



ZANE STATE COLLEGE

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

STUDENT HANDBOOK

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. Nationally 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 a guide to you as you prepare to become an occupational therapy assistant. The information in this handbook are the policies and procedures for the Zane State College OTA Program. You are required 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.

COLLEGE MISSION

Empowering people through education.

CORE VALUES

Zane State College values respect, integrity, and collaboration.

VALUING PEOPLE

Overall, Zane State College's Strategic Plan focuses on Valuing People, students and employees. This includes:

Quality

We are committed to continuous quality improvement.

Equity

We are committed to equity in outcomes, providing our students the best opportunity for success.

Stewardship

We are committed to respond to rapidly changing workforce demands, investing in and reallocating resources to those programs that meet the regional needs.

Occupational Therapy Assistant Program

Mission Statement

Empowering occupational therapy assistant students to engage in occupation-based practice through experience-based education.

**Occupational Therapy Assistant Program
Vision Statement**

The Occupational Therapy Assistant program will be one of excellence, equipping clinicians to fulfill the occupational needs of individuals, groups, and populations.

**Occupational Therapy Assistant Program
Core Values**

The Occupational Therapy Assistant Program values respect, integrity, and collaboration.

**Occupational Therapy Assistant Program
Values People**

The Occupational Therapy Assistant Program values people as our most valuable resource, including the students, faculty, Zane State College staff, fieldwork educators and coordinators, advisory council members, and partners in healthcare organizations, businesses, and community agencies.

PHILOSOPHY

The Occupational Therapy Assistant Program at Zane State College adopts the philosophy of education of the American Occupational Therapy Association (2018) that states:

PHILOSOPHY OF OCCUPATIONAL THERAPY EDUCATION
Revised 2018

Preamble

Occupational therapy education prepares occupational therapy practitioners to address the occupational needs of individuals, groups, communities, and populations. The education process includes academic and experiential components (fieldwork, capstone, continuing education). 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 who are 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 include a view of humans as occupational beings, occupation as a health determinant, and participation in occupations as a fundamental human right. Education promotes professional and clinical reasoning; critical thinking; cultural understanding; and the integration of professional values, theories, evidence, ethics, and skills. This approach will prepare practitioners to collaborate with clients to achieve health, well-being, and participation in life through engagement in occupation (American Occupational Therapy Association, 2014b). Occupational therapy education is an ongoing process that shapes a practitioner’s professional identity.

What Are the Values Within Occupational Therapy Education?

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

- Active, engaging, diverse, and inclusive 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 and continuous advocacy for the profession and society's occupational needs.

The Commission on Education:

Steven Taff, PhD, OTR/L, FAOTA, *Chairperson*

Adopted by the Representative Assembly Coordinating Council for the Representative Assembly, 2018

STUDENT OUTCOMES

The purpose of the Occupational Therapy Assistant program is to provide healthcare professionals 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 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 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 to 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. Rachel's number is 740-588-1313 and Jen's number is 740-588-1220. 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 contact the instructor to request the opportunity to make up the test or to reschedule the presentation if possible. 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, the student with the instructor must make specific arrangements. 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 a specific arrangement with the instructor to present individually, or to do an alternative 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 the opportunity to make-up 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 arrangements with your instructor to submit your assignment. If not, you must notify the instructor that day or leave a message for the instructor and the assignment will be subject to point deductions for lateness. 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 earned for the work.**

Incident/Hazardous Weather/Reporting to Clinical Sites

During clinical assignments, students are often expected to report 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 should 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 course instructor/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 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 use of equipment and supplies, as well as clean up and maintenance needs. Every student is responsible for assisting in lab upkeep. This expectation matches clinical and future employer expectations.

All students are responsible 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 clean and obtain the help of other students as necessary. **STUDENTS ARE TO REMAIN IN THE LABORATORY UNTIL THE INSTRUCTOR VERIFIES THAT CLEAN UP IS SATISFACTORY!** 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 should use 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 they have lost points.

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 available in the OTA lab. Should you not find any, inform the instructor or contact Facilities Management for replacement.
- Table surfaces, counter tops, and equipment should 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, dry and put away his or her own dishes before leaving the area.
- If the microwave is used it should be wiped out with a damp cloth after each use.
- Students should put soiled linens 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 will not be in the lab within 24 hours, the student or faculty member should notify all OTA faculty members so they can make arrangements for completion or delegation of the laundry task.
- When large messes occur Facilities Maintenance staff should be notified of the need 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 in the refrigerator or freezer they must be marked with name and date put into the refrigerator.
- OTA students and faculty will follow COVID-19 guidelines set by Zane State College, in accordance with the CDC, as well as state and local public Health Departments. This may include wearing a mask, goggles, and social distancing in the classroom and lab setting.

