

Queen's University
School of Rehabilitation
Occupational Therapy Program



Occupational
Therapy

M.Sc.OT

Fieldwork Resource Manual

For courses:

YEAR 1 OT846

YEAR 2 OT847 OT 862 OT877

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Every effort has been made to ensure that this manual is up-to-date, complete and accurate. However, where University and/or School policy is concerned the student/preceptor is advised that official University, School of Graduate Studies and/or School of Rehabilitation Therapy Policy shall prevail over this manual.

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1.0 Preface

The Queen's Occupational Therapy Program is uniquely recognized for its strong focus on communities, from local to global. The Queen's program offers an exceptional student experience on a community-connected campus with integrated and diverse community learning opportunities.

Program Vision

To transform individuals, communities and systems through the power of occupation.

Program Mission

Inspire and educate occupational therapy professionals, leaders and scholars to advance knowledge and enable occupation for individuals, groups, communities and populations.

A full description of the Program Goals, Objectives, Curriculum Design and Academic Course Descriptions are available via the School of Rehabilitation Therapy (SRT) website at <https://rehab.queensu.ca/>. Academic Course Descriptions are available in Appendix A.

For further information, please contact any of the following individuals in the Occupational Therapy Program at the SRT:

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2.0 Fieldwork Curriculum

Fieldwork education is an essential component of an occupational therapy professional educational program and comprises approximately one-third of the curriculum. It is a collaborative process that involves a variety of supervised field experiences related to the practice of occupational therapy. The aim is to integrate and apply academic and theoretical knowledge in a practice setting in the three domains of learning: skills, attitudes and knowledge, and to foster the development of clinical reasoning and professional identity (Committee on University Fieldwork Education [CUFE] and Association of Canadian Occupational Therapy University Programs [ACOTUP], 2011). Fieldwork education can be conceptualized as occurring in three major stages (levels 1, 2, and 3) along a continuum of professional development. Refer to Appendix B.

2.1 Fieldwork Integration

The fieldwork curriculum has been designed to integrate each of the fieldwork courses directly with a theoretical course. See Appendix A for OT846, OT847 and OT877 fieldwork course descriptions. Students are able to use experiences and case studies from the practice setting to integrate concepts taught in the theory courses, into some assignments related to those settings.

The related courses are as follows:

Fieldwork Course	Theory Course(s)
OT 825 The Lived Experience of Disability	OT 823 Disability Theory OT 824 Culture, Equity and Justice
OT 851 Client-Centred Communication	OT 851 Client-Centred Communication (integrated theory)
OT846 Occupational Therapy Fieldwork I	OT 882 Psychosocial Determinants of Occupation I OT 881 Physical Determinants of Occupation I OT 801 Conceptual Models in Occupational Therapy OT 802 Models of Practice in Occupational Therapy
OT 862 Applied Community Development	OT861 Community Development in Occupational Therapy
OT847 Occupational Therapy Fieldwork II	OT 884 Psychosocial Determinants of Occupation II OT 886 Environmental Determinants of Occupation I OT 887 Environmental Determinants of Occupation II OT 883 Cognitive-Neurological Determinants of Occupation I OT 826 Enabling Occupation in Children & Youth OT 827 Enabling Occupation in Older Adults OT 852 Group Theory and Process
OT877 Occupational Therapy Fieldwork III	OT 871 Advanced Clinical Reasoning OT 853 Coaching and Counseling for Occupational Change OT 875 Advanced Professional Practice OT 885 Physical Determinants of Occupation II OT 889 Cognitive-Neurological Determinants of Occupation II

The following table is a summary of the occupational therapy fieldwork curriculum:

Level	Course	Placement Sites	Time Frame	Hours
1	OT 825 - Lived Experience of Disability	Kingston community	Year 1	6
1	OT 851 - Client-Centred Communication	Clinical Teaching Centre	Year 1	12
1	OT846 – Occupational Therapy Fieldwork I	All fieldwork sites	Year 1	300
2	OT847 – Occupational Therapy Fieldwork II	All fieldwork sites	Year 2	300
3	OT877 – Occupational Therapy Fieldwork III	All fieldwork sites	Year 2	300
3	OT862-Applied Community Development	Community Sites	Year 2	185
				Total Hours = 1103

2.2 Fieldwork Overview

Students complete a wide range of experiences in numerous health care practice environments. Every effort is made to ensure diversity in both practice environments and client conditions. All students are required to complete one fieldwork placement in the area of mental health and one fieldwork placement in the area of physical health.

- A mental health fieldwork placement is one where the primary focus of assessment and/or intervention relates to psychological, emotional and/or social determinants of occupation.
- A physical health fieldwork placement is one where the primary focus of assessment and/or intervention relates to physical and neurological/cognitive determinants of occupation.

All students must complete a Community Development placement, which ensures exposure to a community practice environment and the opportunity to enable occupation at the level of the community.

Following each fieldwork placement students should complete a Fieldwork Placement Profile to identify the breadth of learning that occurs within the placement (See Appendix C - Student Fieldwork Profile). The fieldwork profile is based on both the Program's educational and professional conceptual frameworks and identifies the expected fieldwork learning during each fieldwork course. Students add the elements that they have experienced at the end of each fieldwork session. This logged information is used by the students to facilitate identification of strengths and gaps in their fieldwork experience that can be addressed in their learning objectives for upcoming placements. It also facilitates the matching process by the university fieldwork coordinator to ensure that students acquire a range of experiences.

In 2003, the University Fieldwork Coordinators Committee (UFCC) of the Association of Canadian Occupational Therapy University Programs (ACOTUP) developed the Canadian Guidelines for Fieldwork Education in Occupational Therapy (CGFEOT) in consultation with fieldwork partners from across the country (CUFE & ACOTUP, 2011). These guidelines, revisited in 2011, outline the vision for the promotion of excellence in fieldwork education (Appendix D). The guidelines also provide the Fieldwork Site Profile (FS-Pro), a document that provides a framework for identifying each site's fieldwork education programs and other useful information for placement selection and preparation. The University maintains an FS-Pro for all in-catchment sites. The FS-Pro for individual site(s) is available to students via their learning management system (LMS).

Informal site review takes place on an ongoing basis through regular site visits, preceptor contact, and student feedback. Students complete fieldwork feedback at the mid-term and final points of each fieldwork course. The students provide feedback directly to the preceptor and the feedback is reviewed by the fieldwork coordinators following each placement. Any concerns raised or highlighted are first followed up with the student. If further action is warranted the issue is brought to the occupational therapy program.

2.3 Fieldwork Educators

Therapists must follow the standards from their respective regulatory body or professional association related to the supervision of students. It is required that the fieldwork educator complete one year of full-time practice and registration with the provincial regulatory organization prior to serving as a fieldwork educator. The occupational therapy program offers continuing education, support, and recognition for all fieldwork educators. Refer to Appendix E for the College of Occupational Therapists of Ontario (COTO) Standards for the Supervision of Students (COTO, 2023).

2.4 Roles and Responsibilities of the Student, University Faculty, Agency/Facility

A successful fieldwork experience involves joint effort and responsibility on the part of the fieldwork preceptor and student. The fieldwork preceptor's role involves integrating a student program into the fieldwork setting, modeling professional practice behaviours, guiding student participation within the setting, and providing formal and informal feedback and evaluation of performance to the student and appropriate university personnel. An affiliation agreement (Appendix F) must be active and in place prior to the commencement of any fieldwork placement.

STUDENTS Responsibilities

- Cover all expenses relating to fieldwork placements including, but not limited to:
 - travel to the geographic location of placement facility or agency
 - daily travel to and from facility/agency
 - accommodations and food
 - criminal record checks
 - immunizations and certifications (e.g. CPR-HCP, first aid, NVCI, WHMIS, etc.)
 - appropriate apparel and the university authorized student name tag
- Be aware of the legal and ethical boundaries of OT practice in specific settings, demonstrating professional behaviour that is consistent with the CAOT Code of Ethics (CAOT, 2018) (Appendix G) and the Regulations, Standards of Practice and Practice

Guidelines outlined by the College of Occupational Therapists of Ontario (COTO) (available at, <https://www.coto.org/standards-and-resources>).

- Attend all scheduled fieldwork preparation sessions at the School during the academic term.
- Submit all placement preference requests according to defined procedures with accurate and complete information.
- Complete all necessary preparations for fieldwork experiences as outlined in this manual and during clinical education academic sessions prior to each clinical placement and in a timely fashion.
- Provide each preceptor with the background information on experience and theoretical knowledge, identifying areas where further learning is needed.
- Bring all relevant written materials (clinical education manual, CBFE-OT manual, course manuals, notes, texts) to the placement site.
- Identify, in conjunction with the preceptor, areas on which to focus learning during the placement including completion of learning objectives in collaboration with the preceptor.
- Become familiar with the routines, schedules, and responsibilities of the specific fieldwork placement as well as to the human and material resources of the setting.
- Take responsibility for their own learning throughout the fieldwork experience.
- Spend time outside 'working hours' on academic/clinical pursuits related to the fieldwork placement (avg. of 1-2 hrs/night).
- Complete the learning requirements of the fieldwork placement including an oral presentation/in-service as determined by the clinical setting.
- Display professional behaviour in interpersonal relationships with clients and their families, and with all health care staff and work-related personnel.
- Accept and respond to feedback graciously and provide constructive feedback to the preceptor regarding perceived progress and problem areas including written midterm and final self-evaluations.
- **Avoid scheduling any other commitments during designated fieldwork blocks.**

Academic Integrity Statement: Academic integrity is constituted by the five core fundamental values of honesty, trust, fairness, respect and responsibility (see: www.academicintegrity.org). Adherence to these values by students and faculty is central in order to build, nurture and sustain a thriving academic community. Students are responsible for familiarizing themselves with the regulations concerning academic integrity and for ensuring that their academic work (e.g., assignments, exams, clinical education activities, etc.) conforms to the principles of academic integrity (see: <https://www.queensu.ca/academicintegrity/students-and-academic-integrity>).

Departures from academic integrity include plagiarism, use of unauthorized materials, facilitation, forgery and falsification, and are antithetical to the development of an academic community at Queen's.

Given the seriousness of academic integrity matters, actions which contravene academic integrity carry sanctions that can range from a warning or the loss of grades on an assignment to the failure of a course to a requirement to withdraw from the university.

If you have any questions about adhering to the principles of academic integrity, please speak to your instructor or the Associate Director responsible for your program.

Statement Regarding Recording/Digital Images: Students may not create video, audio or other digital recordings/images of fieldwork activities without written permission of the preceptor, site and individual client(s). Students will be subject to disciplinary actions under the Queen's University Student Code of Conduct if this is violated.

UNIVERSITY FACULTY Responsibilities

- Teach the theory which provides rationale and direction for evidence based occupational therapy practice.
- Introduce occupational therapy skills and techniques needed for general practice.
- Provide practice in occupational therapy skills and techniques with normal populations and, where appropriate and available, with individuals with a known impairment or disability.
- Increase the student's use of resources (human and written) to increase levels of knowledge and understanding.
- Teach problem-solving strategies for use in clinical situations.
- Introduce the student to pertinent legislation, regulations and guidelines, including the legal parameters of occupational therapy practice.
- Encourage attitudes that are positive, rehabilitation-oriented and ethical.
- Be available as a resource and to assist if problems arise in fieldwork placements.
- Ensure that the University provides adequate liability coverage for students while on clinical placement.

UNIVERSITY FIELDWORK COORDINATOR Responsibilities

The university fieldwork coordinators are faculty member of the Occupational Therapy Program.

- Monitoring all aspects of clinical education components of the graduate Occupational Therapy curriculum and providing feedback to the Occupational Therapy Program.
- Administration of Queen's occupational therapy student fieldwork placements, within Canada and internationally, including the allocation of students to clinical sites.

- Administration and monitoring of students' progress in the fieldwork education program.
- Development and evaluation of appropriate documentation for Program input and approval.
- Affiliation site profile procedures in coordination with the Clinical Education Assistant.
- Travel to clinical sites in the Occupational Therapy Program catchment area, as feasible.
- Co-ordination of international and Canadian student placements requested by students outside Queen's University Occupational Therapy Program's catchment area requested in the Queen's catchment area.
- Liaising with designated contacts and preceptors at all clinical sites offering placements to Queen's occupational therapy students in the Queen's catchment area.
- Provision of educational opportunities for preceptors in the areas of clinical education and student supervision.
- Chairing (Co-chairing) the Fieldwork Liaison Committee.
- Acting as a member, Committee of University Fieldwork Education (CUFE) and participation with the Ontario Council of University Programs in Rehabilitation Science (OCUPRS).
- Making recommendations for development of and monitoring of clinical education budget/funds.
- Developing innovative clinical education opportunities for occupational therapy students.
- Monitoring government directions and policies with a possible impact on graduate occupational therapy clinical education and providing feedback to the Occupational Therapy Program faculty.

AGENCY/FACILITY Responsibilities (where the placement takes place and its staff)

The Site Fieldwork Coordinator is an individual at a clinical education site who coordinates and arranges the clinical education of the occupational therapy student and who communicates with the University Fieldwork Coordinator and faculty at the educational institution. This person may or may not have other responsibilities at the clinical centre. At sites where a Site Fieldwork Coordinator is not designated, the preceptor normally carries out this function. The Site Fieldwork Coordinator and preceptors are invited to sit as members of the Fieldwork Liaison Committee.

The OT preceptor is an occupational therapist who holds a current registration to practice in their jurisdiction, who normally has a minimum of one year of clinical experience and who is responsible for the direct instruction and supervision of student occupational therapists at the clinical affiliation site. Occupational Therapy students may also have the opportunity to learn from non-OT preceptors who fulfill many of the same roles. In the context of OT846, OT847 and OT877 students may have the opportunity to participate in role-emerging fieldwork placements where the site preceptor is not an OT. In those cases, a registered OT will always be identified to support and guide the development of OT-specific skills.

Consistent with the College of Occupational Therapists of Ontario (COTO) Standards for the Supervision of Students (COTO, 2018), **the Preceptor has following responsibilities.**

- Accept responsibility for facilitating student learning.
- Provide feedback with respect to non-verbal and verbal aspects of communication (e.g. including body language, professional dress and hygiene).
- Act as a professional role model and demonstrate an awareness of the impact of this role on students.
- Orient the student to the geography of the site and the agency's policies and procedures.
- Make the student aware of ethical and legal parameters within the relevant practice context.
- Work with the student on learning objectives within the CBE-OT and clarifying mutually agreed upon goals, objectives and expectations at the beginning and throughout the learning experience.
- Provide the student with opportunities to observe, practice and document the continuum of skills and behaviours necessary in the assigned clinical area including client assessment, treatment planning, treatment interventions, re-assessment, discharge planning, auxiliary personnel supervision and administrative tasks (e.g. workload measurement systems).
- In the case of affiliations not involving direct client care (e.g. administrative, consultative and research), provide opportunities to observe, as well as designate and supervise appropriate projects.
- Provide timely formal and informal verbal feedback to each student as well as thorough written mid-term and final performance evaluations by collecting information through direct observation, discussions with the student(s), review of the students' client documentation and noting relevant observations of others; the process should be educational, objective and engage the student in self-evaluation.
- Advise the student in the choice and format of a presentation (e.g. a case history, patient handout) to clinical staff during the clinical placement; schedule and attend the student's presentation and provide feedback to the student.
- Liaise with the University Fieldwork Coordinator to clarify any concerns with respect to the affiliation or the student's performance as they arise, to document student performance that is unsafe or requires remediation and to provide formative feedback to the university regarding the curriculum and/or clinical affiliation process.

Also refer to Appendix E.

2.5 Fieldwork Liaison Committee (FLC)

The Fieldwork Liaison Committee Mandate

1. To provide a forum for effective communication between the Occupational Therapy Program, clinical facilities and students regarding clinical education.
2. Consider all matters related to the development, organization, and administration of fieldwork, including but not limited to supervision, student preparation, and evaluation.
3. Make recommendations regarding policies and procedures related to fieldwork to the Occupational Therapy Program Committee.

Membership on the committee will include the Fieldwork Coordinator, the Associate Director of the SRT and Chair of the Occupational Therapy Program (or delegate), the appointed student representatives from each year of the professional program (or delegate), and the Site Fieldwork Coordinator (or delegate) from each affiliated agency in the Queen's University catchment area. Clinical educators in the Queen's University catchment area, other faculty and students are welcome to attend meetings. Those wishing to attend must notify the Chair prior to the meeting.

The committee meets, at minimum, twice a year in the spring and fall. In order to reach our clinical community within the periphery of our catchment area Regional Fieldwork Liaison Committee meetings will be held virtually to support accessibility for all or at various locations across the Queen's catchment area, as possible. Agendas for the meetings and minutes of the meeting are circulated to all Queen's catchment area agencies. All individuals involved in the instruction and/or supervision of Queen's University occupational therapy students are encouraged to provide feedback via this committee. Participation on subcommittees allows the broader occupational therapy community the opportunity to have an impact on the clinical education of occupational therapy students.

The Fieldwork Liaison Committee reports to the Occupational Therapy Program Committee.

2.6 Fieldwork Course Requirements

In addition to the fieldwork hours that are integrated into academic courses, MScOT students undertake three (3) clinical fieldwork placements and one (1) community development fieldwork placement. Each clinical fieldwork placement has a university credit weighting of eight (8) credits. The Community Development fieldwork placement has a university credit weighting of six (6) credits. Fieldwork hours for OT 825 (Lived Experience of Disability) and OT 851 (Client-Centred Communication) are integrated into the overall course weighting.

Fieldwork Course Descriptions

Please refer to Appendix A for further specifications for each fieldwork placement and the relationship of academic course work to fieldwork placements.

Fieldwork Course	Credit Weight	Description
OT 825 The Lived Experience of Disability	1.5	In this fieldwork course, pairs of first year students meet with a volunteer from the Kingston community who has a disability. The goal of this unique learning relationship is to improve students' understanding of disability and facilitate their embracing the concept of client-centred practice whereby a client's life experiences are acknowledged, and they become partners in the occupational therapy process.

OT851 Client-Centred Communication	3.0	This course focuses on the development of communication skills within the context of client-centred occupational therapy practice. The critical elements of the therapeutic relationship will be developed through interviewing and assessment strategies. This course will make extensive use of supervised video recording, and interaction with community volunteers through the Clinical Education Centre. In addition, students will gain experience in professional communication skills.
OT846 Occupational Therapy Fieldwork 1	8.0	This fieldwork course, completed continuously and offered in a practice setting, will allow the student to focus on generic assessment skills, developing communication skills and application of OT knowledge to the practice setting. Prerequisites: OT 825 and OT 851 or permission of the course coordinator.
OT847 Occupational Therapy Fieldwork II	8.0	This fieldwork course, completed continuously and offered in a practice setting, will allow students increased independence in working with clients including assessment, intervention and application of OT knowledge. Prerequisites: OT846 or permission of the course coordinator.
OT862 Applied Community Development	6.0	This fieldwork course, completed continuously, will provide the opportunity for students to explore the process of working with communities to enable occupation and to create inclusive communities and environments. Prerequisites: OT847 or permission of the course coordinator.
OT877 Occupational Therapy Fieldwork III	8.0	This fieldwork course, completed continuously and offered in a practice setting, will allow students to consolidate OT knowledge and skills. The focus of this final fieldwork placement is for the student to maximize independence in the areas of assessment, intervention, programming and evaluation. Prerequisites: OT847 or permission of the course coordinator.

Clinical Areas of Practice and Settings for Fieldwork

The mandate of the Occupational Therapy Program at Queen’s University is to graduate a “generalist” in the field of occupational therapy. To this end, and in keeping with the guidelines of the Canadian Association of Occupational Therapists (CAOT) each student must complete one fieldwork placement (OT846, OT847 or OT877) that is in the area of mental health. The remaining fieldwork placements must include a physical health or combine physical and/or mental health components of practice.

All students are expected to complete all fieldwork hours within the occupational therapy program. Fieldwork placements are organized by the University Fieldwork Coordinator and/or Course Coordinators in the OT Program. Settings include a variety of sites ranging from hospitals, clinics, community centres, private practices, schools, long term care facilities, nursing homes, and administrative and research settings.

2.7 Fieldwork Placement Dates

Academic and fieldwork components of the program are presented in blocks throughout the two years of the program. The main fieldwork blocks are eight weeks in duration (exception OT862 – Community Development, 185 hours).

Fieldwork Placement Dates 2024-2025

OT846, Level 1	January 6 – February 28, 2025
OT847, Level 2	October 28 – December 20, 2024
OT877, Level 3 – Block A	April 14 – June 6, 2025
OT877, Level 3 – Block B	June 9 – August 1, 2025
OT862, Community Development, Block A	April 14 – May 16, 2025
OT862, Community Development, Block B	June 30 – August 1, 2025

Please refer to the onQ student resource website for updated sessional dates and timetables.

2.8 Geographic Settings for Fieldwork Placements

All students are required to undertake fieldwork placements during their course of study in settings affiliated with the university, under the supervision of qualified professional staff. Placements take place primarily in the Queen's Catchment area. Limited placement opportunities exist in Northern Ontario and internationally.

Each university offering an occupational therapy program has an associated catchment area. The catchment area is designed to offer the designated university priority in fieldwork placements. This means that Queen's students have the first opportunity to apply for and be assigned a placement at a site within the Queen's catchment area. The relationship that exists between Queen's School of Rehabilitation Therapy and its catchment area sites is valued and reciprocal in nature. Clinicians from those sites have close communication with the Queen's Fieldwork Coordinators and are able to take advantage of educational opportunities offered by Queen's by attaining an Adjunct Faculty with the School. Student supervision in placements is one of the ways clinicians are granted this designation. In order to maintain this beneficial partnership, priority will be given to utilizing all existing placements in the Queen's catchment area. Please note that this area extends approximately west to York region, north to Peterborough and Renfrew County and east to Cornwall. All students should be prepared to accept assigned placements. To clarify, students should not expect that all or indeed any of their placements will be completed within the city of Kingston, and should be prepared to take advantage of placements in other cities within the catchment area.

Students (or individuals acting on behalf of students) are not permitted to approach facilities or therapists to negotiate/secure their own placement. Failure to follow this guideline may result in the student being removed from the fieldwork learning opportunity.

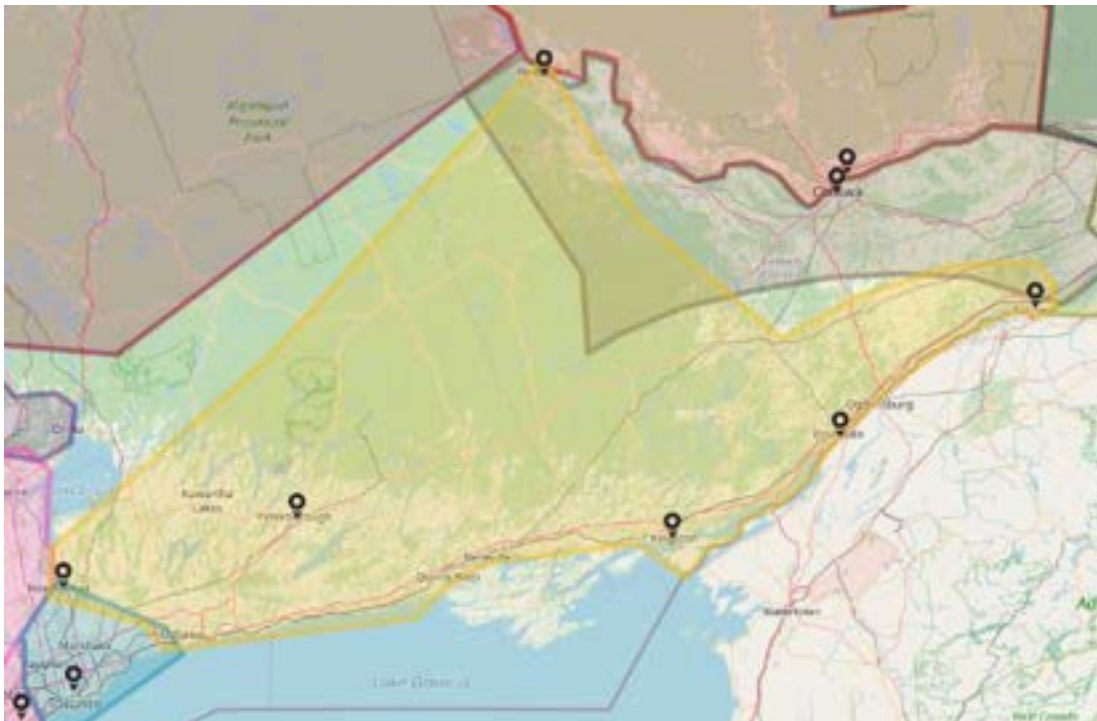
The Queens University catchment includes the areas within:

- the Central Local Health Integration Network (LHIN), including the South East York Region, South West York Region and the Central York Region is shared with the University of Toronto
- the Central East Local Health Integration Network (LHIN) with sharing of Ajax and Pickering with the University of Toronto and the region of Scarborough being part of the University of Toronto catchment area
- the South East LHIN

- the Champlain LHIN within which there are parts shared with the University of Ottawa. The shared areas include: Renfrew County, Lanark County and Stormont Dundas and Glengarry County. The areas of Ottawa, Prescott and Russell are all the University of Ottawa catchment area

The eastern most parts of the Queen's catchment area are shared with the University of Ottawa and the western most parts of the Queen's catchment area are shared with the University of Toronto.

The yellow section of the map below, outlines Queen's catchment area. You can also view the catchment map on the ACOTUP website at <https://www.acotup-acpue.ca/interactive-map/>



Ontario Occupational Therapy Program Catchment Areas

WESTERN UNIVERSITY		
Core	Shared with McMaster	Shared with McMaster & U of T
Chatham Collingwood Kitchener London Orillia Owen Sound Penetanguishene St. Thomas Sarnia Stratford Waterloo Windsor Wingham Woodstock	Beamsville Cambridge Fort Erie Grimsby Guelph Niagara Falls St. Catherines Welland	Brampton Mississauga Peel Region
McMASTER UNIVERSITY		
Core	Shared with Western	Shared with Western & U of T
Ancaster Barrie Brantford Burlington Dundas Fergus Georgetown Hamilton Milton Oakville Orangeville Paris St. Mary's	Beamsville Cambridge Fort Erie Grimsby Guelph Niagara Falls St. Catherines Welland	Brampton Mississauga Peel Region
UNIVERSITY OF TORONTO		
Core	Shared with Queen's University	Shared with McMaster & Western
City of Toronto Northern Border: Steeles Ave Southern Border: Lake Ontario Easter Border: Scarborough/Pickering Town Line Western Boarder: Hwy 27/427	Ajax Aurora Central York Region Maple Markam Newmarket Pickering Richmond Hill Southwest York Region Southeast York Region Stouffville Thornhill Whitby Vaughn	Brampton Mississauga Peel Region

QUEEN'S UNIVERSITY		
Core	Shared with U of T	Shared with University of Ottawa
Belleville Brockville Brighton Campbellford Cobourg Durham Frontenac County Hastings County Kawartha Lakes Kingston Leeds & Grenville County Lennox & Addington County Lindsay Napanee Northumberland Oshawa Peterborough Port Hope Prescott Prince Edward County Trenton Uxbridge	Ajax Aurora Central York Region Maple Markham Newmarket Pickering Richmond Hill Southwest York Region Southeast York Region Stouffville Thornhill Whitby Vaughn	Almonte Arnprior Barry's Bay Carleton Place Cornwall Deep River North Lanark County Pembroke Perth Renfrew County Smith's Falls Stormont Dundas Glengarry County Winchester
UNIVERSITY OF OTTAWA		
Core	Shared with Queen's University	
The City of Ottawa - Borders include: Barrhaven Carp Constance Bay Cumberland Greely Kanata Kars Kenmore Kinburn Osgoode Manotick Metcalfe Munster Navan Nepean North Gower Nortre-Dame-des-Champs Orleans Richmond Sarsfield Stitsville Vars Vernon Also including: Alexandria Finch Hawkesbury Lancaster	Almonte Arnprior Barry's Bay Carleton Place Cornwall Deep River North Lanark County Pembroke Perth Renfrew County Smith's Falls Stormont Dundas Glengarry County Winchester	Other placement sites are shared with Quebec programs.

Northern Ontario Placements

All Ontario Occupational Therapy programs have access to placements in the Northern Ontario catchment area. Northern Ontario placements are arranged by Queen's through the Northern Ontario School of Medicine (NOSM). The Rehabilitation Studies Program (RS) and the Interprofessional Education Program (IPEP) support clinical placements for rehabilitation therapy and other health sciences students. The programs also assist regional preceptors to develop their skills as clinical educators and to recruit and retain health care professionals to the region. Students with an interest in learning about and working in the North (cities and more remote communities) are eligible to apply for placements via the University Fieldwork Coordinator.

Placements throughout Canada

Currently, all Canadian Universities are only offering fieldwork opportunities within their catchment area to their respective students. The previous Canadian Fieldwork Sharing System is no longer in operation as a result of Health Human Resource issues across Canada following Covid-19. Placements outside of Queen's catchment area may be possible in situations where extenuating circumstances apply. An administration fee of approximately \$375 will be payable to the University who supports these placements.

As a general principle, students' learning needs will take priority over any geographical preference they may have for fieldwork placement. In other words, University Fieldwork Coordinators will not allow for a student to go out of catchment on a placement that does not meet the student's learning needs

International Fieldwork Placements

Students may apply to complete an international placement outside Canada in the final year of the program, as part of OT862, OT847 and/or OT877. Information sessions are held in the Winter/Spring of Year 1 for students interested in international placements, but students are encouraged to meet individually with the University Fieldwork Coordinator prior to applying to for an international placement. Queen's Occupational Therapy and Physical Therapy students have travelled to several countries in the past for international placement experiences. Section 3, Applying for Fieldwork Placements, describes the process for international placements.

3.0 Fieldwork Education Process I: Applying for Fieldwork Placements

This section outlines the process of applying for placements and how placements are assigned within the Occupational Therapy Program.

