



## Alvernia University Signature Page

This is to verify that you have received a copy of the Alvernia University Occupational therapy fieldwork manual.

You are responsible for reading and understanding the contents of the manual. The manual should be retained and used as a reference throughout your enrollment in the OT program. Your signature indicates that you agree to adhere to the requirements as stated herein.

Student Signature: \_\_\_\_\_

Student Name printed: \_\_\_\_\_

Date: \_\_\_\_\_

### **PLEASE NOTE:**

**You will not be permitted to begin Fieldwork until you are able to produce all provided documents upon request and submit to [Academic.Compliance@alvernia.edu](mailto:Academic.Compliance@alvernia.edu)  
If you do not have all documents, your start date will be delayed until they are obtained.**



## OT Program Contact Information

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Gaithersburg, MD  
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# **Alvernia University Occupational Therapy Program Drug Testing Waiver Agreement**

I understand it is the policy of the Alvernia University OT Program to require students to undergo a substance abuse test for the presence of drugs or controlled substances prior to the start of Level I fieldwork and Level II fieldwork. I must submit to a drug test at a designated laboratory, which will provide the result of the test to the Alvernia University Health and Wellness Center and the AFWC. I understand that if the test result is positive, I will be denied progress in the Master of Science Degree in OT Program Fieldwork component.

I further understand that I may be subject to random drug tests while enrolled in the OT program. A positive drug test or refusal to submit to testing will result in dismissal from the OT Program.

**BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO THE ALVERNIA UNIVERSITY BACHELOR OF SCIENCE IN HEALTH SCIENCE AND MASTER OF SCIENCE IN OCCUPATIONAL THERAPY.**

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# **Alvernia University Occupational Therapy Program Mandatory Drug Screen**

## **Policy**

It is the policy of the Alvernia University Occupational Therapy Program to require students to undergo a substance abuse test for the presence of drugs or controlled substances during the first semester of Level I Fieldwork and prior to the start of Level II Fieldwork (once per junior and senior years). Additionally, random drug screening may be required for cause at any time during a student's enrollment. Causes may include but are not limited to observed impaired behavior; delay in obtaining drug screening past prescribed deadline; frequent absences. The cost of the additional drug testing will be the responsibility of the student.

## **Purpose**

Chemical impairment compromises both the educational process and patient safety. The fieldwork





## BACKGROUND CHECK POLICY – ACADEMIC PROGRAMS

**It is the policy of Alvernia University’s academic programs to fully comply with Pennsylvania Laws related to criminal record and child abuse history clearances prior to entering any field/clinical educational setting that involves direct contact with children or older adults (defined as a person who is 60 years of age or older) and is associated with academic programs and/or service learning. Depending on the academic program, a repeated background check maybe required prior to entering senior-level coursework.**

Students in academic programs and/or service learning (if required by the facility) with convictions/charges documented on the background check reports will be advised on an individual basis. The student must understand and agree that Alvernia University may disclose the results of the background checks to the clinical/field facility where the student has sought to be placed. Certain types of clinical/field facilities have the right and/or responsibility to preclude students from the facility who have a history of criminal activity or child abuse.

Additionally, applicants to the Education and pre-license Health Programs must understand that in order to meet program outcomes they are obliged to directly work with children (Education and Nursing) and/or older adults (Nursing). There are no alternatives to meet program outcomes. Such applicants/students with convictions/charges documented on the criminal or child abuse reports will be denied acceptance into courses with associated clinical/field practice and therefore cannot complete the applicable program of study. Such applicants/students will be advised of other academic study options at Alvernia University.

Convictions/charges documented on a PA Criminal Record Check report will be based on criteria outlined in Acts 169/13

Many professions require further licensing or certification beyond a college degree and applicants may be denied employment in certain occupations for misdemeanors and felony convictions, including alcohol related offenses. Refer to the Pennsylvania Liquor Control Board for a complete listing of criminal violations related to licensure [www.lcb.state.pa.us/edu/](http://www.lcb.state.pa.us/edu/).

