OCT 1183Y: FIELDWORK (April 30 to June 8, 2018)
Course Outline

Course Instructor

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Course Description and Format

This course is comprised of a six-week full time fieldwork opportunity during which students will be placed in approved fieldwork sites in Toronto and the surrounding area (Department of OS&OT’s “catchment area”). Students will be placed in a variety of settings including hospitals, rehabilitation centres, community agencies, private practice, etc. This placement will primarily be conducted from Monday to Friday during regular business hours for a minimum of 37.5 hours a week; a total of 225 hours. Variation of placement days or hours will be outlined on the placement description.

Clinical teaching during the placement will be provided by registered occupational therapists. Students will be exposed to selected client issues affecting occupational performance (physical, affective, cognitive) and will experience a variety of intervention opportunities (assessment, treatment, consultation, program planning, evaluation, etc.). Students will focus on improving generic intervention skills, developing documentation skills, and beginning to apply theoretical knowledge to the clinical setting.

Course Learning Objectives

Students will build upon skills that were developed during the Introductory Fieldwork Experience. In addition, during OCT 1183Y, students will have the opportunity to develop skills in the following competencies:

(OT roles as outlined in Canadian Association of Occupational Therapists. (2012). Profile of practice of occupational therapists in Canada are in parentheses next to the competency.)

1. Practice Knowledge (Expert in Enabling Occupation; Change Agent; Scholarly Practitioner)
   
   • Demonstrate an understanding of the role of OT in the placement setting
   • Know the etiology, natural history, and clinical presentation of specific conditions encountered during placement
   • Understand the implications of specific conditions on their client’s occupational performance
   • Know the important principles and concepts of relevant theories and models for OT practice with
the client population

- Independently access evidence from literature and experts to support their learning

2. Clinical Reasoning (Expert in Enabling Occupation; Change Agent; Scholarly Practitioner)

- Exhibit emerging analytical thinking skills
- With minimal assistance, demonstrate the use of the Canadian Practice Process Framework to support clinical reasoning
- With moderate assistance, demonstrate good problem-solving skills
- With maximum assistance, articulate clinical reasoning to preceptor when developing intervention plans

3. Facilitation of Change with a Practice Process (Expert in Enabling Occupation; Scholarly Practitioner; Change Agent)

- Demonstrate effective use of relevant assessment tools to identify the person, environment, and occupational factors/issues that help or hinder the occupational performance of clients
- Consistently apply a client-centered approach to occupational therapy
- Carry out, with constant supervision, intervention plans developed in conjunction with preceptor
- With moderate assistance, collaboratively identify therapeutic goals with client
- With maximum assistance, participate in discharge planning with preceptor

4. Professional Interactions and Responsibility (Professional; Collaborator; Communicator)

- Adhere to ethical and legal practice standards set by CAOT and COTO
- Independently initiate ‘feedback sharing sessions’ with preceptor and demonstrate ability to appropriately give and receive feedback
- Demonstrate, through participation in flexible IPE activities or structured IPE placement, how to contribute to effective interprofessional team function
- With moderate assistance, handle conflict and difficult situations effectively and professionally
- With moderate assistance, contribute to team meetings when appropriate

5. Communication (Communicator)

- Demonstrate awareness of own non-verbal communication and modify accordingly
- With moderate assistance, demonstrate satisfactory writing skills in clinical documentation
- With moderate assistance, modify written and spoken language effectively for the intended recipient
- With maximum assistance, prepare clear written reports using appropriate terminology

6. Professional Development (Professional; Scholarly Practitioner; Practice Manager)

- Demonstrate self-directed learning
- Integrate new learning and preceptor’s feedback into practice
- Demonstrate skills of self-appraisal and identify areas for future growth
- Contribute effectively to own learning by adequately preparing for activities of the day

7. Performance Management (Practice Manager)

- With moderate to maximum guidance, efficiently use facility’s resources
- With moderate to maximum guidance, set priorities and organize time efficiently
- With moderate to maximum guidance, use quality management tools and caseload/workload programs in place at the facility
Mandatory Meetings

It is expected that all students will attend the following meetings. If students are unable to attend a meeting they must notify Rhona prior to the scheduled meeting time.

