FIELDWORK

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INTRODUCTION

Fieldwork education is designed to provide occupational therapy students with opportunities to integrate academically acquired education with practice. It is during the students’ experiences in fieldwork that they can learn, apply, practice and refine skills of observation, evaluation, treatment planning and implementation, documentation and communication. In the fieldwork setting, the students begin to define their future role as practicing occupational therapists and can develop the necessary personal and professional skills essential to meeting the demands of this challenging field.

Fieldwork education is divided into Level I Fieldwork and Level II Fieldwork and is an essential and required component of the occupational therapy educational program by the Accreditation Council for Occupational Therapy Education (ACOTE). Upon successful completion of all coursework, including Level I and Level II Fieldwork, students are qualified to take the National Board for Certification in Occupational Therapy (NBCOT) examination. Information pertaining to this examination is provided in the last semester of the graduate year. General information concerning the NBCOT examination may be found in this program guide under “Credentialing.”

The following information is an overview of fieldwork education for the Occupational Therapy Program at Misericordia University. Students are provided with this information in detail during the Fieldwork Seminar held in the junior year for the weekday students and the second year for the weekend students. Level I and Level II Fieldwork Manuals containing this information are available on the Occupational Therapy Department website at www.misericordia.edu
All information concerning students and their fieldwork education is considered confidential and is bound by the United States Buckley Amendment. No information can be provided concerning the student without the student’s written and verbal consent except in the cases of accreditation, in connection with the student’s application for, or receipt of financial aid, and in the case of an emergency if the knowledge of such information is necessary to protect the health and safety of the student or others.

ACADEMIC COORDINATOR OF FIELDWORK EDUCATION

The Academic Coordinator of Fieldwork Education (ACFWE) is a full time member of the Occupational Therapy Department. The ACFWE’s primary responsibilities include:
- Coordinating Level I and Level II fieldwork experiences for weekday and weekend student
- Developing, synthesizing, and managing all aspects of the fieldwork office and student fieldwork education
- Creating and overseeing all policies and procedures related to fieldwork education
- Advising and collaborating with faculty, students, and fieldwork educators related to fieldwork education
- Ensure that the fieldwork program reflects the sequence, depth, focus, and scope of content in the curriculum design.

FIELDWORK ADMINISTRATIVE ASSISTANT

The Fieldwork Administrative Assistant is a full time member of the Occupational Therapy Department. Primary responsibilities include:
- Liaison between University and Fieldwork sites in placing students in Level I and II fieldwork experience
- Managing all paperwork related to fieldwork including initiating and processing contracts with fieldwork sites
- Maintaining the fieldwork database and all administrative files
- Maintaining the fieldwork sites for Professional Liability Insurance
- Communicating with students via telephone and e-mail concerning general fieldwork information.

PROFESSIONAL AND ETHICAL BEHAVIOR

Students will be held accountable for ethical and professional behavior in all aspects of fieldwork education. It is expected that the student will exhibit academic integrity, ethical and professional behavior, and adhere to the AOTA Code of Ethics and the NBCOT Code of Conduct during the Level I and Level II Fieldwork experiences. This will be strictly enforced. The ACFWE will refer violations of professional and ethical behavior to the Professional Behavior Committee, and in conjunction with the Fieldwork Educator will determine the appropriate action to be taken, which may include development of a learning contract or immediate termination and failure of the fieldwork. Depending upon the nature and severity of the violation and review by the Professional Behavior Committee and Department Chair, dismissal from the Occupational Therapy Program may occur.
REQUIRED PREREQUISITES- MISERICORDIA UNIVERSITY COLLEGE OF HEALTH SCIENCES CLINICAL EDUCATION POLICIES AND FORMS

The Misericordia University Occupational Therapy department is part of the College of Health Sciences. The College of Health Sciences has established requirements for those students engaging in clinical education experiences, which includes fieldwork. Please refer to the Misericordia University College of Health Sciences appendices in this guide for all CHS Clinical Education Policies and forms.

REQUIRED PREREQUISITES- MISERICORDIA UNIVERSITY DEPARTMENT OF OCCUPATIONAL THERAPY POLICIES AND FORMS

All occupational therapy students are required to complete and provide, at times set by the Fieldwork Office, specific fieldwork prerequisites. Those include but may not be limited to:

- *Misericordia University Health Clearance Form*
- Personal Data Sheet
- Pennsylvania Child Abuse Clearance (when fieldwork is completed in PA)
- Pennsylvania State Police Criminal Record Check (when fieldwork is completed in PA)
- FBI Fingerprinting
- CPR Certification
- HIPPA Training

All prerequisites will be submitted electronically through a program called “MyRecordTracker.” Instructions for setting up this account will be emailed to students.

MISERICORDIA UNIVERSITY HEALTH CLEARANCE

Students are required to submit a *Misericordia University Health Clearance Form* prior to attending fieldwork in the process established by the Fieldwork office. A healthcare provider must complete this form and attach all required reports. It is the student’s responsibility to ensure that all required health information and forms have been submitted by the designated due date. Forms will be reviewed to determine that all required components have been submitted. Students will not be permitted to begin or participate in any Level I or Level II fieldwork experience without receiving clinical clearance from their health care provider and submitting all required documentation. If a student is not cleared for Level I fieldwork by the first week of scheduled fieldwork experiences, the student will be withdrawn from the fieldwork and subsequent courses by their academic advisor. This will delay the student’s progression through the curriculum by one year. The *Misericordia University Health Clearance Form* is valid for one year from the date of the examination. Those students with latex allergies are strongly encouraged to verbally notify the Intervention Instructor, ACFWE, and Fieldwork Educator immediately.

Students are responsible for completing any other site specific prerequisite requirements, such as drug screening. The Fieldwork Office will make this information known as soon as possible
upon confirmation to a site. Misericordia University is not responsible for the cost incurred related to completing site prerequisites.

The Fieldwork Office will only share Misericordia University Student Health Forms with fieldwork sites if students have signed a consent authorizing that action. All students are required to provide proof of medical insurance with the Misericordia University Health Clearance Form. Without it, they are not permitted to attend fieldwork.

IMMUNIZATION WAIVER POLICY
Students may request a waiver from immunization requirements in accordance with the CHS Immunization Policy. Please see Appendices to this PELM guide for the MU CHS Immunization Policy and waiver form.

PERSONAL DATA SHEET

Students are required to complete the AOTA Personal Data Sheet for Level I and II fieldwork and submit electronically to the Fieldwork Office for review. This sheet is sent to the fieldwork site with the confirmation letter. This form provides pertinent information about the student. Since this is the first communication the student has with the Fieldwork Site, it must be professionally completed; free of grammar and spelling errors, typed, and signed electronically. For the convenience of the student, the AOTA Personal Data Sheet is provided on the students’ group page as a file on the e-MU system. Updated AOTA Personal Data Sheets are due prior to each intervention course and must be uploaded to MyRecordTracker on designated due dates. Failure to comply will delay Level I or II fieldwork.

PENNSYLVANIA CHILD ABUSE CLEARANCE

All students in the weekday program and those weekend students completing a Level I experience in the state of Pennsylvania are required to file Pennsylvania Child Abuse Clearance forms with the PA Department of Public Welfare prior to OT 591 or a Level II Fieldwork in pediatrics. Students will be given directions as to how to obtain these forms at the Fieldwork Seminar. Students should allow six to eight weeks processing time and are responsible for the fee incurred for clearances. No student will be permitted to begin OT 591 or Level II pediatric fieldwork in the state of Pennsylvania without this clearance. Clearances are valid for one year. Students completing a Level I intervention experience in another state must contact their state Department of Welfare to verify if a child abuse clearance is required in that state.

PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK

All students in the weekday program and those weekend students completing a Level I or II fieldwork experience in the state of Pennsylvania are required to file a Pennsylvania Criminal Record Checks with the Pennsylvania State Police prior to OT 591 and OT 593. Directions for filing this are outlined on MyRecordTracker.
Students should allow six to eight weeks processing time by mail or 24 hours by electronic mail and are responsible for fees incurred. No student will be permitted to begin Level I intervention courses without this clearance, which is valid for one year and thus needs yearly updating. Students completing Level I fieldwork experiences in another state must contact the State Police in that state to obtain that state’s criminal record check if available.

**FBI FINGERPRINTING**

All students will be required to complete FBI fingerprinting and to update this yearly. FBI fingerprint-based background check is a multiple-step process. Students must register with Cogent Systems, pay a fee for fingerprint services, and complete the fingerprint process. Detailed information is provided to the students on completing the process during the mandatory Fieldwork Seminar and can be found on MyRecordTracker.

**CPR CERTIFICATION**

All students are required to be certified in Professional Level CPR, which is, “CPR for the Health Professional.” Students who are currently certified must contact the ACFWE for approval to use that CPR certification. Students are not permitted to participate in Level I or Level II fieldwork without CPR Certification. Students are required to scan and submit a copy of their CPR card on MyRecordTracker. Students, unless certified elsewhere, must register for HP 999 CPR in fall of the junior year for weekday students and fall of the second year for weekend students. Those students who complete the CPR course through Misericordia University must pick up the card at the Misericordia University Health and Wellness Center. All fieldwork sites must be provided with a copy of the student’s CPR certification.

**HIPAA TRAINING**

All students will be required the semester prior to starting Level I fieldwork to register for an online tutorial course; Discovering HIPAA Training Series. This one hour online course will provide the student will the most current up to date information related to HIPAA for health care professionals. The ACFWE will provide each student with a user name and password to sign on to the training course. After successful completion of the course, the student will receive two course completion certificates and must provide the Fieldwork Office with copies via MyRecordTracker. These certificates must also be provided to each fieldwork site as required.

**DRESS CODE**

Dress code requirements will be strictly enforced by the Intervention Instructor, ACFWE and the Fieldwork Educator. Students are to have a neat professional appearance. No jeans, shorts, leggings, low riding pants, cropped tops or dangling jewelry should be worn. If the student has visible body piercing, other than earrings, it must be removed prior to attending fieldwork. Shoes should have a low heel, closed toe and be comfortable. Nametags, ordered by the Fieldwork Office, must always be worn to identify the student as a Misericordia University Occupational Therapy Student. Students must follow all dress code requirements of the fieldwork site.
INFECTION CONTROL

Students will follow the fieldwork facility’s guidelines for providing care to clients with a communicable disease and take full responsibility for that knowledge. Students will follow Standard Precautions at all times during contact with all clients. Students should discuss with their fieldwork supervisor and intervention instructor any questions related to providing care to clients.

CELLULAR PHONE USE DURING FIELDWORK

Cellular phones are to be turned off during Level I fieldwork. Any student identified by the Fieldwork Educator as using their cellular phone to either talk or text during treatment and supervision times will be written up on Professional Behaviors Violations and be required to meet with the Professional Behaviors Committee. If a student is identified a second time for talking or texting on their cellular phone during treatment and supervision times they will automatically fail that Level I fieldwork experience.

STUDENTS WITH SPECIAL NEEDS

The university, through the Office for Students with Disabilities (OSD), coordinates its efforts to integrate students with disabilities into all areas of campus life. All academic support services/accommodations needed for classroom/clinical/field experiences are coordinated through the Office for Students with Disabilities. Services from the OSD are provided based on provision and acceptance of specific documentation requirements.

