Suggested Outline for Occupational Therapy Assistant Student Level II Fieldwork

Suggested caseload by week:

Week 3-20%

Week 4- 40%

Week 5- 60%

Week 6- 80%

Week 7-8 – 100%

**Week 1: Orientation**

Student receives tour and explanation of facility

Student receives tour and explanation of OT department, including safety issues

Student familiarizes self with site, OT department, equipment, media etc.

Student is oriented to record system and allowed time to familiarize self with HER, forms, etc.

Student attends lectures/in-services, training, reads educational materials, observes treatment

Student reviews learning objectives, assignments and expectations with fieldwork educator

**Week 2: Initial Involvement**

Student maintains equipment, supplies, and materials as assigned by educator

Student assumes responsibility for basic tasks assigned by educator

Student observes treatments and reports observations to educator

Educator discusses patient strengths, needs, treatment goals, techniques, safety precautions

Educator provides feedback on initial performance

Educator assigns appropriate clients to student to start week 3

**Weeks 3-6: Middle Plan**

Student continues to assume more responsibilities

Student initiates new treatment planned with educator with assigned clients

Educator instructs student in administration of appropriate standard assessment for student’s caseload and for this facility

Student administers assessment in standardized manner and receives feedback from educator

Student collaborates with other disciplines as appropriate

Student documents treatments in writing (reviewed by educator) and verbally

Educator adjusts pace and difficulty of assignments (patient complexity) to suit individual student. Student is provided a variety of symptoms, ages, and disabilities as is available

Week 4: student and educator complete midterm Fieldwork Performance Evaluation. Student and educator contact AFWC to report on findings

**Weeks 6-8: Final Plan**

Student plans and carries out treatment goals with assigned clients asking for input as needed.

Educator discusses treatments regularly with student and reviews/cosigns paperwork as needed

Student reports verbal and written reports to team, informs and confers with client families and colleagues

Student collaborates with other disciplines as is appropriate at the facility

Student contributes to discharge plan when appropriate

Student presents in-service to staff/families/others per policy of site and agreement between school and site

Student and educator discuss Fieldwork Performance Evaluation, and Student Evaluation of Fieldwork Experience (week 8)

Adapted from AOTA fieldwork educators certificate workshop materials