3.1 Application for Fieldwork Placements

The administrative processes outlined below have been carefully developed over time by the OT Program, the School, and CUFE with input from students and clinicians to provide the best possible infrastructure to support the fieldwork education curriculum. Inherent in this process is the ongoing support of all stakeholders, including those in the professional community (Site Fieldwork Coordinators, Preceptors and agency staff), the public, the academic community (University Fieldwork Coordinator, faculty, administration) and students. Students are therefore required to adhere to this process.

Placement organization by the University Fieldwork Coordinator is a lengthy and ongoing process involving:

- requesting fieldwork placement offers from clinical facilities;
- confirming offer details and loading information into the database;
- making offers available for students to view and select fieldwork placement preferences;
- reviewing students' request of their fieldwork placement preferences;
- assignment of fieldwork placements and release of information to class;
- informing facilities of student allocations;
- ensuring preceptors have the information they need to maximize the student learning experience;
- ensuring students receive information about site-specific pre-placement preparations that have been shared with the SRT;
- ensuring Affiliation Agreements are in place; and
- preparing the student placement evaluation packages for distribution to preceptors/sites.

Offers of Placement from Placement Facilities

Offers are requested from placement facilities in the Queen's catchment area in an 'Annual Call for Offers'. This 'Annual Call for Offers' is consistent with OT programs across Ontario and Canada. The second phase of offer recruitment is a targeted recruitment based upon the fieldwork block. The targeted recruitment usually takes place 3-4 months in advance of the fieldwork block. The final phase of offer recruitment takes place up to 4 weeks prior to the start of the fieldwork block. The time required to recruit fieldwork placement offers depends upon a number of factors beyond the control of the university, OT Program, SRT and the site(s). Timelines for pre-placement requirements must be adhered to in order to complete placement allocations in a reasonable length of time, avoiding delays in communication with fieldwork sites and difficulties in students arranging travel and accommodations. Despite the best efforts of the university, the student and the placement site, and due to circumstances beyond their control, there may sometimes be delays in notifying sites of placement confirmations and/or in the sites receiving the student information packages.

Receipt of fieldwork offers from facilities by the deadline dates is essential to avoid overall delays in the process and to coordination of placements.

The Occupational Therapy Program is acutely aware of the present economic and management constraints on sites and practicing health care professionals. These pressures, combined with the early deadline dates for submitting offers to the School, tend to lead to a hesitation to offer student placements. Clinicians are asked to remember that graduate students must be trained in a diversity of venues providing a wide scope of practice areas to ensure the future of the occupational therapy profession. We suggest that each practising clinician consider supervising students for two placements per year. **We also remind students to remember this when they graduate and are in the position of being able to offer placements themselves.**

Request for Placement by Students

This process is different for in-catchment, out-of-catchment (other Universities across Canada), and international fieldwork placements. Students may hope for placements anywhere in Canada,

but only Queen's students have first access to a fieldwork placement in the Queen's catchment area. Placements granted outside the Queen's catchment area are essentially a "gift" from the out-of-catchment university and facility offering the placement. In the event of a capping or restrictions on the number of placements offered to Queen's by other overtaxed catchment areas, students whose home is in the catchment area requested will normally be given highest priority by the out-of-catchment University Fieldwork Coordinator.

Please remember: Any initial contact with a facility including questions about the availability of placements or alterations in the assignment of fieldwork placements must be administered by the University Fieldwork Coordinator. **Under no circumstances** may a student (or person representing a student) contact a facility in Canada directly in order to inquire about placements, obtain or alter a placement. The only exception to this rule is for international placements when students normally make the initial contact and inquiries.

Guidelines for Placement

- Only one catchment area may be requested per session;
- Please try to make decisions early so that any questions you may have can be answered. The University Fieldwork Coordinator may not always be available on the day of, or the day before, you need to make any fieldwork related decisions;
- You may not be granted a Kingston fieldwork placement if you have had one previously;
- It may not be possible to grant more than one mental health placement at Queen's so please do not request a 2nd placement in mental health area unless the university fieldwork coordinator identifies that it is open to those that have already satisfied the program requirement; and
- Until fieldwork placement assignments are finalized, DO NOT commit to employment, social occasions, extracurricular courses or travel during designated fieldwork blocks.

Special Requests from Students

Students frequently make special requests for placements due to extenuating circumstances. The following situations will be given special consideration in the allocation of fieldwork placements. Please note that we will do everything that we can to accommodate the following extenuating circumstances, as able, but in no way are we obligated to.

1. A documented medical condition or disability for which a recommendation has been received by the Queen's Student Accessibility Services (QSAS).
2. A student is a single parent with one or more children.
3. A student with a baby or very young child.

Queen's University is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities and meet all academic requirements of the program. If you are a student with a disability and think you may need accommodations for your clinical placement, you are strongly encouraged to contact the Queen's Student Accessibility Services (QSAS) office and register as early as

possible. For more information, including important deadlines, please visit the QSAS website at <http://www.queensu.ca/studentwellness/accessibility-services>.

Should you experience a disability or illness that requires accommodation for a limited time, please refer to Student Wellness Services Extenuating Circumstances at <http://www.queensu.ca/studentwellness/home/forms/extenuating-circumstances>.

Requests for special consideration that are not valid include:

- lack of money/large loan to pay off;
- house or apartment in Kingston so unable to afford paying additional rent for accommodation while on placement in another city;
- don't have a car;
- partner is here and do not want to leave him/her;
- students who have part-time jobs ; and/or
- students on sports teams.

Please note that due to our dependence on a fluctuating clinical environment, Queen's School of Rehabilitation Therapy cannot guarantee that all students will be placed according to their preferences during any fieldwork placement period.

In-Catchment Requests

A web-based resource is used to enable students to both view fieldwork placements opportunities and submit their fieldwork placement preferences. Matching is carried out using a computer system and students are automatically provided with their fieldwork placement match, including site details and contact information.

Students identify their placement preferences through the web-based resource. Students must enter five (5) fieldwork placement preferences. Matching is completed electronically; however the university fieldwork coordinator will review student preferences to ensure students meet the fieldwork requirements (physical and mental health placements). The matching process is designed to ensure the greatest number of students receive a fieldwork placement match. Preferences must be submitted via the online system by the deadline promulgated by the University Fieldwork Coordinator. Late requests will be considered **after** the initial matching has been run. Requests will not be considered if all preferences are made at one facility or in one city (i.e. Kingston). Placement allocation decisions will be final and a student who chooses to refuse a fieldwork placement allocation will risk compromising their academic progress in the OT Program. Decisions of allocations for OT846, OT847 and OT877 are guided by the matching algorithms provided in Appendix H.

Out-of-Catchment Requests

If a student requires a placement outside of Queen's catchment area, a request based on extenuating circumstances must be made. Due to ongoing constraints with placement recruitment, all placements in program catchment areas are reserved for students in the respective program. If a student is experiencing an extenuating circumstance requiring placement closer to home in a location outside of Queen's catchment area, special consideration may be given. The successful match to an out of catchment area is dependent upon placement supply and approval of the respective Fieldwork Coordinator. A matching fee of \$375 payable to the accommodating university program may be applied at the student's expense.

Northern Ontario Requests

Students interested in a fieldwork placement via the Northern Ontario School of Medicine University (NOSM) must respond to the University Fieldwork Coordinator's 'call for interest'. The 'call for interest' will be timed with application deadlines set by NOSM. Once approved by the University Fieldwork Coordinator, select students will be able to apply to NOSM for a fieldwork placement in a NSOM community.

Placements ***may be*** funded for travel and accommodation. The number of placements available to each Ontario Occupational Therapy program is dependent on placement offers, availability of accommodation and the number of placement requests as funding is shared amongst Ontario university programs. Normally Queen's University students are able to access approximately 6 placements annually through this program.

Please see the NOSM website at <http://www.nosm.ca/> for a full description of the programs, locations and types of placements available. Placements for rehabilitation therapy students are arranged through the Rehabilitation Studies stream. Once approval of the University Fieldwork Coordinator is obtained, students apply directly to the website to request placement at <https://www.nosm.ca/education/rehabilitation-studies/>. These fieldwork placements are only available for OT846, OT847 and OT877. Please note that NOSM sets their own dates for application and your fieldwork coordinators will advise of the dates for 2021-2022. Students should also note that generally, NOSM only allows a student to complete a maximum of two (2) fieldwork placements via NOSM. Students are encouraged to review the NOSM handbook available through the student learning management system.

International Requests

An International Fieldwork Placement in the MScOT Program is an optional way to achieve course credit for one of the required fieldwork placements in the OT Program (i.e. OT 862, OT847 and/or OT877). It is recognized that International Placements provide students with a unique opportunity to develop clinical skills, while also combining learning in the areas of global education and cultural diversity. That being said, the safety of all students on an international clinical placement is of paramount importance and the University has a responsibility to help manage the risks associated with International Placements.

To be considered for a placement outside of Canada, a student must be approved by the Occupational Therapy Program. Conditions for eligibility:

1. The student must be in their final year of the program in order to participate in an International Placement.
2. A student may participate in only one International Placement (with the exception of OT 862 and/or OT877 – OT students may apply to complete an international clinical and community development placement)
3. A letter of intent and two references (one from a clinical instructor/preceptor and one from a faculty member) must be submitted by the student.
4. The student must maintain a minimum overall grade point average of 80%, without exception. This standing must be maintained until the commencement of the International Placement.

5. The student must have progressed through the program with no conditions, concerns, or course failures.
6. The student must complete the “Acknowledgement of Risk” form and a “Higher-Risk” Off Campus Activity Safety Policy (OCASP) online submission. Completion of the pre-departure orientation, part of the on-line OCASP process, is strongly recommended.
7. There must be favourable consensus from both the respective academic and clinical faculty that the student demonstrates professional behaviour in both academic and clinical situations (e.g., independence, maturity).
8. A signed affiliation agreement with the international site must be in place, prior to confirmation of the placement.
9. For “Level 2” countries [“Exercise high degree of caution”, according to Global Affairs Canada] students may be required to travel in pairs.
10. For “Level 2” countries (Global Affairs Canada), the International Placement Committee in the SRT must approve the country and/or region of interest. Applications must be submitted to the University Fieldwork Coordinator before the deadline (identified each year).

Eligibility requirements and arrangements for international placements must begin approximately one year in advance of the placement. See Appendix J for specific policy and process information about international placements. Please also refer to the Queen’s University website at <http://www.safety.queensu.ca/ocasp/> related to *Student Safety in Off-Campus Activities*.

3.2 Assigning Fieldwork Placements

In-Catchment Placements

The Queen’s Occupational Therapy Program uses a computer database to facilitate the placement process and ensure a system that is as equitable and efficient as possible for matching of students to in-catchment fieldwork placements. Placement offers from facilities and students’ preferences are entered into the database. The University Fieldwork Coordinator will inform students when fieldwork placement offers are ready for the identification of student preferences. Offers will be made available through web-based system. Students will be required to indicate five (5) preferences for the fieldwork session.

Steps in the matching process

1. Students identify their five (5) fieldwork placement preferences;
2. Initial matching may be done for students who have accommodations;
3. The University Fieldwork Coordinator will complete the match for all other students based upon the decision algorithms in Appendix H.

If all criteria are equal, fieldwork placements are assigned randomly for those placements requested by more than one student. The computer-aided matching system works to ensure that

all students receive a placement match. Placements are not allocated in alphabetical order of student names.

Informing students and acceptance of placement assignments

The University Fieldwork Coordinator will inform students of their fieldwork placement assignments as soon as possible after the matching process has concluded, usually 4-6 weeks prior to placement (if able). Please be prepared for delays, usually due to delays in receiving fieldwork placement offers or confirmation from clinical facilities.

The School will inform facilities of student allocations and email/mail the evaluation materials to the facility. This usually happens within a week of the matching process (or 4-6 weeks prior to the placement block for OOC placements). ONLY THEN should students contact their assigned facility.

STUDENTS PLEASE NOTE: Notification of your placement match generally confirms that you have accepted a placement and the notification to facilities of students assigned to that site commences.

4.0 The Clinical Education Process II: Preparation for Fieldwork Placements

Both students and preceptors are prepared for fieldwork placements through fieldwork preparation sessions: for students at the School during the academic block prior to a fieldwork placement and, for clinicians, through workshops and in-services held at Queen's or on-site in the clinical facility.

Essential policies and procedures that must be complied with and completed in a timely fashion include items such as: routine precautions, Ministry of Labour training, immunizations, CPR-HCP and First Aid training, Non-Violent Crisis Intervention (NVCI) Training, Workplace Hazardous Materials Information System (WHMIS) training, Accessibility for Ontarians with Disabilities Act (AODA) training, mask fit (N95 respirator) testing and criminal record checks. It is the responsibility of each student to maintain a portfolio of their required documents and bring them to the institution where they will complete their fieldwork placement. Failure to do so may result in cancellation of the fieldwork placement.

STUDENTS PLEASE NOTE: It is possible that a placement may be cancelled by the site/preceptor at any point. These cancellations are beyond the control of the university and cannot be anticipated. The fieldwork coordinator will work with the student to identify an alternate placement and the student must be prepared to accept a placement as assigned.

4.1 Student Preparation Sessions

Fieldwork preparation classes are scheduled during the academic block(s) prior to placement to inform students about the clinical placement process, policies and procedures and to discuss fieldwork education issues such as: curriculum content, supervision in occupational therapy practice, models of supervision, ethics in clinical

practice, conflict management, learning objectives and fieldwork placement performance evaluation and self-evaluation.

It is required that students attend ALL scheduled sessions to avoid missing important information.

Appendix K includes information about pre-placement requirements including documenting satisfaction of pre-placement requirements.

4.2 Police Criminal Record Checks

In accordance with the fieldwork sites' requirements, the School of Rehabilitation Therapy requires that all students complete a Police Criminal Record Check (CRC) including vulnerable sector screening (VSS).

Failure to produce the record of these checks by the date stipulated by the program could mean the following:

- You will not be matched with a fieldwork placement;
- You may not be able to attend your fieldwork placement ;
- You may be asked to leave your placement site and not return until you can show your CRC and/or VSS;
- A placement site may not accept you for a placement based on the results of your check; and/or
- Progression through the program may be delayed or suspended.

Multiple checks will be required throughout the program, and all costs associated with obtaining the checks will be at your expense.

Many cities can take several weeks to complete the screening, charge a large amount, or make it difficult to receive the vulnerable sector screening. For this reason, we recommend that students obtain their check through the Kingston Police (unless you are living in Alberta or Manitoba). This can be done online as soon as you know your Kingston address by using the Kingston Police service at: <https://policechecks.kpf.ca/>.

This check can usually be processed in as little as two weeks. The cost of the check is the responsibility of the student and information about the cost is available via the police service website. If students complete the online form two weeks before coming to Kingston (or as soon as you have an address), it should be ready to pick up on arrival. If students choose to get this from a city other than Kingston it may not be ready in time for them to submit their placement choices with the rest of the class. Any student with a permanent address in Alberta or Manitoba must complete the CRC in that province, as they will not supply information to other provinces.

Because many placement sites will require a check that is less than one year old, it is best to wait until at least July before obtaining one. All students are required to have a new criminal record check completed for second year and at the request of a clinical site. Some sites require that the check be completed within 6 months. The frequency of the check as requested by the site should be used by the student. Example, if your fieldwork placement site indicates it is their

policy that a 'clear' CRC be dated within the last six (6) months, then it is the student's responsibility to ensure that their documentation meets the facility requirements.

STUDENTS PLEASE NOTE: The SRT follows the FHS Police Records Check Policy Document, available at <https://meds.queensu.ca/sites/default/files/inline-files/Police%20Records%20Check%20Policy.pdf>. In any instance where the record is "not clear" the Faculty shall convene a Special Review Committee with membership from each School within the FHS (Medicine, Nursing and Rehab).

4.3 Occupational Health and Safety Policies

Ministry of Labour

In accordance with Bill 18, *Stronger Workplaces for a Stronger Economy Act* (Legislative Assembly of Ontario, 2014), all OT students must complete the Ministry of Labour (MOL) online module at: <http://www.labour.gov.on.ca/english/hs/training/workers.php>. The online learning covers a. to d. below, and general types of workplace hazards e to g.

- a. The duties and rights of workers;
- b. The duties of employers and supervisors;
- c. The roles of health and safety representatives and joint health and safety committees;
- d. The roles of the Ministry; the WSIB; and safe workplace associations and occupational health and safety medical clinics and training centres designated under the OHSA.
- e. Common workplace hazards;
- f. WHMIS; and
- g. Occupational illness, including latency.

Upon completion of the online module, the student will receive a certificate of completion. A copy of the certificate of completion must be provided to the SRT and the student must also bring a copy of their certificate of completion with them to all fieldwork placements.

There are some required elements to meet the standards set out in Bill 18 that need to be specific to the placement site, and can therefore not be offered at Queen's. Training on workplace-specific risks and policies will need to be offered at the clinical site, as these will vary from site to site.

Training could include:

- Workplace-specific hazards and hazardous materials
- Reporting health and safety concerns, incidents or injuries
- Health and safety policies, including workplace violence and harassment
- Emergency plan
- Name(s) of the Joint Health and Safety Representative(s)

Immunizations

Students are responsible for obtaining all necessary immunizations, maintaining their records and having the appropriate documentation available to show to their Preceptor, Site Fieldwork Coordinator or Site Placement Coordinator (human resources department) on the first day of their fieldwork placement. Failure to provide the required documentation may result in the student being ineligible for placement selection and assignment. Please note: some facilities require copies to be sent to them a minimum of two weeks in advance or may require documentation

outside of that required by the SRT. Students assigned to these facilities will be informed and will be expected to comply with this request.

Please see Appendix K for a sample form that may be used for Proof of Immunization, Serological status, First Aid and CPR-HCP and for the Faculty of Health Sciences Policy on Blood Borne Diseases and Healthcare Workers (Students).

Upon registration, in the first year of the program (during orientation week), Occupational Therapy students must show proof of obtaining or completing the following:

- COVID-19 vaccination
- TB test * (2 step tuberculin skin test status);
- Varicella serological status;
- Td/MMR (Immunization history for measles, mumps, rubella, diphtheria/tetanus)
- Polio; and
- Hepatitis B.

Prior to their level 1 placement, 1st year students must show proof of obtaining the Influenza vaccine (Flu Shot). The date will depend upon the availability of the vaccine and students will be notified by the SRT when documentation is required.

In the Fall of second year, Occupational Therapy students must show proof of:

- One step TB test
- Influenza vaccine (Flu Shot) as soon as available
- Any updates of Year 1 results

STUDENTS PLEASE NOTE: It is the responsibility of each student to maintain their health records and to take a copy to the institution where they will complete their fieldwork. Fieldwork placements will be cancelled if the student does not produce the documentation by the dates requested by the program. Failure to produce proof of immunization and flu shot may delay or prevent you from graduating from your program.

First Aid and CPR-HCP Training

Students are responsible for obtaining First Aid and Cardiopulmonary Resuscitation – Health Care Provider (CPR-HCP) training. This involves completion of the St. John’s Ambulance First Aid Course and CPR-HCP (or equivalent e.g. Red Cross, Lifesaving Society, BLS) on entry to the program. Students must provide proof of completion of these two courses and are expected to maintain their status in both. Certifications are valid for a maximum of two years regardless of the expiry date written on the certificate card. A copy of these certificates must be provided to the School and copies taken, by the student, to each clinical placement.

Proof of re-certification must also be provided to the School and Fieldwork Facility, as required. Please see Appendix K for combined Immunization/Proof of First Aid and CPR-HCP form.

Non-violent Crisis Intervention (NVC) Training

In accordance with partner sites’ policies, all students will be required to complete NVC training and maintain their certification throughout the duration of their studies. All first-year students must complete training. The training follows the curriculum outlined by the Crisis Prevention

Institute (CPI). The focus will be on the preventing and defusing situations in clinical settings. Training will be offered within the School of Rehabilitation Therapy as part of fieldwork/clinical placement preparation. Students will be required to purchase a manual to participate in the training. Students will be required to pay for their course manual via the SRT online store prior to the training, as per the deadline set by the Fieldwork/Clinical Education Coordinator. Students who do not pay for their course manual or who are absent from the provided training, will be required to access training through a publicly available source (e.g. the CPI, a community college or community organization) and at their own expense.

Students can access information about NVCI at <http://www.crisisprevention.com/Specialties/Nonviolent-Crisis-Intervention>.

In the event that a student has previously completed NVCI training, the student will be required to provide proof of certification to the SRT main office. A student with a valid certification should note that recertification will be required annually and will only be offered by the School of Rehabilitation Therapy at designated times during the academic blocks.

Mask Fit (N95 Respirator) Testing

All students must be fit tested for a respirator mask for protection against communicable diseases. The SRT arranges for mask fit testing in the first year of the OT program. Students will receive a card with details of respirator mask fitting that they must carry with them to all placements. The expiration date is shown on the card and up-to-date fitting must be maintained for all placements. Students who miss the arranged mask fit testing and/or require updated mask fit testing will need to access that on their own through publicly available sources. Any fees for testing (or re-testing) are the responsibility of the student. Any student unable to complete mask-fit testing for medical or faith-based reasons should contact the main office for a wavier.

Insurance Coverage

Fieldwork placement sites are not responsible for coverage for student trainees. There are two types of insurance coverage:

1. Liability Insurance; and
2. WSIB or private insurance.

The University coverage applies only during the fieldwork placement dates and does not apply to any personal activities.

Liability Insurance

Students registered in a graduate program at the University, pursuing activities related to the furtherance of education in their discipline, are automatically covered by the University's liability insurance policy. Liability insurance provides students with financial protection should the student be sued for negligence causing bodily harm (student has physically injured someone), personal injury (student injures someone through libel, slander, or other such means), or property damage (student damages property belong to the facility or to an individual). The insurance only covers activities performed as part of the student's duties on placement. Therefore, if a third party brings a claim against a student, and thus by extension to the university, it follows that the student will be financially protected by the University should negligence be proven in a court of law. Should

such an incident occur, the School of Rehabilitation Therapy must be contacted immediately TEL: (613) 533-6103

Workplace Safety and Insurance Board (WSIB) or Private Coverage

Fieldwork placement sites are not responsible for carrying worker's compensation coverage for student trainees who are injured in the workplace. However, the University and the student do need to know if the facility/agency has WSIB coverage for its employees.

Students are required to participate in a mandatory education session on this topic, included as part of OT846. In this session the students are provided with information about workplace injury and coverage. Each student is required to complete a *Student Declaration of Understanding* as part of the mandatory education session. Refer to Appendix L.

A student only completes a claim form if they have experienced on the job injury/disease. The form is the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim Form. The form has been posted on the Ministry's public website at:

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ENV=WW&NO=022-13-1352E>

This form only needs to be completed when submitting a claim resulting from an on the job injury/disease. Please note that institutions will be required to enter their (Ministry of Training Colleges and Universities) MTCU-issued Firm Number in order to complete the online claim form.

If a student is injured while on placement, it is essential that the University Fieldwork Coordinator be notified and an accident/incident report including contact names and phone numbers should be completed by the hospital/community agency and submitted to the Queen's University Department of Environmental Health & Safety within 48 hours. Access the incident reporting form and submission portal at: <https://www.queensu.ca/risk/safety/report-incident>.

The following procedures will be carried out dependent upon the type of coverage:

a) For facilities covered by Workplace Safety and Insurance Board (WSIB), the Department of Environmental Health & Safety will send a Letter of Authorization to Represent the Placement Employer and the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form to the placement employer. The placement employer will be responsible for completing the relevant sections of these forms and sending them back to the Department of Environmental Health & Safety in a timely manner. The placement employer will also be responsible for having the student sign the Postsecondary Student Unpaid Work Placement Workplace Insurance Claim form, if student has remained on the placement after the injury.

The Department of Environmental Health & Safety will complete a Form 7 for the incident and submit all the required documents to the WSIB and the MTCU.

A copy of relevant documentation will be sent to the placement employer and the School of Rehabilitation Therapy.

b) For facilities not covered by WSIB, the Department of Environmental Health & Safety will arrange for completion and submission of the applicable Chubb Insurance Company of Canada insurance forms.

STUDENTS PLEASE NOTE: The student is fully responsible for understanding this process and ensuring that all the steps are carried out, as delineated, and in a timely fashion. Failure to do so will result in a loss of insurance coverage.

Accessibility for Ontarians with Disabilities (AODA) Training

Each OT student is required to complete the AODA training modules available via the Queen's Equity office at <http://www.queensu.ca/equity/training>. The student must submit a copy of their proof of completion to the SRT and keep a copy for their own records. Proof of completion is due upon registration.

Workplace Hazardous Materials Information System (WHMIS)

Each OT student is required to complete general education related to WHMIS. In addition to this, students may be required to complete site-specific WHMIS training at the start of any/all fieldwork placements. The University is not responsible to carry out site-specific WHMIS training and the student must participate in the mandatory general training that is included in fieldwork preparation session(s).

Routine Precautions (Infection Control)

In accordance with partner sites' policies, all students will be required to participate in online training modules and a lab session during their studies. All students will be required to complete online modules related to:

- Chain of Transmission and Risk Assessment;
- Healthcare Provider Controls;
- Control of the Environment; and
- Additional Precautions.

Each student must submit proof of completion of the online modules prior to the lab session offered in OT846. All components are required to progress to clinical placement/fieldwork.

Additional Requirements

The SRT endeavours to communicate any site-specific requirements to the individual students, as communicated to the SRT by the site. It is the sole responsibility of the student to ensure that they have met the site requirements, even if they are different from those outlined here. In addition to this, the student is responsible for any costs to meet the requirements of the site. Failure to meet site-specific requirements may result in cancellation of a fieldwork placement and/or a delayed academic program.

STUDENTS PLEASE NOTE: The student is fully responsible for ensuring understanding of the requirements outlined in Section 4 of this manual and/or those outlined by the site following a fieldwork placement match.

4.4 Trouble Shooting Prior to Placement

It is important for all stakeholders in fieldwork education to recognize the reality of changing clinical environments, practice trends, and changing student situations. The University does not have control over these situations, which in some circumstances may result in last minute changes or cancellations. It is the University Fieldwork Coordinator's role to attempt to find solutions to problems as they arise. The following is a brief, but not exhaustive, list of some possible problems and their follow up:

1. A shortage of numbers or types of placements:
 - Additional requests for offers are made to Queen's catchment area clinicians and/or other University Fieldwork Coordinators (i.e. in shared catchment areas);
 - Clinicians are encouraged to consider alternate models of supervision (e.g. 2:1 two students with one therapist);
 - New Queen's catchment area sites are sought out; and/or
 - Innovative fieldwork placement types are considered and developed as appropriate.
2. Cancellation of a fieldwork placement by the site:
 - All attempts will be made by the University Fieldwork Coordinator to secure a replacement placement in the same timeframe however, it may not be in the same geographic location or in the same practice area; and
 - Any travel or accommodation payments made by the student will not be covered by the SRT. It is highly recommended that these be paid out by the student only once a fieldwork placement is confirmed by the site.
3. A student request for an out-of-catchment fieldwork placement is rejected/denied:
 - The student will be placed by University Fieldwork Coordinator in a placement within the Queen's catchment area (contingent on availability of sufficient numbers and appropriate types of placements).
4. Two students wish to switch fieldwork placements:
 - Direct switching of fieldwork placements is not permitted as it creates inequities in the matching processes.

4.5 Requests for Leave for Special Events

Conferences

Generally speaking, the School supports students to attend conferences offered by occupational therapy professional associations (especially during the academic blocks of the program). Where the conference overlaps with a fieldwork placement a student wishing to participate in either conference should discuss their request with the University Fieldwork Coordinator before finalizing plans and/or discussing plans with the site/preceptor. A decision will be made in concert with the preceptor at the agency/facility in question. If more than 2 days will be missed from placement, the time must be made up before successful completion of the fieldwork placement. Permission can be withdrawn if the student is not performing to standard during the fieldwork placement in question.

Courses/Workshops/Continuing Professional Development Opportunities

The Clinical education courses are just that – courses. Time off should not be requested to attend other workshops, extracurricular or post-graduate courses. Occasionally, a course or workshop that is relevant to the placement may be scheduled concurrently. A student may attend such courses with the approval of BOTH the Preceptor and the OT program. Permission can be withdrawn if the student is not performing to standard during the placement in question.

DO NOT commit to employment, social occasions or travel during designated fieldwork blocks. Fieldwork placements are equivalent to employment and requesting vacation days or leave is not appropriate during the relatively short 8-week period of the fieldwork placement. The only legitimate reasons for leave are illness and bereavement.

Requests for leaves that are not valid include, but are not necessarily limited to:

- Attending a wedding;
- Attending a family event;
- Personal travel;
- Leisure pursuits;
- Sporting events; and/or
- Caring for an animal.

4.6 Workshops and in-services for clinicians

The OT Program supports clinicians as preceptors by offering workshops and in-services on clinical teaching topics. Workshops for clinicians are run throughout the year. A training workshop is specifically designed to prepare first time preceptors, preceptors who have not had a Queen's student before, or OTs who have not been active in student supervision for over 2 years for their role in fieldwork placements. These training workshops may be requested at any time and can take place at Queen's or the University Fieldwork Coordinator will travel to regional clinical facilities at the request of the clinicians. In addition, preceptor training workshops may be held in response to an identified need (new clinical education methods, curriculum changes, supervision skills, educational methods). These workshops are discussed at the Fieldwork Liaison Committee (FLC) meetings and organized by the University Fieldwork with the support of FLC members and the OT Program. Clinician training sessions and workshops are normally held at no cost to the participants (preceptors).

Continuing Education opportunities are also offered to clinicians in the Queen's catchment area in recognition of their contribution to student learning. Recent examples include the Upper and Lower Limb Anatomy, '*Brainstorm*' Neuroanatomy Refresher, Post-Concussion Management and Capacity Assessment. These events are put on in response to clinician requests and are run on a cost-recovery basis.

