

## APPENDIX M

### Sample Level II Fieldwork Benchmarks

#### Week 1: Site Orientation/Time Management:

- ✓ Facility tour, review site student manual, AOTA fieldwork resources, documentation review;
- ✓ Completes site orientation regarding HIPAA/OSHA/safety;
- ✓ Learns fieldwork supervisor's daily routines;
- ✓ Orients to site-specific objectives including independent learning activities such as evidence-based article reviews, presentations, case studies, etc.;
- ✓ Introduction to scheduling, billing, coding, documentation, and data collection forms;
- ✓ Reviews confidential charts for a few clients on supervisor caseload;
- ✓ Completes treatment observations, write up and review with supervisor;
- ✓ Writes treatment plan, grade therapeutic activity, begins journals as required by site;
- ✓ Student begins to assist in therapy sessions as appropriate; and
- ✓ Meets daily with supervisor (directive).

#### Week 2: Intervention/Evaluations Begins

- ✓ Reviews assignments, completes observations/chart reviews;
- ✓ Learns fieldwork supervisor's weekly routines;
- ✓ Records observations and partial administration of evaluations;
- ✓ Completes discharge summary/transfer of services forms, supervisor gives feedback;
- ✓ Reviews and assists daily documentation, billing, coding;
- ✓ Student develops, reviews and implements treatment plans for 1-3 clients;
- ✓ Student grades a therapeutic activity listing ways to modify for different skill level;
- ✓ Researches and summarizes two evidence-based journal articles relevant to site;
- ✓ Chart reviews, treatment observation(s) with responses; and
- ✓ Supervisor reviews student progress in daily meeting with supervisor (directive).

#### Week 3: Assume Responsibility for 1/4 Caseload

- ✓ Reviews assignments from previous week;
- ✓ Completes evaluation(s) and corresponding documentation with supervisor as observer and providing feedback;
- ✓ Interprets evaluation results based on age/developmental skill level, including all relevant information regarding prospective discharge scenario;
- ✓ Increased completion and implementation of treatment plans, discharge summaries, and corresponding documentation. Supervisor reviews, offers suggestions; Student completes treatment analysis for supervisor;
- ✓ Develops a list of suggested home activities; and

- ✓ Meets daily with supervisor (directive).

Week 4: Supervision moves to coaching style from directive style

- ✓ Supervisor will review student progress and assignments from previous week;
- ✓ Begins to plan week to week;
- ✓ Orients to specific client conditions;
- ✓ Increase caseload for treatment planning, sessions, evaluations/discharge, and corresponding documentation and billing;
- ✓ Completes treatment analysis;
- ✓ Writes up proposed summary and recommendations of observed evaluation;
- ✓ Develops relevant goals/objectives for client evaluation, supervisor provides feedback;
- ✓ Observes at least one other professional working with client;
- ✓ Student will add one new treatment tool and/or activity to therapeutic tools;
- ✓ and Meets weekly and checks in “as needed” with supervisor.

Week 5: Student transitioning to primary therapist/leader

- ✓ Reviews assignments from previous week;
- ✓ Develops, reviews and implements treatment sessions for ½ therapist caseload with corresponding documentation and billing;
- ✓ Reviews client work samples, most recent assessment, progress notes, and develops goal/objectives;
- ✓ Develops treatment plans for five clients, supervisor provides feedback;
- ✓ Completes treatment analysis for one session, supervisor provides feedback;
- ✓ Completes an equipment justification letter/form;
- ✓ Develops intervention strategies with another professional working with client;
- ✓ Meets weekly and check in “as needed” with supervisor; and
- ✓ Complete Level II Fieldwork Midterm Feedback form and review with supervisors.