Pre-placement Meeting: Thursday March 8 from 12:00 to 1:00pm in Room 235
- Prior to the meeting, students must review a pre-recorded presentation about Interprofessional Education requirements for Fieldwork located on Blackboard.
- Objectives for the placement, policies, and other important information related to planning and preparing for the fieldwork I experience are discussed.

Post-Placement Meeting: Thursday June 14 from 12 to 1 p.m.: Room 235
- This meeting is an opportunity to discuss in general terms, learning experiences, issues or concerns arising from this placement. Preparation for Fieldwork 2 will begin.

Requirements PRIOR to Fieldwork Placement

- **Cardiopulmonary Resuscitation – First Aid:** You must have a valid certificate in CPR at the Health Care Provider (HCP) level. Please ensure that you have a copy of this certificate to take to placement on the first day, as evidence of this certification may be required at your fieldwork placement site.
- **Police Reference Check/Vulnerable Sector Screening:** It was recommended that all students obtain a Vulnerable Sector Screening by September 2017. Many facilities require that students complete a police reference check and/or vulnerable sector screening check prior to placement. It is the student’s responsibility to identify appropriate documentation required and to pay for any fee involved. Given the delay in obtaining such documentation, students should start the process as soon as possible (if they have not already done so). For further information on these checks please consult the OS&OT Fieldwork Manual.
- **Immunization:** As per admission requirements, your immunization record must be up-to-date. Your Health Form (submitted to the Department of OS&OT in September) may be requested by the fieldwork site. Please ensure that you have a copy of your health form to take to placement of the first day. If you do not already have a copy, you must formally request one via email (ot.clined@utoronto.ca), pay the administrative fee and it will be supplied to you within one week. Refer to Fieldwork manual for policy on influenza immunization as this is a requirement in some facilities (though the Fieldwork 1 is not typical flu season, therefore this may not be an issue).
- **Fieldwork Manual Blackboard Quiz:** This will be an open book quiz which you may retake as many times as required until you get a score of 9/10 (90%). All questions will be multiple choice and the responses to the questions can all be located within the 2017-18 online Fieldwork manual or Appendices http://ot.utoronto.ca/current/fieldwork-manual-index /
- **Introductory letter:** Students are required to write an introductory letter to the placement facility to which they have been assigned to (refer to OS&OT Fieldwork Manual, http://ot.utoronto.ca/current/fieldwork-manual-index/mscot-curriculum-and-fieldwork-program/, for details). The letter should be sent approximately one week after placement assignment has been provided, and not until you have been copied on the email to the site. Students are reminded to check site-specific information provided on the Fieldwork Blackboard website prior to writing the letter to avoid asking unnecessary questions.
- **Preceptor Education Program:** In the list of resources, www.preceptor.ca is listed and is a valuable tool to help both students and preceptors prepare for clinical education. Prior to the start of Fieldwork 1, you will be required to submit a statement (via Blackboard) which indicates that you have completed two of the PEP modules, “Developing Learning Objectives” and “Giving and Receiving Feedback.” More information will be provided during OCT1132 in early April.
- **Specific Fieldwork Site Requirements:** Students may be required by the assigned fieldwork site to complete online registration and health and safety modules above and beyond what is required by the Department of OS&OT. Students may also need to provide site with results of a Criminal
Reference Check, may need to complete confidentiality forms, etc. Instructions from the fieldwork site regarding these requirements will be in the facility information provided on Blackboard and/or instructions will be sent by email from the site fieldwork coordinator.

For **more information** about students’ expected responsibilities and the timeline for the completion, please see Appendix A.

**Learning Resources**

- OS&OT Fieldwork Manual (available online at [http://ot.utoronto.ca/current/fieldwork-manual-index/](http://ot.utoronto.ca/current/fieldwork-manual-index/))
- A number of assessments are available on short-term loan (2 days) from the Short-term Loan desk at Gerstein Library and the assessment room located on the 4th floor of the Rehabilitation Sciences building. Your class representatives have access to the assessment room.
- Online modules related to fieldwork teaching and learning for students and preceptors can be found within the Preceptor Education Program (PEP): [www.preceptor.ca](http://www.preceptor.ca).
- Fieldwork Blackboard Website has links to online learning modules regarding infection control, privacy, health and safety awareness, WHMIS, emergency codes, etc.