5.0 The Clinical Education Process III: During Placement

The student may interact with numerous staff while on placement. Several individuals may be involved in student supervision at the placement site, including the preceptor, Site Fieldwork Coordinator, Department or Program Director and the University Fieldwork Coordinator. The roles of these “players” are outlined in Section 2 of this manual. Other occupational therapists or healthcare professionals may also invite the student to accompany them for educational purposes. All individuals the student interacts with are invited to contribute relevant information to the preceptor when the midterm and final evaluations are being collated. If the student or preceptor has any concerns with respect to the placement they should be addressed as soon as they are apparent. The best solutions are sought collaboratively. If concerns on the part of either individual are not resolved satisfactorily, these concerns must be communicated to the University Fieldwork Coordinator as early as possible in order that all available options can be reviewed. Early intervention generally promotes the most productive and equitable solutions as well as a less stressful and more enjoyable experience for the preceptor and the student.

5.1 Setting Learning Objectives

Students are expected to have and document written learning objectives for each fieldwork placement. The learning needs of each student and the learning opportunities available will vary with each placement, but the process is consistent. Individual students require varied levels of guidance and therefore the learning objectives (student’s goals for the fieldwork placement and agreed upon methods of achieving these) will reflect those differences. It is essential that the learning objectives be developed as a collaboration between the student and the preceptor: the student should arrive with ideas about learning objectives; these are then discussed with the preceptor, who provides feedback and offers expectations for what the student should be able to achieve in the placement. By the end of Week One the student should have identified learning objectives agreed upon and documented as part of the CBF E-OT. Refer to Appendix M for resources related to written learning objectives. It is recommended that each student develop 1-2 learning objectives for each competency area within the CBF E-OT.

5.2 Placement Organization

The OT program has developed a “*Passport to Fieldwork*” education for students and preceptors to refer to before, during and at the end of placement. The “Passport” can be used as a simple guide to ensure major milestones are not overlooked. Refer to Appendix N for a copy of the passport.

Progression through the fieldwork placement

Depending on the level of the placement, the setting, area of practice and assessment of student performance by the preceptor, the level of independence in all placements may vary. Placements may begin with an observational period, when the student observes the therapist; the students may then perform selected components of assessment and treatment with appropriate feedback from the therapist. Once the therapist is confident of the student’s competence, the student will assume increasing responsibility and independence towards the end of the placement. Specific caseload expectations are laid out for each placement level; the

quality of care delivered within the range is a paramount consideration. Students must always be mindful that patient/client care is the preceptors' first responsibility and that any activities the student performs are at the discretion of the registered OT supervising the fieldwork placement. Students are not autonomous in their assessments or interventions. The student should expect to accept direction from the supervising OT.

5.3 Student Presentations

It is expected (though not required) that the student give an in-service presentation on a topic relevant to the fieldwork placement (for OT846, OT847 and/or OT877). The topic and format of the presentation should be determined by the student and the preceptor. The presentation may be in the form of a case history of a client with whom the student is working; a treatment intervention; a clinical problem/condition; a patient information handout; or other project relevant to the clinical setting. Case histories are a common format for communication in health care both in the scientific literature and verbally in health care environments. By preparing and presenting case histories it is expected that the student will enhance their knowledge base, develop their problem-solving abilities and advance their communication skills, preparing the student for involvement in medical "rounds" and other communication and consultations between health professionals. It is expected that the presentation of these case histories will also benefit the fieldwork site by bringing forward new information, promoting discussion, highlighting practice trends and/or noting effectiveness of interventions. The evaluation of the presentation is in the form of verbal feedback from the preceptor and any individuals present at the presentation as well as by written comments by the preceptor on the student's CBFЕ-OT.

For Community Development fieldwork placements, students are generally expected to complete a poster presentation at the annual Community Development Forum. The evaluation of posters is carried out by OT faculty and students are provided with written feedback related to their poster and presentation.

5.4 Feedback

Feedback is essential for student learning while on placement. Optimal development of clinical skills, generic abilities and relevant competencies require ongoing feedback about a student's performance. Preceptors are encouraged to provide feedback on a daily basis and during all aspects of practice, e.g. after a student has carried out an assessment or performed a specific treatment intervention. Feedback is usually verbal, but short written feedback can also be used to communicate and track feedback. Feedback becomes more formal when given as part of the mid-placement evaluation and the final evaluation. Feedback can improve confidence and reassure the student that certain skills and behaviours are being done correctly and well or may provide the basis for behaviour change and development of improved skills. Feedback needs to be provided early in the placement to be valuable in providing reassurance and guidance for change. Feedback is also a two-way process whereby the student may provide feedback to the preceptor that will facilitate the learning experience.

5.5 Evaluation and self-evaluation

Clinical Fieldwork Placements

The Competency Based Fieldwork Evaluation for Occupational Therapists (CBFE-OT) (Bossers, Miller, Polatajko and Hartley, 2007) is used for evaluation of performance during each clinical fieldwork placement. The 7 core competencies of practice captured in the CBFE-OT (Practice

Knowledge, Clinical Reasoning, Facilitating Change with a Practice Process, Professional Interactions and Responsibility, Communication, Professional Development, and Performance Management) are the framework of competencies required to practice as an occupational therapist in Canada (Association of Canadian Occupational Therapy Regulatory Organizations [ACOTRO], 2000). A copy of the student evaluation will be sent to the fieldwork site prior to the placement and the student's original copy of the CBFE manual should accompany the student to each placement for reference and completion throughout the course.

Each student is responsible for purchasing their own copy of the CBFE-OT via the Queen's Campus Bookstore.

Students must provide proof of purchase of their CBFE-OT manual to the University Fieldwork Coordinator.

A learning contract is embedded in the CBFE-OT. The learning contract assists the student in formulating individual learning objectives for the competencies. The learning contract is developed by the student, in negotiation with the fieldwork educator, based upon the items in the CBFE-OT, the fieldwork site's student objectives, fieldwork course objectives, his/her own personal learning needs, and areas identified for further growth on previous placements. There is a learning objectives section for each of the seven competencies, and by the end of week 1 of the placement block students are expected to formulate at least one objective for each competency. Achievement of the learning objectives is evaluated both at midterm and at the end of placement using the visual analog scale.

The CBFE - OT must be completed and signed to evaluate the student on each of the seven competencies and an overall rating at both midterm and final reports. In addition, at mid-term, specific written feedback should be provided, including behavioural objectives to be achieved. The minimal mean score on all the competencies required for a passing grade will be established for each level of fieldwork course (refer to Appendix O for competency guidelines for each fieldwork level). To gain skill in self-appraisal, students are required to complete a self-evaluation using the CBFE-OT at mid-term and final report times. Students then discuss their assessment with the preceptor. Differences in evaluation of competence between students and educators often provide fruitful grounds for discussion and help students recognize areas where they are not demonstrating their actual skill or where their skill level is inadequate.

At the end of the fieldwork placement the fieldwork preceptor provides summative comments that identify final comments on the student's overall performance, directions for future learning and a recommendation of either 'pass' or 'fail' for the fieldwork placement. The University Fieldwork Coordinator reviews the completed CBFE-OT form at the end of the fieldwork course and submits the grade of pass or fail to the registrar's office for the student's academic record. If at any time during placement the preceptor believes that the student's communication, knowledge, or clinical skills present a risk to clients the site has the right to withdraw the placement. This would result in an automatic failure of the fieldwork course.

The process of student evaluation is designed to maximize the provision of effective feedback to the student to assist in optimising their learning, as well as to provide the University with periodic

grading of the student's performance. For OT846, OT847 and OT877 fieldwork evaluation documentation takes four forms:

1. **The Competency-Based Fieldwork Evaluation for Occupational Therapists (CBFE-OT)** is completed by the preceptor(s). The scoring on the grading scale should reflect the student's achievement relative to that of an entry-level practitioner (not relative to the placement level) and should clearly follow the anchor descriptors for each competency. Comments should be included at both midterm and final evaluation. More detailed comments are expected if the student is struggling or where the students' performance exceeds expectations. The inclusion of Next Steps is encouraged to facilitate growth of the student's skills.
2. **The CBFE-OT Self-Evaluation:** A separate copy of the CBFE-OT is supplied by the student and is completed by the student as a form of self-evaluation. This CBFE-OT should be referred to frequently throughout the placement as a reminder of the competencies being demonstrated in the placement. This is an important exercise in self-reflection for the student and is most beneficial when students record in writing their feelings about the placement and their assessment of their own performance, strengths and areas needing improvement for each of the performance criteria.
3. **Student Placement Feedback** is to be completed by the student via a Qualtrics survey. This provides feedback to the preceptor and facility about the learning experience. It should be noted that even if the student has two (or more preceptors) that only one survey is completed per placement.
4. **Student verification of placement hours** using the tracking sheet found in the student's shared One Drive folder.

All three of these activities are completed and discussed by student and preceptor at least twice during the placement: mid-way through the fieldwork placement and at the end of the placement. They can be completed more frequently if student progress, or lack thereof, would indicate the need to do so. Formal meeting times should be set, and students should be aware of the timing and duration set aside for review.

These three forms of feedback may be exchanged prior to the mid-term and final evaluation with verbal feedback and discussion taking place following. This ensures that both the student and the preceptor have had sufficient time to review and digest the feedback being provided. The student provides the preceptor with the completed self-evaluation at the same time as they exchange the other two forms of feedback. In this way, the preceptor's evaluation of the student's performance will not bias the student's self-evaluation or vice-versa.

Permission has been obtained from the publisher, Thomson Nelson, to make copies of the pages 1-15 from the textbook, *Competency Based Fieldwork Evaluation for Occupational Therapy* by Bossers/Miller, ISBN 0766873366, for the fieldwork course preceptors at Queen's University. (September 21st, 2004). The above, CBFE-OT, publication is used for all block fieldwork courses and includes a manual and the evaluation. The publisher has given permission for the student

who purchases this text to make additional copies of the evaluation for self-evaluation and personal study use.

Community Development Fieldwork Placements

The Community Development Progress and Evaluation Tool (CD-PET) is used to evaluate student progress in Community Development Fieldwork Placements (OT862). The competencies in the CD-PET are based on the skills identified as being pertinent to community development in the Canadian Model of Occupational Performance (Townsend & Polatajko, 2007; Boudreau & Donnelly, 2013). This allows the student to focus more clearly on skills related to the planning and implementation of their community development projects and their work with the community agencies. It also allows for a more intuitive understanding of the competencies by the community preceptors. A learning contract is integrated into the CD-PET. The learning contract is used for the student to identify specific learning objectives attached to the goals of the project and placement.

Use of the CD-PET involves 7 key steps:

1. The student will select 4-6 key competencies that best fit the characteristics of the Community Development site and the goals of the project. The work of some agencies focuses more on some competencies (e.g. advocacy or education), and some projects require the use of specific competencies (e.g. adaptation or building/creating resources) more than others. Selecting the ones most pertinent will help the student to plan activities that require the use of these skills so that they can be practiced and developed in this particular placement.
2. A learning contract is integrated into the CD-PET to identify the specific learning objectives attached to the goals of the project and placement. The student will write learning objectives as soon as possible and definitely within the first week of the placement. The student and the preceptor should meet to review the selected competencies and learning objectives.
3. As the work in the placement progresses, the student keeps track of his/her progress in the selected competencies in the "Validation -Student" box, noting examples of how the competency was demonstrated. The tool can be used to note successes and challenges, and to prepare for new opportunities to practice. Extra pages can be attached if more room is needed.
4. At midterm, the student and the preceptor fill out the one-page midterm evaluation and meet to discuss it. A verbal review of the learning objectives is done to ensure that progress is being made. The midterm evaluation should be handed in to Queen's University.
5. In the final week of the placement, the student will give the CD-PET with the examples and comments noted to the preceptor. The preceptor will make his/her own comments on the student's progress in the "Validation-Preceptor" box and complete the Preceptor's evaluation section.
6. As a final evaluation, the student and the preceptor meet to discuss the CD-PET. The preceptor can then confirm or discuss the student's perceptions and summarize the

student’s contributions to the agency and the project. The preceptor recommends a “pass” or “Fail” for the placement.

7. The completed final evaluation is returned to Queen’s University within two weeks of the placement’s completion.

Within the community development placement each student must complete a ‘*Student Verification of Hours*’ form. The verification of hours form confirms that the student has completed the required 185 hours of their community development placement. Students must document the number of hours spent on and off-site during their placement, on a weekly basis. Each week’s hours will need to be confirmed and initialed by the supervisor. The total hours need to be confirmed and signed off on at the end of the placement.

Students must also complete the *Community Development Placement Feedback Form* (Appendix P) at midterm and final. This evaluation should be discussed with the supervisor and any other relevant parties at midterm and final. There are awards related to Community Development Placements, both for students and for supervisors. A description of these awards can be found in Appendix Q.

5.6 Criteria for Assessment

Clinical Fieldwork Placements

The CBFE-OT is used to evaluate competency development across all the three levels of fieldwork placements (with the exception of community development fieldwork placements). OT851 uses selected competencies for the purpose of evaluation.

The following charts indicate the behavioural expectations across the levels for each of the competency domains. This information is repeated in Appendix O.

Competency 1 Practice Knowledge

Level 1	Level 2	Level 3
Demonstrate an understanding of the various conditions treated in your clinical area	Demonstrate an understanding of the various conditions treated in your clinical area	Demonstrate an understanding of the various conditions treated in your clinical area
Identify frames of reference or theories underlying practice	Articulate the frames of reference of theories underlying practice	Articulate and defend the frames of reference or theories underlying practice
Explain the role of occupational therapy clearly	Explain the role of occupational therapy clearly	Explain the role of occupational therapy clearly

Competency 2 Clinical Reasoning

Level 1	Level 2	Level 3
<p>Demonstrate analytical thinking through discussions of cases with therapists</p> <p>Demonstrate problem-solving skills with moderate assistance</p> <p>Demonstrate clinical judgment – i.e. seek therapist input prior to assessment or intervention</p> <p>Be aware of interactive reasoning during client interactions</p>	<p>Make appropriate decisions based on sound analytical thinking with minimal assistance</p> <p>Demonstrate problem-solving skills with minimal assistance</p> <p>Demonstrate clinical judgment with minimal assistance</p> <p>Be aware of the different types of clinical reasoning and articulate interactive reasoning during client interactions.</p>	<p>Make appropriate decisions based on sound analytical thinking independently</p> <p>Demonstrate problem solving skills with minimal or no assistance</p> <p>Demonstrate sound clinical judgment at all times</p> <p>Be able to define and describe the types of clinical reasoning</p> <p>Be able to identify the types of clinical reasoning that occurs during a clinical encounter</p>

Competency 3 Facilitating Change with a Practice Process A) Assessment

Level 1	Level 2	Level 3
<p>Become familiar with assessment in the practice setting</p> <p>Observe 5 assessments (interview, formal tests, informal observations) performed by therapist</p> <p>Perform 2-3 assessments with supervision</p> <p>Discuss with therapist causes of dysfunction/problems, goals and possible intervention plan with assistance</p>	<p>Become competent in the use of 1-2 assessment tools</p> <p>Identify and evaluate the literature pertinent to the assessments and identify other similar assessments in the literature</p> <p>Perform 5-10 assessments with minimal supervision</p> <p>Discuss areas for intervention based on assessment results and develop goals and plan with minimal assistance</p>	<p>Become competent in the use of all relevant assessment tools</p> <p>Critically appraise the literature on the assessment tools used within the facility</p> <p>Perform 10-20 assessments independently</p> <p>Discuss areas for intervention based on assessment results and develop goals and plan independently</p>

Competency 3 Facilitating Change with a Practice Process B) Intervention

Level 1	Level 2	Level 3
<p>Discuss intervention plans based on assessment results</p> <p>Become familiar with various treatment strategies and tools and the evidence for these interventions</p> <p>Carry out intervention plans with assistance</p>	<p>Formulate at least 5 treatment plans with moderate assistance</p> <p>Demonstrate competence in using various treatment strategies and tools</p> <p>Identify and evaluate the literature pertaining to the various interventions.</p>	<p>Formulate at least 10 treatment plans with independence or minimal supervision</p> <p>Demonstrate competence in using various treatment strategies and tools</p> <p>Critically appraise the literature pertaining to the interventions used.</p>

<p>Educate clients using various teaching methods with assistance</p> <p>Evaluate at least 2 client's progress and determine appropriate therapy plan with assistance</p>	<p>Carry out at least 5 intervention plans with moderate-minimal supervision.</p> <p>Educate clients using various teaching methods with minimal supervision</p> <p>Evaluate at least 5 clients' progress and determine therapy plan with moderate supervision</p>	<p>Carry out at least 10 intervention plans with minimal – no supervision</p> <p>Educate clients using various teaching methods independently</p> <p>Evaluate at least 10 clients' progress and determine therapy plan with minimal supervision</p>
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Competency 4 Professional Interactions and Responsibility

Level 1	Level 2	Level 3
<p>Interact appropriately with members of the team</p> <p>Seek to understand the roles of other team members</p> <p>Become an integrated member of the team with assistance</p> <p>Accept and respond appropriately to feedback, incorporating suggestions provided</p> <p>Provide feedback to preceptor in a professional manner</p> <p>Demonstrate respect, integrity and client-centeredness in all interactions</p>	<p>Interact and begin to consult appropriately with members of the team</p> <p>Demonstrate clear understanding of the roles of other team members</p> <p>Become an integrated member of the team making contributions to build trust and respect</p> <p>Accept and respond appropriately to feedback, incorporating suggestions provided</p> <p>Provide feedback to preceptor in a professional manner</p> <p>Demonstrate respect, integrity and client-centeredness in all interactions</p> <p>Be aware of practice standards</p> <p>Demonstrate commitment surrounding professional boundaries and ethical/legal conduct</p> <p>Handle conflict and difficult situations effectively with professionalism</p>	<p>Interact and consult confidently with members of the team</p> <p>Demonstrate clear understanding of the roles of other team members</p> <p>Become a fully integrated member of the team making contributions to build trust and respect</p> <p>Accept and respond appropriately to feedback, incorporating suggestions provided</p> <p>Provide feedback to preceptor in a professional manner</p> <p>Demonstrate respect, integrity and client-centeredness in all interactions</p> <p>Demonstrate a clear understanding of and commitment to practice standards surrounding professional boundaries and ethical/legal conduct</p> <p>Handle conflict and difficult situations effectively with professionalism</p>

Competency 5 Communication

Level 1	Level 2	Level 3
<p>Prepare simple written reports on clients (at least 2) with moderate-maximum assistance</p> <p>Demonstrate good communication skills</p> <p>Communicate with assistance during team meetings</p> <p>Provide education to client that is at an appropriate level with moderate assistance</p>	<p>Prepare written reports on clients using appropriate terminology with moderate-minimum assistance</p> <p>Demonstrate professional communication skills</p> <p>Communicate independently during team and family meetings</p> <p>Provide education to client that is at an appropriate level</p>	<p>Prepare professional and clearly written reports on clients using appropriate terminology independently</p> <p>Demonstrate professionalism during all communication</p> <p>Communicate independently during team and family meetings</p> <p>Provide education to client that is at an appropriate level</p>

Competency 6 Professional Development

Level 1	Level 2	Level 3
<p>Self-identify skills to improve/have experience in during the placement</p> <p>Demonstrate accountability for learning needs</p> <p>As appropriate, complete a project in an area of interest to improve care of clients, or enhance learning of specific condition, assessment or intervention</p>	<p>Self-identify skills to improve/have experience in during the placement</p> <p>Demonstrate the ability to identify areas of strengths and weaknesses</p> <p>Demonstrate accountability for learning needs and make a learning plan with assistance</p> <p>As appropriate, complete a project in an area of interest to improve care of clients, or enhance learning of specific condition, assessment or intervention</p>	<p>Self-identify skills to improve/have experience in during the placement</p> <p>Develop and evaluate SMART learning objectives to ensure learning needs are being met on an on-going basis</p> <p>Accurately identify areas of strengths and weaknesses and identifies appropriate resources</p> <p>Demonstrate accountability for learning needs and make a learning plan independently</p> <p>As appropriate, complete a project in an area of interest to improve care of clients, or enhance learning of specific condition, assessment or intervention</p>

Competency 7 Performance Management

Level 1	Level 2	Level 3
Demonstrate responsibility and initiative with general site-specific procedures	Demonstrate responsibility and initiative with general site-specific procedures	Demonstrate responsibility and initiative with general site-specific procedures including the assignment of tasks to support personnel.
Organize and prioritize time efficiently with moderate supervision	Organize and prioritize time efficiently with minimum supervision	Organize and prioritize time efficiently independently
Seek assistance and feedback appropriately	Use resources and literature to solve problems	Use resources, literature to solve problems
Maintain statistical records with minimal supervision	Seek assistance and feedback appropriately	Seeks assistance and feedback appropriately
Complete all client files and projects by end of placement	Maintain statistical records independently	Maintain statistical records independently
Develop 1-2 SMART learning objective for each competency with minimal assistance	Complete all client files and projects by end of placement	Complete all client files and projects by end of placement
	Develop 1-2 SMART learning objectives for each competency independently	Develop 1-2 SMART learning objectives for each competency independently

Community Development Fieldwork Placements

The expectations for completion of the community development placement include satisfaction of the 185-hour requirement, successful completion of the community development project and evidence of validation related to the CD-PET competencies. Each student identifies 4-6 competencies that best fit the community development site and goals of the project.

The following competencies are included as part of the CD-PET evaluation (Boudreau and Donnelly, 2013):

- **Adapt:** make suitable to or fit for a specific use of situation, and to respond to the challenges with clients or communities (Townsend & Polatajko, 2007).
 - Changes the language to be more readable for the community
 - Changes the methods or approach of a task to match the abilities of the target audience
 - Makes the tools or task more user-friendly for the target audience
 - Grades the activity to meet the changing needs and abilities of the community as it progress
- **Advocate:** to raise critical perspectives, prompt new forms of power sharing, lobby or make new options known to key decision makers; to speak, or argue in favour of (Townsend & Polatajko, 2007).
 - Understands the strengths and needs of the person or population for whom they advocate
 - Identifies and clarifies the issue and the target message

- Identifies the target groups or system
 - Develops an advocacy plan
 - Clearly portrays the values and beliefs of the person or population for whom they advocate
 - Are aware of how their own values affect the m
 - Is tactical, resilient and persistent in portraying the message
 - Considers ethical and confidentiality issues in any advocacy situations
 - Assesses the effectiveness of the advocacy efforts and makes recommendations for future action
- **Coach:** a specific conversational partnership for facilitating occupational change that aims to assist clients to discover and prioritize their values and what is important to them, to access their strengths, resources and creativity, choose goals and design and follow a plan of action to get what they want (Pentland, 2009).
 - Understands the skills, abilities and needs of the person or population
 - Identifies areas where skill development or self-confidence is needed in others
 - Creates an accepting environment where the person or group can ask questions, express opinions and seek feedback with confidence
 - Gives positive and constructive feedback aimed at supporting the person or population in skill development
 - Celebrates successes and helps the person or population to reflect on situations and learn from disappointments
- **Collaborate:** involves power sharing; to work with clients, versus doing things to or for them in joint effort toward a common goal by sharing talents and abilities in mutual respect with genuine interest and acknowledgement of others to achieve results that are greater than the sum of individual efforts (Townsend & Polatajko, 2007).
 - Acknowledges and uses the skills and abilities of others in the process
 - Shares knowledge and learning
 - Works on building consensus
 - Promotes team building and team work
 - Celebrates successes and shares credit with the team
 - Manages conflict in a positive and helpful manner
- **Consult:** to exchange views and talk throughout the process with a wide range of clients and stakeholders (which may include, team members, community support personnel, social agencies, government personnel, business representatives, non-governmental organizations, consumer groups, special interest groups, etc (Townsend & Polatajko, 2007).
 - Seeks advice from appropriate sources when necessary
 - Offers advice when requested or when appropriate
 - Considers a variety of viewpoints when giving or taking advice
 - Understands the limits of his/her own skills and the boundaries of the position

- **Coordinate:** integrate, synthesize and document information to link people with resources, manage teams, facilitate interaction between groups in common effort to attain a particular outcome. (Townsend & Polatajko, 2007).
 - Manages multiple tasks and deadlines
 - Identifies and communicates with key partners
 - Clearly defines the roles and responsibilities of the group members when determining action plans
 - Brings together physical, informational and human resources needed for the task

- **Educate:** draw on the philosophies and practices of adult and child education (as appropriate), notably experiential and behavioural education that emphasize learning through doing (Townsend & Polatajko, 2007).
 - Identifies gaps in knowledge, skills or attitudes
 - Selects appropriate opportunities and methods for learning
 - Uses age and skill level appropriate educational principles
 - Evaluates the effectiveness of the learning, either formally or informally

- **Engage:** to involve clients in doing, in participating, in action beyond talk by involving others and oneself to become occupied (Townsend & Polatajko, 2007).
 - Builds a relationship with the person or population based on commonalities
 - Stimulates an interest in a topic or need
 - Encourages and motivates efforts towards a common goal
 - Engenders commitment towards a common goal or activity
 - Efforts result in the active involvement in the members of the community and the task at hand

- **Design/build:** encompasses the 1) design/building of products such as assistive technology or orthotics, 2) designs to adapt the built and/or emotional environment, and 3) the design and implementation of programs and services by formulating a plan or strategy. In some cases, actually building the technology, program or service (Townsend & Polatajko, 2007).
 - Follows through on an idea and creates a product
 - Identifies the target population, their needs and abilities
 - Adapts the approach, language and skill level to the target population
 - Trials all or part of the original product to evaluate its effectiveness
 - Uses feedback from the trial to refine design and make changes
 - Provides the product the target population for their use beyond the life of the placement

5.7 Grading of Fieldwork Placements

Fieldwork placements are graded on a Pass/Fail basis rather than numeric grade. Preceptors grade the student at mid-term and final. At final, the preceptor will make a recommendation to the OT program as to whether or not the student should “pass” the placement (refer to page 16 of the CBE-OT and/or page 22 of Community Development Supervisor’s Handbook). The preceptor’s recommendation and comments are used as an indicator of student performance. The University Fieldwork Coordinator then makes a recommendation to the Program’s Student

Progress and Awards Committee as to what grade the student should be awarded. The possible outcomes are Pass (P), In Progress (IN) or Fail (F). IN will be used when the student has not successfully demonstrated the competencies associated with that placement level, but the student has not committed any action that would warrant a failing grade. In this circumstance, the student may be asked to complete additional time at a clinical site.

5.8 Concerns Exist form

The 'Concerns Exist' form should be used and submitted to the University Fieldwork Coordinator if:

- At mid-term the students' performance does not meet competency expectations;
- At any point during the placement the preceptor identifies the student is not meeting competency expectations; and/or
- The preceptor/site or student would benefit from additional support from the OT program or University Fieldwork Coordinator.

The form should be discussed with the student and the student should be provided with a copy of the form before it is submitted to the University Fieldwork Coordinator. The concerns identified on the form should link to the competency expectations, indicate clearly the expectations for improvement and every effort should be made to ensure the student understands the expectations. Ultimately, the student is responsible to demonstrate their ability to meet competency expectations. Please refer to Appendix R for a copy of the Concerns Exist form.

5.9 Fieldwork Award Nominations

Preceptors are invited to nominate student(s) for a Fieldwork Award based upon exemplary performance during fieldwork. A nomination is appropriate for a student, who based upon the preceptors' experience, consistently exceeds competency expectations. The Fieldwork Award was established by the Physical Therapy Clinic at Queen's University and is presented annually to two graduating occupational therapy students. Students are selected for the award based upon nomination(s) and performance in all fieldwork courses. Nominations are collected through students' program of study and awards are presented at the time of convocation from the MScOT program. The nomination is completed through a Qualtrics survey link provided at the time of placement material distribution.

5.10 Trouble Shooting During Placements

The majority of concerns that arise during a placement can be easily rectified with a telephone call or email to the University Fieldwork Coordinator.

The student and the preceptor do not concur on the expectations for the placement:

- Both individuals should review the relevant sections of the Clinical Education Manual and discuss its contents;
- If the manual does not clarify the issue the University Fieldwork Coordinator should be contacted immediately.

The fieldwork placement (OT846, OT847 or OT877) was originally classified as "physical health" or "physical/mental health", but the resultant fieldwork placement has focused on "mental health":

- In the case where the resultant learning on a fieldwork placement meets the OT program requirements to complete a “mental health” fieldwork placement the student and preceptor submit the *Queen’s Occupational Therapy Fieldwork Placement Requirement in the Area of Mental Health Document*.
- Refer to Appendix T of this manual for a copy of the form. The form is only submitted if/when there’s a need to change the classification of a fieldwork placement.

Illness or bereavement:

- Students are discouraged from attending placement while acutely ill. However, absences for greater than 2 days due to illness must be documented with a letter from a physician or nurse practitioner; each day over the initial 2 days must be made up;
- A student may be granted an absence from placement for the death of a relative for up to 2 days (~15 hours) without making up the time;
- If the student’s performance is weak, the preceptor should request that the time be made up in a way that is convenient for the preceptor/site;
- Absences greater than 2 days due to bereavement should be discussed immediately with the University Fieldwork Coordinator (University policy recognizes absences with respect to ‘immediate family’: grandparents, parents, siblings, children and grandchildren).

The student or patient/client suffers an injury during placement: for student or client injury, follow the procedures outlined in Section 4.4. The University Fieldwork Coordinator should be contacted immediately. If the University Fieldwork Coordinator is not available, do not leave a voice mail message, dial 613 533-6103 or 533-6000 X 77317 and speak with the Clinical Education Assistant who will follow-up.

The student's performance does not meet competency expectations:

- The preceptor/student should contact the University Fieldwork Coordinator;
- Difficulties in placement should be identified and addressed early in the placement, if possible before the mid-term evaluation, to give time for remediation; and
- The preceptor should consider submission of a ‘*Concerns Exist*’ form.

There is a question of harassment:

- If there is any suspected verbal, physical or sexual harassment of the student or the preceptor during the placement period the University Fieldwork Coordinator must be notified immediately;
- The incident(s) will be documented and, if necessary, followed up by the appropriate individual(s).

