

INTRODUCTION

Welcome to the Occupational Therapy Assistant program and the field of occupational therapy. You have chosen to become a member of one of the fastest growing health care professions in the United States. Job outlooks for occupational therapists and assistants are excellent with employment opportunities in hospitals, rehabilitation centers, mental health centers, nursing homes, residential centers, schools, home health agencies, private practice and industry. Therapists and assistants may work with persons of all ages with a variety of special needs, including emotional and physical disabilities, developmental delays, learning disabilities, and limitations imposed by the aging process. The occupational therapy assistant works under the direct supervision of the registered occupational therapist in assessing the patient/client's needs, establishing treatment goals and implementing treatment. Occupational therapy assistants fulfill various other roles in the management of occupational therapy services and assist in overall program management and development.

This handbook is written as a guide to you as you prepare to become an occupational therapy assistant. The information in this handbook should be considered the policies and procedures for the Zane State College OTA Program. You will be asked to sign the last page of the handbook and turn it in. This will serve as verification that you read the handbook and that you agree to follow the policies and procedures contained within. Included is information regarding entrance into the program, class structure and goals, fieldwork requirements, personal appearance, professional behavior, expectations and other general information.

ZANE STATE COLLEGE MISSION STATEMENT

Empowering people, enriching lives, and advancing the region through education, collaboration, and opportunities.

ZANE STATE COLLEGE VISION STATEMENT

Building a Vibrant Community.

OCCUPATIONAL THERAPY ASSISTANT PROGRAM VISION STATEMENT

We envision that the Occupational Therapy Assistant program will be one of excellence and vibrancy, preparing clinicians to fulfill the region's occupational needs, while expanding educational opportunities in underserved areas.

OCCUPATIONAL THERAPY ASSISTANT PROGRAM MISSION STATEMENT

Every occupational therapy assistant student gains knowledge through experience-based learning to facilitate and engage in occupation-based practice.

PHILOSOPHY

The Occupational Therapy Assistant Program at Zane State College adopts the philosophy of education of the American Occupational Therapy Association (2014) that states:

PHILOSOPHY OF OCCUPATIONAL THERAPY EDUCATION

Revised 2014

Preamble:

Occupational therapy (OT) education prepares occupational therapy practitioners to address the occupational needs of individuals, groups, communities, and populations. The education process includes both academic and fieldwork components. The philosophy of occupational therapy education parallels the philosophy of occupational therapy, yet remains distinctly concerned with beliefs about knowledge, learning and teaching.

What are the Fundamental Beliefs of Occupational Therapy Education?

Students are viewed as occupational beings, in dynamic transaction with the learning context and the teaching-learning process. The learning context includes the curriculum and pedagogy and conveys a perspective and belief system that includes a view of humans as occupational beings, occupation as a health determinant, and participation as a fundamental right. Education promotes clinical reasoning and the integration of professional values, theories, evidence, ethics and skills. This will prepare practitioners to collaborate with clients to achieve health, well-being, and participation in life through engagement in occupation (AOTA, 2014). Occupational therapy education is the process by which practitioners acquire their professional identity.

What Are the Values Within Occupational Therapy Education?

Enacting the above beliefs to facilitate the development of a sound reasoning process that is client-centered, occupation-based, theory-driven, while encouraging the use of best evidence and outcomes data to inform the teaching learning experience may include supporting:

- active and diverse learning within and beyond the classroom environment;
- a collaborative process that builds on prior knowledge and experience;
- continuous professional judgment , evaluation and self-reflection; and
- lifelong learning.

The Commission on Education

Andrea Bilics, PhD, OTR/L, FAOTA, Chairperson

Adopted by the Representative Assembly – Charge number: 2014NovCO49

STUDENT OUTCOMES

The purpose of the Occupational Therapy Assistant program is to provide paraprofessionals who, under the supervision of a registered, licensed occupational therapist, can assist disabled or at risk persons of all ages acquire, maintain, or regain necessary life skills.

An entry-level practitioner with an associate of applied science degree in Occupational Therapy Assistant Technology from Zane State College will be able to:

- A. Demonstrate knowledge of occupational therapy theory, philosophy and ethics.
- B. Demonstrate the ability to assist in the OT process of evaluation, treatment planning, documentation, and discharge as directed by an OTR.
- C. Demonstrate the ability to independently implement occupational therapy treatment, and monitor clients' appropriateness and readiness for activities through the selection, instruction, adaptation, and gradation of treatment activities using a variety of media and techniques, following collaboration with an OTR.
- D. Demonstrate professional responsibility, ethics, and interpersonal communication which are appropriate and/or therapeutic for direct interaction with clients, interdisciplinary team members, family, and others involved with the client's intervention.

