OCCUPATIONAL THERAPY PROGRAM INFORMATION

Master of Science
And
Combined Bachelors of Arts in Interdisciplinary Studies/Master of Science

WELCOME

The faculty and staff of the Department of Occupational Therapy extend a warm welcome to each student! During the next two and one-half years each student will experience the responsibilities, challenges, joy and deep satisfaction of being enrolled in the Professional Occupational Therapy Program at Eastern Washington University (EWU). Each course, learning experience, and fieldwork placement has been designed to transform the occupational therapy student into a competent, compassionate, and creative occupational therapy practitioner. We look forward to a rewarding, productive, and pleasant relationship with each student!

This Student Handbook is designed as a guide to assist the student with information related to the Professional Occupational Therapy Program and Eastern Washington University.

Best wishes on your professional journey!
**Mission Statement**

- To develop person-centered occupational therapists of the highest integrity who practice with a strong occupation-based foundation from which they support and promote quality of life and full participation.

- To prepare students for a broad scope of practice with consideration for addressing the needs of the underserved.

- To deliver an academic program which meets a spectrum of educational needs for students and professionals, in collaboration with community partners, while demonstrating teaching and learning excellence.

- To advance the profession with new, innovative, and cost effective services for current and future practice opportunities.

**Vision Statement**

We envision a globally active community of students, faculty, and community partners who demonstrate a respect for diversity, a passion for learning, and a commitment to person-centered, occupation-focused, and evidence-based practice.
PROGRAM DESCRIPTION

The graduate academic program includes two plus years (seven quarters) of baccalaureate and/or post professional education, and six months of fieldwork (training in occupational therapy practice). During the professional program, education and training emphasizes life and human sciences, occupation-based theory and practice, developmental processes across the life span, occupational therapy practice and services, professional behaviors, cultural competence, and evidence-based practice. Practice experiences at the Fieldwork I and II levels are an integral part of the educational program. Fieldwork I is infused in coursework throughout the last four quarters of the professional program and Fieldwork II is scheduled after successful completion of the professional coursework. Fieldwork II provides the learner with the opportunity to apply and integrate professional knowledge, skills, and behaviors to occupational therapy practice in traditional and emerging settings.

PHILOSOPHICAL BASE OF THE PROGRAM

The philosophy of the Professional Occupational Therapy Program at Eastern Washington University includes three foundations: (1) occupation is a basic human need; (2) all human beings have intrinsic dignity and worth; and (3) life-long learning is crucial for effective occupational therapy education and practice.

Occupation

Occupations are everyday tasks that people of all ages do to look after themselves (activities of daily living), to enjoy life (leisure/play), and to contribute to the social and economic fabric of their communities and the world (productivity/work). As an important determinant of health and well being, occupation brings meaning, purpose, choice, and satisfaction to individuals depending on their life phase, culture, and social experience. Occupation as a basic human need also serves to organize a person's time and behavior in daily life.

An individual's performance of occupation is greatly influenced by the environment, or the contexts and situations surrounding the individual. The environment includes the physical, cultural, social, spiritual, and political aspects of life and may have a constraining or enabling effect on individuals' occupational performance. Although the environment includes that which is immediate to the individual, it also includes other levels of influence such as the community, the state, the nation, and the world.

The dynamic relationship between individuals, their environments, and occupations results as occupational performance. A change to any of these components may result in change of an individual's occupational performance. Thus, when occupational therapy practitioners want to enable an individual's occupational performance, they may highlight one of these components.

Therefore, occupational therapy practitioners work with clients to analyze their occupational performance, provide a blueprint for improving occupational performance, and form client-practitioner partnerships for decision-making and advocacy. Occupational therapy practitioners enable people to fully participate in occupations and life as they choose.
**Shared Humanity**

Each human being has intrinsic dignity and worth. Regardless of health status, disability, age, culture, or social condition, each being has the right to participate in meaningful and purposeful occupations contributing to life satisfaction. Humans are integrated and complex beings with physical, emotional, mental, social, cultural, political, and spiritual differences. To honor these differences, occupational therapy practitioners must view a person holistically and demonstrate unconditional positive regard.

