



WEST COAST UNIVERSITY OCCUPATIONAL THERAPY PROGRAM FIELDWORK EDUCATION MANUAL

Updated: April 2023

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Faculty and Administration

Stacey Willis, OTD, OTR/L

Dean & Program Director

Master of Science in Occupational Therapy Program

Doctorate of Occupational Therapy Program

Phone: 323-284-7920

swillis@westcoastuniversity.edu

Ronnie Dallatorre, OTD, OTR/L

Assistant Professor/Academic Fieldwork Coordinator

Master of Science in Occupational Therapy Program

Doctorate of Occupational Therapy Program

rdallatorre@westcoastuniversity.edu

Azada Hsu, OTR/L

Assistant Professor/Academic Fieldwork Coordinator

Master of Science in Occupational Therapy Program

Doctorate of Occupational Therapy Program

azhsu@westcoastuniversity.edu

Teresa Cisneros

Academic Fieldwork Administrative Assistant II

Master of Science in Occupational Therapy Program

Doctorate of Occupational Therapy Program

Phone: 323-315-0259

tcisneros@westcoastuniversity.edu

Brittany Crow

Academic Fieldwork Administrative Assistant

Master of Science in Occupational Therapy Program

Doctorate of Occupational Therapy Program

Phone: 323-284-2420

bcrow@westcoastuniversity.edu

WCU OT Website

<https://westcoastuniversity.edu/programs/master-science-occupational-therapy>

<https://westcoastuniversity.edu/programs/doctor-occupational-therapy>

AOTA Fieldwork Website

<https://www.aota.org/Education-Careers/Fieldwork.aspx>

AOTA Vision 2025

“Occupational therapy maximizes health, well-being, and quality of life for all people, populations, and communities through effective solutions that facilitate participation in everyday living.”

AOTA Centennial Vision

“We envision that Occupational Therapy is a powerful, widely recognized, science-driven, and evidence-based profession with a globally connected and diverse workforce meeting society’s occupational needs.”

University Mission

At West Coast University, we embrace a student-centric learning partnership that leads to professional success. We deliver transformational education within a culture of integrity and personal accountability. We design market-responsive programs through collaboration between faculty and industry professionals. We continuously pursue more effective and innovative ways through which students develop the competencies and confidence required in a complex and changing world.

MSOT Program Mission

West Coast University's Occupational Therapy Program is based on the belief that all humans are occupational beings in nature, and in the healing power of occupation whereby humans can influence their own health status. Occupational engagement and thus occupation-based interventions are therefore the central theme of the curriculum.

Our mission is to develop caring and competent entry-level generalists who are lifelong learners and who can develop into advocates and leaders for the Occupational Therapy profession in diverse local and global communities. Through a student-centric and inter-professional curriculum, the students will be prepared to be reflective practitioners by applying principles of evidence-based practice, research, and critical thinking to facilitate the well-being of consumers through engagement in valued occupations and as it relates to health promotion, prevention, and wellness.

OTD Program Mission

Our mission is to provide doctoral-level education to develop caring and competent Occupational Therapy practitioners through the integration of theory, research and practice. These scholars of practice will be lifelong learners and can develop into advocates and leaders for the Occupational Therapy profession in diverse local and global communities. Through a stude.6()-5.5(p)-0.6(i)-1.5(n)- 7nr.5(T87(ege)-4.1

Requirements for Participation in Fieldwork

To protect the students' health during fieldwork, as well as the health of the clients/consumers they serve, and in addition to compliance with the contractual agreements with the fieldwork sites, students are required to meet the following requirements prior to their fieldwork experience:

- Immunizations
-

Students are required to demonstrate the ability to communicate verbally and in written format with clients and their families, team members, fieldwork supervisors, insurance representatives, etc. Their communication must be appropriate with individuals regardless of socioeconomic, cultural, ethnic, and religious backgrounds. English language skills in written and verbal communication must be demonstrated as functional for others' understanding in a client-centered and therapeutic approach.

A student must display the ability to problem-solve during all didactic and fieldwork components of the program. This includes but is not limited to carrying out instructions in a timely manner, being able to follow and, understand policies and procedures, interpreting information from verbal, environmental, interpersonal, and written sources. Subsequently, a student should be able to demonstrate the ability to read complex information and be able to accurately and descriptively write consistent with program standards and guidelines e.g. error free use of therapeutic terminology. Critical thinking and clinical reasoning skills should be utilized for data gathering, as well as problem identification in order to present with spontaneous decision-making strategies or plans of action that require thinking under pressure with time, environmental, and workload changes.

