Instructions on Evaluation of Fieldwork Placement
Department of Occupational Science & Occupational Therapy
University of Toronto

At the University of Toronto, the Competency Based Fieldwork Evaluation for Occupational Therapists (CBFE-OT) manual is used for the formal student evaluation. Students purchase the Competency Based Fieldwork Evaluation for Occupational Therapists (CBFE-OT) manual and can lend it to the preceptor as required. Preceptors should be familiar with the contents of this manual to understand how to complete the form (evaluation of competencies, the competency rating scale, developing learning objectives, etc.). Students will provide their preceptors with an electronic version of the CBFE-OT at the beginning of placement. Although formal evaluation occurs both at midterm and at the end of the placement, students should receive ongoing feedback throughout their fieldwork placement regarding their performance. If you have any questions about completing the CBFE-OT Student Evaluation Form, please contact us.

Preceptors should also be familiar with the fieldwork course learning objectives within the course outline that is emailed prior to each placement. Discussion around the course learning objectives, the student's personal learning objectives, and both the student and preceptor expectations of teaching and learning should occur within the first week.

At midterm, the student evaluation form and the learning objectives that have been identified within the competency are reviewed. At the preceptor's request, the student completes the CBFE-OT as a self-critique. The preceptor reviews the student's self evaluation. A CBFE-OT evaluation form is then completed by the preceptor(s). All of the competencies must be scored using whole numbers. The preceptor and student then meet to discuss the evaluation form. The report is then signed by the fieldwork preceptor(s) and student. The comment section is highly valued by both students and faculty. It is important that all comments be specific and objective and clearly describe the student's performance. The comment section is beneficial to the university faculty in monitoring each student's progress.

The student's performance should be considered satisfactory if the student is performing at the required level of competency for the corresponding stage of development and the student is reasonably on his/her way to meeting the objectives that have been set (both fieldwork course and personal learning objectives). If, however, the student has been experiencing significant difficulty during the fieldwork placement and has not achieved the required level of competency for the stage of development for that placement, performance should be rated as unsatisfactory and this should be noted. If the student's performance has been rated as unsatisfactory, the university fieldwork coordinator, fieldwork preceptor and student should meet to discuss strategies to help the student improve her/his performance. Please see section below for further details.

At the end of the placement (final evaluation), the evaluation process is repeated. Additionally, the supervising therapist(s) will recommend that the student passes or fails the placement. Unsatisfactory performance will be rated as a failure. Poor performance may result in course failure.

If the student's performance is rated as a failure, the University fieldwork coordinator must be contacted immediately. Please refer to “Policy on Unsatisfactory Performance” below.

The completed CBFE-OT form is part of the student's academic record and considered a confidential document. Facilities must obtain the student's permission to retain a copy. Students should be given a copy of the CBFE-OT form in addition to the original that is submitted to the University.

The CBFE-OT form must be returned to the University by the deadlines specified in the confirmation of placement email sent to the site. The form can be returned directly to the university from the site by mail. Alternatively, the site may give the evaluation to the student to deliver to the University. The
evaluation must be returned in a sealed envelope with the preceptor/coordinator’s signature across the seal.

**Unsatisfactory Performance**

Supervised fieldwork is an integral component of the professional education of occupational therapy students. Learning in fieldwork education is viewed as a dynamic process in which learning from one placement supports further learning and competency development in succeeding placements. Students progress through fieldwork placements in sequence and are expected to perform at progressively higher levels of competence and independence, moving from an entry-level student to an entry-level occupational therapist.

Although the Department of Occupational Science and Occupational Therapy sets objectives for students to meet at each level of fieldwork education, it is recognized that each facility has its own unique characteristics (e.g., the philosophy of a facility or organizational structure) that directly affect fieldwork education. For this reason, the university fieldwork instructor must be contacted by midterm in the event of a possible failure of a student in a fieldwork placement. This ensures that the student, fieldwork preceptor, student coordinator and the university fieldwork instructor are fully aware of the performance of the student and that specific teaching/learning strategies are developed to help the student to improve her/his performance. If there is documented evidence that learning strategies have been implemented and the student’s performance remains unsatisfactory (after a period deemed sufficient by the university fieldwork instructor for evidence of improved performance), the university fieldwork instructor may withdraw the student from the placement and the student will be considered to have failed the fieldwork course. The Department of Occupational Science and Occupational Therapy retains at all times the ultimate decision for the pass/failure of student in fieldwork courses.

When Unsatisfactory Performance is noted prior to and/or at midterm:

- Fieldwork preceptor or Student Coordinator contacts the university fieldwork instructor.
- Fieldwork preceptor provides student with documentation of performance and behaviours that indicate potential failure.
- University fieldwork instructor meets with student, fieldwork preceptor and facility student coordinator to identify problems. Utilizing the CBFE-OT form, objectives and specific strategies to meet the objectives are developed.
- University fieldwork instructor maintains contact as necessary with both the fieldwork preceptor and the student to monitor student performance.
- University fieldwork instructor attends midterm/interim/final evaluations as necessary.

When Unsatisfactory Performance is noted after Midterm:

- The same procedure is to be followed as in the preceding section.
- If the failure is identified by the preceptor at a time that is too late to implement remediation strategies, the preceptor must document:
  - the reasons that precluded the preceptor from noting the problems earlier, and
  - the emergence of new behaviours/problems that led to failure late in the placement.

At any stage when a student is observed to be having problems in fieldwork practice, the University fieldwork instructor should be contacted immediately.
Attendance

Students are required to complete 1000 hours total of clinical fieldwork as part of the program’s requirements before graduation. The schedule and duration of each fieldwork block is calculated based on a 37.5 hour work week. It is expected that students will not ask for shortened work days to accommodate personal needs. All non-emergency doctor/dentist appointments, job commitments, or personal travel plans should be arranged to avoid conflicting with fieldwork placements.

Any missed hours during a particular fieldwork block can be made up by the student in a way mutually agreed upon by the student and the facility (e.g. student completes additional hours a day for a period of time or attends placement for additional days). Any missed fieldwork time that has not been made up by the student must be accurately recorded on page one of the CBFE-OT form.

For further information on student attendance/absences, please see the OS&OT Fieldwork Manual.

Student Report on Fieldwork Placement

At midterm and the end of the placement, students complete the ‘Student Report on Fieldwork Placement’ online form. The evaluation gives the preceptor feedback on the supervisory process, orientation, the learning experience, etc. The student is expected to present this report to the preceptor and discuss it with him/her. After discussion, both the student and preceptor sign the form to state that it has been reviewed.

The purpose of this evaluation is to provide feedback to the fieldwork supervisor and to the facility to enable them to enhance their student program.

Further Information

Complete information of the policies and procedures for fieldwork can be found in our Fieldwork Manual at ot.utoronto.ca/fieldwork/fieldwork_manual
To obtain a printed copy of the manual, please contact us.

Contact Us

If you have any questions, concerns or require further information please contact us!

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