If you have any special learning needs, please be aware it is your responsibility to contact the University’s Office for Students with Disabilities in order to identify any needed accommodations. Before accommodations are provided, approval for accommodations must be given by the OSD. Faculty cannot provide accommodations until written documentation in the form of a POA (Program of Accommodation) or Accommodation Plan (AP) is received from the OSD.

Please be aware that no accommodations will be provided unless the appropriate documentation is completed. If needed, please talk to the instructor about specific cognitive, emotional, and physical demands involved in the classroom activities and assignments.

When considering accommodations, it is also important that the student refer to the latest version of the OT Department Essential Functions document. Please refer to the University Catalog under “Office for Students with Disabilities” and/or “Students with Special Needs” for additional information.

LIABILITY INSURANCE AND CONTRACT RENEWAL

Sites that meet the approval of the ACFWE and ACOTE Standards are issued a Misericordia University Memorandum of Understanding (contract). This agreement is automatically renewed annually unless terminated in writing by either party. Sites that require use of facility contracts
are reviewed and approved by the Dean of the College of Health Sciences and the Vice President of Academic Affairs. Initial Memorandum of Understanding and Addendums are renewed at the discretion of the facility. Misericordia University, through the Business Office, provides liability insurance to the fieldwork site. Each contracted fieldwork site will receive a renewal of liability insurance each year. The student is not required to provide this insurance to the site.

POLICY ON STUDENT RELATIONSHIPS WHILE ON FIELDWORK

The Occupational Therapy department's emphasis on quality education includes promoting professionalism in all aspects of the curriculum. This is especially important at the fieldwork site. The relationship between the student, the fieldwork educator, and the client is to be held in the highest regard and students are expected to act in a manner that builds mutual trust and respect. Occupational Therapy students are expected to follow all standards of the Pennsylvania Code of Licensure and the AOTA Code of Ethics. This is not only limited to the time that students are physically present at the fieldwork site, but while the students are enrolled in the Misericordia University Occupational Therapy program.

The student will demonstrate an appropriate teacher/student relationship with the fieldwork educator. Students are not to engage in social, after hours behaviors with the fieldwork educator while the student is engaged in the student/fieldwork educator relationship. This would extend to social media.

In regard to relationships with clients, the Misericordia University Occupational Therapy department prohibits any social or sexual relationship. The student will always be viewed by the client as a person in a position of authority and for that very reason, makes this type of relationship unequal.

The student shall not, while enrolled at Misericordia University's Occupational Therapy program engage in:

- any type of social activity with a client. Social activity refers to any type of contact that is outside of the professional realm. This would include, but is not limited to, socializing after hours, texting or emailing, communicating via social media, or any other contact that is social in nature or perceived as social in nature.
- sexual conduct with a client, even if the client has been discharged from active Occupational Therapy services or the facility;
- conduct that may reasonably be interpreted as sexual
- verbal behavior that is seductive or sexual to a client, or may be reasonably interpreted as seductive or sexual.

The consequences of non-compliance with this policy could result in failure of the fieldwork up to dismissal from the program, depending upon the nature of the violation. This policy applies to both Level I and Level II Fieldwork.
LEVEL I FIELDWORK

Level I fieldwork is an essential component in the education of an occupational therapy student. At Misericordia University, there is a Level I fieldwork experience for each intervention course offered in the curriculum. Experiences in Level I fieldwork include; observation, interaction with clients and other professionals, participation in the intervention process under direct supervision, developing an understanding of the needs of clients, and evaluation of the student’s performance in these areas.

Level I fieldwork is a collaborative learning process. The fieldwork supervisor works directly with the university and Level I student to enhance knowledge learned in the classroom and role model occupational therapy practice in a specific area of practice. The student learns and practices skills of the occupational therapist under direct supervision working in a variety of practice settings while simultaneously learning the intervention process in lecture, lab, and seminar. Under direct supervision and with a solid knowledge base, the student is able to “learn by doing”. At no time is the Level I fieldwork experience a substitute for any part of Level II fieldwork.

LEVEL I FIELDWORK REQUIRED HOURS

In the weekday program, occupational therapy students start the Level I fieldwork portion of their education in the junior year. In the weekend program, occupational therapy students start the Level I fieldwork portion of their education in the second year.

Weekday and weekend students will complete at least 48 hours of Level I fieldwork, according to a schedule which has been mutually agreed upon with the facility.

LEVEL I FIELDWORK OBJECTIVES

Under direct supervision of the Level I Fieldwork Educator, the student will:

- Work collaboratively with others
- Actively participate in the supervisory process
- Accept feedback in a constructive manner
- Use feedback to modify performance
- Accept and adapt to change
- Interact with others in an open and respectful manner
- Treat program participants with dignity and respect
- Respect cultural and personal differences of others
- Interact and participate within a group
- Demonstrate the ability to consider other’s needs
- Demonstrate the ability to verbally and non-verbally communicate in an appropriate and professional manner
- Ensure that written communication is grammatically correct and free of spelling and punctuation errors
- Be aware of personal strengths and needs
- Be punctual and demonstrate responsibility in calling if late or absent
- Manage unstructured time effectively
- Take responsibility for initiating and researching conditions/intervention strategies not yet covered in class
- Consistently prepare for each fieldwork without prompting
- Identify and explain the role of occupational therapy at the setting
- Adhere to all safety procedures and use sound judgment related to and during the OT process
- Respect and maintain confidentiality
- Demonstrate ability to initiate and ask accurate questions about the intervention process
- Demonstrate knowledge of medical conditions within consideration of the specific intervention course content
- Students will identify opportunities for inter-professional collaboration between occupational therapy and other disciplines represented at the site.

LEVEL I FIELDWORK EXPERIENCES IN THE INTERVENTION SERIES

OT 591 Pediatric Occupational Performance Intervention I- Students in the weekday and weekend programs will spend a minimum of forty-eight hours observing and interacting with child/adolescent clients in a variety of service delivery models, as scheduled and instructed by the academic Fieldwork Coordinator. Working under direct supervision of an Occupational Therapist, Certified Occupational Therapy Assistant or other qualified non-OT professional, students will have the opportunity to observe and/or implement the knowledge learned in OT 510 intervention lecture and lab series. Students relate to clients only under direct supervision and use only those techniques in which they have been educated. All students must comply with fieldwork site prerequisites, available on file in the fieldwork office and through the fieldwork site. All students must complete background and health clearances as outlined on MyRecordTracker, a web based program in which each student will be set up with a profile in which to store his/her clearances.

OT 592 Adult Occupational Performance Intervention II- Students in the weekday and weekend programs will complete a minimum of forty-eight hours observing and interacting with adult clients in a variety of service delivery models, as scheduled and instructed by the Academic Fieldwork Coordinator. Working under direct supervision of an Occupational Therapist, Certified Occupational Therapy Assistant or other qualified non-OT professional, students will have the opportunity to observe and/or implement the knowledge learned in OT 511 intervention lecture and lab series. Students relate to clients only under direct supervision and use only those techniques in which they have been educated. All students must comply with fieldwork site prerequisites, available on file in the fieldwork office and through the fieldwork site.

OT 593 Geriatric Occupational Performance Intervention III- Students in the weekday and weekend programs will complete a minimum of forty-eight hours observing and interacting with geriatric clients in a variety of service delivery models, as scheduled and instructed by the Academic Fieldwork Coordinator. Working under direct supervision of an Occupational Therapist, Certified Occupational Therapy Assistant or other qualified non-OT professional,
students will have the opportunity to observe and/or implement the knowledge learned in OT 512 intervention lecture and lab series. Students relate to clients only under direct supervision and use only those techniques in which they have been educated. All students must comply with fieldwork site prerequisites, available on file in the fieldwork office and through the fieldwork site.

LEVEL I FIELDWORK BLACKBOARD COMPONENT TO COURSE

Students will be required as part of the OT 591, 592, and 593 Level I fieldwork experience to actively participate in a Blackboard component to these courses. The Blackboard component runs the length of the semester and has a time line with assignments that bridge the connection between classroom and clinic using discussion board postings, journal entries, analysis papers, and note writing assignments. OT 591, 592, and 592 are pass/fail courses and students must meet all requirements for both the fieldwork and Blackboard portions of the course in order to successfully pass.

LEVEL I PSYCHOSOCIAL FIELDWORK REQUIREMENT

All students will be required to complete one Level I fieldwork that is psychosocially based. This fieldwork will also be a minimum of 48 hours and may occur at traditional or non-traditional sites and may also vary in terms of days and times.

LEVEL I FIELDWORK POLICIES AND PROCEDURES

FIELDWORK SEMINAR

All students will attend a mandatory fieldwork seminar meeting scheduled by the ACFWE at the beginning of each semester a Level I fieldwork experience occurs. At the fieldwork seminar meeting, students will learn the fieldwork process, policies, procedures, and begin completing the initial necessary paperwork provided by the Fieldwork Office. Students who do not attend the mandatory fieldwork seminar or who do not hand in their required paperwork on the designated due date to the Fieldwork Office will not be placed for Level I fieldwork which will delay their progression in the OT curriculum.

Students will also attend other fieldwork seminars that are scheduled throughout the semester. These seminars are scheduled in addition to the fieldwork experience and do not count toward the 48 hours. The topics to be covered during those seminars include, but are not limited to: professional behaviors, documentation, discussion of fieldwork experiences, and connection to the curriculum.

LEVEL I FIELDWORK PLACEMENT PROCESS

The ACFWE will place all students for each Level I fieldwork experience according to the ACOTE July 21, 2013 Revised Standards for an Accredited Educational Program for the Occupational Therapist. Level I fieldwork placement decisions by the ACFWE are based on
creating a variety of fieldwork experiences for the student. Students are not permitted under any circumstance to arrange a fieldwork experience for themselves at any time throughout the educational process. Geographic location of the fieldwork site, transportation needs and the student’s financial situation will not be considered in the fieldwork placement process due to the number of students being placed for fieldwork and the national competition for placements at fieldwork sites. The ACFWE reserves the right to make all final determinations of the Level I fieldwork experience.

NOTIFICATION OF LEVEL I FIELDWORK PLACEMENT

Traditional Level I fieldwork placements will be posted for students on their respective Communities pages. Weekend students will also receive a confirmation letter, via US post or e-mail, with the site name, contact person, phone number, dates, and other pertinent information. The contact person listed may not necessarily be the student’s direct supervisor. All students are required to call their Level I fieldwork sites upon notification. It is expected that the students will introduce themselves to the contact person and obtain all necessary information related to the fieldwork site and experience prior to beginning the fieldwork. If multiple students are placed at one site, one student will be identified on the posting as the group’s contact to call the site.

STUDENT CONTACT WITH FIELDWORK SITE

Students and their families are not permitted under any circumstance to contact a site on their own behalf for Level I fieldwork placement. If a student does contact a site, the student will automatically forfeit that placement. A second violation of this policy will result in the ACFWE citing the student for a professional behavior violation and requiring a meeting with the Professional Behaviors Committee. The only time the student is permitted to contact a site is after they have been notified of confirmation of Level I fieldwork by the Fieldwork Office.

CANCELLATION/CHANGES

Students are not permitted to cancel or change a fieldwork experience. The Fieldwork Office is responsible for notifying the student if a fieldwork site cancels or changes the fieldwork experience. Notification to the student will occur within one working day, if possible. The ACFWE will reassign the student to a Level I fieldwork experience as soon as one becomes available. Students are not permitted to contact a site on their own behalf. The ACFWE and the Fieldwork Office cannot be held responsible for a site canceling a Level I fieldwork experience or requesting a change in the fieldwork experience offered.