*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 PROCEDURE

Appeals and concerns regarding the validity of final grades must be initiated within 30 days after the end of the given semester.

Students must adhere to the following steps 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 appropriate Division Dean for the given course.

Step 3: If still dissatisfied, a letter should be addressed to the Provost. The letter should clearly detail the steps that already been taken and contain the facts of the case. A request for a hearing before the Provost also should be included.

Step 4: Upon considering information provided at the student hearing, the Provost shall make a final and binding decision regarding action of the grade appeal.

If no grade appeal 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.

Academic Complaints (including Quarter to Semester appeals)

Students with academic complaints such as disruptive or inappropriate classroom environment, inappropriate instructor conduct, or degree completion must adhere to the following steps when addressing their concern:

Step 1: It is highly recommended that the student contact the instructor to discuss the issue.

Step 2: If not satisfied, or, if the student is not comfortable meeting with the instructor, contact the appropriate Division Dean.

Step 3: If still dissatisfied, a letter should be addressed to the Provost. The letter should clearly detail the steps that

have already been taken and contain the facts of the case. A request for a hearing before the Provost also should be included.

Step 4: Upon considering information provided at the student hearing, the Provost shall make a final and binding decision regarding action of the 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 spelling, punctuation, and other grammatical 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 the Blackboard gradebook to make sure you have earned a grade for all assignments. If there are any incomplete or missing grades, you should follow-up with the course instructor to create a plan for completion of all course assignments. Guidelines for completion of assignments and 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, exams, and other assessments of learning. 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 an issue arises that affects the majority of the class, 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 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.

Academic Integrity Procedure

If an instructor suspects a student of academic misconduct:

Step 1: Instructor meets with the student(s) to discuss the behavior and/or act in question to determine its intentionality and checks available records to determine if other similar offenses have been reported.

If it is determined a situation involved intentional academic misconduct:

Step 2: Instructor collects and maintains documentation and materials of the alleged incident.

Step 3: Instructor completes the Academic Integrity Report Form (AIRF) and submits it to his or her Academic Dean.

Step 4: The Academic Dean, with input from the instructor, will make a consequence recommendation within five (5) business days of receiving the AIRF.

If the instructor and Academic Dean are in agreement regarding the consequence:

Step 5: The instructor will verbally communicate the consequence to the student.

Step 6: The Academic Dean will formally notify the student of the consequence via a letter delivered by regular or certified mail or by personal delivery within five (5) business days of the decision. The Academic Dean will forward copies of the letter to the instructor, the student's advisor of record, the Provost, the Registrar, and the Chief Student

Affairs Officer. The communication will include a copy of the Grade Appeals and Academic Complaints procedure. In the event that the student requests a hearing, procedures will be followed as outlined under the Student Code of Conduct, "Hearings and Appeals" section.

If the instructor and Academic Dean are not in agreement regarding the consequence:

Step 7: The Provost will be consulted collectively by the instructor and Academic Dean.

Step 8: The Provost will determine the consequence within five (5) business days of meeting with the instructor and Academic Dean, and will formally notify the student of the consequence via certified or regular mail delivery. The Provost will forward copies of the letter to the instructor, the student's advisor of record, the Academic Dean, the Registrar, and the Chief Student Affairs Officer.. The communication will include a copy of the Grade Appeals and Academic Complaints procedure. In the event that the student requests a hearing, procedures will be followed as outlined under the Student Code of Conduct, "Hearings and Appeals" section.

The procedure to follow for reporting violations to the Academic Integrity Policy can be found on the Academic Integrity Report Form (AIRF) located on My Z-Online under the employee tab in Academic Forms under Campus Resources.

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 and one-half hours. 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.

PROGRESSION THROUGH THE OTA PROGRAM

Now that you have been accepted into the OTA Program you must proceed through the OTAP Course of Study (attached to the end of this document) for the year that you start the program. **Each term of the two years that you are in the program you must be registered for, or already have approved credit for, all courses listed in the current term.** OTA Courses are offered only once per year, and must be taken in the order as they are presented. Failure to take courses in the sequenced order or earning less than a "C" in a course will result in you having to sit out of OTAP courses until the required course is offered again. **With OTA Program faculty advisor permission,** general education courses may be taken in a different order.

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 dedicate at least 2 hours of study/project completion time for every hour in class 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 required 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 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 program 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 classes on campus and to 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)

SOCIAL MEDIA USE AND ETIQUETTE POLICY

Social media is widely used by students, faculty, healthcare professionals, patients, and community members in the course of their daily lives and professions. Social media can be useful to share information, explore practice issues, encourage healthy lifestyle choices, and interact with the public. These internet-based tools include blogs, podcasts, discussion forums, and social networks such as Facebook, Twitter, Snap Chat, Instagram. Keep in mind that all posts are public and all posts can be seen by many others besides friends and networks.