Week 6: Assume responsibility for ½ therapist caseload

- ✓ Reviews assignments from previous week;
- ✓ Develops and implements treatment sessions for ½ therapist caseload with corresponding documentation and billing;
- ✓ Presents to staff case study/ evidence-based article review, therapeutic treatment tools;
- ✓ Participates in interprofessional collaborative practice with more than one other professional in co-treating or co-leading, team planning demonstrating competency in values/ethics (IPEC, 2011);
- ✓ Meets weekly and checks in “as needed” with supervisor; and
- ✓ *Complete midterm evaluation and discuss areas of strengths and areas for continued growth with student. Contact the AFC coordinator as appropriate.*

Week 7: Supervision moves from coaching style to supporting style

- Reviews assignments from previous week;

- ✓ Designs, implements treatment sessions and corresponding documentation;
- ✓ Types up client adaptation, accommodation and/or modifications for one client to be reviewed with staff;
- ✓ Grades one therapeutic activity listing ways to modify for different skill levels;
- ✓ Begins co-treating or group co-leading each day, as appropriate;
- ✓ Participates in interprofessional collaborative practice with more than one other professional in co-treating or co-leading, team planning developing competency in roles/responsibility (IPEC, 2011); and
- ✓ Meets weekly and checks in “as needed” with supervisor.

*Week 8: Caseload increasing, increasing focus on interprofessional collaborative practice*

- ✓ Review assignments from previous week;
- ✓ Student will present modifications to appropriate staff with supervisor present;
- ✓ Designs and implements treatment and completes corresponding documentation from  $\frac{3}{4}$  supervisor’s caseload;
- ✓ Complete treatment analysis for one session;
- ✓ Participates in interprofessional collaborative practice with more than one other professional in co-treating or co-leading, team planning developing competency in interprofessional communication (IPEC, 2011); and
- ✓ Meets weekly and checks in “as needed” with supervisor, review overall student progress.

*Week 9: Increasing autonomy*

- ✓ Reviews assignments from previous week;
- ✓ Designs and implements treatment and completes corresponding documentation from  $\frac{3}{4}$  supervisor’s caseload;
- ✓ Completes  $\frac{1}{2}$  supervisor’s caseload evaluations/re-evaluations/discharge summaries from supervisor caseload;
- ✓ Develops treatment plans for supervisors’ full caseload each day;
- ✓ Completes treatment analysis form for one session;
- ✓ Identifies and begin work on final project;
- ✓ Participates in interprofessional collaborative practice with more than one other professional in co-treating or co-leading, team planning developing competency in teams and teamwork (IPEC, 2011); and
- ✓ Meets weekly and checks in “as needed” with supervisor.

*Week 10: Assume responsibility for all clients on caseload*

- ✓ Supervisor reviews student progress with student;
- ✓ Designs/implements treatment and evaluation sessions for supervisor’s full caseload and corresponding documentation;
- ✓ Supervision moves to delegating style from supporting styles;
- ✓ Works on final project;
- ✓ Participates in interprofessional collaborative practice; and
- ✓ Meets weekly and checks in “as needed” with supervisor.

*Week 11: Continues responsibility for full caseload*

- ✓ Reviews assignments from previous week;
- ✓ Implements OT interventions/evaluations as appropriate for full supervisor's full caseload and discuss feedback with supervisor;
- ✓ Sets up/implement consultation time with a staff member;
- ✓ Implements a group treatment session on therapist's caseload;
- ✓ Participates in interprofessional collaborative practice;
- ✓ Works on final project;
- ✓ Meets weekly and checks in "as needed" with supervisor; and
- ✓ Student completes AOTA Student Evaluation of the Fieldwork Experience (SEFWE).

*Week 12 (Final Week): Continues full caseload, final project, final evaluation*

- ✓ Reviews assignments from previous week;
- ✓ Implements treatment sessions for full caseload and discuss feedback with supervisor;
- ✓ Presents final project;
- ✓ Participates in interprofessional collaborative practice;
- ✓ Student discusses results of SEWE with fieldwork supervisors, provide original to site;
- ✓ Supervisors complete FINAL EVALUATION on student's performance and discusses results with the student; provide copy to student; original copy to FW coordinator; and
- ✓ Site FW coordinator will mail the Performance Evaluation Form and the Student Evaluation of the Fieldwork Experience to the Academic Fieldwork Coordinator.

## REFERENCES

- Interprofessional Educational Collaborative Expert Panel. (2011). *Core competencies for interprofessional collaborative practice: Report of an expert panel*. Washington, DC: Interprofessional Education Collaborative. Retrieved from <http://www.aacn.nche.edu/education-resources/ipecreport.pdf>.
- Tufts University. (2014). *Department of Occupational Therapy; Fieldwork policies & procedures*. Retrieved from <http://www.aota.org/~media/Corporate/Files/EducationCareers/Educators/Fieldwork/Supervisor/Samples/Tufts-Policies-Procedures.pdf>