CONFLICT OF INTEREST AT A LEVEL I FIELDWORK SITE

The Conflict of Interest Policy has been established to protect the student, Misericordia University, Fieldwork Educator, Fieldwork Site and client of occupational therapy services from possible situations where a student’s performance and/or judgment may be called into question. It is the student’s responsibility to identify any and all conflicts as listed below. Failure to comply will result in immediate withdrawal from that site and possible delay in fieldwork and
subsequent coursework. The following criterion is considered a possible conflict of interest at a facility:

- You are presently or were an employee of a site in the past three years.
- You or someone in your immediate family is or was a recipient of rehabilitation services.
- You or someone in your immediate family is involved in litigation at the site.
- Your prospective supervisor is an immediate relative, significant other or personal friend.
- You have been an applicant for a position at the site within the last two years.

**LEVEL I FIELDWORK ATTENDANCE**

Weekday students must attend a minimum of 48 hours of Level I fieldwork as scheduled by the Academic Fieldwork Coordinator. There are make-up days within the academic calendar each semester to accommodate illness, emergency or cancellation due to circumstances beyond the student’s control such as weather. Students are expected to complete six hours per fieldwork day under the direct supervision of the Fieldwork Educator, unless otherwise specified by the Academic Fieldwork Coordinator. This does not include lunch.

Weekend students must complete a minimum of 48 hours of Level I fieldwork. Weekend students must complete the Level I fieldwork in the designated semester timeframe. Level I fieldwork can begin the Monday after the first weekend intervention course and must be completed and all required paperwork handed in to the intervention instructor by the last weekend intervention course. Placements will not be based on the weekend students current work situation. Make-up days due to illness, emergency or cancellation due to circumstances beyond the student’s control such as weather must be arranged at the convenience of the Fieldwork Educator. Lunch is not included in the minimum forty-eight hours of direct supervision by the Fieldwork Educator.

The Student Code of Ethics and Misericordia University Occupational Therapy Department Professional Behaviors Policy will be strictly enforced. Absences other than the above stated will not be permitted or considered valid. It is the student’s responsibility to notify the Fieldwork Educator and OT Fieldwork Office in the event of an absence prior to the scheduled start time of the fieldwork day or in the event they will be late for the fieldwork experience. Failure to notify the Fieldwork Educator and OT Fieldwork Office will result in a written warning being placed in the student’s academic file. If there is a second occurrence of absence without notification, the student will receive a failing grade for the fieldwork component of the Intervention course. All absences must be made up at the convenience of the Level I Fieldwork Educator.

If the university or fieldwork site is closed due to inclement weather, Level I fieldwork is cancelled but must be made up before the end of the semester at a date convenient for the Fieldwork Educator. Students are responsible for notifying their fieldwork supervisor that the University is closed due to inclement weather, and they are also responsible for making arrangements for make-up days with their fieldwork supervisor.
EVALUATION OF LEVEL I FIELDWORK EXPERIENCE

Students will be evaluated by the Fieldwork Educator at the fieldwork site using the Misericordia University Fieldwork Evaluation Form. Evaluation of the student’s performance in fieldwork is an on-going process, which occurs during supervisory sessions at the fieldwork site. It can be both formal and informal to assist the student, the Fieldwork Educator, and the Intervention Instructor in identifying a student’s strengths and need areas. Misericordia University Fieldwork Evaluation Form is based on a satisfactory, needs improvement, and unsatisfactory grading scale.

The Misericordia University Fieldwork Evaluation Form is completed at the midterm point, fourth week for weekday students and twenty-four hour mark for weekend students, by the Fieldwork Educator. The Fieldwork Educator reviews the completed evaluation with the student and provides an opportunity for discussion and feedback on performance. A copy of the completed and signed evaluation form is returned to the ACFWE for review. The evaluation is also provided to the Intervention Instructor for review prior to being put in the student’s fieldwork file. The final evaluation is completed on the eighth week for weekday students and at the forty-eight hour mark for weekend students by the Fieldwork Educator. The Fieldwork Educator reviews the completed final evaluation with the student and provides an opportunity for discussion and feedback on performance. A copy of the completed and signed evaluation form is returned to the ACFWE for review and a final grade. The evaluation is also provided to the Intervention Instructor for review prior to being put in the student’s fieldwork file. Both the midterm and final must be reviewed, signed and dated by the student and Fieldwork Educator.

STUDENT CRITIQUE OF THE FIELDWORK SITE

Students are required to complete, on the final day of the fieldwork experience, the Misericordia University Student Critique of the Fieldwork Experience. The critique must be reviewed with the Fieldwork Educator, signed and dated by both the student and the Fieldwork Educator at the Fieldwork Site and returned with the student’s final evaluation.

LEVEL I FIELDWORK TIME LOG

Students are also responsible for completing the Misericordia University Time Log. Fieldwork Educators at the fieldwork site must initial and date to verify that the student attended the fieldwork site on the documented dates and times. This form is returned with the final evaluation and critique of the experience.

FAILURE OF A LEVEL I FIELDWORK EXPERIENCE

Students are permitted to have no more than three criteria rated ‘unsatisfactory’ on the final Level I evaluation. Having four or more criteria rated ‘unsatisfactory’ will result in failure of Level I fieldwork. Additionally, Level I fieldwork runs the entire semester even though only 8 weeks are actually on-site. In order to successfully complete Level I fieldwork, the student must meet all the requirements outlined in the syllabus, including any ethical or regulatory considerations. The instructor reserves the right to fail or issue a grade of Unsatisfactory if it is discovered that the student violated a regulation, standard, or code of conduct.
Students who fail Level I Fieldwork (OT 591, OT 592, or 593) are required to repeat it and pass a second Level I Fieldwork experience prior to progressing to the next Intervention course and Level I fieldwork experience. Only one Level I Fieldwork grade replacement is allowed. Students who fail a second Level I or Level II Fieldwork experience in any subsequent semester will be dismissed from the Occupational Therapy Program. Level I fieldwork failure may delay progression to the next Intervention course and fieldwork.

If the student fails and needs to repeat a Level I fieldwork experience, the ACFWE will place the student at an additional site and provide the fieldwork site information to the student and Intervention Instructor. The Fieldwork Office will be responsible for calling sites on the student's behalf. Students are not permitted to make calls or attempt to set up their own fieldwork experience. Failure to comply will result in the student losing the site for possible placement.

ACADEMIC COORDINATOR OF FIELDWORK EDUCATION AND OT DEPARTMENT CHAIR CONSENT

The ACFWE and the OT Department chair have the right to cancel or delay a student from attending Level I fieldwork. Reasons for cancellation or delay of a Level I Fieldwork may include but not limited to: documented professional behaviors violations, not meeting the academic criteria to continue, and not meeting all required prerequisites of either the Level I fieldwork site or academic institution.

RESPONSIBILITIES OF THOSE INVOLVED IN THE FIELDWORK PROCESS:

ACADEMIC COORDINATOR OF FIELDWORK EDUCATION AND THE FIELDWORK OFFICE:

- Investigate new sites for potential fieldwork opportunities.
- Establish contracts and insurance for new sites.
- Maintain contracts and insurance with existing sites.
- Provide all fieldwork sites with Program Guide and ACOTE Standards.
- Provide a list of all student placements for Level I fieldwork to the designated Intervention Instructors.
- Track and monitor the student prerequisites for each intervention.
- Document and track all OT student placements to ensure that each student is experiencing a wide range of experiences in service areas with a variety of clients.
- Ensures students have health clearance for fieldwork.
- Send the Fieldwork Educator a Level I fieldwork confirmation letter and student AOTA Personal Data Sheet.
- Ensure level I fieldwork is not a substitute for any part of Level II fieldwork.
- Meet with students concerning any issues or professional behaviors violations.
- Handle all telephone contact and written correspondence for all student placements.
- Post a list of all weekday and weekend student placements for each intervention course.
- Mail weekend students site confirmation letters.
• Make Level I midterm calls to sites concerning student performance.
• Provide on-site visits when necessary or requested.
• Place all midterm and final Level I evaluations in the student’s academic file.
• Place all final student critique of Level I Fieldwork Experience forms into the administrative filing system.

INTERVENTION INSTRUCTOR AND INSTRUCTOR FOR FIELDWORK BLACKBOARD COURSE

• Provide each Level I facility with a copy of the course syllabus and assignments.
• Review with OTS during the first week of classes, Level I fieldwork expectations, professional behaviors and policies/procedures of Level I fieldwork with ACFWE.
• Provide the Fieldwork Educator and students any assignments completed during Level I fieldwork including expectations of each assignment.
• Provide guidance and support to Level I students.
• Provide guidelines in course syllabus pertaining to successful/unsucessful completion of Level I fieldwork.
• Review all midterm and final evaluations provided by the ACFWE.
• Provide on-site visits when necessary or requested by the Fieldwork Site.
• Document any problem areas concerning fieldwork performance in the student’s academic file after discussion and review with the student.
• Provide the Fieldwork Office with any information concerning a site that the Instructor believes to be important to the education of the students.

FIELDWORK SITE AND FIELDWORK EDUCATOR

• Provide opportunities for the occupational therapy student to observe the intervention process with clients and when feasible, participate under direct supervision in selected aspects during that process that complement the occupational therapy curriculum design.
• Review and understand, sign off, and add to if applicable to the Misericordia University Level I Fieldwork Objectives. Provide sign off form to the Fieldwork Office.
• Ensure that Level I fieldwork experiences are not substitutes for any part of Level II fieldwork.
• Provide supervision by qualified personnel.
• Be available for questions and comments the occupational therapy student may have about their observations during the experience.
• Provide both positive and constructive comments to the student to enhance the learning process.
• Evaluate and document the occupational therapy student’s progress at midterm and at final on the evaluation form provided by the academic institution.
• Complete, review and sign the midterm and final evaluation with the student.
• Review Student Critique of the Fieldwork Experience with student, sign and return it with evaluation of student.
• Report immediately any concerns, incidents or issues concerning the student with the Intervention Instructor listed on the course syllabus or the ACFWE.
OCCUPATIONAL THERAPY STUDENT

- Contact the designated Fieldwork Educator upon notification by the Fieldwork Office for introduction and review of pertinent information prior to the start of Level I fieldwork.
- Complete all necessary requirements as documented on the Fieldwork Timeline provided by the Fieldwork Office prior to the first day of fieldwork.
- Have transportation to and from the site.
- Provide a copy of all required information for Level I fieldwork to the designated Fieldwork Educator in a two-pocket folder on the first day of fieldwork. This includes but may not be limited to; copy of approved health clearance form, two copies of the Misericordia University Level I Fieldwork Evaluation (one for midterm and one for final), one copy of the Level I Fieldwork Time Log, one copy of CPR Certification, one copy of PA Child Abuse Clearance, one copy of PA Criminal Record Check, one copy of HIPPA Training Certificate, and one copy of FBI Fingerprinting.
- Review and be familiar with all Fieldwork Objectives prior to the start of the Level I fieldwork experience.
- Weekday students will complete eight full time fieldwork days at the assigned facility.
- Weekend students will complete a minimum of forty-eight hours of fieldwork experience at the assigned facility.
- Follow the Professional Behaviors as printed in the Program Guide.
- Follow the American Occupational Therapy Association Code of Ethics.
- Follow all policies and procedures of Misericordia University and the Occupational Therapy Department.
- Be punctual for all scheduled fieldwork days and contact the Fieldwork Educator and Fieldwork Office if they are going to be absent from fieldwork due to illness or emergency.
- Complete all Intervention and Level I Fieldwork Blackboard course assignments related to Level I fieldwork within the semester of that intervention course. Review with the Fieldwork Educator and sign both the midterm evaluation, final evaluation and hand in to the Intervention Instructor at the designated times as noted on the Fieldwork Timeline.
- Complete, sign, and review with the Fieldwork Educator the Student Critique of Level I Fieldwork Experience form on the last day of the fieldwork experience after they have reviewed their final evaluation.
LEVEL II FIELDWORK

INTRODUCTION

Level II fieldwork is the culminating educational experience for the occupational therapy student. As a student, you have the opportunity to apply academically acquired knowledge of the occupational therapy process to a wide variety of traditional and non-traditional service settings. You will be expected to integrate prior learning and experiences as you complete higher-level requirements and execute higher-level responsibilities. This is the time for an occupational therapy student to learn not only the occupational therapy process but also how to be an entry-level occupational therapist. You will have the exciting opportunity to experience what it means to be part of an occupational therapy department, how to work collaboratively in a treatment team, and how to interact with a variety of individuals in the world of healthcare.