Zane State College OTA students are expected to adhere to professional standards when using or participating in social media, specifically, respecting classmates, instructors, patients, fieldwork educators, healthcare professionals, professional organizations/institutions, and academic organizations/institutions. Students are expected to protect the confidentiality, privacy, and security of patient identifiable information, protected health information, and organization information they may come into contact with as a result of their fieldwork assignments. Even if an individual is not identified by name or image within the information you use or disclose, if there is a reasonable basis to believe that the person could still be identified from that information, then its use or disclosure could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA).

All posts must be respectful and professional. Students may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person, the College, OTA program, fieldwork sites, instructors, clinical staff, or other students.

*NOTE: Required signature page is located at the end of this document.

USE OF DRUG/ALCOHOL

Zane State College Division of Health, Liberal Arts, and Public Service Drug Prevention Policy

1. PROFESSIONAL STANDARDS OF CONDUCT

In order to prepare the student for his/her chosen career field, the Division of Health, Liberal Arts, and Public Service recognizes the need to adopt specific policies which reflect the standards of practice within the various professions. Many helping and service professions support the belief that the use and/or being under the influence of intoxicants is a barrier to effective professional performance. It is also a belief that use and/or being under the influence of intoxicants jeopardizes the safety and well-being of individuals served by health and public service professionals. Students are held responsible for knowing the standards of practice within their respective technologies.

2. LEGAL STANDARDS OF CONDUCT

The unlawful manufacture, distribution, dispensing, possession, use of or being under the influence of illicit drugs and/or alcohol is prohibited on Zane State College property or as any part of College activities.

3. LEGAL SANCTIONS FOR THE UNLAWFUL POSSESSION OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL

A number of state and local laws exist concerning the unlawful possession or distribution of illicit drugs and alcohol. The individual student is held responsible for knowing the laws and abiding by them.

4. DESCRIPTION OF HEALTH RISKS

All students need to be aware of the risks inherent with alcohol and/or drug abuse. The College will have a number of health-related brochures distributed throughout the facilities.

5. DISCIPLINARY SANCTIONS

All students within the Division of Health, Public Service and Service-Related Programs must know and abide by the LEGAL AND PROFESSIONAL STANDARDS OF CONDUCT outlined above. If a student demonstrates evidence of use of a prohibited substance during classroom or laboratory instruction or during clinical practice that student will be subject to disciplinary actions. Those actions may include but not be limited to the following:

First incident during classroom laboratory.

- A. The student will be dismissed from the immediate class.
- B. The student will meet with program faculty and receive a verbal warning.
- C. Notation of the incident will be made in the student's program file.

Second incident during classroom laboratory.

- A. The student will be dismissed from the immediate class and the remainder of his/her technical lab classes for one (1) week.
- B. The student will meet with the program faculty and receive a written reprimand.
- C. Notation of the incident and reprimand will be made in the student's program file.

Third incident during classroom laboratory.

- A. The student will be dismissed from the immediate class and all technical courses for the remainder of the quarter and consequently from the program.
- B. The student will be referred for evaluation and subsequent treatment of chemical dependency.
- C. The student may reenter the technical program only after providing evidence of evaluation, treatment as necessary and being "clean and sober."
- D. The student will be expected to sign a letter of agreement stipulating the conditions of readmission.
- E. Notation of the incident will be made in the student's program file.

Actions taken for those incidents occurring during clinical practice may include but not be limited to the following:

First incident during clinical practice.

- A. The student will be removed immediately from the clinical experience and suspended from clinical practice until he/she is exonerated by testing for the presence of chemicals and/or evaluation for chemical dependency according to the policies and procedures of the clinical site and/or Zane State College.
- B. If exonerated by testing, the student may return to the clinical setting.
- C. If testing and/or evaluation reveals the presence of chemicals and/or chemical dependency, the student may not return to the clinic until treatment has been completed and appropriate documentation validates the student is "clean and sober."
- D. The student will be expected to sign a letter of agreement stipulating the conditions of return to the clinic.
- E. The student may be permitted to attend technical classes during the treatment period.
- F. Notation will be made in the student's technical program file.

A second incident during clinical practice will result in immediate dismissal from the clinic and all technical program courses. The student may petition for readmission to the program after a two (2) year waiting period and documentation that he/she is "clean and sober."