Academic programs will include written statements regarding background checks in their marketing and catalog documents. Students will be advised of the background check policy prior to service learning (if required by the facility).

The specific laws affecting background checks and the accompanying mechanism of checking are outlined on the following page.

The procedures and instructions for each background check are available from specific programs.

**[Copies of all clearances must be submitted to Academic.Compliance@alvernia.edu](mailto:Academic.Compliance@alvernia.edu)**

## **Misdemeanor/Felony Convictions & Drug/Health Clearances**

Individuals who have been convicted of a felony/misdemeanor offense may be denied certification or licensure as an occupational therapist. It is suggested that prior to admission to the program any individual with such a conviction contact the National Board of

## **Alvernia Occupational Therapy Department Curriculum Design & Goals**

### **Overview**

The program offerings in Occupational Therapy Department at Alvernia University are designed to prepare graduates with the competencies expected of the entry-level, professional, occupational therapist. The design of the curriculum is firmly embedded in the mission of Alvernia University, the Philosophy of Education of the American Occupational Therapy Association (AOTA, 2015b), and the Philosophy of Education of the program. These create a foundation for a values-centered education that enables graduates to serve others and adopt positions of ethical or moral leadership.

### **Mission**

Guided by Franciscan values and the ideal of “knowledge joined with love”, and rooted in the Catholic and liberal arts traditions, Alvernia is a rigorous, caring, and inclusive learning community committed to academic excellence and to being and fostering broadly educated, life-long learners; reflective professionals, and engaged citizens; and ethical leaders with moral courage (Alvernia University, 2021). To advance occupational therapy practice, education, and research through standard setting and advocacy on behalf of

occupation to enable individuals to participate in lives that hold meaning to them. Graduates will develop a broad perspective in the use of occupation to solve problems for various conditions that interfere with the quality of life for individuals, groups, communities, and populations.

A distinctive feature of Alvernia's curriculum design is that it embraces liberal arts education which focuses on a holistic view of education that reflects the essence of the mission of the University. The curriculum strives to create a community of learners that inspires, motivates, and guides students as they strive for excellence in their professional and personal lives. Students are encouraged to seek moral integrity, spiritual fullness, and to develop their highest level of competence, compassion, and moral behavior.

- students, and
2. An entry-

Selection of an appropriate supervision model for the student and site (e.g., one FWE to two students) (ACOTE 2018-C.1.4)

Ensure the FWE has the appropriate credentials (ACOTE 2018-C.1.8 and C.1.11)

AFWC must take steps to monitor student supervision situations to protect the interests of the students, clients, sites, and the Alvernia University community (ACOTE 2018-C.1.6). The AFWC will communicate with the student and throughout the fieldwork to discuss progress and performance. For both Level





**Alvernia University Vaccination and Face Mask Policy: UPDATED May 24, 2021  
Vaccine Requirement**

Recent reports of tifA1

of vaccine compliance is a personal responsibility. The university is not requiring proof of vaccination status for mask compliance. Supervisors and employers should not ask their employees and coworkers whether they have been vaccinated. As students will be required to be vaccinated for the Fall 2021 semester, Alvernia recommends students upload their COVID-19 vaccination record to

## ***Level I Fieldwork Policies and Procedures***

*The Level I Fieldwork information in the following section includes information for all occupational therapy programs at Alvernia University including students enrolled in the 5-year BSHS & MSOT program and the Entry Level MSOT program.*

The Alvernia University Occupational Therapy program curriculum includes three Level I fieldwork experiences which correlate with three fieldwork courses. The objectives of each Level I fieldwork are designed in collaboration with the course instructor, Academic Fieldwork Coordinator (AFWC) and site Fieldwork Educator (FWE) (ACOTE 2018-C.1.3). Experiences which enhance and enrich these objectives are designed by the course instructor, AFWC and FWE to ensure that there is a link between the clinical experiences and the curriculum design (ACOTE 2018-C.1.1).