Students in both the weekday and weekend programs are required to do a minimum of six months or 24 weeks of Level II fieldwork. Level II fieldwork is only scheduled after all required prerequisite coursework has been successfully completed. Level II fieldwork must be completed no later than 24 months following completion of academic courses in order to ensure continuity in the educational process. Experiences in Level II fieldwork vary depending upon the site in which the student is placed. Students are supervised by an Occupational Therapist with at least one year of experience since completing the National Board Certification Exam. The student is able to apply learned theory, knowledge of the occupational therapy process, experiences in Level I fieldwork, and professional skills at the Level II fieldwork site. New theories, techniques, and ideas are integrated as the student works with and learns from many professionals.

Successful completion of all academic coursework and Level II fieldwork (OT 601 and OT 602) will qualify the student to take the National Board for Certification in Occupational Therapy (NBCOT) Examination. The student must pass the NBCOT examination in order to become a registered occupational therapist. In addition, successful completion of the NBCOT examination is also used by many states as a requirement for licensure. Information will be provided in the graduate year about registering for the examination.

ACOTE STANDARDS AND PLACEMENT CONSIDERATIONS

The ACOTE Standards were created to protect the student in the educational process by providing guidelines that must be followed to ensure a well-rounded educational experience.

According to the 2013 ACOTE Standards:

The goal of Level II fieldwork is to develop competent, entry-level, generalist occupational therapists. Level II fieldwork must be integral to the program's curriculum design and must include an in-depth experience in delivering occupational therapy services to clients, focusing on the application of purposeful and meaningful occupation and research, administration, and management of occupational therapy services. It is
recommended that the student be exposed to a variety of clients across the life span and to a variety of settings.

At the time the placement process occurs in the curriculum sequence, students are not expected to know the preferences they may have for a specific area of occupational therapy practice. Preferences in areas of practice may change prior to or because of a Level II fieldwork experience. It is important that students are placed for Level II fieldwork based on the quality of the fieldwork programs and the student's learning style. Because of the changing nature of healthcare and emerging settings, students may complete Level II fieldwork in settings where there are no occupational therapy services. In this situation, the Academic Fieldwork Coordinator will develop a plan, in collaboration with the site, to meet the ACOTE standards related to this type of setting. The 2013 ACOTE standards state that student supervision must:

"... include a documented plan for provision of occupational therapy services and supervision by a currently licensed or otherwise regulated occupational therapist with at least 3 years full-time or its equivalent of professional experience. Supervision must include a minimum of 8 hours of direct supervision each week of the fieldwork experience. An occupational therapy supervisor must be available, via a variety of contact measures, to the student during all working hours. An on-site supervisor designee of another profession must be assigned while the occupational therapy supervisor is off site."

With the large number of growing occupational therapy programs across the United States and the ever-changing healthcare environment, no placement is ever guaranteed. Misericordia University's Occupational Therapy Fieldwork Office cannot guarantee that every student will be placed for Level II fieldwork at the time scheduled in the curriculum. Given the nature of fieldwork, students compete with each other and with students from across the country. Fieldwork placement is also directly affected by the changes in healthcare and fieldwork site staffing ratios. It is the responsibility of the ACFWE to coordinate and monitor the experiences of every occupational therapy student in the weekday and weekend programs. The ACFWE is responsible for ensuring that each student has a wide variety of experiences to build the foundation for entry-level practice. Students are highly encouraged to broaden their experiences by collaborating with the ACFWE to locate new and emerging fieldwork sites. This will enhance the student's cultural competence and professional experience.

**INTERNATIONAL FIELDWORK**

Students may complete a Level II Fieldwork experience internationally. Students who complete a fieldwork outside of the United States must be supervised by a qualified occupational therapist. According to the 2013 ACOTE Standards, those therapists are ones who "have graduated from an program approved by the World Federation of Occupational Therapists." They must also have the required one year of experience.

**FIELDWORK SEMINAR**

All students will attend a mandatory fieldwork seminar meeting scheduled by the ACFWE the semester prior to the first Level I fieldwork experience. At the fieldwork seminar meeting, students will learn the necessary documentation required by the Fieldwork Office. Students will be assigned a designated time to meet with the ACFWE following the meeting. This
meeting will be the student's one-on-one time with the ACFWE in which the student's experiences and interest will be discussed and any additional question the student may have related to fieldwork and the fieldwork process can be answered. From the information obtained in these two meetings, the ACFWE will begin the Level II placement process. Students who do not attend the mandatory fieldwork seminar or who do not submit their required paperwork on the designated due date to the Fieldwork Office will not be placed for Level II fieldwork, which will delay their progression in the OT curriculum.

DATES OF THE FIELDWORK EXPERIENCE

Dates for Level II fieldwork experiences are in conjunction with AOTA and academic calendar dates for spring, fall, and summer semesters. For the weekday students, according to the curricular timetable, typically Level II fieldwork begins in June and ends in December. Students in the weekend program will, according to the curricular timetable, typically begin fieldwork in January and end in June. There is generally one week between the end of one affiliation and the start of another.

The length of fieldwork at a given facility is typically 12-weeks (3-months). Most sites provide experience with a specific population and are in a given service delivery model. There are fieldwork sites that provide a 24-week (6-month) fieldwork experience for students. These sites are able to provide this opportunity because they offer services to clients with a variety of ages, using a variety of service delivery models, and students are also able to provide services to clients with various performance deficits.

OBJECTIVES FOR LEVEL II FIELDWORK

Under direct supervision of the Level II Fieldwork Educator, the student will;

1. Abide by the AOTA Code of Ethics, Misericordia University's Professional Behaviors and its department policies and procedures, and all fieldwork site policies and procedures.
2. Use sound judgment in regard to safety at all times.
3. Clearly and confidently articulate the basic tenets of occupational therapy and apply them throughout the occupational therapy process.
4. Demonstrate proficiency in the evaluation process as it relates to selecting, administering, modifying and interpreting evaluations to meet the client's needs including an occupational profile.
5. Accurately establish appropriate client centered treatment plans that are occupation based and holistic in nature including psychosocial aspects.
6. Demonstrate proficiency in the treatment process as it relates but not limited to articulating theory based rationale, choosing relevant intrinsically motivating occupations that are client centered, using evidence from research and resources to make informed decisions, modifying treatment when necessary, terminating or referring treatment based on client status.
7. Demonstrate the ability to lead and collaborate with occupational therapy assistants and other department personnel throughout the intervention process when applicable.
8. Demonstrate the ability to complete assigned duties required by the fieldwork site.
9. Communicate with learning needs and actively participate in the supervisory process.
10. Complete all documentation correctly and in the designated time frame according to the fieldwork site policies and procedures.
11. Take responsibility for exploring new learning independently utilizing all available resources to enhance professional development.
12. Achieve the minimum or above passing score on the AOTA Level II Fieldwork Evaluation at midterm and upon completion of the experience.
13. Apply concepts of the occupational therapy process in a non-traditional, community based, or emerging practice area.
14. The student will demonstrate an understanding of interprofessionalism by providing services through effective communication, accurate identification of the professional roles and the ability to work collaboratively in executing a treatment plan.
15. Present the results of an evidence based practice project as directed by their academic course instructor that has potential application to the fieldwork site.

LEVEL II FIELDWORK EVALUATION POLICY AND PROCEDURE

The student is evaluated using the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student. The fieldwork educator completes this evaluation at midterm and at the completion of each of the fieldwork experiences.

The midterm evaluation is done on the 6th week of a 3-month affiliation or on the 12th week of a 6-month affiliation. The student’s direct occupational therapy supervisor completes the evaluation. The grading criterion used to assess the student’s progress is based on 42 performance items.

The midterm evaluation is reviewed with the student to identify the student’s areas of strength and areas of improvement. The final evaluation is done on the 12th week of a 3-month affiliation and the 24th week of a 6-month affiliation. The student must successfully score at or above the AOTA established minimum numerical score on the midterm and final evaluations in order to pass the affiliation.

Performance rating scores are as follows:

OVERALL MIDTERM SCORE
Satisfactory Performance........90 and above
Unsatisfactory Performance......89 and below
*An unsatisfactory performance rating would require the fieldwork educator to contact the Academic Coordinator of Fieldwork Educator.

OVERALL FINAL SCORE
Pass....................................122 points and above
No Pass/Fail..........................121 points and below

The Fieldwork Educator is required to complete and review with the student the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student. The student is required to complete and review with the Fieldwork Educator the AOTA Student Evaluation of
the Fieldwork Experience after the final evaluation has been reviewed. The student and the Fieldwork Educator must sign and date that the evaluations have been reviewed. The AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student and the AOTA Student Evaluation of the Fieldwork Experience are mailed to the ACFWE. Upon reviewing the evaluation, the ACFWE either enters a grade of pass (P) or fail (F) with Misericordia University's Registrar's Office. It is only after the grade has been submitted by the ACFWE that the fieldwork experience is considered complete. Although the ACFWE relies upon the Fieldwork Educator's evaluation ratings utilizing the AOTA Performance Evaluation and scoring system, the ACFWE holds the right to make final determination of the final grade for the Level II fieldwork experience.

If the student's performance in the Level II fieldwork experience is not meeting the fieldwork site expectations of a student's performance level at midterm, the Fieldwork Educator, ACFWE and the student will review the student's performance. A learning contract will be initiated by the ACFWE and reviewed by all parties to establish a list of goals the student will need to meet in order to successfully complete the fieldwork. If the student fails the Level II fieldwork, the experience must be repeated in accordance with MU OT grade replacement policies.

If the student is not performing satisfactorily at fieldwork, and the fieldwork site or the student needs to terminate the experience before it is completed, the student will receive a grade of "U", and the student is responsible for repeating and grade replacing the experience in accordance with MU OT grade replacement policies.

If a student is proceeding satisfactorily in fieldwork and personal circumstances necessitate termination of the the fieldwork experience, the student must seek approval from the ACFWE and his or her advisor. If this leave is approved, the student may receive a grade of "W" for the fieldwork if it is in accordance with the Misericordia University withdrawal policies and required time frames. Students who fail or receive a grade of W of any Level II will need to repeat the Level II experience in its entirety, in accordance with Misericordia University OT grade replacement policies.

