

**School of Rehabilitation Therapy  
Faculty of Health Sciences**

***Clinical Education/Fieldwork Preparation Policy***

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**Approved by Academic Council: November 19, 2015**

**Revised by Academic Council: March 17, 2016**

**Effective Date: March 17, 2016**

**Rationale and background**

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Occupational therapy and physical therapy students must complete a specified number of clinical education/fieldwork hours in order to graduate and to qualify to sit their respective credentialing examinations. Students must meet core requirements to be eligible to complete clinical/fieldwork hours. This policy outlines the necessary requirements.

**Scope of policy**

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This policy applies to students in the occupational therapy program (MScOT) and the physical therapy program (MScPT).

**Policy Statements**

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1. To be eligible to complete clinical education/fieldwork hours, students must:
  - a. Provide proof of:
    - i. Required immunizations and flu shot
    - ii. Successful completion of standard first aid and cardiopulmonary resuscitation (CPR) training, Level HCP
    - iii. Criminal records check and Vulnerable Sector Screening
    - iv. Mask fit testing
    - v. Successful completion of Ministry of Labour Occupational Health and Safety Training Module
    - vi. Required training on the Accessibility for Ontarians with Disabilities Act (AODA)
    - vii. Workplace Hazard Materials Information System (WHMIS) training
    - viii. Non-violent Crisis Intervention training, as required by the occupational therapy or physical therapy program
  - b. In addition, students must sign and submit:
    - i. Statement of Confidentiality
    - ii. Consent to Release Information Regarding Clinical Performance for Student At Risk Policy
  - c. Participate in the mandatory fieldwork preparation courses for privacy legislation patient safety, infection control, and Interprofessional activities associated with Clinical Education.
  - d. Complete any other training or preparation that is mandated by the specific clinical education/fieldwork sites to which they are assigned.

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2. Students must complete all elements of 1. (as indicated above) no later than the end of the first semester in the first year of the educational program or as indicated by the Academic Coordinators of Clinical Education (PT) and Fieldwork Coordinators (OT). Students who fail to complete the preparation elements or updated information will not be allowed to begin clinical education/fieldwork until all materials are submitted.

Important note: If students are unable to obtain proof of all immunizations/flu shot, it will likely impact their ability to complete required placements for successful graduation from the Masters of Physical Therapy program or Occupational Therapy program.

If students have a conviction of a criminal offence on their criminal records check or vulnerable sector screening, it will likely impact their ability to complete required placements for successful graduation from the Masters of Physical Therapy program or Occupational Therapy program.

3. Students will be required to provide updates of some elements in the second year of their programs.
4. Costs associated with these requirements are the responsibility of the student.

**Procedures**

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1. Academic Coordinators of Clinical Education (PT) and Fieldwork Coordinators (OT) are responsible for reviewing and updating the instructions distributed to students related to this policy on an annual basis.
2. Program assistants are responsible for providing students with the necessary instructions and forms for demonstrating proof of immunization. These materials should be provided to incoming students no later than June 30th of the academic year of their admission to the respective program.
3. Program assistants are responsible for organizing mask fit testing for students.
4. Academic Coordinators of Clinical Education (PT) and Fieldwork Coordinators (OT) are responsible for organizing and/or delivering the mandatory clinical education/fieldwork preparation courses.