Responsibilities of the Student

As an adult learner and emerging entry-level professional, the student shares responsibility for their own success and learning while on the clinical affiliation. Responsibilities demonstrating a commitment to the clinical affiliation include:

1. Adhering to the hospital’s policies and procedures, including work hours and dress code.
2. Demonstrating awareness and compliance with the patient confidentiality and patient bill of rights.
3. Encouraging feedback from the clinical instructor and monitoring performance accordingly.
4. Maintaining appropriate level of communication with clinical instructor.
5. Maintaining a professional behavior during all interactions with staff and patients.
6. Following appropriate Code of Ethics and Standards of Practice.
7. Assuming responsibility for own professional growth and development.
8. Demonstrating awareness and compliance with safety and infection control guidelines.
9. Attending scheduled meetings including staff/department meetings, rounds, interdisciplinary care conferences, huddles/standups, inservices, etc.
10. Completing all departmental documentation in a timely manner.
11. Planning daily schedule after consultation with clinical instructor, including schedule changes and communication with other staff members.
12. Participating in goal setting with clinical instructor.
13. Notifying clinical instructor of absence from affiliation.
14. Informing clinical coordinator of continuing education (CCCE) of any problems that are not addressed by clinical instructor.
15. Student will assume working the same weekend as the clinical instructor and will have the same days off as clinical instructor. If the clinical instructor works on the holiday it will be up to the clinical instructor to determine if the student should work or not and if the day would need to be made up.

CI/CCCE signature ______________ Student’s signature ______________
Reading Health Rehabilitation Hospital
OT Fieldwork II Student Guidelines

Week 1: Clinic Educator completes Orientation/Checklist
Supervisor responsibilities with student:
  Complete Staff Preceptor portion of Orientation Checklist
  Review Student Assignments
Student completes Learning Style Questionnaire and submits to supervisor
Student keeps Patient Log of patients observed/treated (See Student Assignments)
Supervisor & student review patient charts (Orders, Acute care notes, PMHx)
Supervisor reviews precautions and contraindications to treatment
Student develops patient interviewing skills
Supervisor & student review range of motion (AROM, AAROM, PROM)
Student demonstrates competency with UE goniometric measurements
Student demonstrates competency with blood pressure and pulse oximeter assessments
Student observes an evaluation with OT & PT
Begin patient treatment with supervisor on second day
Student carries a caseload of one patient by the end of week 1
Review documentation format – have student complete a minimum of four treatment notes by the end of week 1 with co-signature of supervisor
Supervisor co-signs all notes by student
Supervisor sets aside at least a half hour at the end of each week to provide Feedback on progress and establish goals for the following week

GOALS FOR WEEK 2:

#1. _________________________________________________________________

#2. _________________________________________________________________

#3. _________________________________________________________________

Student Signature:___________________________________ Date:_____

Fieldwork Educator Signature:_____________________________ Date:_____
Week 2: Student continues caseload of 1 patient and assumes caseload of 2 patients by end of Week 2
Student meets with supervisor each morning to present patient treatment plans for each patient for that day
Student completes patient scheduling for their caseload
Student performs a bedside ADL treatment
Student demonstrates competency with UE manual muscle testing
Student reviews documentation, billing charges, and minutes book with supervisor at the end of each day
Student observes treatment by a physical therapist with an orthopedic patient (as permitted by unit census)
Student observes treatment by a physical therapist with a neurological patient (as permitted by unit census)
Student observes an occupational therapy group
Student reports on patients' status on their caseload in ITC meetings
Student completes ITC documentation and Weekly/Discharge Summaries for patients on their caseload

GOALS FOR WEEK 3:

#1. ________________________________________________________________

#2. ________________________________________________________________

#3. ________________________________________________________________

Student Signature: __________________________ Date: ____________

Fieldwork Educator Signature: __________________________ Date: ____________
Week 3: Student continues with a caseload of 2 patients (caseload should include patients evaluated by the student when feasible)
Student completes evaluation of patient under direct supervision of Supervisor
Student observes treatment by a speech therapist
Student observes treatment by a recreational therapist
Student assists with occupational therapy group
Student and supervisor meet with Clinic Educator to review progress as needed

GOALS FOR WEEK 4:

#1. __________________________________________

#2. __________________________________________

#3. __________________________________________

Student Signature: ______________________________ Date: ______

Fieldwork Educator Signature: ______________________ Date: ______

Week 4: Student observes treatment of a TCC/TRC patient (opposite unit)
Student starts to assume a caseload of 3 patients
Student completes additional evaluations with supervisor
Student continues to complete all necessary documentation for patients
Student continues to complete patient scheduling for patients
Student completes a treatment plan from caseload of and submits to supervisor by end of the week (must be of a different diagnosis than previously submitted – a neurological patient as feasible)
Student directs an occupational therapy group that he/she has assisted with another COTA/OTR as appropriate
Student attends a home evaluation with supervisor as available
Student and Supervisor schedule date of journal article review presentation for week 6 – Notify Clinic Educator

GOALS FOR WEEK 5:

#1. __________________________________________

#2. __________________________________________

#3. __________________________________________

Student Signature: ______________________________ Date: ______

Fieldwork Educator Signature: ______________________ Date: ______
Week 5: Student continues with a caseload of at least 3 patients
Student continues to complete evals with Supervisor
Student submits Journal Article Review to Supervisor for approval
Student directs a group treatment session with supervisor (group should be
different from prior week) or with designated COTA/OTR
Supervisor notify Clinic Educator if student is interested in observing ortho
surgery with Dr. Longenecker

GOALS FOR WEEK 6:

#1. __________________________________________________________

#2. __________________________________________________________

#3. __________________________________________________________

Student Signature: __________________________ Date: __________

Fieldwork Educator Signature: __________________________ Date: __________

Week 6: Student continues to carry a caseload of at least 3 patients
Student completes 1-2 patient evaluations with supervisor by the end of the
week
Student continues to complete all necessary documentation for patients and
patient scheduling
Student presents Journal Article Review by end of week
Supervisor, Clinic Educator, and student meet to discuss progress if needed
Mid-term AOTA Fieldwork Performance Evaluation completed by end of week

GOALS FOR WEEK 7:

#1. __________________________________________________________

#2. __________________________________________________________

#3. __________________________________________________________

Student Signature: __________________________ Date: __________
Fieldwork Educator Signature: ___________________________ Date: ______

Week 7: Student assumes a caseload of at least 4 patients by end of week
Student completes 1-2 patient evaluations (supervisor present) by the end of the week
Student continues to complete all necessary documentation for patients and patient scheduling
Student continues to review documentation, billing charges, and minutes book with supervisor at the end of each day

GOALS FOR WEEK 8:

#1. ____________________________________________

#2. ____________________________________________

#3. ____________________________________________

Student Signature: ___________________________ Date: ______

Fieldwork Educator Signature: ___________________________ Date: ______

Week 8: Student continues to carry a caseload of at least 4 patients
Student completes at least 1-2 patient evaluation (supervisor present) by the end of the week
Student continues to complete all necessary documentation for patients and patient scheduling
Student continues to review documentation, billing charges, and minutes book with supervisor at the end of each day
Student completes a treatment plan from caseload of and submits to supervisor by end of the week (must be of a different diagnosis than previously submitted)
Student and Supervisor discuss possible final projects

GOALS FOR WEEK 9:

#1. ____________________________________________

#2. ____________________________________________

#3. ____________________________________________

Student Signature: ___________________________ Date: ______
Fieldwork Educator Signature: ___________________________ Date: ______

Week 9: Student assumes a caseload of 4-5 patients
Student completes 2 evaluations (supervisor present) by the end of the week
Student continues to complete all necessary documentation for patients and patient scheduling
Student continues to review documentation, billing charges, and minutes book with supervisor at the end of each day

GOALS FOR WEEK 10:

#1. __________________________________________

#2. __________________________________________

#3. __________________________________________

Student Signature: ___________________________ Date: ______

Fieldwork Educator Signature: ___________________________ Date: ______

Week 10: Student continues to carry a caseload of at least 4-5 patients
Student continues to complete all necessary documentation for patients and patient scheduling
Student continues to review documentation, billing charges, and minutes book with supervisor at the end of each day
Student and Supervisor finalize project details and select presentation date and confirm with Clinic Educator

GOALS FOR WEEK 11:

#1. __________________________________________

#2. __________________________________________

#3. __________________________________________

Student Signature: ___________________________ Date: ______

Fieldwork Educator Signature: ___________________________ Date: ______
Week 11: Student carries a full caseload of 4-6 patients
   Student continues to complete all necessary documentation for patients and patient scheduling
   Student continues to review documentation, billing charges, and minutes book with supervisor at the end of each day
   Student presents project

GOALS FOR WEEK 12:

#1. __________________________________________________________

#2. __________________________________________________________

#3. __________________________________________________________

Student Signature: __________________________ Date: ______

Fieldwork Educator Signature: __________________________ Date: ______

Week 12: Student continues to carry a full caseload of 4-6 patients
   Student completes all appropriate evaluations on caseload
   Student continues to complete all necessary documentation for patients and patient scheduling
   Student continues to review documentation, billing charges, and minutes book with supervisor at the end of each day
   Student and supervisor meet to review Final AOTA Fieldwork Evaluation for the OT Student and Final Student Evaluation of Fieldwork Experience Supervisor, Clinic Educator, and Student meet to discuss fieldwork experience

Documents completed and to be filed in student’s file by week 12
   Copy of Final AOTA Fieldwork Performance Evaluation for the OT Student
   Copy of Final Student Evaluation of Fieldwork Experience
   Return Key/ID Badge to Clinic Educator

Revised 8/11 SS
The Reading Hospital for Post-Acute Rehabilitation
Student Program
Attendance Policy

It is the expectation that all students completing an affiliation or internship in The Rehabilitation Clinic will adhere to the TRHMC and Rehabilitation Clinic attendance guidelines. Students will be permitted an excused or unexcused absence by the following guidelines:

Clinical experience \( \leq 8 \) weeks: 1 Day
Clinical experience \( \geq 8 \) weeks: 2 Days

Excused or unexcused absences beyond the guidelines will require the student to make up necessary hours. The method for making up missed hours/days will be determined by the clinical supervisor in conjunction with the Therapy Manager and the academic institution. The method may include, but is not limited to the following:

- Extension of the clinical experience beyond expected day of completion
- Attendance during the weekend(s) beyond established expectation

Students who are not meeting the requirements or objectives of the Fieldwork Placement may be required to make up all absences or scheduled time off.
The Reading Hospital for Post-Acute Rehabilitation
Student Program
Treatment Plan

The goal of completing a comprehensive treatment plan is to facilitate clinical reasoning and to ensure that students are able to identify and address, as appropriate, areas of functional performance, cognition, and perception as well as the underlying performance components of function. Successful intervention and treatment requires the clinician to integrate an understanding of clinical diagnoses with the clinician’s ability to select appropriate and meaningful treatment. All treatment activities must be graded to ensure optimal patient progress.

The patient treatment plan is required to include the following information:

1. Patient’s diagnoses (include primary and all relevant medical history)
2. Precautions
3. Impaired areas of function
4. All areas of performance components affecting function (include an explanation of how each performance component is impacted by the patient’s disease process)
5. Identification of a theoretical model to guide your treatment plan (you may select more than one model)
6. Identify treatment activities to address all areas of impairments and performance components involved (include the posture of the patient and how the activities will be specifically set up)
7. Select two activities and identify for each activity how you will grade the activity to make the activity less challenging and more challenging for the patient.
The Reading Hospital for Post-Acute Rehabilitation
Student Program
Assignments

A. Patient Log

Keep a log of your patients throughout the affiliation. Keep track of age, diagnosis, and therapeutic interventions frequently used. This will be helpful to completing your student evaluation of the fieldwork experience. This can also be used as a notebook for any questions that you have for your supervisor on a daily basis.

B. Journal Article Review

A journal article review is required to be completed, submitted, and presented to staff before the mid-term evaluation by your fieldwork educator. The journal article should be relevant to the patient population here at the PAR. It should be a current article and be no more than 5 years old. It could relate to anything of interest that the student finds relevant to the patient care here in the rehabilitation setting. The journal article should contain evidence based research that relates to assessments, treatment interventions, or anything else pertaining to the role of OT and patient care in the rehabilitation setting. The journal article must be approved by the fieldwork educator prior to presenting to staff.

C. Final Project

The student project should reflect an area of program improvement or need identified by the student during his/her affiliation at the Rehabilitation Clinic. The project should demonstrate a student’s ability to address an assessment or treatment intervention of an operation in the department that would enhance the delivery of services or care provided to patients on either the TRC or the TCC unit. In the past, projects have included a visual perception assessment kit to be used in the clinic, a fine motor coordination activity board, and a list of common household objects with their weight as a guideline for sternal precautions. Student must get project approved by supervisor to ensure it is not something already available in the clinic.

Your project may include: a protocol, patient education hand-outs, or specific activities/tools to use during occupational therapy treatment.
The Reading Hospital for Post-Acute Rehabilitation
The Rehabilitation Clinic
Student Learning Style Questionnaire

Please complete this learning style questionnaire to provide your supervisor with an overview of how you learn best.

Student’s Name: ________________________________

1. Please summarize your goals for this placement.

2. Describe your communication style.

3. Describe your preferred learning style.

4. Please identify the conditions that facilitate your learning.

5. Please describe your preferred style of supervision.

6. Describe how you handle stress.