5.11 End of Fieldwork Placement

Documentation Clinical Placements

Immediately following the placement, the following documentation must be submitted to the occupational therapy program:

1. Two versions of the Competency Based Fieldwork Evaluation for Occupational Therapists (CBFE-OT)
 - a. One completed by the Preceptor at mid-term and final. This evaluation is submitted by the preceptor directly to the School.

- b. One completed by the student at mid-term and final (self-evaluation process). This self-evaluation is submitted by the student via the online learning management system.
2. One Student Placement Feedback Form for mid-term and final. This feedback form is submitted by the student via the online learning management system.
3. Completed submissions of placement hour verification through Elentra tracking.

Documentation of Community Development Placements

Immediately following the placement, the preceptor will compile the evaluation package containing the following documentation:

1. The Community Development Progress and Evaluation Tool (CD-PET) package which includes mid-term feedback, final feedback, the Student Verification of Hours form and the Student Placement Feedback form for mid-term and final.

STUDENTS PLEASE NOTE: It is important that you review all components of all forms with your preceptor(s) ensuring that your signature and your preceptor's signature is applied in all of the appropriate places. Missing signatures and/or missing forms will result in processing delays, including the posting of grades.

Instructions for the submission of all evaluation materials will be provided to students and preceptors prior to the commencement of the fieldwork placement block. Generally, evaluation materials are required to be submitted within 48 hours of the last day of placement.

Evaluation materials should be emailed to otfieldwork@queensu.ca.

5.12 Confidentiality

All student records must remain confidential. Facilities are asked to keep all student records in secured files where only the preceptor, Site Fieldwork Coordinator and/or department manager have access to the files.

Policy on retention or copying of clinical placement performance evaluation materials:

The completed Competency Based Fieldwork Evaluation for Occupational Therapists (CBFE-OT) or Community Development Progress and Evaluation Tool (CD-PET) is a confidential document of student progress that is the property of the School of Rehabilitation Therapy. As such, the original document must be returned to the School within 48 hours of the completion of the fieldwork placement and must not be copied for the purpose of retaining on file at the fieldwork site. The student may not give permission to the fieldwork site to make a copy of the evaluation documents at the end of the placement. As a final record of performance in a designated course the CBFE-OT and/or the CD-PET is comparable to a final examination paper and subject to the same policies.

The *Student Placement Feedback* is completed by the student to provide feedback about the placement to the clinical instructor and facility. The original of this form must be submitted by the student to the School. A copy of this form may be made available to and retained by the clinical facility.

PLEASE NOTE: For learning purposes, students are encouraged to keep photocopies/electronic copies of both from each of their fieldwork placements.

6.0 Professional Issues

6.1 University Code of Conduct

All students are required to adhere to the University's Code of Conduct. They should also bear in mind that, compliance with this code implies non-participation in disturbances which have been formally prohibited by senate, adherence to the laws governing the possession and/or consumption of alcoholic beverages and generally, maintaining the reputation of the University. In general terms, acceptable conduct does not infringe upon the rights of other members of the University community and conforms to the regulations of the University and its subordinate jurisdictions and to the law of the land.

6.2 Code of Ethics – Occupational Therapy Practice

Occupational therapy students are expected to uphold The Canadian Association of Occupational Therapists (CAOT) *Code of Ethics* (CAOT, 2018) and College of Occupational Therapists of Ontario *Code of Ethics* (COTO, 2020) as outlined by the CAOT and COTO.

“The goal of the [CAOT] Code of Ethics is to achieve and maintain high standards of professional integrity toward clients, colleagues, partners, stakeholders, the public and CAOT. The Code describes expected conduct of all CAOT members in occupational therapy practice, including those involved in direct service to clients, management, administration, education, research and/or business.” (CAOT, 2018, p. 2).

The CAOT *Code of Ethics* is available at [https://caot.ca/uploaded/web/Code%20of%20Ethics%202007%20-%20Revised%202018_V.3%20\(002\).pdf](https://caot.ca/uploaded/web/Code%20of%20Ethics%202007%20-%20Revised%202018_V.3%20(002).pdf).

Each student is expected to read the CAOT *Code of Ethics* document prior to each fieldwork placement.

According to the College of Occupational Therapists of Ontario:

Ethical practice defines what is good – which means, what is right. The College expects all practitioners to commit to good practice. This commitment requires occupational therapists to consciously consider what is right in furthering the interests of our clients and what is right in protecting the public interest.

The Code of Ethics—Commitment to Good Practice forms the foundation for occupational therapists' ethical obligations. It is the framework for the professional and personal conduct expectations outlined in the laws, regulations, College standards and guidelines that govern the practice of occupational therapy. The Code of Ethics articulates the

fundamental reference points that guide ethical practice and to which the profession aspires. (COTO, 2020, p.2)

COTO identifies that occupational therapists are guided by two fundamental values **RESPECT** and **TRUST**. The core values underpin the laws, regulations and College Standards and guidelines by which occupational therapists are governed in Ontario (COTO, 2020).

The *Code of Ethics – Commitment to Good Practice* (COTO, 2020) is available at <https://www.coto.org/standards-and-resources/resources/code-of-ethics>. Each student is expected to read the COTO *Code of Ethics* document prior to each fieldwork placement. For any student completing a placement in another province (outside of Ontario) the student should refer to the appropriate regulatory body for information that pertains to practice in that province.

6.3 Agency/Community Code of Ethics

As part of orientation, students are responsible for making themselves aware of (and complying with) codes of conduct or ethical considerations published or communicated by the fieldwork site. This applies to use of site equipment loaned to the student through the course of fieldwork placements. Each student is required to complete and sign the SRT Memorandum of Understanding (MOU) for clinical placements (refer to Appendix U).

6.4 Confidentiality and the Protection of Personal/Health Information

The well-being of clients is the highest priority. Students must ensure absolute confidentiality of all client/patient information regardless of the source of that information (e.g. patient/client, family, therapist, team member, records or charts). There cannot be a breach of this trust either verbally or in writing. If a student is in doubt about what information can be disclosed, and to whom, the preceptor, Site Fieldwork Coordinator or University Fieldwork Coordinator should be consulted. Students may be required to sign a declaration of confidentiality at the placement facility. Students are reminded that, as a rule, confidential patient information should never leave the facility property. This includes information in written and electronic form.

Students are required to sign a Statement of Confidentiality (refer to Appendix U) in their first year of the OT program and prior to participation in any fieldwork placement. This will help to ensure that personal information collected for educational purposes and clinical placements shall be treated as confidential material. Each student shall be expected to ensure respect for and demonstrate integrity where all such confidential information is concerned. Any breach shall be addressed through the SRT *Professional Behaviour Policy* (<https://rehab.queensu.ca/academic-programs/policies/professionalism>).

6.5 Attendance

Full time attendance at fieldwork placements is mandatory. Students may be granted, at the discretion of the preceptor and the OT program, a maximum of two days of leave for legitimate reasons that may include illness or other extenuating circumstances. If the student is not meeting the competency expectations or placement experiences have been limited for other reasons, the student may be required to make up any lost days or lost time. Should an illness last more than two days, students are expected to provide a medical certificate documenting the illness. If an extenuating circumstance exceeds two days, the University Fieldwork Coordinator must be notified, and the situation/options discussed. Normally a fieldwork placement will not be considered successfully completed and a PASS assigned if the mandatory minimum hours on

site has not been met (i.e. 300 hours for OT846, OT847 and OT877 and 185 hours for OT 862). If a student misses more than two days from a fieldwork placement, the student must make up the lost time prior to final grading and successful completion of the placement. Please note that sites/preceptors are not required to accommodate missed time. In cases where missed time cannot be made up the University Fieldwork Coordinator will discuss individual option(s) with the student. **The University Fieldwork Coordinator must be notified of an absence of greater than two days** from any fieldwork placement.

6.6 Professional Image

The personal appearance of a student carries a non-verbal message to the client, their family, and the staff. Students will follow the policies and procedures on dress code and general conduct specific to the practice setting. Common sense and discretion should be used to dress neatly and portray a professional image. These guidelines apply to clinical experiences with volunteers at the GWCEC as well as for all fieldwork placements.

General guidelines for dress include:

- Clean clothes daily
- A lab coat or "scrubs" may be needed on occasion (or in some settings) for sanitary purposes
- Well-groomed hair (i.e. long hair tied back)
- Facial hair on men should be neat and well-groomed
- Discretion consistent with the environment for body-piercings and/or body art (tattoos) (e.g. in some cases temporary removal of a piercing or coverage of tattoo(s) may be appropriate)
- Skin should not show as you bend, reach or lift or twist
- Revealing clothing or undergarments should not be seen
- Fingernails should be clean and short for client/patient care and universal precautions

Shoes:

- Rubber/non-slip soled for safety
- Appropriate for the setting/environment (e.g. no outdoor footwear in home or clinic type settings)
- Closed toed, closed heeled (occupational health and safety regulation) and low heel

Shirts:

- Of sufficient length or tucked into skirt or pants (NO bare mid-riff)
- Collars and short or long sleeves preferred (NOT sleeveless)

Pants/Skirts:

- Business casual pants are appropriate (e.g. khakis that are wrinkle resistant or ironed)
- No jeans, shorts or casual pants (pants must be crease resistant and/or ironed)
- No active/yoga wear
- Generally, skirts should be no more than 2" above the kneecap

Accessories/Other:

- Jewellery should not interfere with or detract from patient/client interactions (i.e. preferably limited to wedding/engagement rings and stud or small hoop earrings)
- A watch with a second hand or digital readout is highly recommended

- Nametags (purchased through the School) must be worn stating that you are a Queen's Occupational Therapy Student
- No perfumes and scented products

7.0 Academic Regulations

For full details of current Academic Regulations please refer to the School of Rehabilitation Therapy website at www.rehab.queensu.ca.

Each of the required fieldwork courses carries a university course credit weighting and therefore university academic regulations apply.

Any circumstances that, in the opinion of the student or the preceptor, may adversely influence the student's performance in a placement should be brought to the attention of the University Fieldwork Coordinator or the Associate Director, Occupational Therapy Program as soon as the circumstances in question are known. Whenever possible this should be brought forward and documented prior to completion of the placement.

7.1 Standing

- Clinical placements are graded on a Pass/Fail basis.
- Preceptors grade student performance at mid-term and final, using the appropriate tool (CBFE-OT or CD-PET).

<p>IMPORTANT NOTE: Any fieldwork placement may be terminated at any time during the placement, if in the opinion of the preceptor the student's presence on placement would negatively impact patient safety or patient care.</p>
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The COTO Standards for the Supervision of Students states that, "in assuming the role of student supervisor, the OT remains fully accountable and responsible for the quality of care provided to clients" (COTO, 2023). The Standard is available at <https://www.coto.org/standards-and-resources/resources/standard-for-the-supervision-of-students-and-occupational-therapy-assistants-2023>

Upon completion of each fieldwork placement, the student's preceptor is asked to make a recommendation to the Program for a grade of Pass, Incomplete, or Fail. If the preceptor does not make a recommendation, or if he/she provides feedback to the Program that indicates the student's performance may not warrant a Pass grade, the University Fieldwork Coordinator or delegate will consider all available evidence and will make a recommendation to the Program's Student Progress and Awards Committee as to what grade the student should be awarded. The possible outcomes are Pass (P), Incomplete (IN) or Fail (F). IN may be used when the student has not successfully demonstrated the competencies associated with that placement level, but the student has not committed any action that would warrant a failing grade.

7.2 Student Withdrawal from Placement

The following procedures will apply in respect to a student-initiated withdrawal from placement:

- If a student withdraws from a placement after discussions with the preceptor and with the approval of the SRT Associate Director (Occupational Therapy), a grade of incomplete will be given. An alternative placement must be satisfactorily completed.
- If a student withdraws from a placement without prior discussion with the preceptor and the approval of the SRT Associate Director (Occupational Therapy), a failing grade will be given.
- In the case of extenuating circumstances which preclude prior discussion (such as serious illness or death in the student's family) the SRT Associate Director (Occupational Therapy), student and facility will mutually agree on the course of action to be taken.

7.3 Academic Decisions/Failure/Withdrawal on Academic Grounds

In a case in which a preceptor recommends that a student be assigned “no credit” (i.e. failure of the fieldwork course or incomplete), the OT Student Progress & Awards Committee will normally uphold the preceptor's recommendation. If there are extenuating circumstances well-documented and sufficient to excuse inadequate performance, the OT program may recommend that the student be allowed to repeat the course.

In keeping with the General Regulations of the School of Graduate Studies and Postdoctoral Affairs (SGSPA), unsatisfactory performance by the student during the program may cause proceedings to be instituted requiring the student to withdraw.

Any student who wishes to question the academic decisions of the OT program, the SRT or any of its instructors is strongly recommended to consult the SGSPA's policy on Appeals Against Academic Decisions within the [Faculty of Health Sciences Graduate Council Manual](#).

It is recommended that the student begin with informal discussions with the course instructor and/or SRT Associate Director (Occupational Therapy). If the matter cannot be resolved informally the student may proceed to more formal appeal processes as outlined in the policy.

If a repeated placement is granted, it will normally be scheduled as soon as it is practically feasible.

8.0 References

Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) (2000). *Essential competencies for occupational therapists in Canada*, 1st Edition. Author, December 2000.

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Committee on University Fieldwork Education [CUFE] and Association of Canadian Occupational Therapy University Programs [ACOTUP] (2011). *Canadian Guidelines for Fieldwork Education in Occupational Therapy (CGFEOT): Guiding principles, responsibilities and continuous quality improvement process*. Author. Retrieved from

<http://www.acotup-acpue.ca/PDFs/2012%20CGFEOT%20-%20English.pdf>.

Townsend, E.A. and Polatajko, H.J. (2007). *Enabling Occupation II: Advancing an occupational therapy vision for health, well-being and justice through occupation*. Ottawa, ON: CAOT Publications ACE.

9.0 Appendices

A	MScOT Academic Course Descriptions
B	Occupational Therapy Fieldwork Levels
C	Fieldwork Profile
D	CGFEOT & FS-PRO
E	Standards for the Supervision of Students
F	SRT Affiliation Agreement
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Q	Concerns Exist Form
R	Fieldwork Award Nomination Form
S	Queen's Occupational Therapy Fieldwork Placement Requirement in the Area of Mental Health Document
T	Memorandum of Understanding and Statement of Confidentiality

Appendix A - MScOT Academic Course Descriptions

OT 801 Conceptual Models in Occupational Therapy

This course introduces students to the central construct of occupation and to both the consequences and determinants of occupation. We will explore the most prominent theoretical models for understanding the relationship between occupation and health, and the factors that affect occupation. The course also covers the historical development of occupational therapy theory, and key theorists over the past 100 years. (4.0 credit units)

OT 802 Models of Practice in Occupational Therapy

This course introduces students to occupational therapy interventions, processes of change, and tools for being an occupational therapist. In addition, students will apply occupational therapy theory to practice situations. (2.0 credit units)

OT 823 Disability Theory

This course introduces the concepts of disability, citizenship and societal participation. Conceptual frameworks of disability and issues and implications of disability will be discussed along with Canadian health and social policies relating to people with disabilities. (1.5 credit units)

OT 824 Culture, Equity and Justice

This course will guide students to explore effects of power and privilege on occupational participation and connect historical context to present day to envision a more just, equitable future. Students will examine biases and positionality to understand their role in creating systems and structures that enable, constrain and/or oppress occupations (3 credits).

OT 825 Lived Experience

In this fieldwork course, pairs of first-year students meet with a volunteer from the Kingston community who identifies as having a health condition that contributes to experiences of disablement. The goal of this unique learning relationship is to improve students' understanding of disability and facilitate their embracing the concept of client-centred practice whereby a client's life experiences are acknowledged, and they become partners in the occupational therapy process. (1.5 credit units)

OT 826 Enabling Occupation in Children and Youth

This course provides students with the foundational knowledge to identify factors influencing performance and participation for children and adolescents. Evaluation and intervention approaches at the level of impairment, activity limitations, and participation restrictions will be explored by considering the context of service provision systems and the diverse roles of Occupational Therapy practitioners in collaboration with families and inter-professional service providers. (Lecture + lab) (4 credit units)

PREREQUISITES: OT 881, OT 882, OT 883, & OT 884

OT 827 Enabling Occupation in Older Adults

This course provides students with the foundational knowledge necessary to identify factors influencing performance and participation of older adults. Evaluation and intervention approaches at the level of impairment, activity limitation, and participation will be explored by considering the diverse roles of occupational therapy practitioners in collaboration with families and inter-professional service providers across a range of service provision contexts. (3.0 credit units)

OT 845 Psycho-emotional Determinants of Occupation

This course will focus on the psycho-emotional determinants of occupation as a framework for understanding how humans are inherently motivated for occupations. The intrinsic factors and learned responses associated with occupation will be examined and students will apply and evaluate applications of psycho-emotional theory in contemporary occupational therapy practice. (6.0 credit units)

OT 846 Occupational Therapy Fieldwork I

This fieldwork course, completed continuously and offered in a practice setting, will allow the student to focus on generic assessment skills, developing communication skills and application of OT knowledge to the practice setting. (8.0 credit units)

PREREQUISITES: OT- 825 and OT -851 or permission of the course coordinator.

OT 847 Occupational Therapy Fieldwork II

This fieldwork course, completed continuously and offered in a practice setting, will allow students increased independence in working with clients including assessment, intervention and application of OT knowledge. (8.0 credit units)

PREREQUISITES: OT- 846 or permission of the course coordinator.

OT 851 Client-Centred Communication

This course focuses on the development of communication skills within the context of client-centred occupational therapy practice. The critical elements of the therapeutic relationship will be developed through interviewing and assessment strategies. This course will make extensive use of supervised videotaping, and interaction with community volunteers through the Clinical Education Centre. In addition, students will gain experience in professional communication skills. (4.0 credit units).

OT 852 Group Theory and Process

This course will examine group theory, process and application to occupational therapy practice. It will focus on groups both as a means to enabling occupational therapy change and as a means for working effectively in a complex health care system. Laboratory sessions will facilitate the development of effective techniques in group leadership and participation. (3.0 credit units)

PREREQUISITES: OT 851 or permission of the course coordinator.

OT 853 Coaching and Counseling for Occupational Change

This half course consists of both theoretical background preparation and practical experiential learning opportunities to introduce occupational therapy students to selected talk-based interventions available for enabling occupational fulfillment and change (coaching, counseling and psychotherapy). (3.0 credit units)

PREREQUISITES: OT 851 or permission of the course coordinator

OT 861 Community Development in Occupational Therapy

This course critically examines the theoretical foundations and processes of working with communities through community development in order to enable occupation at the community level. Theories of community development, the process of engaging with communities, and skills required for community development will be explored as they pertain to occupational therapy. This course lays the theoretical foundation for the community development fieldwork placement, OT 862.(3.0 credit units)

PREREQUISITES: OT 842, OT 851, and OT 852 or permission of the course coordinator.

CO-REQUISITE: OT 862 or permission of the course coordinator.

OT 862 Applied Community Development

This fieldwork course, completed continuously, will provide the opportunity for students to explore the process of working with communities to enable occupation and to create inclusive communities and environments. (6.0 credit units)

PREREQUISITES: OT 847 or permission of the course coordinator.

OT 871 Advanced Clinical Reasoning

This course provides opportunities for students to develop advanced clinical reasoning skills applicable to all areas of occupational therapy practice. Based on the occupational therapy process, students will develop skills of critical thinking and inquiry. (3.0 credit units)

PREREQUISITES: all first-year courses and all second-year, fall-term courses or permission of the course coordinator.

OT 875 Advanced Professional Practice

This course is designed to provide students with opportunities to acquire an advanced understanding of the roles, rights and responsibilities incumbent with becoming an Occupational Therapist. Particular attention will be given to the legal and ethical parameters of practice, professional contributions and responsibilities within complex and changing environments and career development as advanced healthcare professionals. Course content is designed to be responsive to the shifting practice environment and offer students an opportunity to synthesize learning from other courses within the curriculum. (3.0 credit units)

PREREQUISITES: all first-year courses or permission of the course coordinator.

OT 877 Occupational Therapy Fieldwork III

This fieldwork course, completed continuously and offered in a practice setting, will allow students to consolidate OT knowledge and skills. The focus of this final fieldwork placement is for the student to maximize independence in the areas of assessment, intervention, programming and evaluation. (8.0 credit units)

PREREQUISITES: OT 847 or permission of the course coordinator.

OT 881 Physical Determinants of Occupation I

This course introduces students to human occupation from the perspective of its anatomical, physiological and biomechanical dimensions. The course will use an integrated case study format to develop understanding of movement of the human body as it relates to occupation. The course will focus on the assessment methods used in physical rehabilitation and introduce musculoskeletal conditions as they relate to occupation. Theoretical frameworks and evidence-informed practice approaches and interventions will be addressed in class and weekly lab sessions. (4.0 credit units)

OT 882 Psychosocial Determinants of Occupation I

This course introduces students to human occupation from the perspective of its psychological, emotional and social dimensions. This course will use a case study format to develop understanding of the person-level foundations and environmental conditions that enable occupational performance and are relevant to psychosocial practice. Theoretical frameworks and evidence-informed practice approaches and interventions will be addressed in class and weekly lab sessions. (3.0 credit units)

OT 883 Cognitive-Neurological Determinants of Occupation I

This course emphasizes the neuro-physiological organization of motor behaviour, sensory-motor integration, and the dynamic nature of the central nervous system and will provide a foundation for evaluating occupational performance with a focus on evaluation and intervention approaches for cognitive-perceptual and motor control problems for adults at three levels: impairment, strategy and function. Attention will be given to secondary motor performance problems. (4.0 credit units)

PREREQUISITE: OT 881

OT 884 Psychosocial Determinants of Occupation II

This course builds on attitudes, knowledge and skills developed in psychosocial dimensions of occupation I. Students will learn theoretical frameworks, practice approaches and evidence-informed interventions relevant to complex psychosocial issues within a range of specific occupational therapy practice contexts. Weekly labs will provide the opportunity for further skill development. (4.0 credit units)

PREREQUISITE: OT 882

OT 885 Physical Determinants of Occupation II

This course analyzes human occupation from the perspective of its anatomical, physiological and biomechanical dimensions. The course will focus on intervention methods used in physical rehabilitation to enable occupation in musculoskeletal conditions. The course is designed to build on concepts introduced in OT881 and will use an integrated case study format to further develop an understanding of movement of the human body as it relates to occupation. Theoretical frameworks and evidence-informed practice approaches and interventions will be addressed in class and weekly lab sessions. (3.0 credit units)

PREREQUISITE: OT 881

OT 886 Environmental Determinants of Occupation I

This course provides students with foundational knowledge about environmental factors influencing occupational performance and participation in occupations. First, we examine the physical, social and institutional environments and occupational therapy approaches for assessment and intervention. Then we explore various contexts across the lifespan, including home, school, work, and community. (3.0 credit units).

PREREQUISITES: OT- 823, OT- 881, and OT -882 or permission of the course coordinator.

EXCLUSION: OT- 842

OT 887 Environmental Determinants of Occupation II

This course builds on knowledge and skills developed in Environmental Determinants of Occupation I (OT 886). Students will learn assessment approaches and evidence-informed interventions relevant to environmental issues and assistive technology within a range of diverse occupational therapy practice contexts, including inter-professional collaboration. (3.0 credit units)

PREREQUISITES: OT- 886 or permission of the course coordinator; OT- 826; OT- 827

EXCLUSION: OT- 842

OT 889 Cognitive-Neurological Determinants of Occupation II

This course builds on attitudes, knowledge and skills developed in Cognitive-Neurological Dimensions of Occupation I. Students will practice evaluations, and evidence-informed interventions relevant to complex cognitive-neurological issues within a range of neurological impairments in adults. Weekly labs will provide the opportunity for further skill development. (3.0 credit units)

PREREQUISITE: OT 883

OT 897 Critical Enquiry Foundations

This course prepares students for the completion of OT 898 by examining world views, research designs, criteria for study quality, and evidence-based practice. Students develop skills to pose clinical questions, systematically search the literature, appraise scientific articles, and use research to inform rehabilitation practice. (3.0 credit units)

PREREQUISITE: Registration in the occupational therapy program.

OT 898 Critical Enquiry Project

Students will work with a faculty supervisor to complete a critical enquiry project. The project will enable students to apply critical inquiry skills by participation in an area of clinical investigation and to examine the relevance of findings to clinical practice. (6.0 credit units)

PREREQUISITE: OT 897 or permission of the course coordinator.

Appendix B - Occupational Therapy Fieldwork Levels

In accordance with Canadian copyright law, the '*Occupational Therapy Fieldwork Levels*' publication was removed from this file posted online. Nevertheless, it is legal for you to locate the document and make your own copy for "private study."

Publication Reference:

Sullivan, T & Bossers, A (1998). Occupational therapy fieldwork levels. *CAOT National*, 15(3), May 1998.

Please visit the CAOT website at:

<https://www.caot.ca/>.

Appendix C - Fieldwork Profile

Queen's Occupational Therapy Program Enabling Occupation: Mapping Curriculum to Practice

Purpose:

1. To promote student reflection and identification of skills, competencies and experiences learned in the curriculum and practiced in clinical placements
2. To help students identify skills, competencies and experiences gained during clinical placement to assist in planning future fieldwork courses and ensure a well-rounded fieldwork portfolio.
3. To assist the university in identifying areas where new placement opportunities are needed to provide a wide range of fieldwork experiences.

How to use:

1. After each placement, the student will identify the skills, competencies and experiences that they have gained in the placement, and note them, along with examples, in the appropriate columns.
 - a. The examples provided should consider the broad skills and competencies obtained. For example a placement working with clients with Acquired Brain Injury, may have a focus on the physical disability, but will also address social relationships, modify the environment to promote attention and memory and advocate for policy change to enable vocational placement – all skills that would fit across the spectrum.
 - b. Be brief but descriptive in your entries. Do not just “check off” and area, but note some specifics like the names of assessments along with a note on their purpose (e.g. ROM on clients with peripheral nerve injuries; *name of test with description*)
 - c. Please note the depth of exposure, indicating whether the experience was an introduction/ observation, or involved the actual implementation of the assessment or intervention (e.g. observed family crisis intervention interview; completed wheelchair assessments including complex seating equipment under general supervision.)
 - d. If you are split between two settings, you will probably find it easier to fill out two different forms. If you are “shared” by two preceptors, you may either fill out one form (if the experiences are similar) or two forms. There is not a single way to complete the forms. They are meant to be a tool to keep track of your learning. Use them in the most logical manner.
2. When identifying preferences for the next placement, the student should review the information on the form to identify the characteristics of the placement which are required to provide a balance of skills, competencies and experiences.

Fieldwork Profile

Student Name: _____

Facility/Agency: Type of Setting (hospital, community): Focus: (acute, rehab): Age Span:			Dates: Fieldwork Course: Level:	
	Physical Determinants	Psycho-Emotional Determinants	Environmental Determinants (including physical, social, cultural and institutional)	Scholarly Practice/Practice Management
Assessments related to occupational performance				
Interventions related to occupational performance				
Other experiences related to occupational engagement/participation in occupations				

**Canadian Guidelines for Fieldwork Education
in Occupational Therapy
(CGFEOT)**

Guiding Principles, Responsibilities and
Continuous Quality Improvement Process

Presented by the

Committee on University Fieldwork Education
(CUFE)
Association of Canadian Occupational Therapy University Programs
(ACOTUP)

Approved by UFCC, ACOTUP and CAOT
Summer 2003, Revised 2005, 2011

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A Vision for Canadian Occupational Therapy Fieldwork Education

The Committee on University Fieldwork Education (CUFE) of the Association of Canadian Occupational Therapy University Programs (ACOTUP) has reviewed the national guidelines for fieldwork education in response to a number of developments. Feedback from fieldwork partners, shifts in health care environments, changes in occupational therapy practice, and the new profile and core competencies of practice have highlighted the need to update the Canadian Guidelines for Fieldwork Education in Occupational Therapy (CGFEOT) and reduce administrative procedures while continuing to promote excellence in fieldwork education.

Quality improvement is a systems process whereby identified critical indicators can be measured and monitored. The documentation process proposed in the CGFEOT aims to monitor the numerous activities which have been deemed essential to the support and development of a quality experience for all stakeholders in occupational therapy fieldwork education. The 2011 revised version of the CGFEOT is intended to guide fieldwork partners in developing an effective environment for learning, together with fieldwork education resources and student learning opportunities. In addition, the CGFEOT will guide universities in determining appropriate fieldwork education experiences that enable students to integrate academic and fieldwork learning throughout their professional development.

In updating the CGFEOT, CUFE members aim to implement a process which promotes quality and accountability and reflects current best practice in fieldwork education. The guidelines have incorporated input from a variety of sources: consultation with fieldwork partners on the challenges and benefits of providing fieldwork education, a visioning experience by university fieldwork coordinators to identify factors for effective management of fieldwork education, and a review of national and international documents. CUFE acknowledges the commitment of its fieldwork partners (fieldwork sites, fieldwork educators, on-site fieldwork coordinators, and other team members) in continuing to support a high quality fieldwork education program.

Section 1 of the guidelines includes principles to promote optimum fieldwork education. Section 2 presents the responsibilities of fieldwork education partners: students, preceptors and university programs. Finally, section 3 proposes tools and processes for supporting quality in fieldwork education.

Section 1: Principles Guiding the Canadian Occupational Therapy Fieldwork Experience

These guidelines are intended to ensure that each Canadian occupational therapy fieldwork experience provides excellent learning opportunities and resources and an optimum environment for learning. Students acquire abilities and professional behaviors as well as new knowledge while engaged in fieldwork education. Students, preceptors, onsite fieldwork coordinators, university professors and university fieldwork coordinators are expected to collaborate in linking fieldwork experiences to what students have learned in class. Therefore, it is important to share a common vision for fieldwork education.