CLASS EXPECTATIONS

Attendance and Absence Policies

Attendance policies are structured to coincide with procedures required by clinical sites and employers, for purposes of assisting students in development of necessary professional behaviors. Consistent attendance at classes is required for all OTA students and is involved in the assessment of the course grade. Most syllabi include points for attendance or are structured so as to more highly encourage consistent attendance. Reasonable absences for illness, family difficulties, transportation problems, etc., are acceptable if these do not occur regularly and if the student remains responsible for obtaining information missed in class. If a student is absent from class, the student must notify the instructor in person or by phone, or leave a voice message for the instructor prior to the absence, if possible, or if not possible, later during the day. Email is not acceptable for initial notification. The student should communicate with the instructor before the next class meeting regarding any assignments, handouts or announcements which were missed during class. The student should also check with the instructor on the content of the class to make sure that he/she can get adequate notes from other students on any lecture or lab materials. Please note that a message can be left on OTA faculty voice mail at any time, by dialing the instructor's extension number once the school's automated answering system has been reached (Zanesville local calls – 454-2501, Cambridge local calls-432-6568, or calls outside these areas 1-800-686-8324). Class attendance points will be deducted in accordance with syllabus regardless of the reason for the absence. Entering class late presents difficulty, if it occurs regularly. It results in the student missing content and in disruption of the class, and thus lost time for those who have already

been in class. Although it is understandable that arriving late occasionally may be unavoidable, consistent lateness, or a pattern of lateness, throughout a course is unacceptable. Leaving class early is equally disruptive and unacceptable. Reasonable excuses for tardiness or early departure will be considered on an individual basis. Being late for class in excess of four times per semester, however, can result in reduction of the course grade. Please advise your instructor as to why you have been late or call ahead of time to notify the instructor you will be late.

Missed Assignments, Tests, Presentations

If a student misses a class where he or she is to present a project or when a test is scheduled, the student needs to make immediate arrangements to make up the test or to reschedule the presentation. Except in extreme cases, the test must be made up before the next class meeting of the course. If the test is not completed before the next class meeting, the test may not be taken and no credit will be granted. If an extreme circumstance prevents a test from being taken before the next session, specific arrangements must be made by the student with the instructor. If the presentation is one that can be rescheduled, this should be done during the next available class meeting. If the presentation cannot be made up, due to class scheduling, the student must make specific arrangement with the instructor to either present individually, or to do a written version of the presentation according to the instructor's guidelines. Unfortunately, due to numbers of students and scheduling of classes, absence may limit the student from obtaining full credit for missed presentations.

Late Work Policies

Assignments should be turned in by the required due date. The following is the policy for late assignments: late assignments will not be accepted unless the instructor has been notified 24 hours in advance. When notifying the instructor, the student must explain and place in writing (email is acceptable) why the assignment will be late and decide on a specific date when the assignment will be handed in. The instructor will evaluate the reasons and the timeline and advise the student as to whether the assignment will still be eligible for full credit. If not, the student will be advised as to how much credit the assignment is worth. The assignment then must be handed in on the new deadline; otherwise, the assignment will not be accepted for credit. If for some reason you are absent on the day an assignment is due, you are expected to make an effort to have your work delivered to the instructor. If not, you must notify the instructor that day or leave a message for the instructor. Specific course syllabi should be consulted for additional class policies re: assignments and timeliness. **In order to assure competency, it is necessary for students to complete every assignment required for each OTA course, even if reduced credit or no credit is awarded for the work.**

Inclement/Hazardous Weather/Reporting to Clinical Sites

During clinical assignments, students are often expected to report for duty by 6:00 or 7:00 a.m. This frequently requires the student to leave home before the College has made the announcement of delayed start or closure due to inclement weather. Before departing, the student is expected to use his/her own best judgment in determining road suitability for travel. If a student judges the road conditions unsafe for travel, he/she should notify, by phone, the clinical site (before reporting time) and the faculty advisor. The student is not expected to travel in unsafe conditions. Absences/tardiness due to hazardous travel conditions will be evaluated individually and students will not be penalized if deemed to be appropriate. In most situations, however, hours missed will need to be made up. Fieldwork sites are advised to use the same attendance policies that would be expected of their employees.