### **Purpose of Level I Fieldwork**

The Alvernia University Occupational Therapy Program curriculum includes three Level I Fieldwork seminars, which correlate with five undergraduate Occupational Therapy courses. Each Fieldwork Seminar requires a specific designated number of fieldwork hours noted on the course syllabus. The objectives are designed by the course instructor and AFWC. Experiences which enhance and enrich these objectives are designed by the course instructor, AFWC, and FWE to ensure that there is a link between the clinical experiences and the curriculum design.

#### ***I. Definition and Purpose***

The AOTA 2018 *Standards* describe the goal of Level I Fieldwork “to introduce students to the fieldwork experience, to apply knowledge to practice, and to develop understanding of the needs of clients.” Level I Fieldwork is not intended to develop independent performance, but to include experiences designed to enrich didactic coursework through directed observation and participation in selected aspects of the occupational therapy process. (ACOTE 2018-C.1.1) In line with 2018 ACOTE standards, “Level I Fieldwork is not substituted for any part of Level II Fieldwork: (ACOTE 2018-C.1.9.).

Services may be provided to a variety of populations through a variety of settings. Experiences may include those directly related to Occupational Therapy, as well as other situations to enhance an understanding of the developmental stages, tasks, and roles of individuals throughout the life span. Day care centers, schools, neighborhood centers, hospice, homeless shelters, community mental health centers, and therapeutic activity or work centers are among the many possible sites. Level I Fieldwork may also include services management and administrative experiences in occupational therapy settings, community agencies, or environmental analysis experiences. Level I Fieldwork may be met through one or more of the following instructional methods; simulated environments, standardized patients, faculty practice, faculty-led site visits, supervision by a fieldwork educator in a practice environment, or via telehealth.

## ***II. Supervision***

Qualified personnel for supervision of Level I Fieldwork may include, but are not limited to, academic or fieldwork educators, occupational therapy practitioners initially certified nationally, psychologists, physician assistants, teachers, social workers, nurses, physical

#### ***IV. Site Assignment Process***

Settings for Level I Fieldwork vary and are dependent upon the objectives of fieldwork. Level I Fieldwork may be completed through one or more of the following instructional methods: simulated environments, standardized patients, faculty practice, faculty-led site visits, and/or supervision by a fieldwork educator in a practice environment (ACOTE 2018-C.1.9). All Level I Fieldwork must be comparable in rigor.

Level I Fieldwork assignments are typically assigned to the students by the first or second week of classes in each semester. The AFWC or the course instructor will give a brief presentation on the general expectations for Fieldwork I placements as well as reiterating the student responsibilities for fieldwork completion. An email is provided to each student listing their fieldwork assignment. Selections are tracked throughout the student's career. At least one fieldwork experience (either Level I or Level II) must address practice in behavioral health, or psychological and social factors influencing engagement in occupation (ACOTE 2018-C.1.7.).

**Once the AFWC has secured a fieldwork placement, students are NOT permitted to alter or refuse a placement.**

#### ***V. Evaluation***

Students are evaluated on an Alvernia University Level I Fieldwork Evaluation Form. The student gives an evaluation form to the site supervisor upon arrival at the site. The student is responsible to have the Fieldwork Educator sign off on their time present after each session. At the end of the assignment, the Fieldwork Educator will discuss the evaluation with the student. The Fieldwork Educator provides the student with the Fieldwork Evaluation form to return to the course instructor. Students will be given a copy of the evaluation after the instructor has reviewed the evaluation. The Fieldwork I Evaluations are reviewed by the course instructor and the AFWC. An overall rating of unsatisfactory performance on the Level I Fieldwork OT Student Evaluation form from any of the sites will result in a grade of "F" for the course. If a student receives even one unsatisfactory rating on the Evaluation form, that student must meet with the AFWC to address any concerns related to professional behavior and/or skills. *Failing Level I Fieldwork placement will require you to repeat/delete this course. The student will need to meet with the AFWC to develop a plan for corrective action that must be successfully completed prior to the repeat/delete.*