The fieldwork experience should:

- Be a collaborative learning experience among students, clients, fieldwork educators, onsite fieldwork coordinators and university programs;
- Be mutually beneficial to students and fieldwork educators;
- Be accepted as an essential part of professional growth for both students and fieldwork educators and fieldwork site;
- Occur in a positive learning environment;
- Consider the teaching methods and learning styles of both students and fieldwork educators;
- Consider students' learning objectives in relation to their professional development within the context of the fieldwork environment;
- Support students to account for their learning;
- Enable students to link theory with practice;
- Enable students to take an active role within the site;
- Promote satisfaction for both students and fieldwork educators regarding the fieldwork experience;
- Occur anywhere the roles and functions of an occupational therapist can be developed and integrated.

Section 2: Responsibilities of Fieldwork Education Partners

Students are expected to:

- Take responsibility for their learning experience and the direction of that experience in partnership with fieldwork educators, onsite fieldwork coordinators, university professors and university fieldwork coordinators;
- Set personal and professional goals before the beginning of the fieldwork experience. Review and adjust them throughout the placement;
- Do preparatory readings before and during the fieldwork experience;
- Uphold legal standards and the Codes of Ethics at all times (CAOT, professional regulatory body, fieldwork site, university program);
- Comply with site and university policies and procedures;
- Increase their understanding of and respect the roles and functions of other team members;
- Develop competencies for the application of the occupational therapy process;
- Increase their understanding of the systems in which occupational therapists practice;
- Learn how occupational therapists contribute to the service delivery team;
- Increase their understanding of and promote the roles and functions of occupational therapists;
- Develop confidence and competence in their practice of occupational therapy;
- Communicate with the university fieldwork coordinator/professor any time during their fieldwork experience if they encounter challenges in developing their competency profile;
- Provide feedback to fieldwork educator based on their fieldwork learning experience.
- Provide feedback and an evaluation of their fieldwork experience to their university fieldwork professor/ coordinator following each placement;

Fieldwork educators are expected to:

- Act as role models for students;
- Become familiar with the university fieldwork education program (learning objectives, educational tools, fieldwork evaluation tool, expected student performance in accordance with placement level) and with the supervision process;

- ❑ Offer a welcoming environment, a comprehensive orientation and provide space for student use, as available within the site's resources;
- ❑ Clearly inform students of what is expected of them, appropriately grade responsibilities and expectations and be available to students to offer appropriate supervision;
- ❑ Offer regular and timely feedback based on student performance, including recommendations for improvement;
- ❑ Offer a positive and comprehensive learning environment to enable student development within the core competencies required for occupational therapy practice;
- ❑ Assist students to develop a good understanding of their professional growth with respect to core competencies as described in the *Profile of Occupational Therapy Practice in Canada (CAOT, 2007)* by allowing and promoting time for guided reflection;
- ❑ Meet with students to discuss and evaluate their performance at the mid-term and end of the fieldwork education experience;
- ❑ Communicate with the university fieldwork coordinator/professor at any time during the placement if the student encounters significant challenges;
- ❑ Provide to university fieldwork coordinator/professor a current fieldwork site profile describing learning opportunities and resources;
- ❑ Provide feedback by completing a questionnaire with respect to their experience as fieldwork educator (student preparedness, impact of the supervisory experience, administrative support availability, evaluation of pedagogical needs, etc.) and submit it to the university fieldwork coordinator.

University fieldwork coordinators/professors are expected to:

- ❑ Assist students to develop a good understanding of their professional growth with respect to core competencies as described in the *Profile of Occupational Therapy Practice in Canada (2007)* by offering fieldwork preparation (e.g. orientation and resources) and debriefing sessions (e.g. integration of theory with practice) to students;
- ❑ Provide fieldwork educators with orientation and educational resources related to the university academic and fieldwork education programs and the supervision process;
- ❑ Coordinate offers and requests for placements and whenever possible match students and sites according to students' academic and fieldwork profiles and interests;
- ❑ Ensure students make suitable choices with regard to establishing a varied fieldwork education profile (clienteles and fieldwork settings);

- Offer ongoing support and problem solving to students and fieldwork educators in dealing with student learning challenges;
- Recognize fieldwork partners who contribute time and expertise in supervising students;
- Provide sites with a fieldwork agreement, either temporary or long term, describing the liability and responsibilities of each party;
- Ensure students are provided with appropriate liability coverage and work site insurance;
- Regularly assess the content and quality of supervision given and provide recommendations to fieldwork sites and feedback to fieldwork educators.
- Regularly assess the content and quality of the environment in which the placement occurs to ensure appropriate resources are available and provide recommendations to fieldwork sites.

Section 3: Tools and Processes to Support Quality in Canadian University Occupational Therapy Fieldwork Education

To support the quality of Canadian occupational therapy fieldwork education, the following tools and processes are recommended:

1. The university fieldwork coordinator/professor will ensure that any site used for occupational therapy student fieldwork education has read Section 1 and 2 of this document.
2. The university fieldwork coordinator/professor will provide each site with a fieldwork site profile to complete. The aim of this profile is to provide important information to the university which enables an understanding of the student learning experience within the site. In light of this intent, the fieldwork site profile is completed by the site representative after consultation with administrators, program managers, professional coordinators, fieldwork educators and all persons involved in the fieldwork education experience. This document will be requested within a reasonable timeframe as determined by both the site contact person and the university fieldwork coordinator. The following list describes information to be provided:
 - Site and contact information
 - Characteristics of occupational therapy services
 - Learning opportunities and resources
 - Administrative resources
 - Site requirements for students
 - Amenities
3. Following each fieldwork placement, students should complete a fieldwork site evaluation form. The aim of this evaluation process is to gain an understanding of how the student's learning experience at the site contributed to his or her professional development.

4. Considering the important formative role assumed by preceptors, universities must support preceptor professional development as related to fieldwork education. It is strongly recommended that the university fieldwork coordinator/professor collect and analyze preceptor feedback pertaining to quality and availability of university support for fieldwork education including preparedness of students for their fieldwork experience. For this reason, the aim of this process is two-fold. First, to gain an understanding of the preceptors needs and offer university based support. Second, to contribute to upgrading curricular content in accordance with the evolving nature of occupational therapy practice.
5. On a regular basis (to be determined by the university), the university fieldwork coordinator will review the documents pertaining to particular fieldwork sites: the fieldwork site profile, the relevant student fieldwork site evaluation forms, and the relevant preceptor experience evaluations. The university fieldwork coordinator will compile and analyze the available information and share a summary with the fieldwork site contact person. It is recommended that the university fieldwork coordinator will provide this feedback to the site at least once every 5 years.
6. If issues with a fieldwork site arise, the university fieldwork coordinator/professor, in conjunction with the fieldwork site contact person, will propose a plan for improving or optimizing the student learning opportunities. When such a plan is put forth, a timeframe will be set regarding improvements to be made to ensure the future quality of the fieldwork education experience for students.

Depending upon specific needs and programs developed, it is anticipated that each university will be responsible for designing and implementing additional quality improvement measures that are deemed appropriate for their region.

Fieldwork Site Profile (FS-PRO): Learning Opportunities and Resources

Please fill in and return to your affiliated university occupational therapy program.

Site and Contact Information

Name of site: _____

Name of program/sector: _____

Name of contact person: _____

Title of contact person: _____

Address: _____

Phone*: _____ Fax*: _____

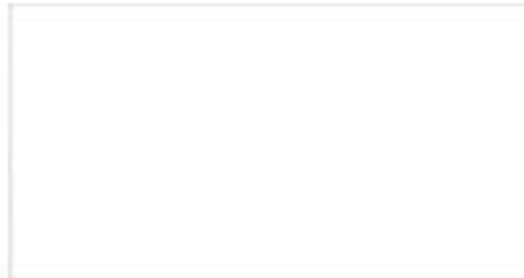
E-mail address*: _____

Web site: _____

- Supporting material about the site and occupational therapy services attached
(e.g. pamphlet, brochure, fact sheet)

*of contact person

If you have any questions or comments, please contact your university representative:



A member of the University Fieldwork Coordinators Committee (UFCC) , a sub-committee of the
Association of Canadian Occupational Therapy University Programs(ACOTUP)

(2005 revised edition)

Fieldwork Site Profile (FS-PRO): Learning Opportunities and Resources

Copy and complete for individual location or program as appropriate.

Name of program / site: _____
(if different from page 1):

Contact information if different from page one:	Location of occupational therapy services in the building:

Characteristics of Occupational Therapy Services:

1. Occupational therapy services are organized on: an O.T. department basis a program basis
 No O.T. on site other: _____

Description (e.g. the mission and vision of your organization, occupational therapy philosophy and role of occupational therapy within your organization):

2. System(s) / services in which you practice: Public sector Private practice
- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Rehabilitation centre | <input type="checkbox"/> Outpatient clinic | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> Long term care centre | <input type="checkbox"/> Home care | <input type="checkbox"/> Day hospital |
| <input type="checkbox"/> Insurance industry | <input type="checkbox"/> Community setting | <input type="checkbox"/> School |
| <input type="checkbox"/> Other: _____ | | |

3. Occupational therapy roles: Direct care Indirect care Consultation Research
 Administration Other: _____

4. Client life span: Children Adolescents Adults Older adults

Site: _____

Characteristics of Occupational Therapy Services (continued):

5. Client conditions: Mental health Physical health Combined Other

Please list common client issues :

6. Occupational therapy focus:

Please describe common areas of practice, interventions and programs :

7. Hours of operations: _____

8. Total number of occupational therapists working at/for your site:

Full Time: _____ Part Time: _____

9. Support personnel (e.g. OTAide, rehab assistant)? yes no If yes, how many: _____

Site: _____

Learning Opportunities and Resources for Students:

1. Access to a library (either on or off-site) : yes no
2. Internet access: yes no
3. Other learning opportunities and resources for students (please list):

(e.g. interprofessional contacts, field trips, resource binders):

4. Please state your general learning and performance expectations of students (other than the ones from the University) to assist them in preparing for fieldwork education at your site.

Site: _____

Administrative Resources:

1. Orientation session offered upon students arrival:

yes no, it will be available on (specify date): _____

2. Space and resources available to students (phone, desk, computer, work station, etc.):

3. Policies and procedures information available:

yes, location: _____

no, it will be available on (specify date): _____

4. Health and safety policy in place:

yes no, it will be available on (specify date): _____

5. Emergency procedures information available:

yes, location: _____

no, it will be available on (specify date): _____

6. Contingency plan available (for absent fieldwork educator during placement):

no, it will be available on (specify date): _____

yes. Please outline its major characteristics:

Site: _____

Administrative Resources (continued):

7. Continuing education plan in place for occupational therapists on site:

- no, it will be available on (specify date): _____
- yes. Please outline its major characteristics:

Please outline your site's continuing education policy or describe how occupational therapists remain current in issues that impact their professional practice. Also, describe use of evidence based practice:

Amenities Available to Students:

1. Cafeteria: yes no
2. Kitchen facilities: microwave oven refrigerator other: _____
3. Locker: yes no
4. Bicycle rack: yes no
5. Parking: yes, cost: _____ no
6. Public transportation available: yes no
7. Other (please list):

(e.g. accommodation for students)

Site: _____

Site Requirements for Students:

1. Immunization: yes no If yes, specify in box below.
2. Criminal / police record check: yes no If yes, specify in box below.
3. Dress code: yes no If yes, specify in box below.
4. A car is required during placement hours: yes no
 If yes, describe the site "gas reimbursement" policy for OT students, in the box below.

Please specify additional information and/or requirements (e.g. mask fit testing):

Message to Students:

Please add anything else you would like students to know or prepare for prior to starting a placement at your site.

- Pre-placement information package sent to student (e.g. reading list or material, schedule): yes no

Signatures:

Profile completed by: _____ date: _____
(Name and title)

My organization wishes to offer placements to occupational therapy students from:

- my affiliated University Canadian universities International O.T. programs

For fieldwork education purposes, I hereby authorize my affiliated university occupational therapy program to forward the information included in the FS-PRO to students and fieldwork coordinators from other occupational therapy programs.

I shall ensure that students will be supervised by qualified occupational therapists who have a minimum of one year of professional experience, and hold credentials with their provincial regulatory body.

Signature: _____ date: _____

Appendix E: Standards for the Supervision of Students

In accordance with Canadian copyright law, the '*Standards for the Supervision of Students*' publication was removed from this file posted online. Nevertheless, it is legal for you to locate the document and make your own copy for "private study."

Please visit the link below to access this COTO Standard.

<https://www.coto.org/standards-and-resources/resources/standard-for-the-supervision-of-students-and-occupational-therapy-assistants-2023>

Appendix F - SRT Affiliation Agreement

**TEACHING AFFILIATION AGREEMENT
BETWEEN
QUEEN'S UNIVERSITY AT KINGSTON
(hereinafter called the "UNIVERSITY")
ON BEHALF OF THE
SCHOOL OF REHABILITATION THERAPY
(hereinafter called the "SCHOOL")**

AND

**«SIGNING AUTHORITY (uppercase only)»
(hereinafter called the "FACILITY")**

1. **Purpose**

- a) To provide clinical and fieldwork experience in terms of patient and related instruction for students of the UNIVERSITY; and
- b) To increase contact between academic faculties and clinical personnel for fullest utilisation of available expertise.

2. **Term and Termination**

- a) This Agreement shall be in effect commencing [REDACTED] and shall continue for a period of 5 years until [REDACTED], unless either Party gives written notice of termination at least four months in advance of the end date of this Agreement.
- b) Where written notice of termination has been given, such termination shall not negatively impact the placement of any student who is in the midst of a placement when such notice is given. No new students will be placed with the FACILITY after notice of termination has been given.

3. **Indemnification**

- a) The Parties shall each defend, indemnify and save harmless the other from and against all claims, losses, damages, judgments, costs, expenses, actions and other proceedings made, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or attributable to any bodily injury to or death of a person or damage to or loss of property caused by or alleged to be caused by any negligent act or omission on the part of the indemnifying party, its officers, employees, students, agents or volunteers arising out of this Agreement.

4. **Insurance**

- a) The UNIVERSITY will maintain comprehensive third party liability insurance, including professional liability insurance, in the amount of not less than \$5,000,000 CDN, covering claims brought against FACILITY and its employees for legal liability caused by any negligent act or omission of the UNIVERSITY, its officers, employees, students, agents or volunteers that occurs in connection with the UNIVERSITY's obligations under this AGREEMENT. Such coverage shall not be cancelled or materially altered without thirty (30) days prior notice to FACILITY. The University shall provide FACILITY with a Certificate of Insurance naming FACILITY as an

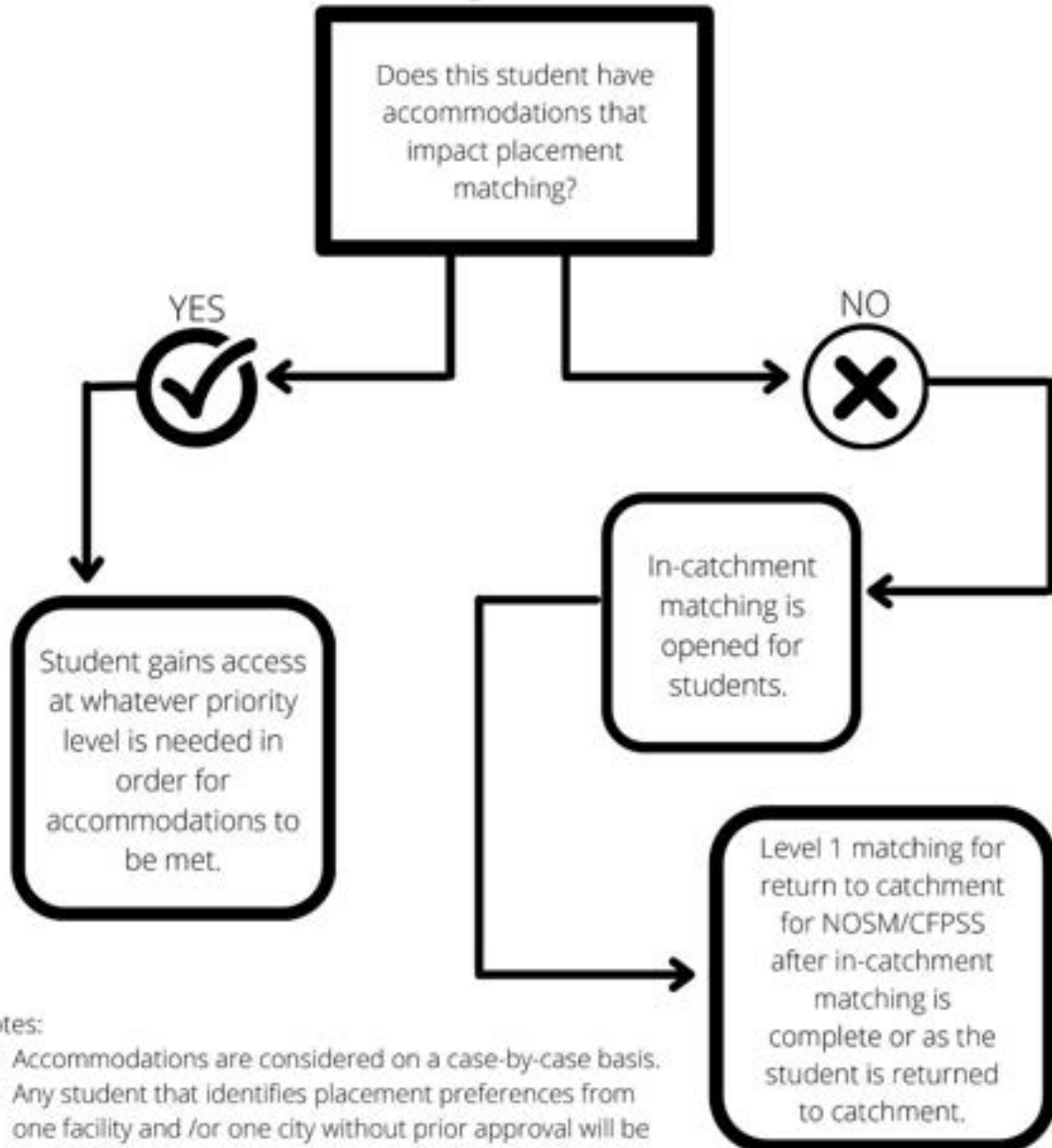
Appendix G - Canadian Framework for Ethical Occupational Therapy Practice

In accordance with Canadian copyright law, the '*Canadian Framework for Ethical Occupational Therapy Practice*' publication was removed from this file posted online. Nevertheless, it is legal for you to locate the document and make your own copy for "private study."

Please visit the link below to access this document.

[Canadian Framework for Ethical Occupational Therapy Practice](#)

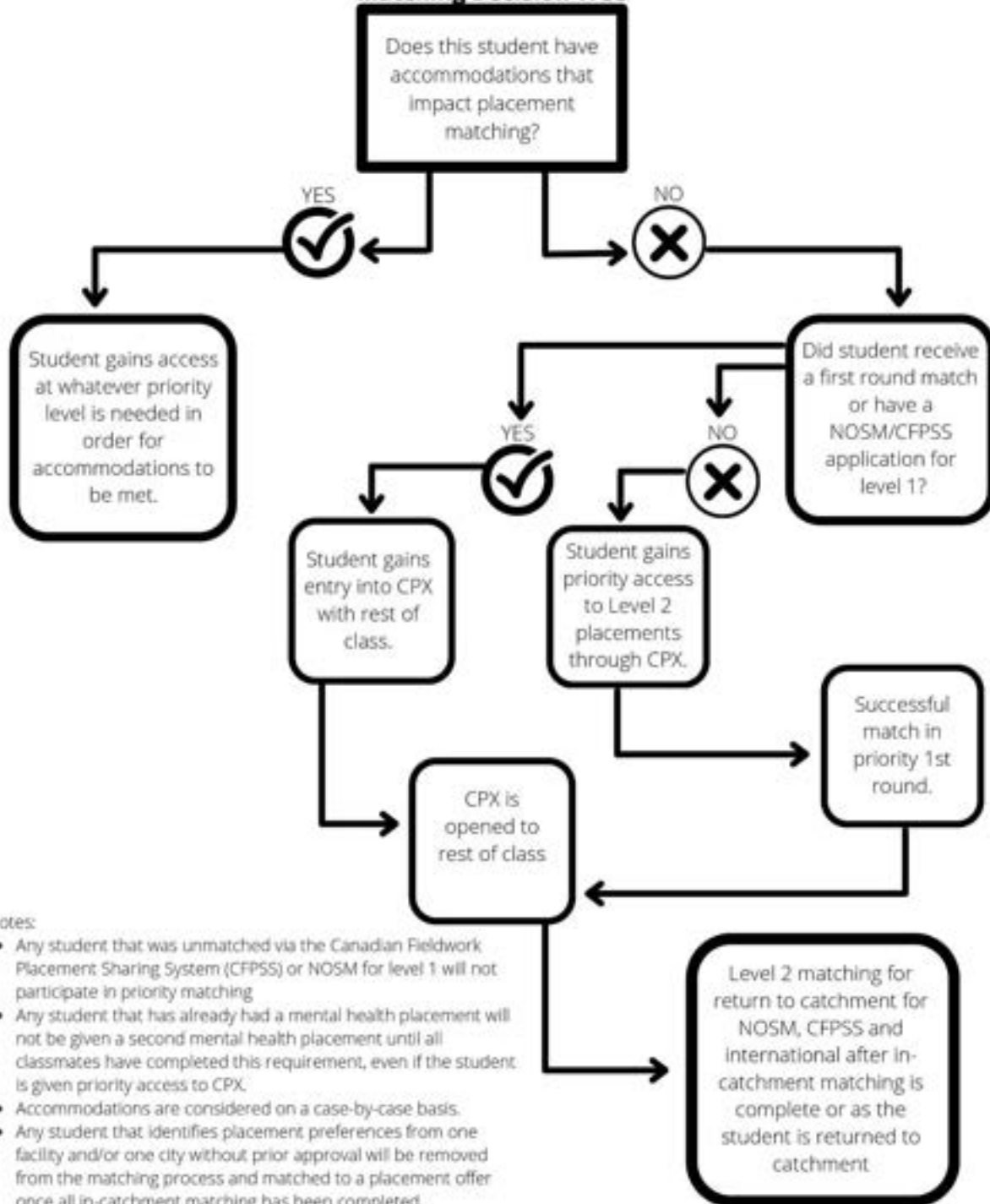
OT846 - Level 1 Placement Matching Decision Tree



Notes:

- Accommodations are considered on a case-by-case basis.
- Any student that identifies placement preferences from one facility and /or one city without prior approval will be removed from the matching process and matched to a placement offer once all in-catchment matching has been completed.

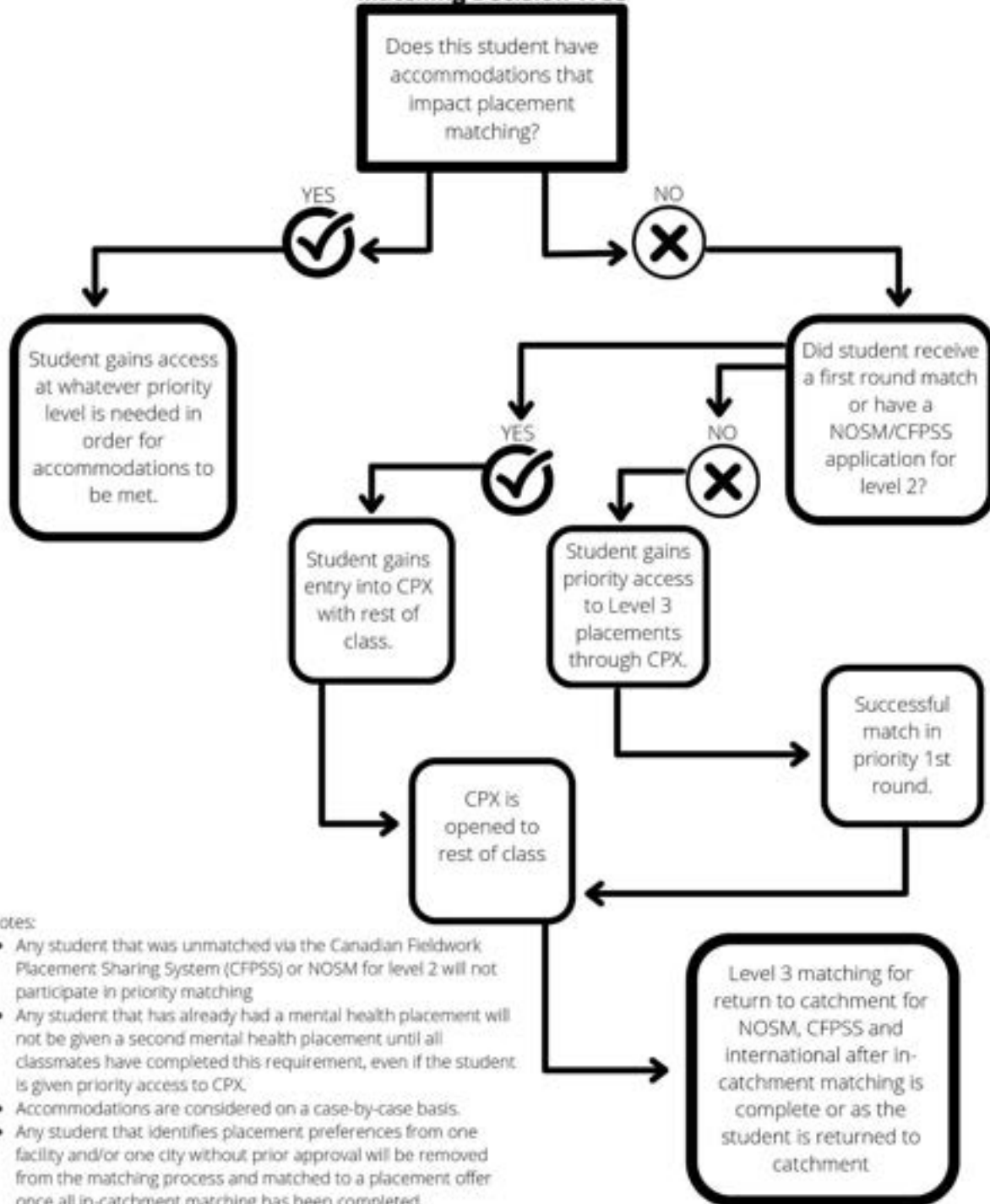
**OT847 - Level 2 Placement
Matching Decision Tree**



Notes:

- Any student that was unmatched via the Canadian Fieldwork Placement Sharing System (CFPSS) or NOSM for level 1 will not participate in priority matching
- Any student that has already had a mental health placement will not be given a second mental health placement until all classmates have completed this requirement, even if the student is given priority access to CPX.
- Accommodations are considered on a case-by-case basis.
- Any student that identifies placement preferences from one facility and/or one city without prior approval will be removed from the matching process and matched to a placement offer once all in-catchment matching has been completed.

**OT877 - Level 3 Placement
Matching Decision Tree**



Notes:

- Any student that was unmatched via the Canadian Fieldwork Placement Sharing System (CFPSS) or NOSM for level 2 will not participate in priority matching
- Any student that has already had a mental health placement will not be given a second mental health placement until all classmates have completed this requirement, even if the student is given priority access to CPX.
- Accommodations are considered on a case-by-case basis.
- Any student that identifies placement preferences from one facility and/or one city without prior approval will be removed from the matching process and matched to a placement offer once all in-catchment matching has been completed.

Appendix I - International Fieldwork Resources

Policy on INTERNATIONAL PLACEMENTS

School of Rehabilitation Therapy

Approved by the Academic Council: August 19, 2014

Revised: February 2020

Approved by Academic Council: March 3, 2020

Effective date: March 3, 2020

Rationale and background

An International Placement in the MScPT or MScOT Program is an optional way to achieve course credit for one of the required placements in the respective programs. It is recognized that International Placements provide students with a unique opportunity to develop clinical skills, while also combining learning in the areas of global education and cultural diversity. That being said, the safety of all students on an international clinical placement is of paramount importance and the University has a responsibility to help manage the risks associated with International Placements.

This document sets out the necessary steps that must be followed by Queen's University and the School of Rehabilitation Therapy (SRT) to demonstrate due diligence prior to making a decision in regards to a Queen's SRT student participating in an International Placement opportunity.

Scope of policy

For the purposes of this policy, "Placement" refers to Community Development Placements in the OT Program, Clinical Fieldwork Placements in the OT Program, and Clinical Placements in the PT Program.

These guidelines were prepared to assist in the understanding and administration of International Placements, and apply to Physical Therapy (PT) and Occupational Therapy (OT) students from the SRT, Queen's University. The opportunity to participate in an International Placement is considered to be a privilege which may be negotiated for a second year student with good academic standing, who has a record of excellent performance in all previous clinical placements.

Policy statements

To be considered for a placement outside of Canada, a student must be approved by the Physical Therapy/Occupational Therapy Program. Conditions for eligibility:

1. A student must be in their final year of the program in order to participate in an International Placement.
2. A student may participate in only one International Placement (with the exception of OT 862 and/or OT 877)
3. A letter of intent and two references (one from a clinical instructor/preceptor and one from a faculty member) must be submitted by the student.
4. The student must maintain a minimum overall grade point average of 80%, without exception. This standing must be maintained until the commencement of the International Placement.
5. The student must have progressed through the program with no conditions, concerns, or course failures.

Policy on INTERNATIONAL PLACEMENTS

School of Rehabilitation Therapy

6. The student must complete the "Acknowledgement of Risk" form, a "Student Code of Conduct Form" and a "Higher-Risk" Off Campus Activity Safety Policy (OCASP) online submission. Completion of the pre-departure orientation, part of the on-line OCASP process, is mandatory.
7. There must be favourable consensus from both the respective academic and clinical faculty that the student demonstrates professional behaviour in both academic and clinical situations (e.g., independence, maturity).
8. A signed affiliation agreement with the international site must be in place, prior to confirmation of the placement.
9. For "Level 2" countries ["Exercise high degree of caution", according to Global Affairs Canada] students may be required to travel in pairs.
10. For "Level 2" countries (Global Affairs Canada), the International Placement Committee in the SRT must approve the country and/or region of interest. Applications must be submitted to the ACCE/FC before the deadline (identified each year).