Each human being also possesses the potential for change. Individuals who are at risk, are recovering from illness or disease, or are experiencing a disability all have the ability to adapt to participate more fully in life. Through the use of meaningful, purposeful occupations that are age-appropriate and culturally significant, human beings are able to continuously adapt. Occupational therapy practitioners are focused on the health, well being, and life satisfaction of each human being along with the common good of all people.

**Life-Long Learning**

Continuous learning is crucial for effective occupational therapy education and practice. Prerequisite occupational therapy courses provide students with a foundation of liberal arts focusing on humanity, critical thinking, science, and communication. The pre-service level focuses on advancing students' intelligences in the cognitive, emotional, sacred, cultural, and political aspects of occupational therapy practice. An emphasis on resourcefulness, innovation, creative inquiry, and a commitment to the common good is fostered throughout the professional program.

In the Professional Occupational Therapy Program, students will be offered a variety of learning environments in recognition of the differences in learning styles, the need to integrate multiple intelligences, and the strength of diverse settings and people to the educational experience. These include inquiry-based learning in small groups, didactic education (i.e., lecture, discussion, demonstration), classroom experiences (i.e., laboratory, student projects, simulations), and community experiences (i.e., observations, field trips, fieldwork). Role modeling and mentoring from occupational therapy faculty and occupational therapy practitioners in the community will be another avenue for students to gain practice competencies and professional behaviors. Leadership skills will be promoted throughout the entire educational program.
PROGRAM OUTCOMES

Student outcomes are founded upon the philosophical base of the program, the mission statement, and the curricular design and sequence. The three categories of outcomes are: (1) occupation based practice; (2) commitment to the common good; and (3) communication and professional behaviors. Specific student outcomes are found beneath each category in the following section.

PROGRAM OUTCOME I: Occupation Based Practice

The graduate will demonstrate entry-level practice competencies based upon a comprehensive understanding of human occupation and occupational performance. These competencies will enable the graduate to provide occupational therapy services in health care, human service systems, community settings, and emerging areas of practice. To this end, the graduate will be able to:

1.1 demonstrate an understanding and critical analysis of the dynamic interaction between the individual, his/her occupation, and environment;
1.2 demonstrate the ability to assess occupational performance throughout the life span including screening and evaluation methods;
1.3 apply the occupational therapy frames of reference and models to professional practice;
1.4 demonstrate an understanding of the determinants of occupational performance including the following: 1) normal human development, 2) the biological, anatomical, physiological, and neurological systems, and 3) the psychosocial, environmental, spiritual and cultural influences on human behavior;
1.5 demonstrate skills in designing, implementing, evaluating, modifying, and terminating age-appropriate, culturally relevant, and evidence-based occupational therapy intervention;
1.6 display the skills necessary for program development and administration including personnel management, supervision of certified occupational therapy assistants (COTAs), fiscal management, grant writing and service reimbursement;
1.7 demonstrate the ability to develop and implement strategies for health promotion and disease prevention within the framework of occupational performance;
1.8 demonstrate preparation to deliver occupational therapy services in traditional and emerging practice areas for individuals, groups, and populations/agencies;
1.9 demonstrate the ability to access and use appropriate technology for occupational therapy practice, continuing education, and life-long learning; and
1.10 exhibit effective written communication skills for documentation of client data and outcomes.

PROGRAM OUTCOME II: Commitment to the Common Good

The graduate will demonstrate a commitment to the common good that promotes effective, responsible, and compassionate delivery of occupational therapy services. To this end, the graduate will be able to show:

2.1 an understanding of societal laws, the profession's standards and ethics, and compassionate morals;
2.2 unconditional positive regard for all human beings across the life span regardless of health status, disability, age, culture, or social condition;
2.3 an ability to effectively interact with all individuals, including those persons in rural and frontier settings, underserved areas, and communities of diverse people;

2.4 an ability to integrate the sacred and secular aspects of human beings into practice;

2.5 a willingness to demonstrate a proactive stance for issues related to social justice, systems providing health care and human services, and the profession of occupational therapy;

2.6 a resourcefulness and sweeping perspective to recognize new and emerging areas of occupational therapy practice within communities; and

2.7 leadership skills that advocate for individuals and groups, promote the profession, and improve the service delivery of occupational therapy.