Lab Guidelines

The OTA Lab is generally very active and involves a large number of students doing a variety of activities. It is important that all students be attentive to the activities that are done and the process needed for labs. Because many of the labs involve use of activities and space, it is important that all students strictly adhere to procedures for using equipment and supplies and to clean up and maintenance needs. Every student is considered responsible for assistance in lab upkeep. This expectation matches clinical and future employer expectations.

When in a laboratory session there will be a call for clean-up ten minutes before the scheduled lab session is over. All students are to begin immediately to put away supplies and clean up their own work area. Once all students have cleaned up their individual area, these students should work on making sure that the whole lab is cleaned up obtaining the help of other students as necessary. **STUDENTS ARE EXPECTED TO REMAIN IN THE LABORATORY UNTIL THE INSTRUCTOR VERIFIES THAT CLEAN UP HAS BEEN COMPLETED SATISFACTORILY!** This applies even if some students complete their work ahead of others.

During laboratories, students should make sure that they are aware of where all supplies and equipment belong so that they are able to put these supplies away. Students should also make sure that they are aware of how to use equipment and supplies before doing so. Students are expected to utilize their time effectively based on the assignments and input given by the instructor. Thus, there will be an automatic deduction of points for laboratory activities for misplaced supplies, incorrect use of equipment, or poor utilization of time. The instructor will notify the student when points have been deducted.

Policy for Infection Control In OTA Laboratory

In the best interest of all individuals who use the OTA Program Laboratory space, the following policies must be followed:

- Students and faculty members are encouraged to wash hands or use hand sanitizer when arriving to the OTA lab and again when leaving.
- An acceptable surface cleaner will be maintained in the OTA lab by Facilities Maintenance Staff.
- Table surfaces, counter tops, and equipment will be wiped down with the surface cleaner when noticeably soiled, or after use in simulation of treatment that involves activity other than routine handling of objects.
- Anyone using the lab kitchen space or equipment will wash their own dishes, dry and put away before leaving the area.
- If the microwave is used it should be wiped out with a damp cloth after each use.
- Soiled linens are to be placed in the washing machine for washing when next load is done. If there are enough items for a full load, the washer should be started at the end of class, and a note written on the white board alerting other students and faculty of need to move items to the dryer and start at the end of their class. In the event that others are not expected in the lab within 24 hours, the student or faculty member should notify all OTA faculty members so they can make proper arrangements for completion or delegation of the laundry task.
- When large messes occur Facilities Maintenance staff should be alerted for clean-up, or the area cleaned up by students and/or faculty members if Facilities staff is not readily available. In the event that clean-up is done by students and/or faculty members, Facilities staff should still be notified for more thorough cleaning.

- All OTA students and faculty members are responsible for maintaining the OTA lab refrigerator by frequently reviewing items within and throwing away spoiled or outdated items. If personal items are put into the refrigerator or freezer they must be marked with name and date put into the refrigerator.

Failure to comply with these procedures may result in loss of points within courses, or loss of points within faculty performance appraisal.

Policy for Handling Complaints Against The Program

Concerns made regarding grades or academic activities within courses must be made known using the Grade Appeals and Academic Complaint Policy published in the Zane State College Catalog, as included below.

GRADE APPEALS AND ACADEMIC COMPLAINTS

Appeals and concerns regarding the validity of final grades must be initiated within 30 days after the end of the given quarter. Students must adhere to the following channels when addressing grade appeals or academic complaints:

Step 1: Contact the instructor to discuss the issue.

Step 2: If not satisfied with the results of Step 1, contact the Division Dean for the given course.

Step 3: If still dissatisfied, a letter should be addressed to the Vice President for Academic Services and Workforce Development. The letter should clearly detail the steps which have already been taken and contain the facts of the case. A request for a hearing before the Vice President for Academic Services and Workforce Development also should be included.

Step 4: Upon considering information provided at the student hearing, the Vice President for Academic Services and Workforce Development shall make a final and binding decision regarding action of the grade appeal or academic complaint. If no grade appeal or academic complaint is initiated within 30 days, the final relevant academic decision will stand except for a case in which there has been an error in the mathematical calculation of the grade.

Complaints regarding non-academic aspects of the OTA program must be made known using the procedure below.

Step 1: Contact the OTA Program Director to discuss the issue. If related to fieldwork aspects of the program, the OTA Program Director may refer complaint to the Academic Fieldwork Coordinator for review.