**Any student who receives one or more failures on the form, even if it does not result in an overall failing grade of Level I fieldwork, will need to meet with the AFWC. The meeting should occur within 3 business days of receiving the form. It is the responsibility of the instructor and the student to ensure the meeting occurs.**

## ***VI. AFWC Responsibilities***

Contact sites for fieldwork experience.

Ensure student will receive appropriate supervision by appropriately licensed FWE (ACOTE 2018-C.1.8).

Provide each site with the general objectives as well as the specific course objectives for the level I fieldwork experience and offer the opportunity to collaborate or add objectives with the FWE (ACOTE 2018-C.1.3).

Provide the students and



**Content:** (Order of content is fluid and may be altered)

<b>OT 381/OT 581</b>	<b>OT 382/OT 582</b>	<b>OT 481/OT 583</b>
<b>Theme:</b> Building Core Skills	<b>Theme:</b> Being a Professional	<b>Theme:</b> Preparing for FWII
Orientation to FWI – meet with AFWC - 1 <sup>st</sup> or 2 <sup>nd</sup> week	Orientation to FWI – meet with AFWC - 1 <sup>st</sup> or 2 <sup>nd</sup> week	Orientation to FWI – meet with AFWC - 1 <sup>st</sup> or 2 <sup>nd</sup> week

Introduction to keeping a

Fieldwork Seminar(1)-2B8644.88 0.48 13.92 re 12 94.44 633.24 Tm[(I)1eldwork



**Values Infusion:**

OT 101/OT 507:  
Introduction to





The facility is accredited or approved by a recognized accrediting agency or the Alvernia University Occupational Therapy Program

Students are supervised by qualified fieldwork educators

There is an appropriately varied caseload of clients to meet the educational requirements of the student

Collaboration between the AFWC and the Fieldwork Educator can occur on a regular and as needed basis

On-going contact is maintained with fieldwork sites and students by the Alvernia University AFWC through:

- a. The AOTA Fieldwork Data Form
- b. Site specific objectives
- c. Student evaluation of FW education (SEFWE)
- d. AOTA electronic FW performance evaluation
- e. Student contribution through Blackboard Discussion Posts

## ***V. Evaluation***

Students are evaluated by the Fieldwork Educator on the Fieldwork Evaluation for the Occupational Therapist (AOTA, 2020). (ACOTE 2018-C.1.15.). Students evaluate the fieldwork experience and their academic preparation and the Student Evaluation of Fieldwork Experience (AOTA, 2016). The AFWC submits the final grade based on criteria described in the course syllabus.

Supervision and evaluation of the student are joint responsibilities of the Fieldwork Educator and the AFWC. Both must maintain an ongoing involvement in your progress. The Fieldwork Educator provides direct supervision or assigns other experienced staff members to provide supervision. Regular meetings, approximately once a week, are suggested to provide constructive feedback and to discuss pending assignments and activities. The AFWC is available for consultation should questions or problems arise.

**Open and honest communication is encouraged throughout the fieldwork.** There are two mandatory evaluation points during twelve weeks of Level II Fieldwork:

At week six (or midterm), the FW Educator will receive an electronic evaluation form, via Formstack, to complete. The same form will be emailed for the final evaluation, via Formstack. The scores from midterm will carry over to the final, however comments will not. You must have a score of “3” or above on items 1-3 to pass Level II Fieldwork. A score of a “1”, in any category on the final evaluation will result in failure of Level II Fieldwork. A score of 111 or higher must be obtained to pass Level II Fieldwork.

After completion of Level II Fieldwork, Fieldwork Educators will receive a Professional Development Unit form electronically, via Formstack.