A student must demonstrate functional proprioceptive, vestibular and tactile abilities required to receive and analyze input while interacting with a client during any therapy session involving evaluation and treatment. F

If, in the judgment of the administrative officers of the University, a student's conduct does not conform to the above-stated standards, poses a threat or danger to self and/or others, or potentially disrupts the WCU community, the University will follow a policy determined course of action deemed appropriate up to and including dismissal from a course and potentially suspension or dismissal from the University.

report. This includes any accident or exposure to blood or bodily fluids. These documents serve to confirm the nature of the injury, protect the student, provide risk management analysis, as well as ensure necessary follow-through in response to the incident.

If the incident occurs while on fieldwork, the student should additionally report according to the fieldwork site policies.

Fieldwork attendance is **mandatory** at all assigned fieldwork sites. Tardiness is unprofessional, reflects poorly on you and the university, and will affect your grade. If the site has to cancel a visit unexpectedly, you are to inform the Academic Fieldwork Coordinator so that a make-up day can be scheduled. If you are ill on an assigned day of fieldwork, you are to contact both the site and the Academic Fieldwork Coordinator so that a make-up day can be scheduled. **Request for vacation during fieldwork will not be approved during fieldwork.** For information on the University's Attendance Policy, please refer to the WCU Catalog.

Students are judged by their dress as a reflection of their professionalism. The following attire is required for students when attending fieldwork:

- West Coast University student name tag
- Full-length pants, ***no jeans or sweat pants***
- Shirts with sleeves and no exposed midriff areas
- Closed toed shoes with socks
- Lab coat, if required by fieldwork site
- No scrubs, unless specifically required by the fieldwork site

For safety reasons, large earrings, rings, or necklaces that can get caught in clothing, accidentally scratch clients, or grabbed, are not allowed. Site-specific dress code takes priority, so please check requirements stated on site information. ***Fieldwork sites have the discretion to refuse or terminate a fieldwork experience if a student does not follow site-specific or above stated dress code. In addition, improper professional attire may impact your fieldwork grade.***

The student designation for signing off on all documentation is as occupational therapy students, or **OTS**. Since West Coast University's OT program conducts fieldwork as part of an (a)-8.(t)-2.7(Tc)-2TSod-4.1(e6(d)-1(.7(a)-7

transportation to and from the site.

one setting providing it encompasses more than one practice area, or in a maximum of three different

Once a FW placement has been confirmed, student requests for a change in FW site will not be agreed to unless there is an unforeseen hardship, such as death of a family member. Documentation of the extreme circumstance will be required. In other situations, the student will be expected to provide written documentation to the AFWC explaining their reasoning for altering the initial FW placement. The AFWC will review the documentation and determine if a change in FW placement is acceptable. If it is deemed acceptable, the following procedure will take place: 1) the student must meet with the AFWC to discuss their FW placement, 2) the AFWC will assign student to a new FW site, and 3) all involved parties and the Program Director will be notified.

If a FW site needs to cancel a confirmed placement, the following procedure will be implemented: 1) student will be notified of the cancellation, 2) the student must meet with the AFWC to discuss new FW site options, 3) the AFWC will assign the student to a new FW site.

Cancellation of a FW placement, whether student or site initiated, may delay a student's completion of the level II fieldwork requirements. Neither West Coast University or the site is liable. It is possible that the cancellation may delay graduation.

Level II Objectives

Prior to student's fieldwork start date, the FWE will receive a confirmation form outlining the level II objectives. Students are encouraged to check with their FWE for site-specific objectives as they vary depending on site and practice setting.

During the fieldwork experience, the student will:

- Develop entry level competence for the Level II fieldwork by the end of the experience (entry level competence is defined as achieving the minimal passing score or above on the AOTA Level II Fieldwork Evaluation)

Level II Fieldwork Evaluation

Along with the hands-on learning that occurs during fieldwork, the following assignments will be

CONTACT THE ACADEMIC FIELDWORK COORDINATOR IF:

1. The student's performance is at risk of not passing;
2. A problem arises that has not been resolved;
3. Support or feedback is desired;
4. Any injury that may affect the ability to participate in fieldwork.

[Occupational Therapy Registration and Licensing](#)

Students are responsible for applying in a timely manner to sit for the examination:

Access the National Board for Certification in Occupational Therapy (NBCOT) web page for information at <http://www.nbcot.org>.

The NBCOT exam handbook is recommended for preparing for the exam

Students are responsible for arranging the NBCOT exam

Applying for a Temporary State License requires reviewing the state's temporary license rules.

For California, go to <http://www.cbot.ca.gov>.

Graduates will be able to schedule an exam date prior to transcripts being made available. An ACVF form will be required along with the application to take the exam. ACVF's will be given to graduates prior to the hooding ceremony. Once the OT office receives transcripts all are mailed in bulk to NBCOT. Graduates will be notified when transcripts have been mailed. Scores will not be released until transcripts have been received by the NBCOT office.

Transcripts for licensure may be requested through the student portal or through the National Student Clearinghouse at: <http://www.studentclearinghouse.org/>.