In extreme cases where the individual student's behavior has had direct or indirect negative impact on a client/patient, a clinical site employee, or another student, the faculty and administration of Zane State College reserve the right to move to immediate dismissal from the program, college, or take legal action against the offending student.

As a result of any criminal drug statute conviction, the student must notify the College of the violation. The College, within 30 days of such notification, is required by Federal law to:

- A. take appropriate action against such student, up to and including dismissal; and/or
- B. require such student to participate satisfactorily in a drug treatment or rehabilitation program approved for such purpose by a Federal, state or local health, law enforcement, or other appropriate agency.

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, sociology, and health 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 College Catalog. 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. Also, the OTA Program permits students to repeat a total of only 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
84% - 91%	= B
75% - 83%	= C
65% - 74%	= D
64% and below	= F

In addition, students must score 75% or better on all OTA course exams, in order pass the course, regardless of how high remaining scores have been. The student's first-attempt test score is maintained in the grade book and utilized to calculate the final course grade. 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 their overall point total. The policies relating to unsuccessful course completion outlined earlier in this section then apply.

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 semester 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 exams in OTA courses 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. In the event that an exam is repeated, the original exam score will be maintained in the grade book and used to compute the final course grade.

Students are always responsible for knowing their standing in 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 will 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 semester 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 per the incomplete grade agreement and policy. Students who are unable to successfully complete OTA course work are generally advised to pursue alternate academic programs. Students are given the option to repeat up to two OTA courses one time each. 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 experiences, field trips, and other educational experiences in a clinic or community setting, students will be required to follow the general dress code at the facility. In most cases this will consist of wearing dress pants or khakis, OTA Program or ZSC polo shirt, other dress shirt, sturdy comfortable shoes and

socks or hosiery. Jeans, t-shirts, 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 nametag is required in all settings. Nametags 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 of a natural color, cleaned and styled, mustaches and beards are trimmed, and nails are clean and trimmed or filed. In most settings, tattoos and piercings exceeding two in each ear 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 an average of five(5) hours per week observing and assisting with the provision of 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 many students may observe and work directly with an occupational therapist or occupational therapy assistant, some 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 full-time (typically 40 hours/week) for a total of 16 weeks, 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 intentionally 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 locations may include but are not limited to Coshocton, Cambridge, Warsaw, Columbus, Newark, Lancaster, Akron/Canton, Wheeling, Athens, and 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 Level II 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 location. The AFWC will then begin assigning students to fieldwork sites. Attendance is required during all scheduled clinic days with any absences or

missed hours made up per plan approved by the AFWC, faculty member, and student's fieldwork educator (FWE). Specific guidelines will be set between FWEs, 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. The primary goal in fieldwork placement is to provide students with optimal learning opportunities. Every effort will be made to place all students in a fieldwork location 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 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 immediately. They will be advised to request an Early Determination from the National Board for Certification in 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 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 annually (each fall) as part of practice in healthcare. **Students must, therefore, obtain new physical and TB screening each year.** If fieldwork sites require CPR certification and proof of any other immunizations, then students must obtain certification and documentation 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 annually to the program, as a backup, 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, students are required to turn in copies of the above health related required items for the OTA file. The Ohio BCI background check should be completed and report sent to Rachel Milliner, OTA Program Director, during the month of November. Students 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 it when registration into OTA courses is completed.

REFERRAL PROCESSES

Health:

Students experiencing health problems, particularly those that might affect 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 Hospital and Healthcare System
- 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 Health, Liberal Arts, and Public Service 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:

- Zane State College Counselor Services
- Muskingum Counseling Center
- Allwell Behavioral Health
- Disability Rights Ohio

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, student credential, 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, and provide positive reinforcement to 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 an individual with a neurological impairment or balance deficit on the side of the bed, an individual in a mental or behavioral health setting with sharp objects, or other objects that could be used to harm oneself. If you need to leave a patient in this type of situation for any reason, take the patient to another location, move the patient to a position of safety, 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 assist with the situation.
4. Always treat the patient with respect. Always remember that the patient is a human being, no matter how unresponsive, regressed, bizarre he/she may be. It is not acceptable to verbalize or behave in a manner that could be interpreted by the patient as being rude, bored, inattentive, disrespectful, 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 the positive and potential but acknowledge the challenges and limitations of the patient and situation. 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 their 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 other individuals formally identified in writing by the patient to obtain their private health information. 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:

Social Media Use and Etiquette Policy

I affirm that I have read the Social Media Use and Etiquette Policy in its entirety. I understand and agree to comply with this policy. I also understand that failure to comply with this policy may result in failure of a course if associated with a clinical practicum or dismissal from the program.

Signature _____ Date _____

Printed Name: _____

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:

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Signature _____ Date _____

Printed Name: _____