If a student needs to delay or terminate a fieldwork for medical reasons, he/she needs to obtain medical clearance prior to returning to the fieldwork site or beginning a new Fieldwork Experience.

In the event that a fieldwork experience is terminated earlier than planned for any reason by the student or the site, the time spent at the incomplete fieldwork will not count toward successful completion of that particular fieldwork experience. The Level II Fieldwork experience must be completed in its entirety. Level II Fieldwork, OT 601 and OT 602, are each 7-credit courses. If the fieldwork must be repeated for any reason, the student is responsible for paying for the additional fieldwork. Students who choose, in collaboration and with permission of the ACFWE, to withdraw from a Level II fieldwork experience, they must do so by week four (4) in order to receive a "withdraw" grade. The student will be required to repeat that fieldwork experience and will be financially responsible for paying for the additional credits. No time accumulated at a site will be used towards an additional experience. Students are not permitted to withdraw from a Level II Fieldwork experience without the permission of the ACFWE and
their OT academic advisor. Please refer to the Withdrawal from Level II Fieldwork Policy. Students are only permitted to fail one Level II Fieldwork experience. A “fail” grade in a second Level II Fieldwork experience will result in dismissal from the program. Students are to meet with their academic advisor for guidance concerning continuation in the program. Students who have failed any Level I fieldwork experience and fail a subsequent Level II fieldwork will be dismissed from the program. They will not be permitted to repeat the Level II fieldwork.

FINANCIAL

Misericordia University will not be held responsible for any expenses incurred during Level II fieldwork. These expenses may include but are not limited to:

- Travel expenses
- Rent
- Transportation
- Food
- Personal needs such as specific types of clothing required by a facility’s dress code.

Students are made aware of the financial implications during Fieldwork Seminar held in the junior year for the weekday students and the second year for the weekend students. Students will be responsible for budgeting in advance for Level II fieldwork. The student should check with the Financial Aid Office for information on loans available for students while on fieldwork. Financial expenses will not be a consideration when assigning students to a level II fieldwork.

EMOTIONAL ADJUSTMENT

The transition from an academic environment to a Level II fieldwork experience can be an enormous challenge for a student. Students will be leaving the familiar environment of the campus and possibly home. Students will be introduced into an unfamiliar environment of the occupational therapy workplace and may also be living in new surroundings. This in itself can be extremely stressful. Other adjustments, which may produce anxiety in the Level II fieldwork student, are lack of a familiar support systems and lack of familiar roles. Students may have difficulty adjusting to the role of a Level II fieldwork student as opposed to worker, spouse, parent, supervisor, etc. It is vital that the students maintain supportive relationship with family and friends.

Adjusting to Level II fieldwork will take some time. Many students will feel overwhelmed and homesick for the first month. Students should not be discouraged by initial responses such as this, but try to view the experience as a time of personal and professional growth. Generally by the fourth week, students begin to feel acclimated and in control of their environment, knowledge, and skills. It is important to remember that by the last four weeks, the student is expected to function and feel like an entry-level occupational therapist rather than a student.
TRANSPORTATION

The student is responsible for transportation during Level II fieldwork. Fieldwork placement will not be scheduled according to the transportation needs of the student. The student will be responsible for reporting to a fieldwork site and completing the experience as scheduled.

HOUSING

The student will be responsible for obtaining housing during Level II fieldwork. The university is not responsible for arranging, finding, or assigning fieldwork based on the housing needs of the student.

The student will need to review the Fieldwork Site Data Form to obtain current housing information. Fieldwork sites will not be held responsible for providing or arranging housing. If the site does assist the student with housing, the student will be held responsible for following all rules and regulations of the provider. A refusal to follow said rules and regulations will lead to dismissal from the fieldwork.

SPECIAL CONSIDERATIONS

Due to the number of occupational therapy students needing Level II fieldwork site experiences and the ever changing availability of fieldwork site opportunities, Misericordia University will not place students based on the following reasons:

- Financial needs
- Transportation needs
- Housing needs
- Special events such as weddings, reunions, graduations, birthdays, etc.
- Marital status
- Childcare needs
- Current work schedule or job responsibilities

Level II fieldwork is 6-months in a student’s entire lifetime. The ACFWE holds the right to make all final decisions concerning fieldwork placements.

LEVEL II SITE FILES

The student will have the opportunity to review the Level II fieldwork site files of those contracted sites interested in taking a Level II student prior to the one-on-one meeting with the ACFWE. Current Level II fieldwork site files will be made available electronically to the student and older records are located in the library on reserve. The files provide the student with valuable information concerning each site. This information may include:

- Fieldwork Data Form that provides information on the site such as the number of staff, the size of the institution, its program in general, dress code, living accommodations, prerequisites, and more.
- Most recent Student Evaluation of Fieldwork Experience
- Fieldwork Objectives and Facility Overview that outlines the objectives for their program, sometimes giving a weekly overview of the progression of the program.
- Miscellaneous Items that a site will send such as brochures and pamphlets describing the site. These are helpful in trying to acquire a broader knowledge of the facility setting and what it may offer.

The information in the Level II fieldwork site files changes continually and the facilities are added and subtracted, as the ACFWE deems necessary. Every attempt is made by the Fieldwork Office to maintain the most current, available information on a site.

**LEVEL II FIELDWORK SELECTION**

Students will be provided with a list of sites that have been used previously and may be available for the time frame they are choosing for Level II fieldwork. Students must meet individually with the ACFWE to discuss sites of interest and ask any questions related to fieldwork, the process, or sites. Students are then given a due date in which all Level II choices must be submitted to the ACFWE. On the designated due date, the students will be required to submit their final Level II Fieldwork choices using the Misericordia University Level II Preference Form. A list will be compiled for OT 601 and OT 602 and distributed in the following week’s OT Department meeting for faculty review. With ACFWE and faculty consensus, the ACFWE will begin to proceed with placement. If the ACFWE or the faculty do not feel a student’s choice is appropriate, that student will be required to meet with the ACFWE again to discuss the concerns and be counseled as to a site that might better fit the student’s learning needs.

The ACFWE makes every effort to place the student at the student’s preferred site, but students must also be cognizant of the fact that choosing a site does not automatically guarantee that the student will be placed at that site.

There is currently high competition for fieldwork sites. Additionally, sites are frequently reluctant to offer fieldwork experiences in advance due to changing health care conditions. Because of this, the ACFWE has the right to assign a student to a site that the student may not have requested. In the event that the site that the student chose is not available, the ACFWE will attempt to ensure that the student is able to complete the Level II at a site providing the same type of experience. Students will be made aware of their site placements by the ACFWE.

Students must meet individually with the ACFWE to discuss sites of interest and ask any questions related to fieldwork, the process, or sites. Students are then given a due date in which all Level II choices must be submitted to the ACFWE. On the designated due date, the students will be required to submit their final Level II Fieldwork choices using the Misericordia University Level II Preference Form. A list will be compiled for OT 601 and OT 602 and distributed at an OT Department meeting for faculty review. With ACFWE and faculty consensus, each student will be confirmed at a chosen fieldwork placement. If the ACFWE or the faculty do not feel a student’s choice is appropriate, that student will be required to meet with the ACFWE again to discuss the concerns and be counseled as to a site that might better fit their learning needs. In certain circumstances, the ACFWE has the right to assign a student to a site a new contracted site or a site which the student has not designated. This situation will be dealt with on a case by case basis by the ACFWE.
Students need to recognize that fieldwork placement is a competitive process as numerous schools and students are in need of fieldwork sites. Therefore students must also be cognizant of the fact that choosing a site does not automatically guarantee that the student will be placed at that site, even if faculty feel it is an appropriate choice for the student. Many factors affect site placement. Students will be made aware of their site placements by the ACFWE.

APPOINTMENT WITH ACADEMIC COORDINATOR OF FIELDWORK EDUCATION

The student is responsible for attending a scheduled appointment with the ACFWE, predetermined by the Fieldwork Office, after they have attended the Fieldwork Seminar. Appointments will be scheduled during the mandatory Fieldwork Seminar.

During the scheduled appointment time, the student and the ACFWE will:

- Review the Level II Fieldwork sites available.
- Review the Conflict of Interest Form the student completed prior to Level I fieldwork.
- Discuss any questions the student may have concerning the fieldwork experience.
- Discuss any concerns the ACFWE may have.
- Review any Professional Behavior Incident Forms in the student file, and discuss any necessary actions that may need to be taken to remediate problems prior to the fieldwork assignments.

Students will not be placed for Level II fieldwork unless they meet first with the ACFWE. Appointments will be held only at predetermined times. Every effort will be made by the Fieldwork Office to schedule appointments during unopposed time that is designated by the university. Any changes will be dealt with on a case-by-case basis.

CONFLICT OF INTEREST AT A LEVEL II FIELDWORK SITE

The Conflict of Interest Policy has been established to protect the student, Misericordia University, Fieldwork Educator, Fieldwork Site and client of occupational therapy services from possible situations where a student’s performance and/or judgment may be called into question in the case of any or all circumstances listed below. It is the student’s responsibility to identify any and all conflicts. Failure to comply will result in immediate withdrawal from that site and possible delay in fieldwork and subsequent coursework. The following criterion is considered a possible conflict of interest at a facility:

- You are presently or were an employee of a site in the past three years.
- You or someone in your immediate family is or was a recipient of rehabilitation services.
- You or someone in your immediate family is involved in litigation at the site.
- Your prospective supervisor is an immediate relative, significant other or close personal friend.
- You have been an applicant for a position at the site within the last two years.
NOTIFICATION OF ACCEPTANCE

Student will be notified by mail once their name has been given to the fieldwork site. The letter will contain:

- Name of Facility
- Address
- Phone Number
- Session that Level II fieldwork will occur
- Contact person's name at that facility

The notification letter sent to the student will finalize the Level II Fieldwork placement process. Misericordia University cannot guarantee that the request and confirmed fieldwork site will be a final placement. Changes in fieldwork due to reasons previously stated are out of the control of Misericordia University.

CANCELLATIONS/CHANGES

Level II fieldwork experiences are selected on the basis of academic, educational, and professional value for the student. Once the student has been selected and is confirmed by Misericordia University at a Level II fieldwork placement, the student will be required to interview at the Level II fieldwork site. Absolutely no student will be cancelled from a confirmed Level II site. All Level II fieldwork placements are final unless the fieldwork site cancels the placement.

In the event of severe hardship (serious personal illness or death in student's family), the student may seek a change in a fieldwork placement. Only a serious personal illness or death in a student's family will be considered in potentially changing or cancelling a Level II fieldwork experience. Students must submit paperwork as required by the ACFWE as proof of said reasons. The student will be required to:

- Submit to the ACFWE a description of the said hardship in typed narrative format, note from student's doctor or obituary in the case of death and signed by the student.
- Within one week, the ACFWE will review the request for cancellation and notify the student of the decision. The ACFWE has the right to request further information and to either approve or deny the request.

If a confirmed Level II fieldwork site cancels a student experience, the Fieldwork Office will notify the student within 24 hours upon receiving the cancellation. The student will be required to meet with the ACFWE to establish a list of potential site requests. UNDER NO CIRCUMSTANCES ARE STUDENTS OR THEIR FAMILIES TO CONTACT A SITE ON THEIR OWN BEHALF. If students do contact a site, they will automatically forfeit that potential placement. The ACFWE reserves the right to make all final determinations of Level II Fieldwork placement.
ACADEMIC COORDINATOR OF FIELDWORK EDUCATION AND OT DEPARTMENT CHAIR CONSENT

The ACFWE and the OT Department chair have the right to cancel or delay a student from attending Level II fieldwork. Reasons for cancellation or delay of a Level II Fieldwork may include but not limited to, documented professional behaviors violations, not meeting the academic criteria to continue, and not meeting all required prerequisites of either the Level II fieldwork site or academic institution.