**PROGRAM OUTCOME III: Communication and Professional Behaviors**

The graduate will demonstrate entry-level professional competencies in communication and a commitment to professional growth through life-long learning. To this end, the graduate will be able to:

3.1 apply effective leadership within a variety of settings and situations;

3.2 collaborate with others in developing partnerships between communities, agencies, individuals, and self-governing bodies toward development of effective service systems;

3.3 contribute to and participate in effective interdisciplinary-transdisciplinary professional and community teams;

3.4 demonstrate adaptability and resourcefulness in the provision of occupational therapy intervention services;

3.5 identify and practice the responsibility for self-awareness and self-assessment as it relates to professional performance in the practice of occupational therapy;

3.6 acquire knowledge regarding the impact of political, social, legal, ethical, and moral issues (and mandates) effecting health care and human services delivery on international, national, sovereign nation, and state levels with special focus on local, rural, and frontier regions.

3.7 utilize written and oral skills, and be able to use and apply communication technology skills to develop and accurately convey therapeutic relationships to clients, families, agencies, organizations and communities;

3.8 demonstrate effective use of self in facilitating learning, health and wellness and contributing to the common good in others;

3.9 describe the process and skills necessary for the development of emerging practices in occupational therapy;

3.10 enable and foster client recovery in all aspects of occupational performance;

3.11 critique and apply research to occupational therapy practice and promote its use in the profession;

3.12 produce scholarly work from conducting scientific investigations in occupational therapy or in occupational therapy practice settings; and

3.13 understand the application of evidence based intervention planning and practice.
GREGORY WINTZ, Ph.D., OTR/L
Position: Chair and Associate Professor
Office Contacts: Phone number: 509-828-1345
Email address: gwintz@ewu.edu

Higher Education: Doctorate in Adult Education-Teaching/Learning, 2006, University of Idaho
Master of Science, Occupational Therapy, Texas Woman’s University, 1986, Denton, Texas
Liberal Arts, Bachelor’s of Science, South Dakota State University, 1978, Brookings, S.D

Interest / Expertise: Research: emphasis on program evaluation, teaching and learning in higher education, and qualitative research; prior to joining the faculty at EWU, served for seven years as founding Program Director of Occupational Therapy at Idaho State University. During his tenure at ISU, he was responsible for developing an innovative program that addressed the impact of disease on daily life activities. Dr. Wintz has taught in the areas of OT service delivery, leadership and management, assistive technology, ergonomics, home modifications, and phenomenology of occupation. Dr. Wintz is familiar with Spokane as he served as the Director of Rehabilitation at Shriner’s Hospital in Spokane and adjunct faculty at Eastern Washington Physical Therapy Program before his move to Idaho.

Leisure Pursuits: Greg is busy with his family, research, and enjoys running.
DONNA MANN, MEd, OTR/L
Position: Assistant Professor
Office Contacts: Phone number: 509-828-1348
Email address: dmann@ewu.edu

Higher Education: Currently pursuing a DOT at Loma Linda University
Master’s degree in Adult Education, 2009
Eastern Washington University
Occupational Therapy; Bachelor of Science, 1979
Loma Linda University

Interest/Expertise: Donna has focused her practice on adult rehabilitation, pediatrics and industrial rehabilitation. She was among the first group of occupational therapists to receive board certification in pediatrics from AOTA, completed NDT training in pediatrics and has completed certification as a functional capacity evaluator. As owner and operator of a pediatric private practice for 10 years, Donna has been active in many community agencies and programs. Accomplishments include presenting at local, regional and national levels, numerous grant awards, and development and establishment of new programs.

ROBERTA (BOBBIE) RUSSELL, DrOT, OTR/L
Position: Assistant Professor
Office Contacts: Phone number: 509-828-1347
Email address: rrussell@ewu.edu

Higher Education: Doctor of Occupational Therapy, 2010;
Nova Southeastern University, Florida
Physiology and Biophysics, Master of Science, 1982
Colorado State University;
Occupational Therapy, Bachelor of Science, 1996
University of Texas Health Science Center at San Antonio
Zoology, Bachelor of Science, 1974
California State University, Fresno

Interest / Expertise: Because of my extensive background in the basic sciences (a 20 year career as an aerospace physiologist for the United States Air Force), I teach all basic science courses for the program. Additionally, I am interested in the analysis of activities and the research process, both quantitative and qualitative. However, my clinical focus is working with children on the autism spectrum and developing evidence-based practice guidelines for therapists in the rural areas.
Leisure Pursuits: I enjoy raising critters which currently consists of Highland Cattle, horses, goats, Labrador Retrievers, chickens and stray cats. My husband and I have two granddaughters in Colorado who love to come visit “grandpa’s farm”.