Step 2: If not satisfied with the results of Step 1, contact the Division Dean for the given course.

Step 3: If still dissatisfied, a letter should be addressed to the Vice President for Student Services. The letter should clearly detail the steps which have already been taken and contain the facts of the case. A request for a hearing before the Vice President for Student Services should be included.

Step 4: Upon considering information provided at the student hearing, the Vice President for Student Services shall make a final and binding decision regarding action of the non- academic complaint.

Assignment Guidelines

The following guidelines must be followed for all written assignments unless otherwise noted by instructor or on the syllabus:

1. All written work must be done in black pen, on plain white or lined notebook paper or word processed; no ragged edges, tears, etc., will be accepted. Writing must be easily legible.
2. All written work should be titled as to the name of the assignment and date. Your name should be easily visible!
3. Spelling, punctuation and grammatical errors should be monitored closely. The instructor will be marking any corrections and points will be deducted from final scores if there are a significant number of these errors.

Knowledge and completion of assignments is your responsibility! It is recommended that you regularly check your syllabus for due dates and that you periodically check with the instructor to make sure you have received a grade for all assignments. Guidelines for completion of assignments and reminders of due dates will be given in class. If you are unsure of an assignment, it is up to you to request clarification. Attentiveness to both lecture and lab information and activities are critical for your success in the OTA program. Unnecessary review caused by inattentiveness limits time and energy which could be used for other learning activities.

Course grades are determined on the basis of points earned for individual assignments and tests. The student needs to take responsibility for keeping track of points/grades during the course; any questions should be immediately referred to the course instructor. The instructor can provide feedback on performance and anticipated course grades at or after midterm when enough assignments have been received to reasonably make this determination. If the instructor feels a student may not attain a satisfactory grade in the course, the student will be notified as soon as this becomes evident.

Regarding problem resolution, OTA students are encouraged to communicate regularly with the instructor regarding concerns or difficulties experienced in any classes or course work. If common or major problems arise, these will be addressed with the class as a whole. Individual issues or problems will be discussed privately with students. Every effort will be made to accommodate individual and special needs of the students. Basic guidelines and limits must be established and followed to assure fairness and quality to all OTA students. Communication and professional behavior will be emphasized in all classes.

Regarding academic honesty, students are expected to be honest and independent with regard to all assignments and tests. Cheating and plagiarism will not be tolerated. If this should occur, the course instructor will automatically pursue action outlined in the Zane State College Code of Conduct and Student Handbook. Although it may be appropriate for students to work together on some assignments and projects, students must be particularly careful that all completed work is their own.

A short break will be given during classes exceeding one hour. If a student needs to leave class at any

other time, the instructor should be informed of this prior to the class.

In most instances, OTA classes are designed specifically and exclusively for OTA students. The classroom environment is structured for adult learners and for specific needs of the OTA students. Therefore, students are discouraged from inviting guests or bringing children or family members to class. If special circumstances arise where a student feels it would be beneficial for a guest to attend class or an emergency situation arises in which child care is unavailable, students are expected to contact the instructor prior to class to make arrangements for themselves, guests, or children in these circumstances.

EXPECTATIONS OF STUDENT PERFORMANCE

The OTA courses, and clinical experiences in particular, are very time consuming. All students, whether full or part time, should plan to spend progressively more time in classes, labs and fieldwork experiences as they go through the program; by the middle of the sophomore year, the student is involved in these activities 40 hours per week. OTA students should allow plenty of study/project completion time throughout the program. Both the academic and fieldwork portions of the program are rigorous and require commitment from the student.

Students in the OTA program are expected to maintain a GPA of at least 2.5 and to obtain grades of "C" or higher in all technical and most technical related courses (see minimum grade requirements section). In addition, in keeping with college policy, students may only repeat OTA courses, science courses and behavioral science courses once (take a total of two times). In addition, a student can repeat no more than two OTA courses throughout their time in the program. Students are expected to be active and responsible in the learning process and in meeting program requirements.

Throughout the OTA program, students will be involved in both simulated and actual clinical activities typical to the OT profession. Students will be participating in these activities themselves as they learn to apply them to therapeutic situations. Activities completed will require the student to use both physical and cognitive skills, as well as professional behavior.