Procedures

1. Normal Steps in Securing an International Placement
 - a. See Appendix A for Clinical/Fieldwork Placements
 - b. See Appendix B for Community Development Placements

Note: A student must be prepared to accept a placement in the Queen's catchment area in the event of cancellation of the International Placement.

The School of Rehabilitation Therapy cannot guarantee the cooperation of foreign institutions should students require accommodations while on an International Placement. Although we can assist in communicating needs to international institutions, not all countries possess human rights legislation that would compel an institution to provide appropriate accommodations, including accommodations for human rights related grounds such as disability or faith requirements, etc. Please be aware that the SRT also offers several local options to gaining the necessary credits for completion of the MScPT or MScOT degree.

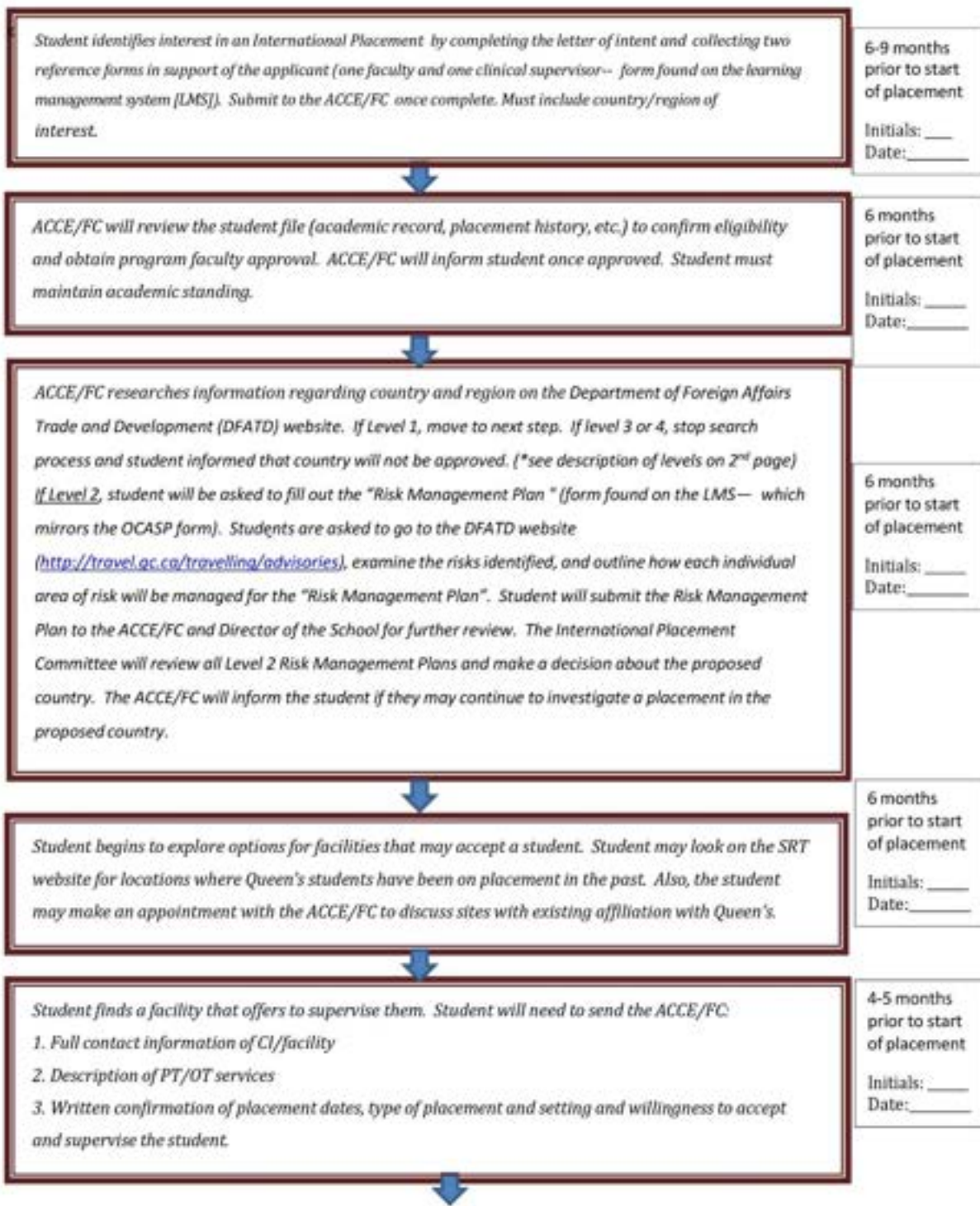
2. Location of the Placements
 - a. The SRT has established relationships with a variety of International Placement partners. Students will be informed of these opportunities through the Academic Clinical Coordinator of Education (ACCE) or Fieldwork Coordinator (FC). Students may seek placements with facilities other than those with pre-existing relationships with the SRT.
 - b. Under no circumstances will a student be permitted to participate in a placement in a country deemed a "Level 3 (Avoid non-essential travel) or Level 4 (Avoid all travel)" by Global Affairs Canada.

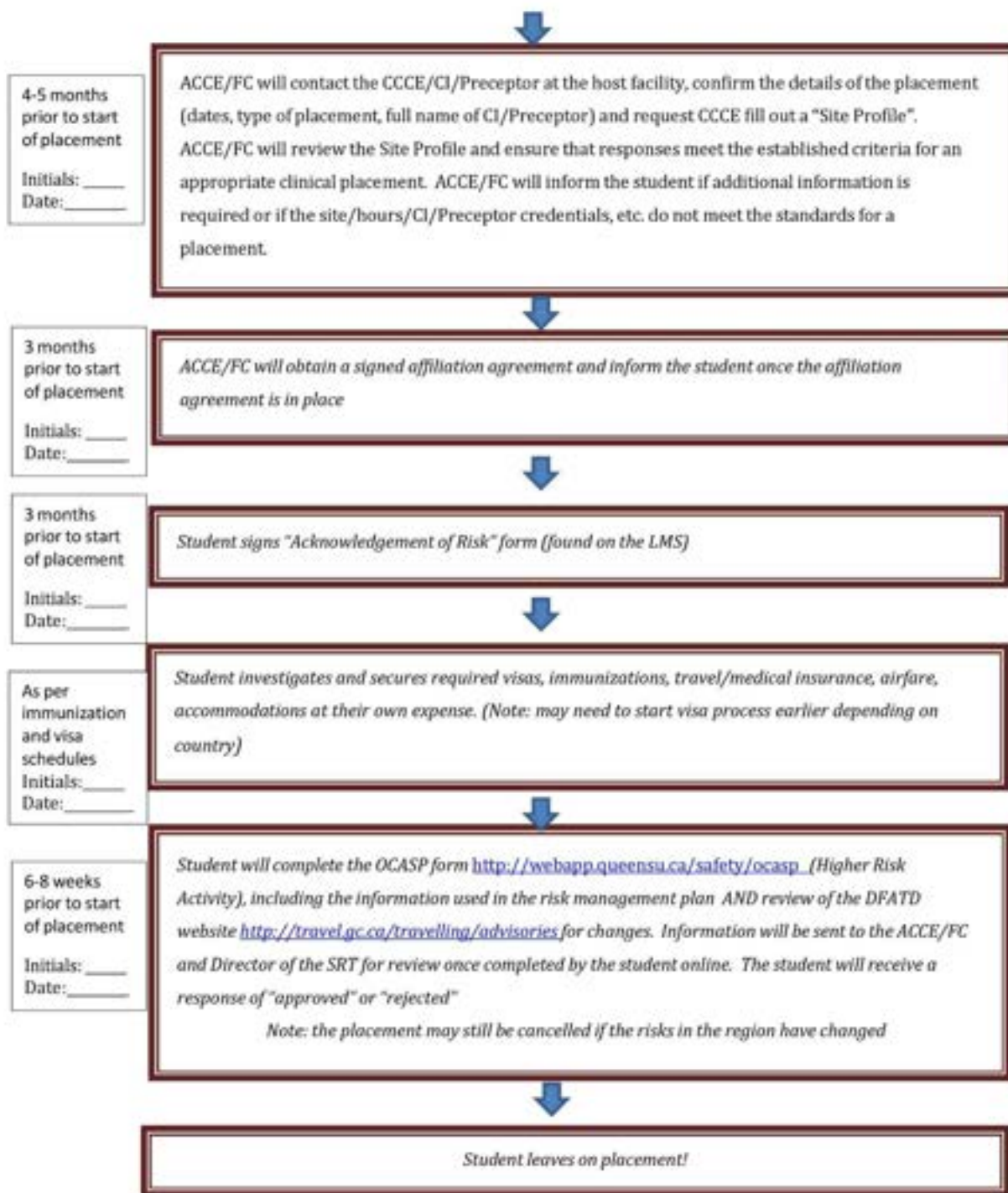
3. Timing and Duration

Students should refer to their program specific guidelines for information about placement timing and duration.

Appendix A: INTERNATIONAL CLINICAL PLACEMENT/FIELDWORK PROCESS SUMMARY

Student name: _____





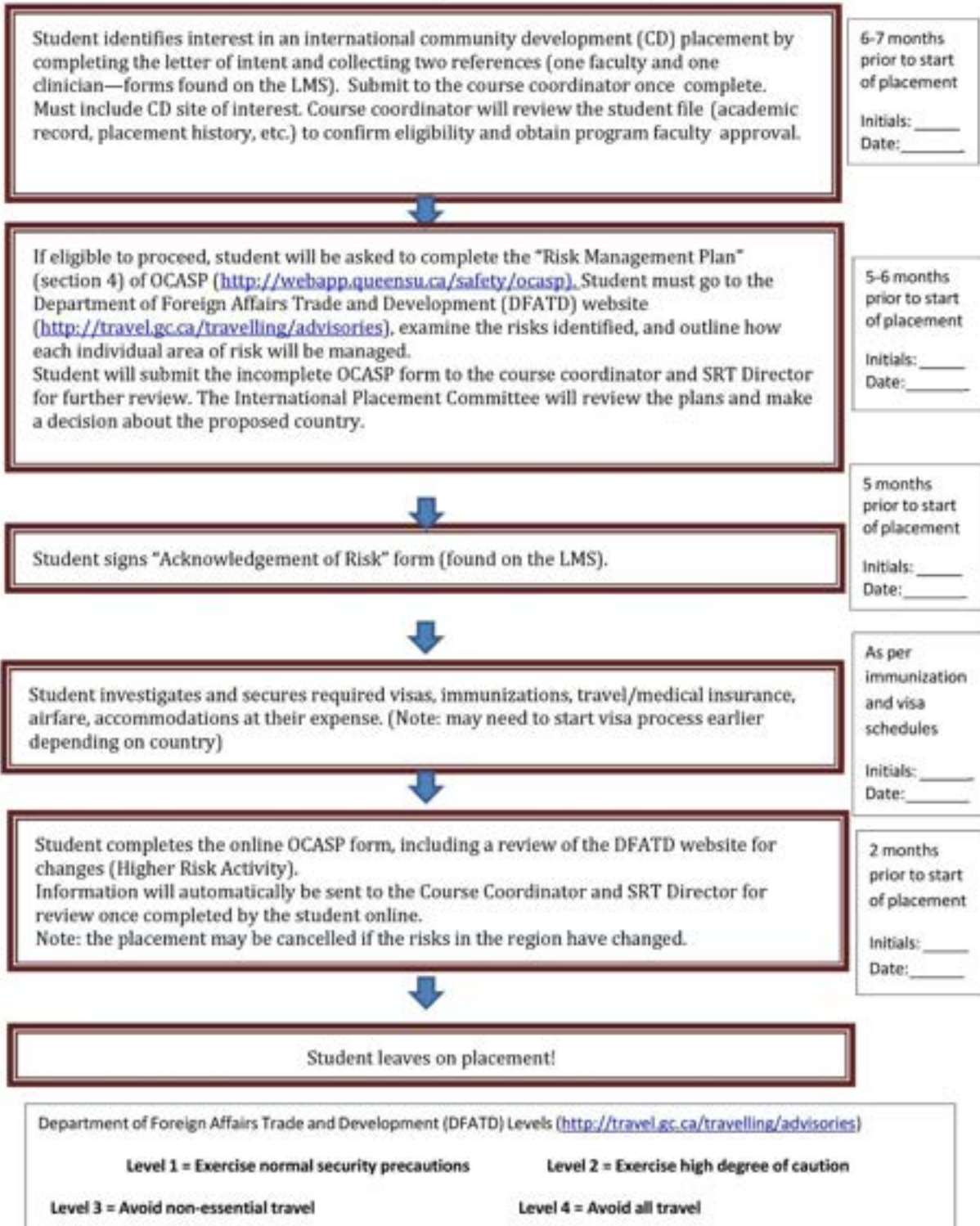
Department of Foreign Affairs Trade and Development (DFATD) Levels

* Level 1 = Exercise normal security precautions
Level 3 = Avoid non-essential travel

Level 2 = Exercise high degree of caution
Level 4 = Avoid all travel

Appendix B: INTERNATIONAL COMMUNITY DEVELOPMENT (OT862) PLACEMENT PROCESS SUMMARY

Student name: _____





ACKNOWLEDGEMENT AND RELEASE FOR INTERNATIONAL STUDENT CLINICAL PLACEMENTS

WARNING: BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE. PLEASE READ CAREFULLY!

Initials:

NAME (Please Print): _____
 ADDRESS (Street Name & #): _____ CITY: _____ PROV: _____
 TELEPHONE NUMBER(S): _____ EMAIL: _____

INTERNATIONAL PLACEMENT ORGANIZATION: _____
 INTERNATIONAL PLACEMENT DATE(S): _____
 INTERNATIONAL PLACEMENT LOCATION(S): _____

I _____ acknowledge that there are many available local or Canadian placements, but I have nevertheless chosen an international placement ("International Placement"). I have participated in the _____ training and am aware that there may be certain additional risks associated with International Placements.

DISCLAIMER

I acknowledge and accept that Queen's University at Kingston, its trustees, officers, directors, agents, contractors, employees, volunteers, members and representatives (all hereunder collectively referred to as "the Released Parties") are not responsible for any injury, death, loss or damage of any kind sustained by me while participating in the International Placement above described and in any related activities, including injury, loss or damage which might be caused by the negligence of the Released Parties. I am aware that participating in the International Placement has inherent risks.

Initials: _____

I hereby ACKNOWLEDGE, WARRANT, REPRESENT AND AGREE THAT:

1. I am 19 years of age or older, in good health and appropriate physical condition for travel, and I am not suffering from any physical medical condition that might be aggravated by my participation in the International Placement or that might pose a danger to myself or others while I am engaged in the International Placement.
2. I acknowledge that there are risks inherent in international travel which may result in the modification or cancellation of the International Placement, including different environmental and weather conditions than those in Canada, illness, political disturbances, transportation problems, a lack of medical personnel or medical facilities to treat injuries or illnesses, standards of criminal justice that are different than Canadian standards, problems with customs, immigration or visa requirements or other circumstances either within or beyond the control of Queen's. I acknowledge that Queen's may modify or cancel this clinical placement before or during the clinical placement. I acknowledge that it is my responsibility to learn as much as possible about the risks associated with the International Placement, to weigh those risks against the advantages and decide whether or not to participate. I acknowledge that if this International Placement is modified or cancelled, there is no obligation for Queen's to find me another placement and I release Queen's, its faculty and staff from any claims arising out of the modification or cancellation of the International Placement.
3. I understand that I will be covered by the government of Ontario's private insurance plan with Chubb Insurance in the event of illness or injury I may suffer in the course of the International Placement, unless the International Placement is in the country of my primary residence. *If the International Placement is in the*

country of my primary residence, I understand and acknowledge that it is my responsibility to arrange for workplace insurance coverage on my own that will cover any expenses I may incur as a result of accident or illness I may suffer in the course of the International Placement.

4. I have been advised to arrange for extended medical insurance coverage on my own account that will cover any medical or hospital expenses that I may incur during the period of the International Placement. I have also been advised that I am responsible for obtaining any visas or permits that may be necessary with regard to my travel to foreign countries. Further, I am responsible for obtaining any vaccinations or inoculations that are recommended or required by the government of a foreign country in which I will be traveling or by the Canadian Government for persons entering Canada from a foreign country.
5. I acknowledge that the Released Parties have no liability for any expenses, injury, loss, accident or property damage which may occur because of or in any way related to my participation in or the modification or cancellation of the International Placement. I understand that this includes expenses, injury, loss, accident or property damage that occurs from the time I commence my travel to the International Placement until I return to my home from the International Placement.
6. I acknowledge that the International Placement facility will be providing feedback to Queen's as to my performance at the International Placement.
7. I acknowledge that the International Placement facility may require me to withdraw if I fail to meet acceptable health or performance standards.
8. This Acknowledgement and Release is governed by and construed in accordance with the laws of Ontario.

I HAVE READ AND UNDERSTOOD THIS ACKNOWLEDGEMENT AND RELEASE AND I AM AWARE THAT BY VOLUNTARILY SIGNING I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS MAY HAVE AGAINST THE RELEASEES.

Signed this _____ day of _____, 20____

Participant
(Print Name): _____

Witness
(Print Name): _____

Participant
(Signature): _____

Witness
(Signature): _____

This form must be complete in full, signed, dated and witnessed before participation in the International Placement can begin.

Privacy: Personal information in connection with this form is collected under the authority of *The Queen's University Act, 1965* and will be used for the purpose of administering your participation in the International Placement and related purposes. If you have any **questions about the collection, use and disclosure** of your personal information by Queen's University, please contact: Queen's University, Records Management and Privacy Office, Suite F300 Mackintosh-Corry Hall, 68 University Avenue, Kingston, Ontario, K7L 3N6, 613-533-6095



OCCUPATIONAL THERAPY PROGRAM

STUDENT CODE OF CONDUCT FOR STUDENTS PLANNING AN INTERNATIONAL PLACEMENT

A student in the Occupational Therapy Program at Queen's University who wishes to undertake a fieldwork placement internationally must sign and abide by the following Code of Conduct.

I, _____ as a Queen's University student, hereby agree to:
(printed name)

Occupational Therapy related:

- provide appropriate care as it pertains to my level of knowledge and training.
- provide care with appropriate supervision for the level of my knowledge and training.
- provide care consistent with the scope of occupational therapy practice for an entry-to-practice occupational therapist with acknowledgement that I am not registered and providing services under the supervision of the OT preceptor.
- be culturally sensitive when providing services and working within a center or organization.
- arrive at the designated time.
- maintain confidentiality of clients/patients.
- not accept any monetary compensation for work.

Professionally:

- read and abide by the "Off Campus Activity Safety Policy (OCASP)"¹.
- complete the OCASP Risk Management for International Placements (OCASP Environmental Health and Safety).
- complete the pre-departure training of the Faculty of Health Sciences.
- obtain all necessary vaccinations and prophylactic medication before departure.
- take reasonable and appropriate steps to maintain personal safety
- conduct myself ethically.
- respect the dignity and inherent values of each person I work with.
- follow the laws of the host country, not engaging in illegal activities.
- contact the Fieldwork Coordinator and/or Associate Director (AD) of the Occupational Therapy Program to discuss and plan response/action in case of an emergent issue (any situation that could escalate to cause harm to yourself or another).

Emergency contact:

- recognize a deteriorating situation that may cause harm quickly, and contact the appropriate agency (as listed in the OCASP documents) for assistance and support. The contact agencies will include:
 - o Local authorities;
 - o International SOS (1-215-942-8478);
 - o Local Canadian embassy or consulate;
 - o Local partner school or institution;

¹ <https://www.safety.queensu.ca/campus-activities-ocasp>

- o Queen's University 24 hr hotline (+1-613-533-6111); and/or
- o Fieldwork Coordinator and/or the AD of the Physical Therapy Program.
- email the Queen's University Off-campus Emergency Support Program (ESP) Team regarding any non-critical situations.
- immediately inform the Fieldwork Coordinator and/or the AD of any problems you encounter, including inappropriate supervision for your level of training.
- work with the Fieldwork Coordinator to identify a mentor on location with whom you will discuss and seek advice on how to manage emergent situations.
- provide a brief weekly report to the Fieldwork Coordinator (email or other form of communication) regarding your status, including any situation or issue that could affect your well-being while on placement.

I acknowledge the risks involved in completing an **international placement**, including but not limited to, infectious disease, personal injury and death. I agree to take full responsibility for situations that I am placed in, and **will remove myself from any situation that I feel is unsafe** (i.e. unsafe transportation, poor infection control, management of the practice setting, sexual harassment/misconduct, threatening behavior, etc.).

I am aware that circumstances may arise where clinical professionals abroad might interpret my knowledge and skills as more advanced than they are. I agree to inform the appropriate person if at any time my knowledge and skills are overestimated, and if necessary, remove myself from the situation.

I am aware that in the event the Occupational Therapy Program, in collaboration with the Director of the School of Rehabilitation Therapy, and/or Dean of the Faculty of Health Sciences as appropriate, deems that a situation is evolving that may cause harm and cannot be effectively controlled, I will be withdrawn from the placement. I agree to abide by the decisions made by the Program, School, and/or Faculty.

Signature: _____

Date: _____

Witnessed (Fieldwork Coordinator, Occupational Therapy Program): _____

Study/ Work/ Travel Abroad Information

The following is a suggested list of activities that you should consider. You will need to add and prioritize accordingly. **PLEASE NOTE: The information below is provided as a general resource and should not be considered a conclusive. It represents general considerations for students preparing for fieldwork abroad. Students must review all of the information available via the Queen's University International Centre at <http://www.quic.queensu.ca/Default.asp> as well as the information made available from the Government of Canada at <http://travel.gc.ca/travelling/advisories>.**

Citizenship

If you don't already have a passport you will need to apply for one. Ensure you have a passport that is valid until at least one month after your return date. Processing for a passport can vary widely so make sure that you complete this early if you need to. Arrange for appropriate visas (the process may take several months). Determine if you are able to study and work or whether each requires a separate visa. Obtain the address of the Canadian Embassy or Consulate nearest your residence overseas. What do you know about Canada? Review current affairs and be prepared to be a cultural ambassador for your country, Canada.

Academic/ Identity

Make photocopies of all necessary academic documents as well as other key documents e.g. identity cards, birth certificate, passport, plane tickets, prescriptions, visas etc. Prior to your departure, obtain the E-mail address, mailing address, telephone and fax numbers of the International Office and/or academic advisor at your host university.

Financial

Investigate anything related to financial aid/funding that is relevant to your own circumstances. Can you continue with your current aid programme when you are overseas e.g. OSAP? Clear any debts. (eg. library, parking, rent, etc.) Be sure to plan ahead for filing your income tax if you will be out of the Country at the time when personal returns are due. Arrange a Power of Attorney for someone you trust to make bank deposits and transfers, pay credit card bills and carry out other legal matters. Bring cash (\$US and local currency), traveller's cheques (\$US), and credit cards (optional). Check into your financial institutions policy for the use of Interac/debit in other countries; there may be extra fees and you should be aware of how they calculate currency exchange rate(s).

Health

Health and Accident Insurance are your responsibility. Consider what supplemental coverage you require or is required? Adequate insurance can make the difference between an enjoyable experience and a nightmare. Baggage and trip cancellation insurance is often a wise precaution.

Visit your family physician or Health, Counselling and Disability Services on campus to determine the vaccinations required for your destination and to develop your immunization schedule (begin at least three months ahead if bound for Asia, Africa or Latin America). Make sure to take sufficient prescription medications for the time that you are away. Carry spare glasses, lens prescriptions and sun screen. Make sure that you get a checkup done by your physician and your dentist if required before you leave. You will be subject to the regulations and laws of the place you will be visiting when it comes to alcohol and substances.

Find out the laws regarding the consumption of alcohol and/or substances; it is your responsibility to find out and abide by all regulations and/or laws in the Country you visit. Ensure that your emergency contact information is accessible, reliable and well documented.

Travel

Determine your mailing address overseas before you go. Perhaps it will be possible to arrange for temporary lodging with a host family.

You are responsible to book and pay for your own travel.

Consider whether your Driver's License expire while you are away and find out if you will need to obtain an International Driver's License (if you plan to drive while you are abroad)? Look after this BEFORE you leave.

Rail Passes

A rail pass can be a definite money saver for extensive travel (Eurail Pass, Japan Rail Pass, etc.). Some of these passes must be purchased outside of their respective countries/regions. International Student ID Card makes you eligible for a broad range of discounts overseas (available in the Alma Mater Society Office or Graduate Student Society Office).

International Youth Hostels Membership Card allows you to stay in hostels all over the world (no age limit except in Bavaria).

Telephone Use

If you are going to call Canada (or other Countries) while you are away, you may want to take along an international phone card. Check with the various long distance companies and purchase a plan/card that suits your need(s). If you will use your cell phone/smart phone while you are away check into your current plan with your provider; you may be surprised by roaming fees and/or upload/download fees. Some people choose to obtain a SIM card once they are at destination. This is your choice and responsibility.

Luggage

Take as little as possible (You will have to carry it around!) and make sure that your baggage conforms to all guidelines. You should review the information found on the Canadian Air Transport Security Authority website at <http://www.catsa.gc.ca/Home.aspx?id=1&lang=en>. Check out voltages in your host country before carting electrical devices with you. If you are staying with a host individual/family, consider taking some a small gift.

Guidebooks

Consider buying one(s) geared to your own travel style and itinerary.

Do some background reading about the countries you will visit, the people you will see, the cultures you will experience. Be sensitive to any differences in culture and be respectful of the cultural norms in your host country.

Language

Brush up on your foreign language skills and/or buy a phrase book.

Last updated: August 2014

**Queen's University Off-Campus Activity Safety Policy
Feedback/Evaluation Form**

Instructions	
Participants in Off-Campus Activities may be asked to complete this Feedback/Evaluation Form upon return from an off-campus activity. Any participant has the option of completing this form even if it has not been requested. Completed forms should be submitted to the Off-Campus Activity Leader, Principal Investigator, Activity Coordinator, Department Head/Person in Authority, Director of Environmental Health and Safety, or any other appropriate University official. Information provided will be used to monitor off-campus activities, identify and evaluate potential risks, and improve training and support systems.	
A. General Information	
1. Category of person completing the form: <input type="checkbox"/> Student <input type="checkbox"/> Faculty Member <input type="checkbox"/> Staff <input type="checkbox"/> Other _____ <small>(please specify, e.g., volunteer)</small>	
2. Nature of Off-Campus Activity <input type="checkbox"/> Research <input type="checkbox"/> Academic (please specify) _____ <input type="checkbox"/> Athletic <input type="checkbox"/> Other (please specify) _____	
3. Location of off-campus activity <input type="checkbox"/> domestic (in Canada) <input type="checkbox"/> international (please specify country) _____	Setting (please provide details) <input type="checkbox"/> urban _____ <input type="checkbox"/> rural _____ <input type="checkbox"/> remote _____
B. Preparation and Training (Please circle the appropriate response, and add comments/explanations where appropriate)	
	poorly-----very well
1. How prepared were you for your off-campus activity?	1 2 3 4 5
In preparing for your off-campus activity, rate the usefulness of the following resources:	not useful-----very useful
2. Face-to-face pre-departure sessions	1 2 3 4 5
3. On-line pre-departure training	1 2 3 4 5
4. Other resources/publications provided	1 2 3 4 5
5. Other (please specify) _____	1 2 3 4 5
6. What improvements do you suggest and what other information do you think could have been provided?	
7. Is there anything else you wish you had or had not taken with you (e.g., equipment, clothing, documentation)?	

**Queen's University Off-Campus Activity Safety Policy
Feedback/Evaluation Form**

C. Living Accommodations			
1. Do you have any comments about the living accommodations that were provided?			
D. Health and Safety (please circle the appropriate response, and add comments/explanations where appropriate)			
1. In the case of an international activity, did you register at the Canadian Embassy/High Commission?	Yes	No	n/a
2. Did you acquire supplemental travel health insurance before you departed?	Yes	No	n/a
3. Did you have special needs that you identified prior to departure?	Yes	No	n/a
4. Were these special needs addressed during your off-campus experience?	Yes	No	n/a
5. Did your special needs become an issue during your off-campus experience Please explain:	Yes	No	n/a
6. Did you have any incidents affecting your health and/or safety that resulted in medical, legal or police support? Please explain:	Yes	No	n/a
7. Did you have any incidents affecting your health and/or safety that you did not take medical, legal or police action to address? Please explain:	Yes	No	
8. Did you become ill during your off-campus activity?	Yes	No	
9. Did you seek medical treatment?	Yes	No	
10. Did you have to abandon the activity prematurely due to illness or injury?	Yes	No	
11. Was illegal or disturbing drug-related activity evident in the area in which you were living/working?	Yes	No	
12. Did anyone intentionally damage any of your property?	Yes	No	
13. Did anyone steal anything from you? (e.g., from your room, car or luggage, even if it was something minor. Include the theft of books.)	Yes	No	
14. Did anyone take anything from you using force or the threat of force?	Yes	No	

**Queen's University Off-Campus Activity Safety Policy
Feedback/Evaluation Form**

15. Were you the victim of an assault? Please explain:	Yes	No
16. Did you experience or observe any obscene or annoying or harassing behaviour, not involving violence? Please explain:	Yes	No
17. Were you caught up in any riots, public demonstrations or acts of civil unrest? Please explain:	Yes	No
18. Did you experience any natural calamity (e.g., flood, fire, earthquake)? Please explain:	Yes	No
19. Did you experience any form of danger not directed specifically at you? Please explain:	Yes	No
20. Do you have first-hand knowledge of any crime affecting another participant in your activity? Please explain:	Yes	No
21. Did you make use of the Queen's Emergency Support Protocol? Please explain:	Yes	No
	Very unsafe-----very safe	
22. In general, how safe did you feel during your off-campus experience?	1	2
23. If your activity involved a host situation, how safe did you feel at your host institution? If you felt unsafe or very unsafe, please explain in what way the host situation was unsafe:	1	2
	3	4
	5	
	not at all resolved-----fully resolved	
24. If you experienced any health or safety incident, please indicate the degree of satisfaction that you feel regarding its resolution? Please explain:	1	2
	3	4
	5	
25. Please provide any other comments that you feel would be useful when planning and preparing for similar activities in the future (attach additional sheets if necessary):		

When completed, this form may be submitted to the Off-Campus Activity Leader, Principal Investigator/Activity Coordinator, Department/Unit Head, Director of Environmental Health and Safety, or other University official.