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SUSAN BURWASH, MSc(OT), OTR/L, OT(C)

Position: Assistant Professor
Office Contacts: Phone number 509-828-1349
                   Email address: sburwash@ewu.edu

Higher Education: Currently completing a PhD in Rehabilitation Science at the University of Alberta, Edmonton, Canada
                   MSc(OT), University of Alberta, 1991
                   Diploma in Occupational Therapy, 1979
                   BA, University of Alberta, 1974

Interest / Expertise: Susan has practiced both in mental health (with adolescents and adults; in inpatient and outpatient settings) and in vocational rehabilitation (return-to-work programs in Canada and Puyallup, WA). She has taught at the University of British Columbia, Texas Tech and University of Alberta. She has a strong interest in the use of online technologies for practice and professional development and is one of the founding members of OT4OT (Online Technologies for Occupational Therapy). Her research interests include using narrative inquiry to explore practice and to better understand our clients lived experience, the use of creative and expressive media in OT, and community engaged learning. Susan is also a practicing artist and has a small practice focused on women’s wellness.

Leisure Pursuits: Lampworking, jewelry design and fabrication, photography, walking, singing, camping, staying current with online technologies

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DIANE NORELL, MSW, OTR/L, CPRP

Position: Special Faculty Lecturer & Academic FW Coordinator for FW II
Office Contacts: Phone number: 509-828-1346
Email address: norell@ewu.edu

Higher Education: Social Work; Master of Social Work, 1982
Eastern Washington University
Occupational Therapy; Bachelor of Science, 1974,
University of North Dakota at Grand Forks

Interest/Expertise: Research: Evidence based practice family psycho education with
persons with schizophrenia and their families; persons with traumatic
brain injury, spinal cord injury and families, parents of children with
emotional deregulation. National trainer: The Family Psycho education
Institute. Regional trainer related to aspects of psychiatric rehabilitation.
Fidelity reviewer and consultant to the Washington State Program for
Assertive Community Treatment (PACT). Occupational therapy practice
includes mental health, psychiatric rehabilitation and recovery,
leadership, and fundamentals of group work.

Leisure Pursuits: Volunteering with youth, singing, camping, hiking, watching the evolution
of my young adult children’s’ college pursuits and international travel.

JANIS BATTAN, MAOL, OTR/L

Position: Special Faculty Lecturer & Academic FW Coordinator for FW I
Office Contacts: Phone number: 509-828-1366
Email address: jbattan@ewu.edu

Higher Education: Organizational Leadership, Master of Arts, 2000
Gonzaga University
Occupational Therapy, Bachelor of Science,
University of Washington

Interest / Expertise: Gerontology including Aging in Place, Adult and Geriatric Rehabilitation
Leadership, Management and Supervision, and Cognition and
Perception. Active in AOTA as a member of the Representative
Assembly and WOTA as an Executive Board Member. Fostering a
sense of community among the Occupational Therapy Practitioners of
the Inland Northwest.

Leisure Pursuits: Camping, boating, evenings with friends, cross country skiing (at the
novice level), reading, playing with our grandchildren, walking with our
dogs and living in the country.
MARGARET MILLER, MS, OTR/L

Position: Special Faculty Lecturer  
Office Contacts: Phone number 509-828-1344  
Email address: mmiller@ewu.edu

Higher Education:  
Developmental Psychology; Master of Science, 1996  
Eastern Washington University  
Occupational Therapy; Bachelor of Science, 1979  
Colorado State University

Interest / Expertise:  
Assessments, Life Span, and Pediatrics with certifications in:  
Pediatric Occupational Therapy, 1993; renewed, 1998  
Certified Infant Massage Instructor, 2004, Loving Touch Foundation  
Sensory Integration & Praxis Tests, 1992  
Infant Behavioral Assessment, 1990  
Neonatal Individualized Developmental Care & Assessment Plan (NIDCAP), 1990  
Neonatal Behavioral Assessment Scale (NBAS), 1988  
Sensory Integration (SCSIT), 1984  
Advanced NDT Feeding Course, 1982  
Pediatric Neurodevelopmental Therapy, 1981

Leisure Pursuits: Weaving, avid reader loves bridge, gin, and scrabble.