Physical skills used may include some amount of gross motor strength and mobility (such as that used to transfer a patient) and fine motor dexterity and perception (such as that needed to make a piece of adaptive equipment). Problem solving, judgment and organization skills will be needed as the student learns to apply theoretical concepts to treatment activities and as the student begins to take on supervised clinical roles. Students will need to be prepared to safely and effectively work with persons, who due to the nature of their disabilities, may be acutely ill (mentally or physically), may display inappropriate behaviors, or may lack certain physical and cognitive skills. The student is expected to maintain professional therapeutic relationships and behavior (such as being dependable, observing confidentiality, being empathetic, etc.) in both simulated and actual clinical situations.

The OTA program does not discriminate on the basis of race, ethnicity, gender, age, sexual orientation or disability. All students admitted to the technology will be offered the opportunity and encouraged to alert faculty to any limitations which might affect successful completion of the program. Any student who identifies or displays limitations with any of the above mentioned skills should work with OTA faculty to determine realistic and acceptable accommodations or ways to compensate, so that the student can have potential for success in the program. Accommodations used in the program will be

structured to be consistent with situations the student could expect in the clinical work environment. Accommodations for learning disabilities must be done via Student Services and in accordance with College policy

During the fieldwork portions of the program students are expected to provide their own transportation to and from fieldwork facilities. Because of the number of fieldwork sites needed and the requirements for fieldwork experiences, facilities providing fieldwork for this program cover a wide geographic area. Although attempts are made to minimize driving distances, all students do have to do a significant amount of driving for fieldwork. Students should plan on up to a one hour commute to level I fieldwork (from either the college or home) during the first year and up to a 90 minute commute during the final semester of the curriculum. (See fieldwork section)

Students are cautioned to consider professional implications when using social networking, texting, and email networks. These electronic means of communication are more public than other forms of communication. Policies for protection of confidential material apply to these media. Students should also use caution as to how they present themselves when being evaluated by fieldwork supervisors and potential employers.

USE OF DRUG/ALCOHOL

All students within the Education, Health, and Behavioral Services Division must know and abide by the LEGAL AND PROFESSIONAL STANDARDS OF CONDUCT outlined in the Zane State College Education, Health, and Behavioral Services Division Service-Related Programs Drug Prevention Policy. If a student demonstrates behavior indicative of the use of a prohibited substance during classroom or laboratory instruction, or during clinical practice, that student will be subject to disciplinary actions that are outlined in the policy.

MINIMUM GRADE REQUIREMENTS

Students in the Occupational Therapy Assistant Program, as in other health areas, are required to maintain grades of "C" or above in all technical and related courses. These include all required OTA, psychology, biology, early childhood education and human services courses. A "C" average in other required or elective courses is strongly advised. If a student receives a "D" or lower in any of the above referenced courses he/she must immediately meet with an OTA faculty person in order to withdraw from the program or make some type of special arrangements to continue with the OTA program. Options and procedures can be found in the Zane State College Student Handbook. In addition, students may take the above mentioned courses only two times. Failure to successfully complete a course after the retake will result in the student being removed from the program. In addition, the OTA Program permits students to repeat only a total of 2 OTA courses (didactic or fieldwork) while in the program. If a student is unsuccessful with a third OTA course anywhere in the program they will not be permitted to repeat the course and will be removed from the program.

The grading scale for all OTA courses will be:

92% - 100%	= A	65% - 74%	= D
84% - 91%	= B	64% and below	= F
75% - 83%	= C		

In addition, students must score 75% or better on all OTA course exams, in order to successfully pass the course, regardless of how high remaining scores have been. Students will be given a maximum of two attempts to achieve the required score on exams. If an acceptable score is not achieved upon re-take, then the student is unsuccessful in the course, regardless of how high their overall points are. The policies relating to unsuccessful course completion outlined earlier in this section then apply. In the event that an exam is repeated the original test score will be used to compute the final course grade.

EVALUATION OF STUDENT PERFORMANCE

Student performance is evaluated in OTA courses through the following: written objectives and/or essay quizzes and tests, projects and presentations, classroom exercises, lab performance, worksheets, information files, professional behavior, and individual attendance. A variety of evaluation methods are used. These assist students in demonstrating strengths and provide feedback on areas needing improvement. Evaluation methods for each course are determined by the course content and objectives. OTA faculty strive to pace and schedule evaluations throughout the quarter so that daily/weekly learning is reinforced but such that the students can reasonably manage the work. In most courses a major evaluative assignment is required at or by midterm with other major course assignments following this time.

In addition, students must score 75 percent or better on all midterm and final exams in OTA courses in order to successfully pass the course, regardless of how high remaining scores have been. Students will be given a minimum of two attempts to achieve the required score on midterm and final exams. In the event that an exam is repeated the original exam score will be used to compute the final course grade.

