OCT 1183Y: FIELDWORK 1
April 29 to June 7, 2019
Course Outline

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Course Description and Format
This course is comprised of a six-week full time fieldwork opportunity during which time students will be
placed in approved fieldwork sites within the Department of OS&OT’s catchment area. Students will be
placed in a variety of settings including hospitals, rehabilitation centres and community agencies. This
placement will primarily be conducted from Monday to Friday during regular business hours for a
minimum of 37.5 hours a week, for a total of 225 hours. Variation of placement days or hours for each
site will be outlined in the placement descriptions.

Clinical teaching during the placement will be provided by registered occupational therapists. Students
will be exposed to relevant client issues affecting occupational performance (e.g. physical, affective, and
cognitive). Students will begin to apply theoretical knowledge to the clinical setting as they focus on
developing assessment, intervention, evaluation and documentation skills). They may also experience
roles related to consultation, program planning and program evaluation, etc. During Fieldwork 1, there
is an emphasis on Interprofessional Education (IPE) and the initiation of IPE fieldwork requirements.

Course Learning Objectives
Students will build upon skills that were developed during their Introductory Fieldwork Experience. In
addition, they 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, as noted in the Quercus calendar for Fieldwork. If students are unable to attend a meeting, they must notify the fieldwork instructor prior to the scheduled meeting time.

Pre-placement Meeting: Thursday March 7, 2019 from 12:00 to 1:00pm
  o Important information related to planning and preparing for Fieldwork 1 are discussed
  o An open book quiz on Quercus will follow, related to content covered in the OS&OT Fieldwork Manual and pre-placement meeting. Successful completion of this quiz is required before student fieldwork site preferences will be considered.

Post-Placement Meeting: Thursday June 13 from 12 to 1 p.m.
  o This meeting is an opportunity to debrief general experiences and opportunities related to Fieldwork 1 and start preparing for Fieldwork 2.

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 upload into a site specific student registration system, or to take with you on the first day of placement, as evidence of this certification may be required.
- **Vulnerable Sector Screening**: It is recommended that all students obtain and maintain a current Vulnerable Sector Screening. Many facilities require that students complete a criminal record 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 potential delay in obtaining such documentation, students should start this process as early as possible. For further information please consult the OS&OT Fieldwork Manual.
- **Immunization**: 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 on 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 the policy on influenza immunization as this is a requirement in some facilities.
- **Fieldwork Course Quiz**: This will be an open book quiz, accessible on Quercus, which you may retake as many times as required until you get a score of 10/10 (100%). All questions are multiple choice and the responses to the questions can be located within the online Department of OS&OT Fieldwork Manual and its Appendices [http://ot.utoronto.ca/current/fieldwork-manual-index/](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 (refer to OS&OT Fieldwork Manual, [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/), for details). The letter should be sent within approximately one week after placement assignment has been provided, and not until you have been copied on the email connecting you to the site fieldwork coordinator. Students are reminded to check site-specific information provided on Quercus prior to writing the letter, in order to avoid asking redundant questions.
- **Preceptor Education Program**: The modules at [www.preceptor.ca](http://www.preceptor.ca) are 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 screen shot or copy of the completion page for each module (via Quercus) which indicates that you have completed them, as listed below (More information will be provided during OCT1132 in early April):
  o “Understanding and fostering clinical reasoning”
  o “Giving and Receiving Informal Feedback”
• **Specific Fieldwork Site Requirements:** Students may be required by the assigned fieldwork site to complete an online registration along with health and safety modules, above and beyond what is required by the Department of OS&OT. Students may also need to provide the site with the results of a Vulnerable Sector Screening, and may need to complete confidentiality forms, etc. Instructions from the fieldwork site regarding these requirements will be in the facility information provided on Quercus and/or instructions will be sent by email from the site fieldwork coordinator. It is the student’s responsibility to thoroughly read the placement description and all of the organization’s information provided on Quercus, including the organization’s Fieldwork Site Profile, to understand all requirements.

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

**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) on short term loan from the department of OS&OT at following locations, via your class representative:
  - Room 240 (UTM)
  - Room 225 (St. George Campus)
- 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).
- Links to online learning modules regarding infection control, privacy, health and safety awareness, WHMIS, emergency codes, etc. are available on Quercus.

**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 areas of the GTA, facing conflict with people with greater perceived power, being present when a client/patient is demonstrating responsive behaviours) which may provoke anxiety, lead to uncertainty, or cause you to feel that your ethics are being challenged. If you ever feel a **risk to your wellbeing or personal safety**, please contact the fieldwork instructor promptly and consider also accessing one of the following resources:

- The site fieldwork coordinator
- Your faculty advisor
- Your graduate coordinator
- University of Toronto’s Health and Wellness services ([http://healthandwellness.utoronto.ca/](http://healthandwellness.utoronto.ca/))
Interprofessional Education Requirement (IPE)

During the span of all fieldwork courses, students must complete a minimum of either:

- One Structured IPE placement (with interprofessional student team project / presentation)
- OR a total of 3 Flexible IPE learning activities (with reflection papers)

During Fieldwork 1, students who do not participate in a Structured IPE placement are expected to complete Flexible IPE learning activities # 1 and #2. The third activity will then be completed in later fieldwork courses.