Appendix J Pre-placement information and forms



School of Rehabilitation Therapy Procedures On: Immunization Screening Process and Clinical/Fieldwork Requirements

Immunization Screening Process

The following document provides information on immunizations and tests that are required for students enrolled in the School of Rehabilitation Therapy (SRT) OT and PT students. Students who cannot be immunized due to allergies or family planning reasons must provide a physician's note, and speak to their Academic Coordinator of Clinical Education or Fieldwork Coordinator.

Each section must be signed by a health professional. For students entering their first year of rehabilitation therapy programs, copies of this documentation are required to be submitted through the OnQ student resource page. More information regarding accessing OnQ will be provided closer to your start date. Please ensure you keep the originals of all documents.

It is the responsibility of each student to maintain their health records and to take a photocopy to the institution where they will complete their placements. The absence of documentation will result in the student being deemed ineligible for clinical placements. The only exceptions to this are: Influenza shots and the third Hepatitis shot with serology. Influenza immunization is not usually available until October, takes two weeks to become effective, and should be done as soon as the vaccine becomes available. It is understood that Hepatitis B immunization may not be complete by September 1, 2021 but students must have completed the first and second shot.

****INDETERMINATE RESULTS ARE NOT SUFFICIENT. A REPORT FROM A HEALTH PROFESSIONAL WILL BE NEEDED TO CONFIRM IMMUNOLOGICAL STATUS**

1. Tuberculosis (TB)

Tuberculin skin test (TST): Most students will require a two-step TST upon admission to the School of Rehabilitation. Students with a previous two-step TST **documented** will usually only require a single TST on admission.

Providers of TSTs must be familiar with TST technique, contraindications to testing, and the various clinical situations where a particular TST result would be considered significant; for most (but not all) situations involving healthcare providers, a TST of **10 mm or greater** is considered significant. All TSTs must be read 48-72 hours after administration by a healthcare provider trained in reading TSTs, **with results recorded as millimetres of induration (NOT "positive" or "negative")**. Self-reading of TSTs is not acceptable.

Annual tuberculin skin testing: Annual TSTs **ARE** required for SRT OT and PT students.

Chest x-rays to screen for tuberculosis: Routine chest X-rays are NOT required for students. A chest x-ray report is only required in the following situations:

- A student has a newly-discovered significant TST
- A previously-documented TST was significant, and a chest x-ray was not done at the time, or the report is unavailable (if the report is available, submit this report, and a repeat chest x-ray is not required), or if the last x-ray was taken more than 3 years prior to the start of the program.
- There is a suspicion of active tuberculosis disease (involvement of a TB expert is recommended)

Students with a documented significant (positive) TST; positive IGRA; previous diagnosis of latent TB infection (LTBI) or active TB disease: Students must submit details of all follow-up measures taken.

2. Tetanus, diphtheria, and pertussis

Tetanus and diphtheria primary series: All students are required to provide the dates of a primary immunization series for both diphtheria and tetanus (usually completed in childhood). Students who have not had a primary series must complete a primary adult immunization series.

Pertussis booster: All students are required to provide the date of a pertussis booster (usually given as an adolescent). This should have been given as tetanus/diphtheria/acellular pertussis (Tdap).

Tetanus and diphtheria booster: All students are required to provide the date of a booster given within the previous 10 years.

3. Varicella (chickenpox)

A history of disease alone is not sufficient evidence of immunity to varicella.

Students require one of the following:

- a. Documentation of positive varicella serology;
OR
- b. Documentation of varicella vaccine, given as two doses at least a month apart for adults.

Those with negative serology should be vaccinated as outlined above.

4. Measles

A history of disease alone is not sufficient evidence of immunity to measles. One of the following two items is required for evidence of immunity:

- a. Documented evidence of vaccination with two doses of measles-containing vaccine, given at least a month apart, starting on or after the first birthday;
OR
- b. Documentation of positive measles serology.

Suggested approaches to specific clinical scenarios involving measles and/or mumps:

Only one dose of measles and/or mumps vaccine is documented after the first birthday:

Serology can be drawn to check for immunity. Alternatively, without checking serology, another dose of measles and/or mumps vaccine, given as MMR, can be administered at least one month after the first. **In general, vaccination is preferred over serological testing.** It is not necessary to do serological testing after immunization requirements have been met.

No measles and/or mumps vaccinations are documented after the first birthday: If a series was likely given in childhood, serology should be drawn. If this fails to show immunity, or if childhood vaccination was unlikely to have been given, two doses of vaccine, given as MMR, should be administered at least a month apart. It is not necessary to do serological testing if immunization requirements have been met.

5. Mumps

A history of disease alone is not sufficient evidence of immunity to mumps. One of the following two items is required for evidence of immunity:

- a. Documented evidence of vaccination with **two doses** of mumps-containing vaccine, given at least a month apart, starting on or after the first birthday;
OR
- b. Documentation of positive mumps serology.

Suggested approaches to specific clinical scenarios involving measles and/or mumps:

Only one dose of measles and/or mumps vaccine is documented after the first birthday:

Serology can be drawn to check for immunity. Alternatively, without checking serology, another dose of measles and/or mumps vaccine, given as MMR, can be administered at least one month after the first. **In general, vaccination is preferred over serological testing.** It is not necessary to do serological testing if immunization requirements have been met.

No measles and/or mumps vaccinations are documented after the first birthday: If a series was likely given in childhood, serology should be drawn. If this fails to show immunity, or if childhood vaccination was unlikely to have been given, two doses of vaccine, given as MMR, should be administered at least a month apart. It is not necessary to do serological testing after immunization requirements have been met.

6. Rubella

A history of disease alone is not sufficient evidence of immunity to rubella unless accompanied by laboratory confirmation. One of the following two items is required for evidence of immunity:

- a. Documented evidence of vaccination with **two doses** of rubella-containing vaccine on or after the first birthday;
- OR
- b. Documentation of positive rubella serology.

If serology is drawn and fails to show immunity to rubella, a single dose of rubella vaccine, given as MMR, should be administered. Serological testing after immunization is not necessary.

7. Polio

Primary series: All students are required to provide documentation that a primary immunization series for polio has been given (usually completed in childhood). Students who have not had a primary series must complete a primary adult immunization series (3 doses).

Polio booster: All students are required to provide the date of the last dose of polio. A repeat polio booster is not required for students who have received a complete primary series, unless work is expected in a high-risk area.

8. Hepatitis B

Students must have documented immunity to hepatitis B virus (HBV), demonstrated as a protective level of antibody to hepatitis B surface antigen (anti-HBs \geq 10 mIU/mL). For the majority of new healthcare students in Canada this will be achieved through a complete series of three hepatitis B immunizations, and post-vaccination serology being drawn 1-2 months after the final dose of the series. The following recommendations are made for various clinical scenarios:

Students without a prior history of HBV vaccination: pre-vaccination serology is not necessary, unless the student hails from a background with a high likelihood of previous hepatitis B infection. A three-dose series should be given, at **0, 1, and 6 months**, with at least 1 month between the first and second dose, 2 months between the second and third dose, and 4 months between the first and the third dose. The rapid-dosing schedule for hepatitis B is not required for students. Post vaccination serology should be drawn 1-2 months after the final dose of the series.

Students with a history of an incomplete HBV vaccination series: The vaccination series does not need to be re-started; the final dose(s) of the series should be completed, regardless of how long ago the initial dose(s) were given, as long as the minimal intervals between vaccines are respected (see above). Post-vaccination serology should be drawn at 1-2 months after the final dose. Vaccines produced by different manufacturers can be used interchangeably, provided that the age appropriate dosages are used.

Students with a history of a complete HBV vaccination series: Serology should be drawn for anti-HBs immediately, although it should be recognized that serology can be falsely negative if drawn > 6 months after the initial vaccination series was completed. If protective levels are shown (anti-HBs \geq 10 mIU/mL), no further work-up is indicated. If anti-HBs levels are lower than this or absent, a single hepatitis B vaccination should be given immediately, and repeat serology drawn one month later. If anti-HBs levels are still not protective, the second and third dose of vaccine should be given at the appropriate times to complete the second series, with post-vaccination serology for anti-HBs drawn 1-2 months after the final dose.

Hepatitis A: Hepatitis A vaccination is neither required nor recommended for the majority of healthcare providers practicing within Canada at this time. However, some students may wish to be vaccinated against hepatitis A at the same time as hepatitis B, using a combination hepatitis A and B vaccine.

9. Influenza (TO BE SUBMITTED OCT/NOV ANNUALLY)

Annual influenza immunization is strongly recommended for all healthcare providers, including students in healthcare disciplines. All healthcare providers including students receive influenza vaccine at no charge. Influenza immunization should be completed and documentation submitted to the OnQ Student Resource Page. Students who wish to decline influenza vaccination for whatever reason must understand that this means they may not be allowed to participate in clinical activities involving patients.

10. COVID-19

Novel coronavirus disease 2019 (COVID-19) vaccination is required for clinical teaching activities and clinical placements. Learners should follow NACI recommendations on the use of COVID-19 vaccines (<https://www.canada.ca/en/public-health/services/immunization/national-advisory-committee-on-immunization-naci.html>). Learners who choose not to have COVID-19 vaccination should be notified that university and hospital policies may preclude them from clinical teaching and/or clinical placements that are curricular requirements. You are responsible to receive the vaccine at your earliest convenience and when available, provide Ministry of Health PDF confirmation to the designated drop box on the OnQ Student Resource Page.

Students may access Student Wellness Services at
<http://www.queensu.ca/studentwellness/health-services>

Standard First Aid and Cardiopulmonary Resuscitation (CPR) Training

Standard First Aid with BLS (4-hour min) (Red Cross, Lifesaving Society, St. John's Ambulance) must be complete and a photocopy submitted to OnQ by September 1, 2021. Current certification must be maintained throughout the 24-month program.

- **CPR/First Aid must be recertified prior to the expiry date on the card.** Any recertification must occur **prior to the assignment** of clinical placements (not for the placements themselves). Some placement sites require recertification yearly.
- **BLS must be recertified everyone year, regardless of the expiry date on the card.** This recertification must occur **prior to the assignment** of clinical placements (not for the placements themselves). Some placement sites require recertification yearly.

Criminal Record Checks

The School of Rehabilitation Therapy requires that all students complete a Criminal Record Check **including vulnerable sector screening annually**, as it is a mandatory requirement for many of our clinical placement facilities. Please refer to the Faculty of Health Sciences (FHS) Police Records Check Policy <http://rehab.queensu.ca/programs/policies/prc>.

All criminal record checks for incoming students must be submitted with your immunization documents by September 1, 2021. A copy of this documentation should be submitted to the OnQ Student Resource page. Failure to do so will result in delayed placement selection.

PLEASE NOTE: Toronto may not complete a vulnerable persons check. Some OPP detachments or cities may require that the School complete a form for each vulnerable sector screening processed. The School is unable to complete these requests. If you live in Alberta or Manitoba, you must complete your check in that province as they will not supply information to other provinces.

The Kingston Police are now doing online CRC's and Vulnerable Sector checks. The School of Rehabilitation Therapy at Queens is a registered organization so if you are getting your check done through KPF, please follow the instructions so that the documentation can be sent directly to the school electronically. The link for the site is as follows: <https://www.kingstonpolice.ca/en/services-and-reporting/background-check.aspx>.

The School of Rehabilitation Therapy REQUIRES a **vulnerable sector screening (disclosure for a sexual offense for which a pardon has been granted or issued)**.

The following information should be entered:

- Description of Position: **Physical Therapy or Occupational Therapy student**
- Name of Organization: **School of Rehabilitation Therapy, Queen's University, 31 George St., Kingston ON K7L 3N6**
- Details: **Will be providing physical therapy assessment and treatment to young children, adults with communication and intellectual disabilities, and the frail elderly.**

Because many placement sites will require a check that is less than one year old, it is best that to wait until at least July before obtaining one. All students are required to have a new criminal record check completed for second year.

If your Criminal Record Check is "not clear", please refer to the Police Records Check policy with the Faculty of Health Sciences. <http://rehab.queensu.ca/programs/policies/prc>

Health and Safety Training

Queen's University requires all Graduate students to complete Environmental Health and Safety Awareness training. Environmental Health and Safety training is mandated under the Occupational Health and Safety Act. It will be completed online, and consists of four modules and a final quiz. Approximately five (5) business days after completing the training a certificate of completion will be sent via email for submission to the OnQ Student Resource Page. Further information will follow which will include instructions and links to complete this training.

Accessibility for Ontarians with Disabilities Act (AODA) Training

Accessibility is about giving people of all abilities opportunities to participate fully in everyday life. Queen's is committed to fostering a campus community that is accessible and inclusive for all individuals.

The School of Rehabilitation Therapy requires that all students complete Accessibility for Ontarians with Disabilities Act (AODA) training. This training is a mandatory requirement for placements within many of our clinical placement facilities. Training can be completed online and will consist of the following three (3) modules; Accessible Customer Service, Human Rights 101 and Access Forward. After completing each module, you will receive a confirmation email. Do not delete these emails, as proof of completion must be submitted to the OnQ Student Resource Page. Further information will follow which will include instructions and links to complete this training.

Workplace Hazardous Materials Information System (WHMIS) Training

The School of Rehabilitation Therapy requires that all students complete Workplace Hazardous Materials Information System (WHMIS) training. This training is also, a mandatory requirement for placements within many of our clinical placement facilities. WHMIS training will be completed through an online module. Proof of completion must be submitted to the OnQ Student Resource Page. Further information will follow which will include instructions and links to complete this training.

Routine Precautions

In accordance with partner sites' policies, all students will be required to undergo N95 respirator mask-fit testing during orientation week, participate in online training modules and a lab session during their studies. All students will be required to complete online modules related to:

- Chain of Transmission and Risk Assessment;
- Healthcare Provider Controls;
- Control of the Environment; and
- Additional Precautions.

Further information will follow which will include instructions and links to complete this training. Each student must submit proof of completion of the online modules prior to the lab session offered in OT846 or PT881. All components (mask-fit, online modules and lab session) are required to progress to clinical placement/fieldwork.

Non-Violent Crisis Intervention (NVC) Training

In accordance with partner sites' policies, all students will be required to complete NVC training and maintain their certification throughout the duration of their studies. All first year students must complete the blended training, including online modules and lab components. The training follows the curriculum outlined by the Crisis Prevention Institute (CPI). The focus will be on the preventing and defusing situations in clinical settings. Training will be offered via online modules before entering year one and via a lab session within the School of Rehabilitation Therapy as part of fieldwork/clinical placement preparation. Students will be required to pay for the cost associated with accessing the online modules through the CPI. Students will be required to pay for the course fee via the SRT online store prior to accessing the modules and/or participating in the lab-based training. Students who do not pay for their course material or who are absent from the provided training, will be required to access training through a publicly available source (e.g. the CPI, a community college or community organization) at their expense.

Students can access information about NVC at: <http://www.crisisprevention.com/Specialties/Nonviolent-Crisis-Intervention>.

In the event that a student has previously completed NVC training, the student will be required to provide proof of certification to the OnQ Student Resource Page. A student with a valid certification should note that recertification will be required every two years and will only be offered by the School of Rehabilitation Therapy at designated times during the academic blocks.



**CLINICAL/FIELDWORK PLACEMENT
REQUIREMENTS FOR
SCHOOL OF REHABILITATION THERAPY
2021-2022**

Proof of Immunization/Serologic Status

Confidential

Requirements	Full Immunization Record	Mantoux Test (TB)	Flu Shot	First Aid- CPR	Police Record Check
Year 1 September, 2021	✓	✓	✓	✓	✓
Year 2 September, 2022		✓	✓	✓ <small>(BLS must be recertified every year)</small>	✓

Please keep the originals and a copy of your documents

Submit a copy of all documents to the School



Immune Status Consent Form
School of Rehabilitation Therapy, Queen's University



Please read this document carefully, and be sure you understand it completely before signing below.

For purposes of this document, 'immune status' refers to the immunizations and/or testing that is required of students as per the policies of the School of Rehabilitation Therapy, Queen's University. This includes immunizations and/or testing related to diphtheria, hepatitis B, influenza, measles, mumps, rubella, pertussis, polio, tetanus, tuberculosis, and varicella (chicken-pox). Other agents of disease may be included as outlined in (3) below.

1. I understand that maintaining an accurate and up-to-date immune status record is an important responsibility of being a student, to protect my own health, as well as the health of the patients with whose care I will be involved.
2. While I understand that in general immunizations and health screening tests are voluntary procedures, I acknowledge that the procedures within the scope of this document are also a condition of enrolment within my chosen program of study. At any time, I may refuse any part of the proposed immunizations or testing and I understand that this may mean I may not be allowed to participate in clinical activities involving patients.
3. I understand that on occasion immune status recommendations or requirements may change based on new information and evidence, outbreaks of communicable diseases, or university policies. I accept that it is my responsibility to follow through on immune status recommendations or requirements of the facility while I am enrolled as a student.
4. I understand that my immune status personal health information will only be used by those directly involved with the School of Rehabilitation Therapy and only for the stated purposes of the program; this may include certain designated individuals directly involved with immunization screening and those coordinating clinical placements.
5. I agree that if required, the School of Rehabilitation Therapy may obtain and use from an external source, records of immunizations, testing, or treatment of infectious diseases that fall within the scope of this document. An external source includes but is not limited to my family physician, public health, specialty care, healthcare institutions, laboratories, and immunization registries.
6. I give permission for all or part of my immune status record to be disclosed to the occupational health departments of the facilities in which I will conduct my clinical placements, at the discretion of the School of Rehabilitation Therapy, so long as I remain a student within the facility.
7. If additional testing for or treatment of a communicable disease within the scope of this document is conducted by occupational health or infection control of a healthcare institution, or by public health or another institution in the community, I agree that this information may be received and used by the School of Rehabilitation Therapy, so long as I remain a student within the faculty.
8. I understand that I must maintain all original copies of my immune status record, for as long as I am a student in the School of Rehabilitation Therapy.
9. I understand that my immune status record will be kept secure while I am a student within the School of Rehabilitation Therapy, and I may request the document at the time of graduation, after which time the Immune Status Program will opt to destroy my immune status record in a secure and confidential manner, consistent with accepted methods of disposal of health records.

Student Signature

Student Number

Student Name (please print)

Date



**Proof of Immunization/Serologic Status
School of Rehabilitation Therapy
2021-2022**

Confidential

Student Name	Program
--------------	---------

Please refer to the attached policy for clarification on specific sections of this form.

TUBERCULOSIS			
Tuberculin Skin test (TST) done within the last 12 months			
Option #1: 2 step Tuberculin Skin Test (TST) Documentation Required			
	Date	mm in duration	Healthcare Professional Signature
Step 1			
Step 2			
Option #2: If a 2-step test was completed at least once in a lifetime, but more than 12 months ago, record these results above AND provide documentation of a single step TST.			
	Date	mm in duration	Healthcare Professional Signature
Step 1			
ANNOTATIONS			
<ul style="list-style-type: none"> • Two steps should be 1-3 weeks apart • 10mm or more induration is positive (or 5 mm or more for those infected with HIV, or in recent close contact with active Tb or with chest x-ray indicating healed TB) • Results must be recorded as millimetres of induration (NOT "positive" or "negative") • If either TST is positive this must be reported to the School and a chest x-ray report is required. • Students with a positive test and a clear x-ray will not need another x-ray for 3 years unless symptomatic or exposed 			

Student Name: _____

TETANUS/DIPHTHERIA/PERTUSSIS

Dose	Date	Healthcare Professional Signature
Primary Series (DPT) completed		
TDAP booster (Adacel)		
TD 10 year booster last completed		

ANNOTATIONS

- Students must provide proof of receipt of primary series of DPT vaccines as well as a booster containing acellular pertussis vaccine (usually given in adolescence).
- If primary series or booster was completed 10 or more years ago and the booster contained acellular pertussis, a TD booster is required.
- If there is no proof of primary series, one TDAP and two TD are required (the second at 2 months and the third at 6-12 months)
- Students are responsible for ensuring that these boosters remain up to date after admittance to the School of Rehabilitation Therapy.

VARICELLA

Titre	Date	Healthcare Professional Signature
<input type="checkbox"/> Reactive/Immune (+) <input type="checkbox"/> Non-reactive (non-immune) (-)		

or

Dose	Date	Healthcare Professional Signature
Dose 1		
Dose 2		

ANNOTATIONS

- A history of disease alone is not sufficient evidence of immunity to varicella unless accompanied by laboratory confirmation.
- If non-reactive/non immune, immunization is required with documentation submitted to the School.
- Non-immune students who have a contraindication to receiving the varicella vaccine must inform the School upon registration and will be referred for advice.

Student Name: _____

MEASLES, MUMPS, RUBELLA (MMR)

Measles Titre	Date	Healthcare Professional Signature
<input type="checkbox"/> Reactive/Immune (+) <input type="checkbox"/> Non-reactive (non-immune) (-)		

Mumps Titre	Date	Healthcare Professional Signature
<input type="checkbox"/> Reactive/Immune (+) <input type="checkbox"/> Non-reactive (non-immune) (-)		

Rubella Titre	Date	Healthcare Professional Signature
<input type="checkbox"/> Reactive/Immune (+) <input type="checkbox"/> Non-reactive (non-immune) (-)		

or

MMR Dose	Date	Healthcare Professional Signature
Dose 1		
Dose 2		

ANNOTATIONS:

- If non-reactive/non immune, immunization is required with documentation submitted to the School.
- or
- Students must provide evidence of **two** doses of measles, mumps, rubella (MMR) vaccine.

POLIO

Polio Series	Date	Healthcare Professional Signature
Dose 1		
Dose 2		
Dose 3		
Dose 4		
Dose 5		

ANNOTATIONS

- Students are required to provide documentation of a complete series of polio vaccine.
- Polio vaccine series consists of 5 doses for children up to 6 years old and 3 doses if primary series started after age 7 (adult dose). Four doses are sufficient if one was given after age 4.

Student Name: _____

HEPATITIS B All of section A must be completed

SECTION A		
Hep B Series (2 doses if completed in grade 7)	Date	Healthcare Professional Signature
Dose 1		
Dose 2 (1 month following dose #1)		
Dose 3 (6 months following dose #1)		
Complete titre to determine surface antibody level (Anti-HBs)		
<input type="checkbox"/> Reactive/Immune (+) <input type="checkbox"/> Non-reactive/non-immune (-)		
If Non-reactive:		
HBsAg is positive: <input type="checkbox"/> or negative: <input type="checkbox"/>		

SECTION B		
If non-immune give	Date	Healthcare Professional Signature
Dose 4		
Complete titre to determine surface antibody level (Anti-HBs)		
<input type="checkbox"/> Reactive/Immune (+) <input type="checkbox"/> Non-reactive/non-immune (-)		
If non-immune complete second series		
Dose 5		
Dose 6		
Complete titre to determine surface antibody level (Anti-HBs)		
<input type="checkbox"/> Reactive/Immune (+) <input type="checkbox"/> Non-reactive/non-immune (-)		

ANNOTATIONS

- If a student is non-reactive, but there is record of past immunization, the student will receive a booster and must have a repeat titre 1 month following the receipt of the booster.
- Students who continue to be non-immune after a booster must complete the second series and have a repeat titre.
- If the result of any HBsAg test is positive, the student will be referred for counselling by the Director of the School. They will also need HBeAg, anti-HBe and hepatitis B DNA levels.

Appendix K WSIB Student Declaration of Understanding

Student Declaration of Understanding

Workplace Safety and Insurance Board or Private Insurance Coverage For Students on Program Related Placements

Student coverage while on placement:

The government of Ontario, through the Ministry of Colleges and Universities (MCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (university). Students are eligible for Workplace Safety Insurance Act (WSIA) coverage if they suffer a workplace illness or injury while on an unpaid work placement in Ontario with a facility that is covered by the WSIA.

For students whose unpaid work placement is at a facility in Ontario that is not covered under the WSIA, or, whose unpaid work placement is at a facility outside of Ontario (international and other Canadian jurisdictions), MCU also provides private insurance through the Chubb Insurance Company of Canada. This insurance covers workplace injuries only (this insurance does not cover workplace illness, including COVID-19).

PLEASE NOTE for International Students: Workplace insurance coverage from WSIB, Chubb Insurance or the University **will not apply** to international students who sustain a workplace injury or illness when participating in work placements in their home country. You may have coverage through your placement employer or your home country. It is your responsibility to inform yourself as to the details of any coverage that may be available if you do a placement in your home country.

Students are also advised to maintain insurance for extended health care benefits through the applicable student insurance plan or other insurance plan.

Please be advised that Queen's University will be required to disclose personal information to MCU relating to the unpaid work placement and any WSIB claim or any claim made to the Chubb Insurance Company of Canada.

This below Declaration must be completed, signed, and provided to your placement coordinator prior to the commencement of any unpaid work placement.

Declaration:

Appendix L - Learning Objectives

CBFE-OT Template Sample - OT

Objective	Resources required to meet objective	Evidence	Validation
Contribute accurate, timely and relevant patient information during team rounds at least twice prior to placement end	Observe team rounds + note type and quantity of info. provided by others Note information you could have contributed for preceptor review following rounds. Script in preparation for next opportunity. Have preceptor critically evaluate your script to provide the follow-up questions you might be expected to respond during actual rounds.	Clearly stated information that contributed to patient/team needs as planned. Able to respond accurately and precisely to questions and comments from other team members.	Self evaluation Preceptor evaluation Team evaluation
Independently write two assessment reports with minimal revisions, within facility reporting timelines by end of placement	Facility reporting format or template Completed reports from other clients for use as model Complete and accurate on-line note taking during assessment to ensure complete results Compare with facility models Edit and revise prior to submission to preceptor	Minimal revisions needed	Preceptor sign-off on revised notes



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CBFE-OT Template Sample - OT

<p>Make at least one resting splint, with minimal supervision, by placement end</p>	<p>Review splinting manual and class notes Investigate any on-line resources Practice on other students Review and assist preceptor in similar procedures Gradually increase responsibility for entire process</p>	<p>Successful use by client Minimal assistance from preceptor required</p>	<p>Self-evaluation Preceptor evaluation</p>
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Writing Effective Learning Objectives in Competency Based Fieldwork Education

SKILL ACTION VERBS

Examples of strong skill action verbs include:

Achieved	Initiated	Promoted
Administered	Instructed	Publicized
Analyzed	Interpreted	Reasoned
Answered	Invented	Recruited
Approved	Investigated	Reorganized
Assessed	Judged	Researched
Budgeted	Led	Resolved
Calculated	Listened	Reviewed
Collaborated	Maintained	Scheduled
Communicated	Managed	Shared
Counseled	Marketed	Strengthened
Created	Mediated	Supervised
Demonstrated	Negotiated	Supported
Developed	Obtained	Taught
Documented	Organized	Tended
Established	Persuaded	Tracked
Evaluated	Planned	Trained
Facilitated	Predicted	Tutored
Formulated	Prepared	Unified
Gathered	Presented	Upgraded
Generated	Problem-Solved	Verbalized
Implemented	Processed	Verified
Improved	Programmed	Wrote

FUZZY WORDS OR PHRASES TO AVOID WHEN WRITING PERFORMANCE STATEMENTS*

To:	To Show:	To Become:
Know	Awareness of	Aware of
Learn	Appreciation of	Capable of
Believe	Enjoyment of	Familiar with
See	Feeling for	
Feel	Knowledge of	To Develop:
Comprehend	Interest in	Critical thinking
Perceive	Comprehension of	Intelligence
Realize	A proper attitude for	
Understand	A capacity for	
Think		
Conceptualize		

- Each of these verbs is not directly observable, since they must be indirectly inferred from action, which leaves a large margin of error for misinterpretation. Thus, it is best to avoid these when writing performance statements.

Fuzzy Words above taken from Crist, P. (1986) *Contemporary Issues in Clinical Education*. Slack Inc. Vol. 1, #3.

About Fieldwork Education

Fieldwork education is an essential component of an occupational therapy professional educational program and comprises approximately one-third of the curriculum.

It is a collaborative process that involves a variety of supervised field experiences related to the practice of occupational therapy.

The aim is to integrate and apply academic and theoretical knowledge in a practice setting in the three domains of learning: skills, attitudes and knowledge, and to foster the development of clinical reasoning and professional identity.

SAMPLE RESOURCES
 Preceptor Education Program (PEP) for Health Professionals and Students (available at <http://www.preceptor.ca/>)
 E-tips for Health Professionals and Students (available at <http://www.grecceducation.ca/>)
<http://www.grecceducation.ca/>
Learning Management System Resources (onQ)
<https://www.queensu.ca/onqsupport/students/>
CAOT <http://www.caot.ca/>
COTD <http://www.coto.org/>

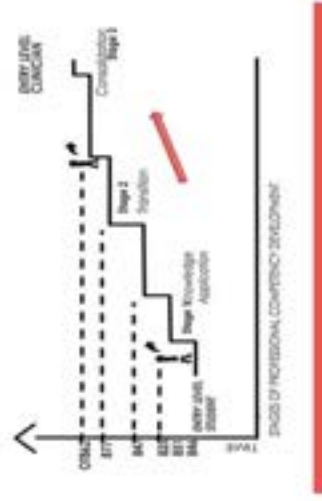
School of Rehabilitation
 Therapy

31 George St. Louis D, Acton Building,
 Kingston, Ontario, K7L 3N6
 Contact:
ofed@uqdsjquccmca.ca
 613-533-6103

Appendix M - Passport to Fieldwork Education

Passport to Fieldwork

This resource is intended to guide MScOT students in preparing for clinical learning in OT1846, OT1847 and OT1877





Fieldwork Package Checklist

Immunization Record	
Proof of Flu Shot	
CPR – HCP & First Aid Certification	
Declaration of Privacy Legislation	
Routine Precautions Education	
Proof of N95 Mask-Fit Testing (goggles can't)	
CV or Resume	
NVCI training card	

Please Note... Each site/facility may have specific requirements about which documents need to be sent and when they need to be sent. Make sure you respond to site/facility request(s) for information. For in-catchment sites, please review the Fieldwork Site Profiles (FS-100) in your LMS. If you are unsure, you should check with the site coordinator or the main office at the SRT.