At all times the student is responsible for knowing where they stand within a course and to communicate concerns to the appropriate faculty member. OTA faculty will attempt to assist students if problems occur in a particular course. If a faculty member has concerns about a student's academic achievement, based on the evaluations, the instructor may notify the student as soon as possible. At midterm, this may be done by meeting with the student to alert the student of concerns and to offer appropriate guidance or assistance. If there is significant concern following midterm as to whether a student will successfully pass a course, the instructor may schedule a conference with the student to develop a plan for the remainder of the quarter or to advise that withdrawal should be considered.

OTA courses are prerequisite for the courses that follow in the sequence. If a student is unable to successfully complete one OTA course, the student, in most cases, may not continue with further OTA courses until successful completion of previous courses. An exception may occur if the student needs to take an incomplete grade for a course; if this occurs the student may possibly begin the next semester OTA course, but will be required to complete the needed previous course work early in the semester. Students who are unable to successfully complete OTA course work are generally advised to pursue alternate technologies; in some circumstances, students may be given the option to repeat OTA courses. If a student does plan to repeat an OTA course, the student cannot continue other OTA course work until the needed course is completed.

PERSONAL APPEARANCE

A specific dress code is not needed for most classrooms or lab activities at the College. However, since students will be role playing and working in close contact with each other and making presentations

during class, appropriate grooming and hygiene are encouraged as these will be in the group's best interest and will establish habits necessary for clinical practice in the future. During fieldwork and clinic experiences students will be required to follow the general dress code at the facility. In most cases this will consist of wearing informal slack outfits and/or dresses/skirts, sturdy comfortable shoes and socks or hosiery. Jeans and sandals are unacceptable in the clinic unless specifically permitted by the fieldwork site. Overly loose or tight fitting clothes, mismatched, torn or stained clothing are not acceptable. A lab coat or scrubs may be needed for some of the medical settings. A name tag will be required in all settings. Name tags can be obtained in Student Services for a small fee and should be worn in clinical settings unless otherwise directed. In addition to the appropriate dress, care should be taken to make sure that hair is cleaned and styled, mustaches and beards are trimmed, and nails are clean and trimmed or filed. In most settings tattoos are not permitted to be visible. Gum chewing is not allowed in the clinic.

Although cleanliness and neatness are essential, this does not imply that new or expensive clothes need to be purchased or that excess money needs to be spent on hair styling, etc.! This area is being emphasized to assist you in being attentive to your role as a health care professional and the importance of your appearance in relating to patients and co-workers.

FIELDWORK

During the Occupational Therapy Assistant program, each student will be required to participate in and complete two levels of fieldwork which span over both years of the program. Level I fieldwork will be completed during the spring semester of the first year and will require five(5) hours spent in a facility providing occupational therapy or related health/human services. This practicum or fieldwork is designed to provide the opportunity for observation and participation in the community. While some students may observe and work directly with an occupational therapist or assistant, most students will be with another health or human services professional, such as a social worker, mental health professional, activities director, camp counselor, etc., in a facility or program which could or may potentially provide OT services.

Level II fieldwork, which will be completed during the final semester of the program, will require the student to be in the clinic 40 hours, at 2 different facilities within the final semester. This fieldwork will provide an in-depth experience in provision of occupational therapy services.

All students will be working under the direct supervision of a licensed occupational therapist or occupational therapy assistant in a facility or program providing occupational therapy services. Zane State College enters into Memorandums of Understanding with all fieldwork sites. **AT NO TIME SHOULD ANY STUDENT CONTACT A CURRENT OR POTENTIAL CLINICAL SITE WITHOUT THE PERMISSION OF THE ACADEMIC FIELDWORK COORDINATOR.** The College and OTA Program work very consistently and carefully with the clinical sites to provide consistent communication and cooperation. The Academic Fieldwork Coordinator is the liaison between the program and clinical sites for fieldwork purposes.

As will be noted below under "Transportation," some students will be placed in facilities for fieldwork which are outside of the Zanesville area; these may include Coshocton, Cambridge, Warsaw, Columbus, Newark, Lancaster or Marietta. Regardless of the location, driving time should be within 90 minutes from the College or the student's home to the facility, unless the student has opted for an alternate location

Before fieldwork is scheduled, the Academic Fieldwork Coordinator (AFWC) will initiate the following

procedures for placement of students. Students will be asked to submit in writing their top three preferences for practice setting and geographic preference. The AFWC will then begin assigning students to fieldwork sites. Attendance is expected during all scheduled clinic days. Specific guidelines will be set between fieldwork educators, the College and the student prior to the beginning of the fieldwork.