INFORMATION SENT TO FIELDWORK EDUCATORS BY THE FIELDWORK OFFICE UPON CONFIRMATION

- A letter confirming the name of the student and dates of the fieldwork experience
- Liability Insurance issued by Misericordia University’s Business Office
- Site contracts or Addendum when necessary
- Standards for an Accredited Educational Program for the Occupational Therapist when necessary
- Confirmed Student’s Personal Data Sheet
- Misericordia University Occupational Therapy Program Guide when necessary
- Level II Fieldwork Course Syllabus and Level II Fieldwork Objectives with Sign Off Sheet

INFORMATION TAKEN TO THE FIELDWORK EDUCATOR BY THE OCCUPATIONAL THERAPY STUDENT

- Misericordia University Student Health Form
- Proof of CPR Certification
- Child Abuse Clearance for students completing a Level II fieldwork in PA
- PA Criminal Record Check for students completing a Level II fieldwork in PA
- FBI Fingerprinting Results
- HIPPA Training Certificate
- 1 AOTA Fieldwork Evaluations for the Occupational Therapist for each site
- 1 AOTA Student Evaluation of the Fieldwork Experience for each site
- Any and all other site required pre-requisites

INITIAL STUDENT CONTACT

Students will be required to contact their Level II fieldwork sites six months prior to the start date of the experience. If the facility requests a specific time to be contacted, the student will be notified in the confirmation letter or notified via electronic mail. The purpose of the telephone contact is for the students to introduce themselves and set up an interview as described below.

The student is responsible for writing a letter to the contact person at the fieldwork site immediately following the telephone contact stating:
• Student’s name
• Identifying the student as an occupational therapy student from Misericordia University
• Confirmation date of the Fieldwork experience
• Date, time, and place of the arranged interview
• Thank you notation for the therapist’s time in speaking with the student

The student will need 3 copies of the letter.

• Copy for the student’s personal file
• Copy for the Fieldwork Office to be put in student’s fieldwork file
• Original copy to be sent to the fieldwork site

INTERVIEW

All students are required to interview at their confirmed Level II fieldwork sites. The student schedules the interview at the time of the initial telephone contact. The student is expected to attend the interview in person. In cases where the student is placed out of state, the student is responsible for completing the interview process by telephone. During the interview, the student should also obtain all prerequisites required by that site and their respective due dates. If the site does not do interviews, it is the student’s responsibility to obtain all necessary information at the time of the initial telephone contact.

A Student Interview Summary Sheet and a Supervisor Interview Summary Sheet will be uploaded onto the class group’s page by the Fieldwork Office. The Interview Summary Sheet describes the interview, the impression of the site, the impression of the student and provides an area for comments to address concerns or questions. The student will need to print out a copy of each summary sheet. The Student Interview Summary Sheet will be completed by the student after the formal interview and submitted to the Fieldwork Office no later than two weeks after the scheduled interview. The Supervisor Interview Summary Sheet will be provided to the site by the student at the time of the interview with a stamped addressed envelope. The site interviewer will complete the form and return it to the ACFWE.

POST INTERVIEW LETTER

Students will be required to write a post interview letter to the fieldwork educator who conducts the Level II fieldwork interview. This letter is to be sent out no later than one week after the interview.

The letter must contain:

• Introduction
• Confirmation of the start date
• Intention to use housing provided by the site when applicable and expected arrival date of the student
• Confirmation of the dress code
• Confirmation of any reference materials or books the student may be required to bring
• Confirmation of all prerequisites and the subsequent due dates
• The student’s address and telephone number in case the fieldwork educator needs to make contact prior to the start of the fieldwork
• Thank you notation for the therapist’s time for interviewing the student

The student will need 3 copies of this letter.

• Copy for the student’s personal file
• Copy for the Fieldwork Office to be put in the student’s administrative file
• Original copy to be sent to the fieldwork site

Unless the fieldwork educator contacts the student or the student is required to contact the site for a specific required reason the student is not to contact the site prior to the start of the Level II fieldwork experience.

ATTENDANCE POLICY

Attendance in fieldwork is required to meet the course objectives. OT 601 and 602 are two twelve week off campus courses. Additionally, absences which impact upon the student’s ability to meet responsibilities in this cooperative learning model will have a negative result on the student’s grade and ability to successfully pass Level II Fieldwork. Students are required to complete all scheduled Level II Fieldwork days.

If the student is unable to avoid an absence due to illness, that day must be made up prior to the completion of the Level II Fieldwork. It is the student’s responsibility to make-up all missed work and to seek information for anything pertinent to the day related to the student’s responsibilities and role at the site. Students are absolutely required to speak to the fieldwork site supervisor if an absence must be taken. Students are also required to notify the ACFWE by either e-mail or by calling the day of the absence.

BLACKBOARD DURING LEVEL II FIELDWORK

Students will be required to participate in discussion assignments during the six months of Level II fieldwork, OT 601 and OT 602, on the university’s e-MU course blackboard system. Students will need internet access to participate on a weekly basis. The ACFWE will review the responsibilities in participating in the discussions during the fieldwork seminar, prior to the students participating in Level II fieldwork, and in the OT 601 and OT 602 syllabi.

RESPONSIBILITIES DURING LEVEL II FIELDWORK

ACADEMIC COORDINATOR OF FIELDWORK EDUCATION AND FIELDWORK OFFICE

• Investigate new sites for potential fieldwork opportunities.
• Establish contracts and insurance for new sites.
• Maintain contracts and insurance with existing sites.
• Provide all fieldwork sites with Program Guides and ACOTE Standards.
• Provide a confirmation letter to the site with the student name and dates of the Level II fieldwork experience.
• Document and track all OT student placements to ensure that each student is experiencing a wide range of experiences in service areas with a variety of clients.
• Work collaboratively with the Director of Student Health Services in ensuring students have health clearance for fieldwork.
• Send the Fieldwork Educator all necessary paperwork, including course syllabi.
• Meet with students concerning any issues or professional behaviors violations.
• Handle all telephone contact and written correspondence for all student placements.
• Mail student placement confirmations to all students.
• Provide on-site visits.
• Provide counseling to students during fieldwork and at off clinic times to discuss concerns, issues or answer questions, seven days a week.
• Place all midterm and subsequent calls to the site and document any issues or concerns in the student’s academic file.
• Place all final student evaluation forms into the fieldwork filing system.
• Collect data on student performance and student feedback of experience and present information to the OT Department on an annual basis.

FIELDWORK EDUCATOR

• Must be a currently licensed and certified occupational therapist with a minimum of one-year practice experience subsequent to initial certification and adequately prepared to serve as a fieldwork educator.
• Review the Level II fieldwork syllabus and assignments.
• Orient the student to the Level II fieldwork site and provide a student manual for the student to refer to.
• Introduce the student to the other staff and clients.
• Encourage the student to explore the department.
• Explain the rules and regulations of the department and the facility.
• Explain the role of OT in the facility.
• Review all required paperwork and the billing system.
• Provide student with a weekly progression of student responsibilities.
• Observe and give feedback on the student’s interpersonal skills.
• Observe and give feedback on the student’s approach to learning and developing an understanding of assessment and treatment modalities.
• Demonstrate skills necessary to enhance student learning.
• Demonstrate professionalism as a developmental process and a professional responsibility.
• Supervise the student’s treatment plans for individual clients.
• Evaluate the student’s application of treatment plans.
• Ensure safety of clients during student intervention.
• Provide one-on-one supervision at least weekly with the student. More supervision time may be negotiated between the fieldwork educator and student.
• Assist student in making the connection between theory and practice.
• Discuss with the student their strengths and limitations in knowledge and approach to the occupational therapy process.
• Contact the ACFWE at Misericordia University at any time there is a concern about a student’s performance.
• Assist the student in developing their learning needs and review on a weekly basis.
• Supervisors will evaluate student progress at midterm and at the completion of the fieldwork experience using the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student.
• Discuss the evaluation with student and provide the opportunity for the student to reflect on their strengths and areas of concern. Allow the student to sign the form acknowledging that they have received it. The student does not have to agree with the evaluation or sign it.
• Immediately upon the completion of Level II Fieldwork, mail the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student and the AOTA Student Evaluation of the Fieldwork Experience forms to the ACFWE at Misericordia University.

**OCCUPATIONAL THERAPY STUDENT**

• Provide on the first day, all fieldwork site and university required prerequisites.
• Obey all policies and procedures of the fieldwork site, including prompt notification of absences to site and ACFWE at Misericordia University.
• In cases of absences, make up the absence at the end of the 12 week experience. Student must contact fieldwork supervisor and ACFWE to notify them of any absences.
• Fulfill all responsibilities and assignments required by the fieldwork site, unless exempt, within the timeframe specified.
• Review and follow all Level II fieldwork objectives as noted in the course syllabus.
• Participate in weekly discussion board postings on the Level II Blackboard course and hand in required course assignments on their designated due dates.
• Follow the Professional Behaviors as outlined in the Program Guide.
• Follow the Student Code of Ethics at all times.
• Provide honest feedback with your fieldwork educator and other staff.
• Show initiative by asking questions, observing, discussing ideas, and reviewing materials independently.
• Be able to receive and apply positive feedback and constructive criticism.
• Follow Standard Precautions at all times.
• Call the ACFWE at any time in the fieldwork experience if you have a concern or problem.
• Review with the Fieldwork Educator a completed copy of the AOTA Student Evaluation of The Fieldwork Experience no later than the last day of the affiliation, after the signing of the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Student.
APPENDICES:
CHS POLICIES AND FORMS

MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES
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POLICY #1: STUDENT CLINICAL CLEARANCE

Purpose:

The College of Health Sciences has established requirements for those students engaging in clinical education experiences. The documentation of such requirements will be placed on file in the department of the student’s major both prior to the beginning of clinical education experience and yearly thereafter.

Procedure:

1. Required forms may be secured from the Clinical Coordinator of the individual department/program [Medical Imaging (MI), Diagnostic Medical Sonography (DMS), Nursing (NSG), Occupational Therapy (OT), Physical Therapy (PT), or Speech-Language Pathology (SLP), Nuclear Medicine Technology (NMT)].

2. The student will be provided with a Clinical Clearance packet, which contains a checklist. The student must use this list to ensure that all required items are included, prior to submission to the Clinical Coordinator. Some clinical sites may require additional information, immunizations or testing. Students will be notified of any additional requirements. The students must comply with such requests in order to initiate a clinical education experience at that site.

3. Students are required to obtain clinical clearance as determined by the established protocol of their department. Students are responsible for adhering to the following dates.

**Medical Imaging**

*Clinical Experiences I-VII:* no later than August 1st (for initial health clearance)* and no later than 2 weeks prior to the expiration date for subsequent clearances.

**Diagnostic Medical Sonography**

*Clinical Experiences I - V* no later than August 1st (for initial health clearance)* and no later than 2 weeks prior to the expiration date for subsequent clearances.

**Nuclear Medicine Technology**

*Clinical Experiences I - V* no later than August 1st (for initial health clearance)* and no later than 2 weeks prior to the expiration date for subsequent clearances.