Students are required to submit through Quercus in their Mentorship Course:

- Any reflection papers associated with IPE learning activities (signed by preceptor / alternate)
- Any Certificate of Completion of an IPE placement provided by the facilitators at the site

Please see OS&OT Fieldwork Manual for further information regarding IPE requirements while on fieldwork (http://ot.utoronto.ca/current/fieldwork-manual-index/mscot-curriculum-and-fieldwork-program/).

Evaluation

Competency Based Fieldwork Evaluation (CBFE-OT):

- Students receive ongoing feedback regarding their performance throughout fieldwork. Formal evaluation occurs both at the mid-point and at the end of the placement with the Competency Based Fieldwork Evaluation (CBFE-OT).
- Students are required to provide their preceptor with an electronic copy of the CBFE-OT by the end of the first week.
- At midterm and final, the student is required to complete the CBFE-OT as a self-evaluation and receive feedback from peers (when possible). The self-evaluation is then forwarded to the preceptor(s), fore view, comments and marks. Then the student and preceptor(s) meet to discuss the overall evaluation.
- Students develop a total of three to four personal learning objectives related to the competencies outlined in the CBFE-OT. There should be no more than one personal learning objective under any given competency area. Progress towards the completion of learning objectives will be rated by the preceptor and discussed during the mid-term and final evaluations. Students must complete the learning objectives template according to instructions provided in OCT1132H. The OS&OT Fieldwork Manual also has guidelines and resources to support the creation of detailed and appropriate learning objectives.
- Students will be assigned a ‘Pass’ or ‘Fail’ mark for the course by the university based on the comments, marks and recommendations on the CBFE-OT evaluation form.

Student Report on Fieldwork Placement:

- Students 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 their preceptor(s) for discussion and signature.
Fieldwork Demands Measure (FDM) Completion:
- Students must complete the online FDM, which is a tool used to collect data on the physical, cognitive, and psychosocial demands of the fieldwork experiences of each student. Students will answer questions related to their placement (e.g. type of practice setting, clientele, number of clients they interacted with, etc.)
- 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

All documents must be completed and handed in to the university by the deadlines indicated below in order for the student to successfully complete the requirements of OCT 1281Y. Failure to do so may result in a delay / inability to assign a mark for the course. Students must ensure that all necessary signatures are on all documents submitted.

NB. If handed in by the student, the evaluation forms listed below must be delivered in a sealed envelope that is signed over the seal by the preceptor or site fieldwork coordinator. The envelope should include the name of the student and / or fieldwork site where they attended, as well as the address of the campus Fieldwork Administration office to which it is delivered.

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>DUE DATE</th>
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<tr>
<td>CBFE-OT</td>
<td>Completed original evaluation is mailed by fieldwork preceptor(s) or handed in by the student to the Fieldwork Administration office at their campus by June 17, 2019. Note that completion of personal learning objectives must be indicated on the CBFE-OT under the appropriate competencies.</td>
</tr>
<tr>
<td>Student Report on Fieldwork Placement</td>
<td>Printed and signed copy of online Report is mailed by fieldwork preceptor(s) or handed in by student to Fieldwork Administration office at their campus by June 17, 2019.</td>
</tr>
<tr>
<td>Fieldwork Demands Measure</td>
<td>Complete online by June 17, 2019. Link: <a href="https://www.surveymonkey.com/r/75DR6L7">https://www.surveymonkey.com/r/75DR6L7</a></td>
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# Appendix A
## Timeline for Fieldwork 1

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<th>Timeframe</th>
<th>Responsibilities</th>
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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.  
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 Record Check with Vulnerable Sector Screening (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 an electronic copy of the CBFE-OT for completion before the end of the week. |
| Every few days during the 6-week placement | 1. Check your U of T email account and Quercus Announcements / Discussion board 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. Complete a self-assessment using the CBFE-OT and forward to your preceptor in advance of your midterm evaluation meeting.  
2. Plan to meet with your preceptor at midterm (using CBFE-OT). 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. Complete a self-assessment using the CBFE-OT and forward to your preceptor in advance of your final evaluation meeting.  
2. Plan to meet with your preceptor at the end of placement (using CBFE). Review your performance and achievement of learning objectives. Maintain a photocopy of your CBFE prior to leaving the 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. Determine with your preceptor / site fieldwork coordinator how your CBFE-OT form and Student Report on Fieldwork will be delivered to the university upon completion of your placement. |
| Within two weeks of the end of placement | 1. Attend the post-fieldwork I placement meeting.  
2. If you have been given the responsibility of delivering your evaluation forms to the university, submit them to the fieldwork administrative assistant in an addressed envelop with your name and fieldwork organization facility clearly indicated on the front.  
3. Complete your Fieldwork Demands Measure and update your Fieldwork Record.  
4. Consider / complete nomination of preceptor for Fieldwork Teaching Award |