *Washington University School of Medicine Program in Occupational Therapy*