The fieldwork portion of the curriculum must be completed within 18 months of the completion of academic requirements. In the event that there is a need to postpone fieldwork, the OTA faculty will work with the student to meet this requirement.

TRANSPORTATION

It is recommended that all students have access to private transportation either through their own vehicle or by carpooling or ride sharing agreements with classmates. Transportation will occasionally be required for some regularly scheduled OTA classes, such as for field trips. Transportation will definitely be needed for the above outlined fieldwork. Because of the number of students enrolled in the OTA program and the availability of clinical sites in the immediate area, a number of students will have to participate in fieldwork outside of the Zanesville area. Every effort will be made to place all students in a fieldwork location most convenient to him/her, but this cannot be guaranteed.

FINGERPRINTING

In accordance with Ohio law, anyone having contact with children in a licensed day care or child care environment, or with individuals living in a care facility, must undergo a criminal background investigation which includes fingerprint records being checked through at least the Ohio Bureau of Criminal Investigation.

An additional Ohio law requires that all candidates for state professional licensure complete a background check through both the Ohio and Federal Bureaus of investigation.

OTA Program students are required by Zane State College to have this background investigation and fingerprints. Fingerprinting must be completed at a time designated by OTA faculty, and prior to the Level I fieldwork, with the stipulations listed:

Fingerprinting will be completed at designated time and/or by appointment.

No one will be fingerprinted without a photo ID, preferably a driver's license.

Fingerprinting may be done at the College Bookstore or by any available law enforcement agency. The student should contact the agency for their schedule, availability, and cost

In the event that a student has a felony conviction or a criminal background check report advises that their record may interfere with credentialing within a healthcare field, the student is advised to speak to OTA faculty members right away. They will be advised to request and Early Review from the National Board for Certification of Occupational Therapy (NBCOT) before proceeding with their education.

HEALTH REQUIREMENTS

All active OTA students are required to have a physical examination and **two-step** tuberculosis (TB) screening completed and documentation of same submitted to the OTA Program Director by the beginning of the first year of the OTA Program. Students must begin Hepatitis B immunizations by this time and complete these during the freshman year. Documentation of same must be submitted following each injection. The physical and TB screening **must be repeated every year** as part of practice in healthcare. Students must, therefore, obtain new physical and TB screening each year. If fieldwork sites require CPR certification, then students must obtain certification before entering fieldwork. Physical forms can be obtained in the faculty office area in Health Science Hall. In the event that a student refuses to get the hepatitis B immunizations, a waiver form must be signed indicating that an informed decision was made and that the student accepts responsibility should they contract the disease.

Policy for Complying With Fieldwork Site Health Requirements and Maintaining OTA Student Records

Policy:

It will be the policy of the OTA Program that students will be responsible for maintaining their personal health and background records and will provide them for fieldwork sites when requested. The OTA Program files will contain a copy of forms submitted during the first year of the program, as a back-up, to the student files.

Procedure:

Students will be notified, during routine acceptance correspondence, of the health and background forms required. They are as follows:

- Ohio BCI Criminal Background Check
- Report of General Physical Exam by a Physician
- Two-step, Mantoux TB screening for healthcare workers
- Hepatitis B Immunization Series (must have at least started the series by the 1st day of OTA classes fall semester and complete during the first year without interruption) A waiver is available, if requested

During the first week of OTAP 1070 the above required items will be collected from students, copied for the OTA file, and returned with instructions for long term storage and retrieval. They will further be instructed about the responsibility, as a healthcare worker, to provide the listed documentation to fieldwork sites and potential employers for as long as one works in the health field. Education will include other items that may be required by an individual fieldwork site and with which a student will be expected to comply, if requested. These include:

- CPR Certification
- First Aid Training
- Flu Vaccination
- Additional Immunization Records

Copies of health and background records kept for OTA files will be in an envelope attached to student's OTA file and stored in locked room, lockable file cabinet.

HEALTH AND LIABILITY INSURANCE

Students in the OTA program are encouraged to have health insurance. OTA students are required to have professional liability insurance through the College. This liability insurance is automatically put into effect and a fee charged for same when registration into OTA courses is completed.