**Nursing**

*Undergraduate Traditional* May 15

*Undergraduate PTEANP* April 1

*Undergraduate RN to BSN* June 15 (fall clinical)

December 15 (spring clinical)
Graduate: April 1

**Occupational Therapy**
*Fieldwork Levels I and II:* Weekday OTS first full week of December
Weekend OTS last weekend of September

**Physical Therapy**
*Clin Ed. I and II:* last full week in January
*Clin Ed. III and IV:* first full week of February

**Speech-Language Pathology**
*Optional Clinic Laboratory & Clinic I and II* No later than July 31st (for initial health clearance) and no later than 2 weeks prior to the expiration date for subsequent clearances.
*and Fieldwork I and II (Externship)*

4. The Health Clearance Form contains all mandatory tests that must be completed by the student’s health care provider. The completed Health Clearance Form and copies of the final lab results must be submitted to the Clinical Coordinator of the student’s major/program. Submission of this documentation is required for clinical clearance prior to the start of the actual clinical experience.

5. It is the responsibility of the student to maintain current clinical clearance.

6. Upon verification by the Clinical Coordinator that all required clinical documentation has been received the Clinical Coordinator will complete the Clinical Clearance Verification Form.

7. Clinical Clearance will be withheld if all requirements are not fulfilled. As a result, the clinical experience start will be delayed.

8. Some clinical sites may require copies of any/all clinical clearance documentation. Students will be required to sign a statement allowing Misericordia University to release such information.

9. Any change in medical status following the initial clearance, must be reported to the Clinical Coordinator, and the student must provide an updated clearance from a health care provider, to continue/resume classroom, laboratory and/or clinical activities.

Final Approval: 12/2011
MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES

POLICY #2: CRIMINAL RECORD CHECK AND CHILD ABUSE HISTORY CLEARANCE

Purpose:
To inform students interested in pursuing careers in the Health Sciences that:

1. Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance, may be required by the program, by the professional licensing board, or by any site providing clinical placements for students during their education.

2. The student must authorize release of the results of any Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance when requested by the program, university, or clinical placement site.

3. All costs associated with the Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance are the responsibility of the student unless specifically stated otherwise by the party requesting the Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance.

4. A positive Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance may result in any of the following:
   - Inability to find a clinical placement
   - Dismissal from a clinical placement
   - Inability to obtain professional licensure
   - Legal ramifications
   - Inability to matriculate or continue within a program within the Health Sciences
   - Inability to meet requirements for graduation from the program of study

5. Any student with a history of a positive finding on a Criminal Record Check or Child Abuse History Clearance should seek advice from legal counsel for the potential impact on the ability of the student to meet specific program or licensing requirements prior to entering a program in the College of Health Sciences.

Procedure:

1. Any student with a history of a positive finding or a change in status on a Criminal Record Check or Child Abuse History Clearance must inform the Clinical Coordinator who will inform the Department Chair and Dean of the College of Health Sciences. The student should also seek advice from legal counsel for the potential impact on the ability of the student to meet specific program or licensing requirements.

2. Any program requiring mandatory Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance prior to enrollment or clinical placement will inform students of the
specific requirements and timing for Criminal Record Checks, (Federal and/or State), and/or Child Abuse History Clearances.

3. Clinical Placements that have required Criminal Record Checks, (Federal and/or State), and/or Child Abuse History Clearances policies will be clearly identified for students prior to placement in the facility.*

*Students should be aware that the individual Clinical Placements may institute changes in policies without notice. Should this occur the student is still responsible for meeting the requirements of the Clinical Placement.

4. In cases where students are the direct recipient of the criminal record check the student must supply the Clinical Coordinator with a copy of the report. Any student who fails a Criminal Record Check, (Federal and/or State), and/or Child Abuse History Clearance has the right to appeal the result with the vendor and/or authorized issuing agency completing the clearance. The student must notify the Clinical Coordinator if and when an appeal will be initiated. In the event a student fails a criminal record check the Clinical Coordinator will notify the Department Chair and Dean. The student will be notified if s/he cannot be placed in a clinical facility.

5. Failure to comply with this policy will preclude participation in clinical placement. As a result, the student may not be able to complete the requirements of the Health Sciences program, may not be eligible for federal or state credentialing/licensing required for practice, and may be dismissed from the respective program.

Final Approval: 12/2011
MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES

POLICY #3: CPR CERTIFICATION

Purpose:
1. To establish criteria for CPR certification.
2. To establish a procedure for submitting results.

Procedure:
1. Students are required to obtain certification in professional level/healthcare provider Adult (one and two person)/Infant/Child/AED CPR at their own expense.

2. Certification must be kept current for the length of time the students/clinical employee are enrolled in any clinical education experience.

3. Prior to the first day of the clinical education experience, a copy of the official certification card must be submitted to the designated clinical education coordinator. The coordinator may be reached by contacting the department’s administrative specialist.
   - Medical Imaging: (570)674-6256
   - Diagnostic Medical Sonography: (570)674-8013
   - Nuclear Medicine Technology: (570)674-6256
   - Nursing: (570)674-8044 (due June 20)
   - Occupational Therapy: (570)674-6391
   - Physical Therapy: (570)674-6465
   - Speech-Language Pathology: (570)674-8255

4. Students will not be allowed to participate in clinical education experiences unless they provide proof of the approved level of CPR certification.

5. It is the responsibility of the students to be aware of the expiration date. They must submit a copy of the current CPR card to the designated clinical education coordinator prior to the respective expiration date. Failure to comply with these requirements will result in a delay in their clinical placement or removal from the clinical education site. If students are removed from the clinical education site and do not obtain clearance within the timeline designates by department, students will be subject to disciplinary action by their department.

6. CPR certification courses are offered at MISERICORDIA UNIVERSITY under the course number of HP 999. Students must seek permission from their advisor prior to registration for this course. The timeline is as follows:
   a. CPR certification:
      Offered in August (limited to nursing transfers), November, March and April.
      Maximum of nine students per instructor. Eighteen students per class.

Final Approval: 12/2011
MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES

POLICY #4: CLINICAL INCIDENT REPORT

Purpose:
To provide guidelines for reporting incidents or unusual occurrences involving a Misericordia University Health Sciences student who is participating in a clinical education experience.

An incident is defined as any occurrence out of the normal operation of the institution. The incident may result in an injury or a situation that could cause an injury to a patient, staff or student. Any situation when an incident report is filed at a clinical education site, a Misericordia University Clinical Incident report form must be filed.

Procedure:

1. See the clinical education site’s documentation for specific policies regarding reporting of clinical incidents.

2. In the event of any student injury where treatment is not covered by the individual clinical education site, the student will incur the expense.

3. Forms for reporting clinical incidents may be obtained from the department’s clinical education coordinator by contacting:
   - Medical Imaging: (570)674-6256
   - Diagnostic Medical Sonography: (570)674-8013
   - Nuclear Medicine: (570)674-6256
   - Nursing: (570)674-8044
   - Occupational Therapy: (570)674-6391
   - Physical Therapy: (570)674-6465
   - Speech-Language Pathology: (570)674-6724

4. This form must be completed by the student’s clinical employee/supervisor, (clinical employee – an appointed employee whose duty is to supervise college students at the clinical education site, who will, in that capacity, have direct patient contact and involvement in clinical activities), and signed by both the student and the clinical employee/supervisor.

5. The original report will be forwarded to the department’s chairperson. Copies will be distributed as follows: the student, the controller’s office, and the student’s department file.

Final Approval: 12/2011
CLINICAL INCIDENT REPORT

Purpose: This form is used to report incidents or unusual occurrences involving a Misericordia University student who is engaged in a scheduled clinical activity. The report is to be completed by the student’s clinical employee/supervisor and signed by both the student and the clinical employee/supervisor. The original report will be forwarded to the department chairperson. Copies will be distributed as follows: student; controller’s office; department student file.

PLEASE PRINT OR TYPE INFORMATION ON FORM AND ATTACHED SHEETS.

I. 
Student Name: ____________________________________________________________

Misericordia University e-mail address: _________________________________________

Program/Level: (Circle one)
Medical Imaging: Sophomore Junior Senior
Nuclear Medicine Technology: Clinic I Clinic II Clinic III Clinic IV Clinic V Clinic VI
Nursing: BSN (Junior) BSN (Senior) RN to BSN Graduate
Occupational Therapy: Level I Int. I Int. II Int. III Level II
Speech-Language Path.: Optional Clinic Clinic I Clinic II Fieldwork I
Diagnostic Medical Sono: Clinic I Clinic II Clinic III Clinic IV Clinic V
Clinical Employee/Supervisor Name: _________________________________________
Title: ________________________________________________________________

II. 
What was the student doing when the incident occurred? (Be specific. If the student was using equipment or handling material, etc. please identify and tell what was being done.)

III. 
How did the incident occur? (Describe fully the events that resulted in the incident. Tell what happened, how it happened, whether an injury occurred as a result, and name any equipment, personnel, or other factors involved in the incident. Attach additional pages to this form if necessary.)

IV. 
If an injury resulted, explain who was injured and the nature and location of the injury. (Describe fully, including parts of the body affected.)
V.
Was medical attention received? (Describe by whom, where and when.)

Signature is required in the appropriate space below only if student sustained an injury. Treatment received (student’s signature)

Treatment refused (student’s signature)

VI.
Who was notified of the incident? (Provide the names of each person in the order that they were notified of the incident. Be sure to include Misericordia University personnel. Include the dates when notified and by whom).

VII.
Provide a plan to keep other such incidents from occurring in the future. (This section is completed by the clinical employee/supervisor in consultation with the student. List mutually agreed upon strategies.)

VIII.
Additional Comments: (Attach additional sheets as needed.)

Student Signature: _______________________________ Date: ________________

Clinical Employee/Supervisor Signature: _______________________________ Date: ________________

Final Approval: 12/2011
MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES

POLICY # 5: CLINICAL EDUCATION POLICY FOR INJURIES FROM SHARP INSTRUMENTS AND BLOOD BORNE PATHOGENS EXPOSURE

Purpose:
To develop a standard policy for the prevention and treatment of sharp instrument injury and blood borne pathogens exposure incurred during clinical education experiences. This policy is in compliance with Occupational Safety and Health Administration (OSHA) Blood Borne Pathogens Exposure Control Plan to which Misericordia University adheres.

Procedure:
1. Standard precautions and Transmission Based Precautions will be observed during any tasks that involve exposure to blood, body fluids, or tissues.

2. During clinical/fieldwork education experiences, clinical education site policies and procedures will apply regarding the care and use of needles and other exposure to blood borne pathogens. During academic education experiences, the Misericordia University policies and procedures will apply.

3. After use, disposable syringes, needles and other sharp instruments will be placed in the appropriate puncture resistant sharps container.

4. The student is responsible for reviewing the clinical education site’s documentation for specific policies regarding reporting of clinical incidents.

5. In the event a student is injured with a sharp instrument or otherwise exposed to blood borne pathogens during the clinical education experience, the clinical education coordinator and/or the Administrative Specialist must be notified immediately.