The AFWC is responsible for assigning a P/F grade for the OT fieldwork course, based on the AOTA Fieldwork Performance Evaluation Form and participation in Blackboard.

## ***VI. AFWC Responsibilities***

Establishing new fieldwork sites.

Overseeing affiliation agreements and following all conditions outlined in the affiliation agreements between the Occupational Therapy Program at Alvernia

University and the fieldwork sites (ACOTE 2018-C.1.6).

Acting as a resource to the fieldwork sites in establishing and maintaining a suitable fieldwork education program.

Maintaining current information files on each fieldwork placement.

Oriending all students to the purpose and procedures for fieldwork.



*is scheduled students may not change or alter days, dates, or times of affiliation without pre-written approval of the AFWC.*

If a student anticipates arriving late for fieldwork, it is his/her responsibility to inform the Fieldwork Educator immediately upon the site opening. Lateness is considered unprofessional behavior and will be reflected in the final evaluation. Repeated lateness is to be reported to the AFWC by the

*When a Level II fieldwork*



4.

## **Level II Fieldwork Forms**

### **Level II**

Personal Data Sheet (used by both student programs)

not appropriate for Fieldwork (i.e. stomach shows when you raise your arms). Additionally, low cut shirts, sweaters, revealing midriffs are not to be worn. Shirts should have sleeves and should be void of inappropriate messages, logos, etc. Tee shirts, sweatshirts and hats are *not* to be worn. Sweatpants, denim jeans, spandex or legging pants, and shorts are not to be worn. Pants should be worn at the waist and not too low or baggy. To assess if pants are appropriate, bend and squat as if assisting a patient. Does your shirt pull out, are your undergarments showing? If so, these pants are not appropriate for Fieldwork. All garments (including face masks) should be void of logos, inappropriate messages, or political statements.

### **Jewelry/Piercing/Tattoos**

Jewelry of any type is to be kept to a minimum, bracelets, rings, necklaces, earrings, and watch. Tattoos must be covered unless otherwise stated by the facility. Visible facial piercing of the nose, lip, tongue, eyebrow, etc. should be removed unless otherwise stated by the facility.

### **Grooming**

Hair should be clean with no extreme coloring.  
Long hair should be pulled back and tied.  
Facial hair should be neatly trimmed or shaved as appropriate.  
Good body and oral hygiene should be maintained.  
Fingernails should be clean, and maintained at an appropriate length for patient care and infection control  
Strong perfumes, colognes and after shave lotions should be avoided. Some facilities may not allow any scents to be worn for the client's protection.  
Makeup should be worn in moderation.

### **Other**

Student should abstain from chewing gum, vaping, and smoking at the clinical sites. Students must wear the Alvernia ID tag as identification unless an alternate badge is issued at the site.

**Occupational Therapy students may not be able to continue their fieldwork due to inappropriate or unsafe attire until the student completes remediation strategies to correct the problem. The remediation strategies will be identified by the Fieldwork Educator, in conjunction with the AFWC.**

### **Additional Information**

#### **Alvernia University Social Media Policy**

See Alvernia University Student Handbook

**<https://www.alvernia.edu/current-students/student-handbook>**

#### **Fieldwork Site Cell Phone Policy/Social Media Policy**

\*\*Please clarify and strictly abide by the fieldwork site policy. Violation in

policy could result in termination of Level I or Level II fieldwork by the site.\*\*

**Alvernia University Harassment Policy**

For further information, refer to Student Code of Citizenship in the [Student Handbook](https://www.alvernia.edu/current-students/student-handbook).  
<https://www.alvernia.edu/current-students/student-handbook>

**Alvernia University Occupational Therapy Department Procedure for Complaints**

Our guiding principle is to settle disputes in a prompt and fair manner, in keeping with the underlying Franciscan values of Alvernia University. Formal complaints may be initially

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# Alvernia University Academic Compliance Requirements – AY 2023-2024





SERVICE  
CODES for  
designated  
PROGRAMS

school  
district, etc.