JOYCE GOFF, OTR/L

Position: Special Faculty Lecturer  
Office Contacts: Email address: joyeegoff@gmail.com

Higher Education:  
Occupational Therapy, Master of Science, 2011  
Quinnipiac University  
Occupational Therapy, Bachelor of Science, 2000  
Virginia Commonwealth University

Interests/Expertise: Clinical, professional, and community education methods in geriatrics and productive aging.

Leisure Pursuits: Yoga, hiking, gardening, reading, gaming, watching tv, and movies

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KATY FRANKENFIELD, MEd, OTR/L

Position: Special Faculty Lecturer
Office Contacts: Email address: kfrankenfiel@ewu.edu

Higher Education: Master’s degree in Adult Education, 2008
Eastern Washington University
Occupational Therapy, Bachelor of Science, 1986
University of Washington

Interests/Expertise: Pediatrics, splinting, prosthetics, hand therapy and creating
adaptive equipment.

Leisure Pursuits: Piano, gardening, working out with my hubby, and any kind of family
outings.

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CARRIE WALKER, MPA

Position: Secretary Senior/Admissions Advisor
Office Contacts: Phone number 509-828-1344
Email address: cwalker@ewu.edu

Higher Education: Master’s of Public Administration, 2009
Eastern Washington University
Health Services Administration Certificate, 2006,
Eastern Washington University
Broadcast Communications, Bachelor of Science, 1995,
Texas Christian University

Interest / Expertise: Health and Business Management and Accounting

Leisure Pursuits: Scrap booking, gardening, sewing, and volunteering.

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ACADEMIC INFORMATION

- Interdisciplinary Studies BA with an emphasis in Occupational Therapy
- Master of Occupational Therapy
**Interdisciplinary Studies BA with an emphasis in Occupational Therapy**

This program will allow a student to complete the requirements for an undergraduate degree while enrolled in courses required for the first year of the professional Occupational Therapy program. The student begins the Occupational Therapy Track in the senior year, earns a Bachelors of Arts in Interdisciplinary Studies, and applies to the Advanced Standing MOT Program, which can be completed over the next one and half years. This program will introduce occupational therapy to undergraduate students early in their career development.

**ADMISSION TO THE INTERDISCIPLINARY OCCUPATIONAL THERAPY TRACK:**

The student first meets with the Admissions Advisor for review of prerequisites, course of study and is then referred to the Director of Interdisciplinary Studies for formal application. Students interested in this option are encouraged to be advised by the Department of Occupational Therapy during the sophomore year and no later than the spring of the junior year. During the first three years of the Interdisciplinary Studies with an emphasis in Occupational Therapy, the student develops a course of study to address his or her interests, as well as meet university and interdisciplinary studies’ major requirements. Additionally, during this time, the student fulfills the prerequisite requirements for admittance to the Occupational Therapy Program.

Admission into the Occupational Therapy Track is offered only one time per year with students beginning the program summer quarter. The Interdisciplinary Studies with an emphasis in Occupational Therapy is a lock-step nine quarter sequence. Students are required to enroll on a full time basis. A personal interview is required for admittance into the Occupational Therapy Track. The deadline for applications is the January 1st prior to the expected summer quarter admittance through OTCAS. The Department Admission Committee will review and evaluate all applicants’ admission materials and prerequisites. Check with the Department for exact admission deadlines (509) 828-1344.

Students interested in the Interdisciplinary Occupational Therapy Track working towards an Advanced Standing Master of Occupational Therapy should contact Carrie Walker, Admissions Advisor, Department of Occupational Therapy, Eastern Washington University, 310 N. Riverpoint Blvd., Box R, Spokane WA 99202-1675 or call (509) 828-1344 or contact cwalker@ewu.edu.