**Student Safety and Well-being**

The vast majority of students find fieldwork placements to be a time of significant learning and value, and their experience is well-supported by the organization where they are placed. There is also a potential for students to encounter new situations (e.g. commuting to unknown parts of the GTA, facing conflict with people with greater perceived power, being present when a person is demonstrating acting-out behaviours) which may provoke anxiety, lead to uncertainty, or cause you to feel that your ethics are being challenged. **If you ever feel uncomfortable or experience a risk to your personal safety, please contact Rhona promptly** and consider also accessing one of the following resources;

- The site fieldwork coordinator at the organization that you are placed
- Your faculty advisor
- Jill Stier, your graduate coordinator
- University of Toronto’s Health and Wellness services ([http://healthandwellness.utoronto.ca/](http://healthandwellness.utoronto.ca/))

**Interprofessional Education Requirement (IPE) for Fieldwork 1**

Students on Fieldwork 1 complete either a Structured IPE placement or at least two of the three Flexible IPE Activities instead of a project or presentation. Please see OS&OT Fieldwork Manual for further
information regarding the requirements of a Structured IPE Placements and the Flexible IPE Activities (http://ot.utoronto.ca/current/fieldwork-manual-index/mscot-curriculum-and-fieldwork-program/).

Please note that if, for some reason, a student is unable to complete the expected 2 Flexible IPE Activities during Fieldwork 1, the student will be required to do a project or presentation for Fieldwork 1 and will then be required to complete the IPE requirements during another fieldwork block (in addition to the presentation/project during that fieldwork course).

Please see Appendix F (available online only at http://ot.utoronto.ca/wp-content/uploads/2015/06/ipe-structured-placement-certificate.pdf) of the OS&OT Fieldwork Manual for the details of the flexible IPE activities, submission of the related reflection papers or structured IPE certificate, and other IPE frequently asked questions.

Evaluation
Students receive ongoing feedback throughout their fieldwork placement regarding their performance. Formal evaluation occurs both at the mid-point and at the end of the placement with the Competency Based Fieldwork Evaluation (CBFE-OT). Students should provide the preceptor with either a hard or electronic copy of the CBFE-OT by the end of the first week. At midterm and final, the student may be asked to complete the CBFE-OT as a self-critique and receive feedback from peers (when possible). The evaluation form is then reviewed by the preceptor(s), who adds and/or modifies the evaluation. Then the student and preceptor meet to discuss the evaluation form and ratings. Alternately, the preceptor may just fill in the CBFE-OT form themselves and then discuss the evaluation with the student.

Students develop a total of three to four learning objectives that relate to the competencies outlined in the CBFE-OT. There should not be more than one learning objective under the same competency. Students in a group supervision model will develop both individual and shared learning objectives. Progress toward completion of learning objectives will be rated and discussed at mid-term and final evaluation periods.

Students are reminded that they must complete the Student Report on Fieldwork Placement (http://app1.rehab.utoronto.ca/otclinicalevals/) at mid-term and at the completion of the placement and present this report to the preceptor for discussion and signature. Students must complete the online matrix (http://app1.rehab.utoronto.ca/otfieldworkmatrix/) by June 22, 2018. Students log on with their UTORid and use their student number as the password. Go to the OS&OT Fieldwork Manual for further information on the evaluation process (http://ot.utoronto.ca/current/fieldwork-manual-index/mscot-curriculum-and-fieldwork-program/).