**International students** – Use your Passport for I/D

Citizenship Page – **Use F1** for Non-Immigrant VISA/Status

## Certification Requirements

Applies To	Requirement	Frequency	Notes/How to Proceed
NUR			
<u>AT</u> : CPR course with curriculum			
<u>OT req:</u> <u>CPR/AED &amp;</u> <u>First Aid</u>			
<u>DPT req: ONLY</u>  Basic Life Support (BLS)CPR/AED for Healthcare Professionals			



Education

Interface

## Health Requirements (Before Entering Clinical/Fieldwork/Internship)

**Undergraduate students** must complete this section before the first day of their very first clinical/fieldwork/internship class.

Undergraduates include traditional day, adult evening, and online students enrolled at Alvernia University or any of its satellite campuses.

**All post-graduate students** must complete this section before the first day of their very first clinical/fieldwork/internship experience.

Post-graduate students include master's and Doctoral students enrolled in a traditional or online course at Alvernia University or any of its satellite campuses.

**Important Notes:**

All health requirements may be completed by a private physician, nurse practitioner, or physician's assistant and submitted to the Health and Wellness Center Portal.

Students who are completing their clinical/fieldwork/internship with a department or location on-campus are required to complete the same requirements as students who are participating at a location off-campus.

Applies To	Requirement	Frequency	Notes/How to Proceed
			<u>Steps:</u> <hr style="border: 0.5px solid blue; margin-top: 10px;"/>
AT, DPT,  <b>AND/OR</b>		<b>Annual requirement while in field</b>	<u>Notes:</u>  <u>Steps:</u> <hr style="border: 0.5px solid blue; margin-top: 10px;"/>

Annual

AND/OR

			<u>Notes:</u> <u>Steps:</u> <hr/>
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<p>AND/OR</p> <p>***NUR</p>			<u>Notes:</u>  <u>EXCEPTIONS:</u> <p style="color: red;">Nursing program requirement NO exemptions will be allowed for the program</p> <p style="color: red;">***OT Program – Proof of Covid Vaccine required prior to start of Level II Fieldwork</p> <hr/> <u>Steps:</u> <hr/> <p>3.</p>
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AND/OR

Steps:

Coordinator

Fieldwork





I further promise, covenant and agree not to bring, commence, prosecute or maintain, or cause or permit to be brought, commenced, prosecuted or maintained, any suit or action, either at law or in equity, in any court in the United States, or in any State thereof, or elsewhere, against Alvernia University, Its agents, officers and/or employees for personal injury, property damage or any other type of loss, arising out of, or In any way connected with my participation in said program.

I also agree to indemnify and hold harmless Alvernia University, its agents, officers and employees from all liability, claims, demands and damage or cost, arising out of my participation in said program.

I authorize university personnel or representatives to approve emergency medical treatment for myself in the event of injury or illness during my participation in the program. I represent and warrant that I am and will be covered throughout the program by a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses I sustain or experience while in the program and, more specifically, in the countries in which I will be living and/or traveling while on the program.

I understand and agree that this release is binding on me and my heirs, executors, administrators, personal representatives and next-of-kin. My signature denotes my understanding of and agreement with this statement and its implications.

I agree that this document shall be interpreted and governed by the laws of the Commonwealth of Pennsylvania.

I agree that if any provision of this document shall for any reason be held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of this document.

IN WITNESS WHEREOF, intending to be legally bound, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witnessed By Signature of Program

\_\_\_\_\_  
Participant or Parent/Guardian of minor

\_\_\_\_\_  
Print Name of Minor Participant Printed Name of Participant or Parent/Guardian of minor

**Emergency Information**

\_\_\_\_\_  
(Who to Contact in Case of Emergency)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(City and State)

\_\_\_\_\_  
(Phone Number)