TO DO (before placement):

2-6 Months Before*

Apply for placement through in-catchment, CIPSS or NOSM.

1 Month Before*

Arrange housing if necessary (utilize accommodations list).

3-6 Weeks Before*

Send introductory letter to the site coordinator and include all required information for your site.

2 Weeks Before*

Email the preceptor or site coordinator to ensure that my Fieldwork Package arrived at the site. Ask what I need to do to prepare for placement.

1 Week Before*

Complete preparatory readings or work as needed and/or instructed by the site coordinator.

Review previous fieldwork profile (for placement 2 and 3).

***Dates are approximate; follow the exact date guidelines provided by your University Fieldwork Coordinator.**



TO DO (during placement):

Report any more than 2 sick days to the University Fieldwork Coordinator.

BY THE END OF WEEK 1

Complete your learning objectives for each competency of the CBF-E-OT. You should have 1-2 SMART learning objectives for EACH competency.

MID-TERM

Fill out the Student Placement Feedback Form.

Complete a self-evaluation mid-term CBF-E-OT on your own performance.

Schedule a mid-term meeting with your preceptor to review your CBF-E-OT, the preceptor's mid-term CBF-E-OT and your Student Placement Feedback Form.

FINAL

Complete the Student Placement Feedback Form.

Complete a self-evaluation final CBF-E-OT on your own performance.

Schedule a final meeting with your preceptor to review your CBF-E-OT, the preceptor's final CBF-E-OT and your Student Placement Feedback Form.

Appendix N - CBFE-OT Expectations for levels 1-3

Level 1 Fieldwork Competencies Objectives and Ideas to Facilitate Teaching and Learning

Resource for use with:

Bossers, A., Miller, L.T., Polatajko, H.J., & Hartely, M. (2007). Competency Based Fieldwork Evaluation for Occupational Therapists. Scarborough, ON: Nelson Education Limited.

Common Questions:

What are competencies?

Competencies reflect the integration of theoretical and clinical learning and move beyond simple skill assessment (Epstein & Hundert, 2002). Seven core competencies have been identified by the CAOT that represent the “knowledge, skills and abilities required for an occupational therapist to practice. They are meant to serve as the “platform for entry to practice requirements”

How many objectives do the students need to develop?

The students are required to develop a minimum of one, preferably two learning objectives for each of the competencies

How do you mark students learning objectives?

The learning objectives are evaluated separately using the visual analogue scale found at the back of each of the competency documents. The completion of the learning objectives is part of the evaluation of the overall competency, but does not form the foundation of each competency evaluation.

How do you score the CBFE?

You score the students on their overall performance on each of the competencies. While the students may have completed their learning objectives in each area, this represents only a piece of the competency. The CBFE is scored on a 1-8 likert scale however Queen’s has portioned out a segment of the CBFE that corresponds to the placement level. For example: *A level one student is expected to be scored between 1-3, level three between 6-8.*

Do students evaluate themselves?

As part of the curriculum students have purchased the CBFE manual. They are required to complete their learning objectives form **and** a self-evaluation of their competencies at mid-term and final evaluation.

Practice Knowledge

Level 1

- Develop an understanding of the various conditions treated in your clinical area
- Identify frames of reference or theories underlying the care of patients Explain clearly to patients the role of occupational therapy

Ideas for teaching and learning

- Discuss theories in the context of intervention
- Ask appropriate questions
- Direct them to the appropriate resources
- Provide opportunities for students to administer and analyze assessments
- Provide opportunities for students to explore other clinical areas and disciplines
- Know student's existing knowledge and skills and build upon them

Clinical Reasoning

Level 1

- Demonstrate analytical thinking through discussions of cases with therapists
- Demonstrate good problem-solving skills with moderate assistance
- Demonstrate excellent judgment – i.e. seek therapist input prior to assessment or intervention
- Be aware of interactive reasoning during client interactions

Teaching and learning

- Interpreting and analyzing assessment results
- Use assessment results to develop intervention plans
- Allowing student to choose proper assessments
- Selecting an appropriate intervention that provides a proper challenge
- Discharge planning
- Knowing how to explain what your are doing
- Reflection in action
- Reviewing the five types of clinical reasoning in relation to intervention and assessment
- journal reflections

Facilitating Change with a Practice Process Assessment

Level 1

- Become familiar with assessment tools – including the literature supporting the assessment tools (i.e. reliability, validity, clinical utility)
- Observe 5 assessments (interview, formal tests, informal observations) performed by therapist
- Perform 2-3 assessments with supervision
- Discuss with therapist causes of dysfunction/problems, goals and possible intervention plan with assistance

Intervention

Level 1

- Discuss intervention plans based on assessment results
- Become familiar with various treatment strategies and tools and the evidence for these interventions
- Carry out intervention plans with assistance
- Educate using various teaching methods (at least twice with assistance) e.g. OT role, energy conservation etc.
- Evaluate at least 2 client's progress and determine appropriate discharge plans with assistance

Teaching and Learning

- Education to team members/clients regarding the role of an OT
- Collaborative goals setting with clients and team
- Research new assessment and treatment techniques
- Contribute to team meetings
- Co-lead/lead groups
- Make appropriate referrals
- Develop new groups
- Advocate for client
- Facilitate d/c plan and follow-up

Professional Interactions and Responsibility

Level 1

- Interact appropriately with members of the interdisciplinary team.
- Seek to understand the roles of other team members
- Become a trusted member of the team
- Accept and respond appropriately to feedback, incorporating suggestions provided
- Provide feedback to therapist re: role as clinical educator in a professional manner
- Demonstrate respect, integrity and client-centeredness in all interactions

Teaching and Learning

- Review ethical and legal practice standards
 - Confidentiality
 - COTO binder
 - Scenarios and COTO modules
- Client and group needs
 - Assessment and goal setting
 - Discuss assessment and intervention process focusing on client-identified needs
- Participation in rounds and family conferences
- Review learning objectives regularly
- Regular feedback sessions
- Shadow other professionals and other therapists

Communication

Level 1

- Prepare simple written reports on clients (at least 2) with moderate-maximum assistance
- Demonstrate good communication skills – both verbal, non-verbal and written
 - Maintain eye contact and use appropriate non-verbal communication to foster client- rapport
 - Use of open and closed ended question and probes to obtain relevant information
 - Respond with basic empathy statement to clients
- Communicate with assistance during team meetings
- Provide education to client that is at an appropriate level with moderate assistance
- Communicate learning needs to supervisor through learning objectives

Teaching and Learning

- Lead by example
- Enable students to foster relationships
- Allow students to speak and be active during rounds and team interactions
- Orientation with all team members to promote communication and rapport
- Create comfortable work atmosphere
- Read over written reports and provide constructive feedback
 - Provide report templates
 - Provide examples of reports
 - Edit once and allow student to develop own writing style
- Foster genuine communication and enable students own communication style to develop

Professional Development

Level 1

- Identify skills areas which you would like to improve/have experience in during the placement
- Be ultimately accountable for ensuring that your learning needs/objectives are met through consultation reading, providing client care and exposure to the learning experiences available to you i.e. Rounds, in-services
- Complete (if appropriate) at least one project in a n area of interest to improve care of clients, or enhance learning of specific condition, assessment or intervention

Teaching and Learning

- Project/presentation of students choice
- Self-evaluation at mid-term and final
- Reflective journal identifying strengths and weaknesses
- Presenting information during rounds and other professional arenas
- Opportunities to shadow other OT's and professionals
- Being prepared to assessment and provide appropriate intervention to client's
- Opportunities to attend conferences/in-services
- Weekly meeting to review strengths and areas that require improvement
- Identify learning resources at site

Performance Management

Level 1

- Show responsibility and initiative with general procedures (e.g. organize and maintain equipment and treatment areas,)
- Organize and prioritize time efficiently with moderate supervision
- Seek assistance and feedback appropriately – taking initiative with this especially when supervising therapist is very busy
- Maintain statistical records with minimal supervision
- Completes all client files and projects by end of placement
- Develop 1 SMART learning objective for each competency with minimal assistance

Teaching and Learning

- Provide calendar/outline of a typical week
- Provide opportunity for student to supervise others
- Provide student with reading prior to start date
- Practice what you teach
- Good orientation to facility
- Weekly feedback session with self-evaluation/reflection component
- Provide opportunities for leadership
- Encourage/re-direct co-workers to student for information regarding clients they are treating
- Sample charts
- Workload measurements
- Outline of possible learning objectives

**Level 2 Fieldwork Competencies
Objectives and Ideas to Facilitate Teaching and Learning**

Resource for use with:

Bossers, A., Miller, L.T., Polatajko, H.J., & Hartely, M. (2007). Competency Based Fieldwork Evaluation for Occupational Therapists. Scarborough, ON: Nelson Education Limited.

Common Questions:

What are competencies?

Competencies reflect the integration of theoretical and clinical learning and move beyond simple skill assessment (Epstein & Hundert, 2002). Seven core competencies have been identified by the CAOT that represent the “knowledge, skills and abilities required for an occupational therapist to practice. They are meant to serve as the “platform for entry to practice requirements”

How many objectives do the students need to develop?

The students are required to develop a minimum of one, preferably two learning objectives for each of the competencies

How do you mark students learning objectives?

The learning objectives are evaluated separately using the visual analogue scale found at the back of each of the competency documents. The completion of the learning objectives is part of the evaluation of the overall competency, but does not form the foundation of each competency evaluation.

How do you score the CBF?

You score the students on their overall performance on each of the competencies. While the students may have completed their learning objectives in each area, this represents only a piece of the competency. The CBF is scored on a 1-8 likert scale however Queen’s has portioned out a segment of the CBF that corresponds to the placement level. For example: *A level two student is expected to achieve scores between 4-6.*

Do students evaluate themselves?

As part of the curriculum students have purchased the CBF manual. They are required to complete their learning objectives form **and** a self-evaluation of their competencies at mid-term and final evaluation.

Practice Knowledge

Level 2

- Demonstrate an understand of the various conditions treated in your clinical area
- Articulate the frames of reference of theories underlying the care of patients
- Explain clearly to clients the role of occupational therapy.

Clinical Reasoning

Level 2

- Make appropriate decisions based on sound analytical thinking with minimal assistance
- Demonstrate good problem-solving skills with minimal assistance
- Demonstrate excellent judgment
- Be aware of the five different types of clinical reasoning and articulate interactive reasoning during client interactions.

Facilitating Change with a Practice Process Assessment

Level 2

- Become competent in the use of 1-2 assessment tools
- Identify and evaluate the literature pertinent to the assessments and identify other similar assessments in the literature
- Perform 5-10 assessments with minimal supervision
- Discuss areas difficulties/dysfunction based on assessment results and develop goals and intervention plan with minimal assistance.

Intervention

Level 2

- Formulate at least 5 treatment plans with moderate assistance
- Demonstrate competence in using various treatment strategies and tools
- Identify and evaluate the literature pertaining to the various interventions.
- Carry out at least 5 intervention plans with moderate-minimal supervision.
- Educate using various teaching methods (at least 5 clients with minimal supervision)
- Evaluate at least 5 clients' progress and determine d/c plans with moderate supervision

Professional Interactions and Responsibility

Level 2

- Interact and begin to consult appropriately with member of the inter-disciplinary team.
- Demonstrate clear understanding of the roles of other team members
- Become a fully interacted, trusted and respected member of the team
- Accept and respond appropriately to feedback, incorporating suggestions provided.
- Provided feedback to therapist re: role as educator and as clinician in a professional manner using specific examples
- Demonstrate respect, integrity and client-centeredness in all interactions
- Be aware of practice standards
- Demonstrate commitment surrounding professional boundaries and ethical/legal conduct
- Handle conflict and difficult situations effectively with professionalism

Communication

Level 2

- Prepare written reports on clients using appropriate terminology with moderate-minimum assistance
- Demonstrate professional communication skills – both verbal, non-verbal and written
 - Maintain good eye contact and appropriate non-verbal communication to foster client rapport
 - Use of open and closed ended question and probes to obtain relevant information and understand the client's story
 - Respond empathically to clients
 - Use of active listening
- Communicate independently during team and family meetings
- Provide education to client that is at an appropriate level
- Communicate learning needs to supervisor through learning objectives and direct verbal feedback.

Professional Development

Level 2

- Identify skills areas which you would like to improve/have experience in during the placement and develop SMART learning objectives in order to develop these specific areas
- Ability to identify areas of strengths and weaknesses
- Identify learning strategies to ensure accountability that learning needs/objectives are met through consultation reading, providing client care and exposure to the learning experiences available to you i.e. Rounds, in-services
- Complete (if appropriate) at least one project in an area of interest to improve care of clients, or enhance learning of specific condition, assessment or intervention

Performance Management

Level 2

- Show responsibility and initiative with general procedures (e.g. organize and maintain equipment and treatment areas, providing appropriate tasks to support staff as needed)
- Organize and prioritize time efficiently with minimum supervision
- Use resources and literature to solve problems
- Seeks assistance and feedback appropriately – taking initiative with this especially when supervising therapist is very busy
- Maintain statistical records independently
- Completes all client files and projects by end of placement
- Develop 1-2 SMART learning objectives for each competency independently

**Level 3 Fieldwork Competencies
Objectives and Ideas to Facilitate Teaching and Learning**

Resource for use with:

Bossers, A., Miller, L.T., Polatajko, H.J., & Hartely, M. (2007). Competency Based Fieldwork Evaluation for Occupational Therapists. Scarborough, ON: Nelson Education Limited.

Common Questions:

What are competencies?

Competencies reflect the integration of theoretical and clinical learning and move beyond simple skill assessment (Epstein & Hundert, 2002). Seven core competencies have been identified by the CAOT that represent the “knowledge, skills and abilities required for an occupational therapist to practice. They are meant to serve as the “platform for entry to practice requirements”

How many objectives do the students need to develop?

The students are required to develop a minimum of one, preferably two learning objectives for each of the competencies

How do you mark students learning objectives?

The learning objectives are evaluated separately using the visual analogue scale found at the back of each of the competency documents. The completion of the learning objectives is part of the evaluation of the overall competency, but does not form the foundation of each competency evaluation.

How do you score the CBFE?

You score the students on their overall performance on each of the competencies. While the students may have completed their learning objectives in each area, this represents only a piece of the competency. The CBFE is scored on a 1-8 likert scale however Queen’s has portioned out a segment of the CBFE that corresponds to the placement level. For level three, students are expected to demonstrate competence consistent with a score of 6-8 on the CBFE.

Do students evaluate themselves?

As part of the curriculum students have purchased the CBFE manual. They are required to complete their learning objectives form **and** a self-evaluation of their competencies at mid-term and final evaluation.

Practice Knowledge

Level 3

- Demonstrate an understanding of the various conditions treated in your clinical area
- Articulate and defend the frames of reference or theories underlying the care of clients
- Explain clearly to patients the role of occupational therapy

Clinical Reasoning

Level 3

- Make appropriate decisions based on sound analytical thinking independently
- Demonstrate excellent problem solving skills with minimal or not assistance
- Demonstrate excellent judgment at all times
- Be able to define and describe the five types of clinical reasoning
- Be able to identify the types of clinical reasoning that occurs during a clinical encounter

Facilitating Change with a Practice Process Assessment

Level 3

- Become competent in the use of all relevant assessment tools
- Critically appraise the literature on the assessment tools used within the facility
- Perform 10-20 assessments independently
- Identify causing of difficulties/dysfunction, goals and intervention plan independently or with minimal assistance

Intervention

Level 3

- Formulate at least 10 treatment plans with independence or minimal supervision
- Demonstrate competence in using various treatment strategies and tools
- Critically appraise the literature pertaining to the interventions used.
- Carry out at least 10 intervention plans with minimal – no supervision
- Educate using various teaching methods (at least 10 clients independently)
- Evaluate at least 10 clients' progress and determine discharge plans with minimal supervision

Professional Interactions and Responsibility

Level 3

- Interact and consult confidently with members of the inter-professional team
- Demonstrate clear understanding of the roles of other team members
- Become a fully integrated, respected and trusted member of and contributor to the team
- Accept and respond appropriately to feedback, incorporating suggesting provided.
- Provide feedback to therapist re: role as educator and as clinician in a professional manner, using specific examples
- Demonstrate respect, integrity and client-centeredness in all interactions
- Demonstrate a clear understanding of and commitment to practice standards surrounding professional boundaries and ethical/legal conduct
- Handle conflict and difficult situations effectively with professionalism

Communication

Level 3

- Prepare professional and clearly written reports on clients using appropriate terminology independently
- Demonstrate professionalism during all communication – both verbal, non-verbal and written
 - Maintain good eye contact and appropriate non-verbal communication to foster client rapport
 - Sophisticated use of questions and probes to obtain relevant information and understand the client's story
 - Respond empathically to clients
 - Use of active listening
- Communicate independently during team and family meetings and initiates conversations and meetings with other team members
- Provide education to client that is at an appropriate level
- Communicate learning needs to supervisor through learning objectives and discussion.

Professional Development

Level 3

- Identify skills areas which you would like to improve/have experience in during the placement
- Develop and evaluate SMART learning objectives to ensure learning needs are being met on an on-going basis
- Accurately identify areas of strengths and weaknesses and identifies appropriate resources
- Apply learning strategies to ensure accountability that learning needs/objectives are met through consultation reading, providing client care and exposure to the learning experiences available to you i.e. Rounds, in-services
- Complete (if appropriate) at least one project in an area of interest to improve care of clients, or enhance learning of specific condition, assessment or intervention

Performance Management

Level 3

- Demonstrate responsibility and initiative with general procedures (e.g. organize and maintain equipment and treatment areas, providing appropriate tasks to support staff as needed)
- Organize and prioritize time efficiently independently
- Use resources, literature to solve problems
- Seeks assistance and feedback appropriately – taking initiative with this especially when supervising therapist is very busy
- Maintain statistical records independently
- Completes all client files and projects by end of placement
- Develop 1-2 SMART learning objectives for each competency independently

Appendix O - Student Placement Feedback Form (Clinical Placements and Community Development)



**OT862: Community Development
Placement Feedback Form**

ORGANIZATION: _____
 STUDENT: _____
 SUPERVISOR: _____

Objective of the Form: To provide feedback to the community development fieldwork supervisors and the OT Program.

Instructions for Use: Students are requested to be as honest, direct, and specific as possible in completing this form. The form should be discussed with the placement supervisors. Please return one copy of this form to Queen's university at the end of your placement.

MIDTERM	FINAL
1. ORIENTATION to the organization was adequate in regard to: personnel, safety, resources, etc.	
Comments:	Comments:

MIDTERM	FINAL
2. ORGANIZATION of the learning experience provided:	
a. clear definition of student responsibilities	
Comments:	Comments:
b. discussion and personalization of placement objectives	
Comments:	Comments:
c. opportunity to acquire knowledge	
Comments:	Comments:

d. access to other staff, service recipients, or resources as needed	
Comments:	Comments:
e. an appropriate pace and schedule to meet learning objectives and complete project(s)	
Comments:	Comments:

MIDTERM	FINAL
3. Please comment on the COACHING/SUPERVISION in the following areas:	
a. Approachability & availability	
Comments:	Comments:
b. Provision of meaningful feedback	
Comments:	Comments:
c. Encouraged balance between support and independence	
Comments:	Comments:
d. Supervision style enhanced your learning	
Comments:	Comments:

4. STRENGTHS of the placement:

Midterm:

Final:

5. SUGGESTIONS FOR CHANGE:

Midterm:

Final:

Midterm Report Date: _____
Student Signature: _____
Supervisor Signature: _____

Final Report Date: _____
Student Signature: _____
Supervisor Signature: _____

Appendix P - Community Development Award Descriptions

Community Development Awards

Community Development Supervisor Award

Description: The Community Development Supervisor Award was established to recognize excellence in supervision and mentorship by a Community Development Supervisor who is affiliated with the Occupational Therapy Program in the School of Rehabilitation Therapy at Queen's University. This award is presented to one Community Development Supervisor each year. Nominations can be made by occupational therapy students and by colleagues.

Processes: A survey link/nomination form will be circulated annually in April and June to students and community development sites. Nominations will be due in early June/August. The coordinators of OT 861, OT862 and the SRT Associate Director (OT) will select the winner.

Awards: Award will be given to the chosen supervisor after the completion of all Community Development placements at the end of August. The winner will be presented with a certificate and an item of Queen's memorabilia (i.e. hat, scarf, t-shirt, or other items as available).

Community Development Student Award

Description: The Community Development Student Award was established to recognize excellence in community development by occupational therapy students in the School of Rehabilitation Therapy at Queen's University. This award is presented to up to 2 graduating occupational therapy students (potentially working in partnership on the same project) a year. Nominations can be made by Community Development Supervisors.

Processes: A nomination form will be included in the Community Development Supervisor's manual and also be circulated annually in May and August to community development sites. Nominations will be due at the end of August. The coordinators of OT861, OT862 and the SRT Associate Director (OT) will recommend the winner(s) based on performance in OT861 and OT862 to the Occupational Therapy Progress and Awards Committee.

Award Presentation: Award will be presented annually in November at the OT/PT graduation ceremony. The award will be a book prize.

Appendix Q - Concerns Exist Form



Concerns Exist Form

Concerns Exist Form

Fieldwork Course: _____

Date: _____

Student _____

Preceptor _____

Phone number _____

Facility/Service _____

Concerns at this point in the placement:

Briefly describe strategies implemented so far:

Support requested from the university:

Please fax or email the completed form to:
(Clinical Placements – OT 846, OT 847 or OT 877) Fax: 613-533-6776 Email: otfieldwork@queensu.ca

Appendix R - Fieldwork Award Nomination Form



Fieldwork Award Nomination Form

Fieldwork Award Nomination Form

Occupational Therapy Program Awards for Fieldwork performance:

Established by the Physical Therapy Clinic at Queen's University, this award is presented annually to two graduating students for excellence in fieldwork performance. Nominations are accepted from any preceptors of a clinical fieldwork placement (OT 846, OT 847 and OT 877).

I nominate:

Student _____

Preceptor _____

Phone number _____

Facility/Service _____

Fieldwork Course: _____

Date: _____

Briefly describe student strengths that support your nomination.

Please fax or email the completed form to:

(Clinical Placements – OT 846, OT 847 or OT 877)

Fax: 613-533-6776

Email: otfieldwork@queensu.ca

Appendix S - Queen's Occupational Therapy Fieldwork Placement Requirement in the Area of Mental Health Document



Queen's Occupational Therapy Fieldwork Placement Requirement in the Area of Mental Health Document

Purpose and uses: The purpose of this form is to document and acknowledge students' competency development in relation to addressing the psychological, emotional and/or social elements of occupation. Whereas the occupational therapy program requires that students complete one clinical fieldwork placement that allows development of knowledge, skills and attitudes to address the psychological, emotional and/or social elements of occupation, this form should be used for placements where there is a combined practice, including elements of physical and mental health practice.

_____ (Student name) has completed a placement in which the student has met competency expectations to addressing the psychological, emotional and/or social elements of occupation.

It is understood that this _____ (course/placement level) clinical placement will satisfy the fieldwork placement requirement in the area of mental health for the Queen's Occupational Therapy education program.

CBFE-OT Competency Domain	Competency Indicator	Please check all that apply <input type="checkbox"/>
Practice Knowledge	-on a regular basis, uses foundational OT knowledge to address psychological, emotional and/or social elements of occupation. -on a day-to-day basis, uses professional frameworks and models to address psychological, emotional and/or social elements of occupation (e.g. recovery model).	
Clinical Reasoning	-on a regular basis, uses professional judgement and clinical reasoning in decision making related to addressing the psychological, emotional and/or social elements of occupation.	
Facilitating Change Within A Practice Process	-on a regular basis, has had the opportunity to carryout assessments and interventions that address the psychological, emotional and/or social elements of occupation.	
Communication	-on a regular basis, has had the opportunity to interact with clients/patients with an emphasis on affect, mood, thoughts, feelings and/or emotions.	

(Student signature)

(Date)

(Preceptor signature)

(Date)

(Fieldwork coordinator signature)

(Date)

This document must be signed and submitted by the preceptor with the student's evaluation package at the conclusion of placement.

Appendix T - Memorandum of Understanding and Statement of Confidentiality



MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is made on DATE: _____ between:

STUDENT NAME _____ EMAIL _____

And School of Rehabilitation Therapy (SRT)
Louise D. Acton Building, 31 George St.
Kingston, ON K7L 3N6

During the course of clinical placements the student, from time to time, may be issued loan items from a clinical site that must be returned to the clinical site at the end of the clinical placement (e.g. personal alarm).

STUDENT agrees to:

- i) return any loan items to the clinical site at the end of the clinical placement;
- ii) take full responsibility to ensure that any item is returned as instructed by the clinical site (i.e. to the appropriate person/department); and
- iii) notify the clinical site if any loan item becomes damaged or lost during the time of the clinical placement.

In the event that the site determines the lost or damaged item should be replaced at the expense of the student, the following steps will apply:

1. The clinical site will invoice the SRT for damaged or lost loan items;
2. The SRT will notify the student of the required payment, consistent with the invoice from the clinical site;
3. The student will pay the required amount (as notified in 2. above) through the School's online store.

Failure of the student to pay for any lost or broken equipment may result in sanctions. Those sanctions include:

- Inability to progress to subsequent clinical placements; and/or
- Withholding of letter to respective regulatory body for licensure.

It is the student's responsibility to ensure understanding of the cost of any loan item issued to the student by the clinical site.

This agreement will remain in place until the student completes their program of study at the SRT.

SIGNATURES:

STUDENT

Date

Dr. Marcia Finlayson, Vice-Dean (Health Sciences) or delegate
School of Rehabilitation Therapy, Queen's University

Date

MOU – June 5, 2017

STATEMENT OF CONFIDENTIALITY



In accordance with provincial and federal law, the Occupational Therapy Program in the School of Rehabilitation Therapy is committed to ensuring the confidentiality and privacy of personal information. As a student occupational therapist you will have access to personal information through your encounters with volunteers and mentors who share their lived experiences, clients/patients, students, preceptors, and/or other health care providers.

All personal information collected for educational purposes and fieldwork learning shall be treated as confidential material, to be protected for the privacy of the individual. Each student shall be expected to ensure respect for, and demonstrate integrity where all such confidential information is concerned. In educational settings, it is expected that any personal information which forms part of written or oral presentations will be anonymized to protect the identity of the individual(s). No student occupational therapist shall review or discuss client/patient information unless directly related to his/her fieldwork learning opportunity. There shall be no confidential information discussed outside of the fieldwork learning setting. Student occupational therapists will, under no circumstances, remove confidential information from the fieldwork setting and shall not be permitted access to information at a fieldwork site outside of the date(s) specified for the individual fieldwork learning experience.

It is the student occupational therapist's responsibility to read and understand the Canadian Association of Occupational Therapists (CAOT) *Code of Ethics* (2007) as well as the College of Occupational Therapists (COTO) *Essential Competencies of Practice* (2011). In accordance with these codes and standards, it is expected that each student occupational therapist will:

- "Ensure the confidentiality and privacy of personal information" (CAOT, 2007);
- Maintain "confidentiality and security in the sharing, transmission, storage and management of information" (COTO, p. 13);
- Comply "with client confidentiality and privacy practice standards and legal requirements" (COTO, p. 16);
- Adhere "to legislation, regulatory requirements and facility/employer guidelines regarding protection of privacy, security of information" (COTO, p. 23);

CAOT (2007). Canadian Association of Occupational Therapists Code of Ethics. CAOT Publications ACE, Revised January 2007. Available at <http://www.caot.ca/default.asp?pageid=35>.

COTO (2011). *Essential competencies of practice for occupational therapists in Canada* (3rd ed). Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). May 2011. Available at http://www.coto.org/pdf/Essent_Comp_04.pdf.

- Establish and/or adhere “to provincial and facility policies and procedures related to the related to the management of information” (COTO, p.23); and
- Take “action to anticipate and minimize foreseeable risks to privacy and confidentiality of information” (COTO, p. 23).

For further information the student occupational therapist is directed to review the Freedom of Information and Protection Act (FIPPA) and Personal Information Protection and Electronic Documents Act (PIPEDA).

It is the responsibility of each student occupational therapist to uphold and respect the confidentiality of the personal information of all the volunteers/mentors, clients/patients, students, preceptors and/or other health care provider who you encounter during your fieldwork learning opportunities.

Any breach of confidentiality will be subject to academic sanctions at the discretion of the preceptor, course coordinator and/or fieldwork coordinator and may result in course failure and/or removal from the fieldwork learning opportunity.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS. I AGREE TO ACT IN ACCORDANCE WITH PROVINCIAL AND FEDERAL LAW, THE ‘CODE OF ETHICS’ (CAOT, 2007), ‘THE ESSENTIAL COMPETENCIES OF PRACTICE’ (COTO, 2011) AND ABIDE BY ANY CONFIDENTIALITY/PRIVACY POLICY AT A FIELDWORK SITE. I ACKNOWLEDGE THAT ENSURING CONFIDENTIALITY IS MY RESPONSIBILITY.

STUDENT
PRINTED NAME

WITNESS
PRINTED NAME

STUDENT
SIGNATURE

WITNESS
SIGNATURE

DATE

DATE

CAOT (2007). Canadian Association of Occupational Therapists Code of Ethics. CAOT Publications ACE, Revised January 2007. Available at <http://www.caot.ca/default.asp?pageid=35>.

COTO (2011). *Essential competencies of practice for occupational therapists in Canada* (3rd ed). Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO). May 2011. Available at http://www.coto.org/pdf/Essent_Comp_04.pdf.