REFERRAL PROCESSES

Health:

Students experiencing health problems, particularly those which might impact upon participation and performance in OTA courses, are encouraged to discuss concerns with OTA faculty. If the student is in need of intervention for health concerns, OTA faculty will advise the student of available resources in the Muskingum County area and of potential resources in other communities. These include, but are not limited to, the following:

- Zanesville-Muskingum Health Department
- Genesis-Bethesda Hospital
- Genesis-Good Samaritan Medical Center
- Muskingum Valley Health Clinic
- Women's Health Center

Guidance:

Students in need of guidance regarding academic course work are encouraged to discuss concerns with OTA faculty. Concerns specific to the OTA curriculum and courses are generally addressed by OTA faculty. If needed, OTA faculty consults with other instructors and/or the Dean of Education, Health, and Behavioral Science Division programs regarding specific issues. Students in need of guidance for other academic and/or nonacademic concerns are referred to Student Services. As needed, OTA faculty may provide resources for community guidance services for specific concerns. These may include, but are not limited to:

- Muskingum Counseling Center
- Samaritan Counseling Center
- Six County Incorporated
- Ohio Legal Rights

A directory of numerous other community resources is available from the Student Services.

STUDENT ASSOCIATION - ASD

As part of the American Occupational Therapy Association (AOTA), OTA students have formed a student occupational therapy association through the college program called the OTA Club. The club is recognized by the Assembly of Student Delegates (ASD). The OTA Club follows established guidelines set by AOTA, but functions fairly independently as to member participation, specific goals, activities, etc. Association/ASD/Club announcements are routinely made in OTA courses.

RELATIONSHIP WITH PATIENT/CLIENTS

In working with all patients and clients with whom you come in contact or are assigned, the following guidelines should be adhered to:

1. Always be courteous to a patient. Clearly identify yourself by name and department or service when approaching a patient or beginning a treatment. Explain to the patient (at his or her level of understanding) why you are seeing them and what you will be doing or asking them to do. Reassure, orient, praise the patient as appropriate.
2. Never leave a patient unattended in a situation where there is potential for danger to the patient; for example it is never acceptable to leave a neurologically impaired person on the side of the bed, a psychiatric patient with sharp scissors, etc. If you need to leave a patient in this type of situation for any reason, take the patient to another location, call for help, or remove all potential objects of danger.
3. If you become involved in a difficult situation with the patient you are treating or another patient with whom you come in contact, and you are unsure how to proceed in this situation or how to help the person, explain this to the patient briefly and make sure the patient is in a safe situation. Immediately seek assistance by calling another staff member or your supervisor to the situation.
4. Always remember that the patient is a human being, no matter how unresponsive, regressed, bizarre he/she may be. Always treat the patient with respect. It is not acceptable to verbalize or behave in a manner that could be interpreted by the patient as being rude, bored, inattentive, superior, etc., even if the patient may be displaying these behaviors to you. Do not discuss other patients, personal situations, or any other unrelated topics in front of the patient.
5. When confronting inappropriate behavior, be sure to convey support to the patient as well as constructive feedback. If an opportunity arises to give the same patient positive feedback following confrontation, be sure to do so.
6. When reassuring or attempting to comfort a patient, make sure that you do not respond to a patient with false information or unrealistic expectations. Emphasize that positive and potential but acknowledge the challenges and limitations. Be as honest but as professional as possible in responding to the patient. If the patient attempts to seek information from you which you do not feel comfortable offering or which you feel that you cannot judge, refer the patient to your supervisor or possibly to his physician.
7. Remember that all information regarding a patient is highly confidential and should not be

discussed with anyone outside of that patient, your supervisor, the patient's treatment team, or significant family members in most cases. When clinic experiences are discussed in class, initials of patients will be used rather than real names. Never identify or discuss patients in public places, even with those involved in their case!

8. You may not accept gifts or money from patients or clients. If a patient offers you some type of gift or payment, thank them but tell them you must decline. If this becomes a difficult situation, contact your supervisor immediately.
9. It is considered unprofessional and unethical to socialize with patients or clients outside of the clinic setting. It is also unprofessional and unethical to provide therapy for a close friend or relative. If this becomes an issue, contact your supervisor immediately.

OTA PROGRAM

I have read the student handbook and understand the information, policies, and guidelines contained in the handbook. I agree to abide by the policies and understand that my failure to do so may result in dismissal from the program.

Signature: _____ Date: _____

Printed name: _____

Please note any concerns, special needs which you would like to make your OTA instructors aware of at this time: