

First Time Fieldwork Educator checklist

Things to consider as you prepare for your first level II student

Orientation: Mission Statement of the Facility

- HIPPA, criminal background check, CPR, immunizations, etc
- Safety Guidelines – what to do in case of an accident (patient or employee) Fire, Driving, Weather, Code, Seizure, etc
- Who does the student need to know? (make a checklist)
- Location(s), equipment

Supervision/Communication: review schedule and holidays

- Who is involved, who is primary supervisor
- Who should be called if the student is sick?
- What will be the structure of supervision (at least once a week to review the student's performance overall, and then patient specific is recommended)
- Will you have documentation of the supervision meetings?
- Giving and receiving feedback

Caseload – definition/how is it built?

- Observe – who, how long, how many?
- Co-treat with OT?
- Cases where the student is primary therapist? (week 3?) how many, how often, what type?
- New cases added (50% by week 6)
- Final caseload – how many? Week 10?
- How will cases be passed back to the OT at the end of FW

Paperwork – List all requirements

- Evaluation report – type, how many different evals?
- Daily treatment and Progress notes – frequency?
- How will co-signatures happen?
- When does direct entry of notes start?
- Discharge summaries?
- Team conferences
- Other – letters of medical necessity? What else?
- Training for electronic documentation system?

Procedures to Learn:

- List all standardized evals, describe minimum
- List most intervention types
- Examples or learning modules
- Any special opportunities?
- Anything that is not entry level?

Special Projects? – when are they due?

- Evidence based practice search?
- Readings – questions
- Case report
- Inservice
- Project for clinic
- Make sure they are helpful to learning but not too many

How should down time be spent?

- list resources

Other activities students may take advantage of?

- Observe surgery?
- Visit/observe other practitioners?
- Exposure to management activities and issues?
- Staff education opportunities?

Evaluation

- Site specific objectives
- Evaluation of FW performance (AOTA), Midterm/final scoring
 - Review this document with the student at the beginning of the FW, so that they know what they will be evaluated on.
- Student evaluation of FW experience
 - Student should share this with you at the end of the FW.