6. As outlined in the College of Health Sciences Policy #4 Clinical Incident Report, a Clinical Incident Report form must be completed and returned within 10 working days from the date of the incident. Forms for reporting clinical incidents may be obtained from the department’s clinical education coordinator by contacting:
   - Medical Imaging: (570)674-6256
   - Diagnostic Medical Sonography: (570)674-8013
   - Nuclear Medicine Technology: (570)674-6256
   - Nursing: (570)674-8044
   - Occupational Therapy: (570)674-6391
   - Physical Therapy: (570)674-6465
   - Speech-Language Pathology: (570)674-8255

7. For specific policies and procedures regarding academic courses on campus, refer to the individual department policy.

Final Approval: 12/2011
MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES

POLICY #6: HIPAA CONFIDENTIALITY

Purpose:
To provide guidelines for providing HIPAA confidentiality education to all Misericordia University Health Sciences students who will participate in clinical education experiences.

Procedure:
1. Prior to the commencement of student placement at the clinical education site, each Health Sciences department Clinical Coordinator will arrange for the students to complete HIPAA training.

2. Upon completion of HIPAA training, students will submit a verification of their HIPAA training to their department Clinical Coordinator.

3. Copies of the verification will be maintained in the students’ department academic file and in the students’ individual clinical file housed at the clinical education site.

4. See the clinical education site’s documentation for specific policies regarding HIPAA education.

5. Any student who has not successfully completed HIPAA training by the specified date will not be allowed to begin a clinical experience as scheduled. Individual program policies regarding absence will be applied in these cases.

Final Approval: 12/2011
MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES

POLICY #7: CLINICAL EMPLOYEE HEALTH CLEARANCE EXAMINATION (CEHC) POLICY

Purpose:
1. The College of Health Sciences has established requirements for health screening and immunization of those employees engaging in clinical education experiences.

Terminology:
Clinical Employee: is defined as an employee that supervises Misericordia University students at the clinical education site who will, in that capacity, have direct patient contact and involvement in clinical activities.

Procedure:
1. Required forms may be secured from the Clinical Coordinator of the individual department [Medical Imaging (MI), Diagnostic Medical Sonography (DMS), Nuclear Medicine Technology (NMT), Nursing, Occupational Therapy (OT), Physical Therapy (PT), or Speech-Language Pathology (SLP)].
2. Some clinical sites may have additional "site specific" requirements (i.e. immunizations, testing, etc.). Clinical Employees must comply with such requests in order to satisfy Clinical Employee supervision requirements. The cost of testing will be incurred by MISERICORDIA UNIVERSITY.
3. It is the responsibility of the Clinical Employee to maintain current health clearance. (one year from PPD reading for all except nursing, this is one year from the date of the health clearance).
4. Clinical Employees who fail to submit the completed CEHC Form will not be permitted to supervise Misericordia University students until requirements are fulfilled.
5. A copy of the clinical employee health insurance card must accompany submission of the health clearance form to the Department Chair/Clinical Coordinator.

Final Approval: 12/2011
MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES

POLICY #8: ESSENTIAL FUNCTIONS DOCUMENTATION PROCESS

Purpose:
To provide a consistent, timely, accurate method for documenting a student’s capacity to perform essential functions.

A. All students will be advised of the essential functions required of their Health Sciences majors/certificate program prior to formally entering the program.

B. Medical clearances related to the essential functions will be required of all students prior to their entering the laboratory or clinical education settings, following any subsequent change in health or functional status, and as deemed necessary by each individual department.

C. By reviewing the list of essential functions, it is expected that students will be able to indicate their likeliness of successful compliance, document any limitations related to essential functions, and request specific accommodations relevant to the listed tasks, as necessary. Ideally, potential accommodations will be considered prior to entrance into the major or certificate program. Minimally, the medical clearances required prior to participation in the laboratory or clinical settings must define any limitations and the accommodations needed to comply with the essential functions.

D. Reasonable accommodations will be provided to support students with documented disabilities. An accommodation cannot pose a threat to the patient, staff, student, or interfere with the program’s essential functions, if it is to be considered reasonable.

E. In compliance with a policy respecting student’s rights to privacy, confidential information will be released on a need-to-know basis. In the clinical setting, information about a student’s accommodations which relate to the clinical performance standards will need to be shared with clinical educators and those involved with accommodation delivery and facilitation. The student may or may not choose to disclose the underlying condition or specific details of their disability. Accommodations that relate solely to classroom experience need not be revealed to clinic personnel. The student must sign a written release (provided by the Student Success Center (SSC)) defining the information that will be shared in the clinical setting. Accommodations provided in the clinic are specific to the site and the clinical experience and may not be the same as the classroom.

F. Clinical site assignment/selection may include a consideration of the site’s ability for flexibility, ability to work with disabled students, and facility and logistical characteristics. The clinical site will make the determination as to whether or not it can provide the reasonable accommodations.

G. This process is intended to ensure equal access to professional programs. However, it is not an assurance of student success.

Procedures:
1. Departments distribute Clinical Clearance Forms (CCF) and Essential Functions Document (EFD) to students in accordance with each department timeline.
2. Students return completed forms to the designated person in each department.

3. The Clinical Coordinator reviews final paragraph of CCF to determine if the Health Care Provider has indicated that the student is able to fulfill the essential functions of the profession, with or without accommodations.

4. If a student requests accommodations, the student must do so by applying for the Alternative Learners Program (ALP) or by completing the Disability Declaration form provided by Admissions. Once it is determined by the Assistant Director SSC/Office for Students with Disabilities (OSD), Clinical Director, and the student if accommodations are appropriate, then a Plan Of Accommodation (POA) will be developed collaboratively by the ALP Director and the Clinical Coordinator. A copy of the POA is attached to the CCF. If special equipment is required, the cost will be paid by the student.

5. The Clinical Coordinator has a preliminary discussion with a potential placement site to discuss (without identifying the student) the specific accommodations required. If the site is agreeable, the Clinical Coordinator and student meet with clinical site to review the POA.

Final Approval: 12/2011
MISERICORDIA UNIVERSITY
COLLEGE OF HEALTH SCIENCES

POLICY #9: DRUG SCREENING POLICY

Purpose: To inform students interested in pursuing careers in the Health Sciences of the following:

1. Drug Screening may be required by the program, by the professional credentialing/licensing board, or by any site providing clinical placements for students during their education.

2. The student must authorize release of the results of any Drug Screening when requested by the program, university, or clinical placement site.

3. All costs associated with Drug Screening are the responsibility of the student unless specifically stated otherwise by the party requesting the Drug Screening.

4. A positive drug screening may result in any of the following:
   - inability to find a clinical placement
   - delay in clinical placement
   - dismissal from a clinical placement
   - inability to obtain professional licensure/certification
   - legal ramifications
   - inability to matriculate or continue within a program within the Health Sciences
   - inability to meet requirements for graduation from the program of study

Procedure:
1. Any program requiring mandatory Drug Screening prior to enrollment or clinical placement will inform students of the specific requirements and timing for Drug Screening.

2. Clinical Placements that have required Drug Screening policies will be clearly identified for students prior to placement in the facility.*
   *Students should be aware that the individual Clinical Placements may institute changes in policies without notice. Should this occur the student is still responsible for meeting the requirements of the Clinical Placement.

3. In the event a student fails a drug screen and is notified by the vendor directly, the student must notify the Clinical Coordinator who will notify the Department Chair and Dean of the College of Health Sciences. Any student who fails a drug screening has the right to appeal the results with the vendor and/or authorized laboratory completing the screen. The student must notify the Clinical Coordinator if and when an appeal will be initiated. The student will be notified if s/he can or cannot be placed in a clinical facility. If a delay in placement results the department will determine when and if a make-up opportunity will be granted.

4. Failure to comply with this policy will preclude participation in clinical placement. As a result, the student may not be able to complete the requirements of the Health Sciences program, may not be eligible for federal or state credentialing/licensing required for practice, and may be dismissed from the respective program.

Final Approval: 4/13/11
POLICY #10: IMMUNIZATION POLICY

Purpose:
To outline the procedure for obtaining the essential immunizations necessary to participate in Misericordia University’s in-house clinic, off campus clinics, and fieldwork placements.

Procedure:
1. Prior to the onset of any clinical assignment, all students must undergo a physical examination by their family physician and have their family physician complete the Misericordia University Clearance form. These clearances are required as per our contractual agreements with clinical sites.

2. On the required form, all students must provide proof of the following immunizations:
   - Rubella Titer
   - 2 STEP TUBERCULIN SKIN TEST: **2-STEP PPD TEST VIA MANTOUX** (fully documented) Chest x-ray report (only if PPD via MANTOUX is positive) Chest x-ray is necessary every three years following initial x-ray unless required by an off campus site
   - Tetanus Toxoid Booster within 10 years
   - MMR2 Vaccine or Titer
   - Poliomyelitis
   - Hepatitis B (must have two in series) or required waiver
   - Varicella Vaccine or Titer
   - Any other site specific requirements (ex: flu vaccine, etc...)

3. A student who chooses not to have any or all of the required immunizations must sign a waiver indicating their decision not to do so. By signing the waiver, the student understands that he/she may not be able to complete the required on or off campus clinical practicums (school, hospital, private practice, etc.) as these immunizations are required in most, if not all, clinical settings. By signing the waiver, the student understands that Misericordia University may not be able to provide substitute clinical learning opportunities at a healthcare facility which will allow the student access without the immunization(s). This may have a negative impact on course outcomes, as well as the student’s progression in the program. By signing the waiver, the student further understands that if he/she is unable to be placed on or off campus, he/she will not be able to successfully meet the clinical requirements set forth by the respective accreditation agencies and followed by Misericordia University since on and/or off site placements are required for graduation.

4. By signing the waiver, the student releases Misericordia University, its Board of Directors, officers, employees, agents, affiliates, and the proposed clinical learning site from all loss, costs, claims, and liability arising out of or related to the student’s knowing and voluntary refusal to obtain the immunization(s).

5. Effective: 4/01/2014
MISERICORDIA UNIVERSITY
DALLAS, PENNSYLVANIA
IMMUNIZATION WAIVER FORM

I am requesting a waiver to the requirement to have the following immunizations for clinical placement due to religious, medical, or personal reasons (check all that apply):

- Rubella Titer
- 2 step tuberculin skin test and annual one step
- Chest x-ray report if PPD via Mantoux is positive
- Tetanus Toxoid Booster
- MMR2 or Titer
- Poliomyelitis
- Hepatitis B or Titer
- Varicella or Titer
- Site/Program Specific

I am requesting a waiver from the immunization requirements for the following reasons(s):

____________________________________________________________________________________

By not receiving the immunization(s) at this time, I understand that I may be exposed to communicable disease(s) in the clinical area and that I may be at risk of contracting disease(s) or spreading disease(s).

By signing this waiver, I also understand that I may not be able to complete any on or off campus clinical practicum placements (school, hospital, private practice, etc.) as these immunizations are required in most, if not all, clinical settings. By signing this agreement, I further understand that if I am unable to be placed in a clinical setting on or off campus, I will not be able to successfully meet the clinical requirements set forth by my program’s accrediting body.

In return for Misericordia University allowing me a waiver of the immunization(s) as a condition of participating in the clinical portion of my studies, I hereby waive, release, and disclaim any claim or cause of action against Misericordia University, its Board of Directors, officers, employees, agents, affiliates, and the proposed clinical learning site from all loss, costs, claims, and liability arising out of or related to my knowing and voluntary refusal to obtain the immunization(s). It is intended by me to assume the risk of any untoward consequences including, without limitation, assuming the risk of contracting a disease, illness, or condition, and the inability to complete degree and program requirements, as the result of my refusing to obtain the immunization(s). This refusal to obtain the immunization(s) is being done by me in a knowing and voluntary manner.