Fieldwork Demands Measure (FDM) Completion: By June 15, 2018 all students must complete the online FDM, an online tool used to collect data on the physical, cognitive, and psychosocial demands of the fieldwork experiences of each student. The completion of the FDM by each student is mandatory. Students will answer questions related to their Fieldwork [insert course name, e.g. 1,2,3,or 4] placement including questions about the practice setting, the clientele, the number of clients they interacted with, etc. and also record information regarding the physical, cognitive and psychosocial demands required to complete the placement. The FDM will take approximately 15-20 minutes to complete. Most questions are multiple choice. The survey must be completed in one sitting. Please click on this link to access the online FDM: https://www.surveymonkey.com/r/75DR6L7

Students will be assigned a ‘Pass’ or ‘Fail’ mark for the course based on the marks and recommendations on the CBFE-OT evaluation. In addition to CBFE-OT rating, the following documents MUST be completed and handed-in according to the established timelines to successfully complete the requirements of OCT 1281Y. Failure to do so may result in a delay or inability to assign a mark for the course.
** Students must ensure that all necessary signatures are on all documents **

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| CBFE-OT                          | Completed original evaluation is mailed by fieldwork preceptor(s) or handed in by student to the Fieldwork office by June 22, 2018. Note that completion of individual learning objectives must be indicated on the CBFE-OT under the appropriate competencies.  

*NB. If handed in by the student, the evaluation must be in a sealed envelope that is signed over the seal by the preceptor or facility fieldwork coordinator.* |
| Student Report on Fieldwork Placement | Printed copy of online Report (with signatures) is mailed by fieldwork preceptor(s) or handed in by student to Fieldwork office by June 22, 2018  

*NB. If handed in by the student, the evaluation must be in a sealed envelope that is signed over the seal by the preceptor or facility fieldwork coordinator.* |
| Occupational Therapy Fieldwork Matrix | Complete online by June 22, 2018.                                           |
| Fieldwork Demands Measure         | Complete online by June 22, 2018.  

Link: [https://www.surveymonkey.com/r/75DR6L7](https://www.surveymonkey.com/r/75DR6L7)
## Timeline for Fieldwork 1

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| 4-8 weeks prior to placement    | 1. Review placement description and ensure that you are aware of the requirements of the placement site (e.g. CPR, VSS check, immunizations).  
2. Write your letter of introduction to the site coordinator after receiving email from fieldwork administrative assistant (Nella Campisi).  
3. Review the slides from the pre-placement meeting, your OS&OT Fieldwork Manual, and this course outline.  
4. As appropriate, complete any registration and learning modules that your placement site requires. |
| First day of placement          | 1. Ensure that you take your health forms (according to the specifications of the site coordinator), your name tag, your mask fit card, Criminal Reference Check with VSS (if required), your CBFE-OT manual, paper and pen (black), a day planner or other method for scheduling appointments, your fieldwork manual. |
| By the end of the first week of placement | 1. Be oriented to your placement site, including what learning resources are available, who are the key contacts for your learning, and what learning objectives you can work upon.  
2. Have your learning objectives written, reviewed by preceptor, and finalized.  
3. Provide your preceptor with either a hard or electronic copy of the CBFE-OT for completion before the end of the week. |
| Every few days during the 6-week placement | 1. Please check your U of T email account daily (outside placement hours) in case we have a need to communicate with you.  
2. Consider IPE - [http://ot.utoronto.ca/current/fieldwork-manual-index/mscot-curriculum-and-fieldwork-program/](http://ot.utoronto.ca/current/fieldwork-manual-index/mscot-curriculum-and-fieldwork-program/) and other learning opportunities that are available in your fieldwork placement and discuss these with your preceptor. |
| During the third week of placement | 1. You are encouraged to complete a self-assessment using the CBFE-OT and discuss your performance with your preceptor.  
2. Review your performance and progress toward your written learning objectives.  
3. Complete the [student report on fieldwork](#) and discuss with your preceptor. |
| During the final week of placement | 1. You are encouraged to complete a self-assessment using the CBFE-OT and discuss your performance with your preceptor.  
2. Plan to meet with your preceptor to discuss your performance (using CBFE) and review your achievement of learning objectives. If you would like your own copy of the CBFE, ensure that you photocopy it prior to leaving fieldwork site.  
3. Complete the [student report on fieldwork](#), print it off, discuss it with your preceptor, and ensure that both you and your preceptor sign it. Decide how your CBFE-OT and student report on fieldwork will get to the University with your preceptor. |
| Within two weeks of the end of placement | 1. Attend the post-fieldwork I placement meeting.  
2. If you have your CBFE-OT and student report, submit them to the fieldwork administrative assistant.  
3. Complete your [online matrix](#) and [Fieldwork Demands Measure](#). |