Students who require advising in the Interdisciplinary Studies degree with an emphasis in Occupational Therapy should contact Dr. John Neace, Chair, Interdisciplinary Studies, 300 Senior Hall, Cheney, WA, 99004-2414, or call (509) 359-6524 or jneace@ewu.edu.
OCCUPATIONAL THERAPY TRACK ADMISSION CRITERIA:

- Completion of 122 or more undergraduate credits and all GECR's
- Completion of 20 hours of upper division course work (300 level and above) in a secondary emphasis outside occupational therapy
- Completion language requirements for Bachelor of Arts
- Approved degree plan (Option C in Interdisciplinary Studies) by the Director of Interdisciplinary Studies
- Completion of all prerequisite courses for application to the Occupational Therapy Track. All of the following courses must be completed prior to admission into the Occupational Therapy Track. Numbers in parentheses indicate the number of quarter credits required.
  - Chemistry: Any college-level course (5)
  - English Composition or Technical Writing - 200 level or above (5)
  - Human Anatomy - 200 Level or above (5)
  - Human Physiology - 200 Level or above (5)
  - Introduction to Occupational Therapy (2)
  - Medical Terminology (2)
  - Sociology or Anthropology (5)
  - Psychology 100 General (or Human) Psychology (5)
  - Abnormal Psychology - 200 level or above (5)
  - Human Development Through the Life Span - 200 level or above (4-5)
  - Statistics (5)
- Minimum cumulative GPA of 3.00 of the last 90 graded quarter hours
- Minimum cumulative GPA of 3.00 of all prerequisite courses with no individual course under a 2.0 GPA
- Completion of 40 hours of volunteer work with at least ten of the forty hours must be shadowing an Occupational Therapist in two different practice settings.
- Completion of written application essay
- Graduate Records Examination (completed by January 15th of the application year) Test version must be October 2002 or later. Successful candidates are expected to perform a score greater than three on the written section of the examination
- Deadline: January 1st for summer enrollment to the Occupational Therapy Track
- During the senior year, the student begins a series of required courses listed below. Students enrolled in the Occupational Therapy Track must complete the following courses in the OT curriculum towards completion of a BA in Interdisciplinary Studies, Occupational Therapy track.

Note: A student may elect to discontinue the Occupational Therapy Track and decide not to pursue the Master of Occupational Therapy. The student may complete the remaining 180 credits towards graduation in courses outside the occupational therapy curriculum and meet the graduation requirements for a Bachelor of Arts in Interdisciplinary Studies.
# Schedule of Courses and Credit Hours for Occupational Therapy Track

## Senior Year

### Summer Quarter
- OCTH 501 Cadaver Anatomy for Occupational Therapy (6)
- OCTH 502 Occupational Therapy and Movement (4)

**Total credit hours 10 credits**

### Fall Quarter
- OCTH 503 Applied Neurology for Occupational Therapy (5)
- OCTH 504 Foundations of Occupational Therapy (5)
- OCTH 505 Human Disease and Occupational Therapy (5)
- OCTH 520/PHTH 540 Principles of Evidence Based Practice I (1)

**Total credit hours 16 credits**

### Winter Quarter
- OCTH 506 Occupational Therapy Through the Life Span (5)
- OCTH 507 Analysis of Occupational Therapy I (2)
- OCTH 509 Theory and Practice in Occupational Therapy (4)
- OCTH 510 Group Process (3)
- OCTH 521 Survey of Research Methods in Occupational Therapy (2)

**Total credit hours 16 credits**

### Spring Quarter
- OCTH 508 Analysis of Occupational Therapy II (4)
- OCTH 522 Fundamentals of Occupational Therapy Research (4)
- OCTH 523 Evaluation and Assessment of Occupational Therapy (2)
- OCTH 530 Occupational Therapy and Mental Health (6)

**Total credit hours 16 credits**

### Interdisciplinary Studies, Occupational Therapy Track: 58 credit hours

### Interdisciplinary Program, Second Area: 20 credit hours

**Total program credit hours 180**

## ADVANCED STANDING IN THE MASTER OF OCCUPATIONAL THERAPY:

The combination of the Interdisciplinary Studies with an emphasis in Occupational Therapy (ITDS/MOT) and Master of Occupational Therapy Program creates a seamless entry into the occupational therapy profession ensuring that all prerequisites in social and natural sciences are completed as well as the completion of the Occupational Therapy Track. This option allows qualified students in the Occupational Therapy Track to complete the MOT in one and half years (73 credits).
ADVANCED STANDING IN THE MASTER OF OCCUPATIONAL THERAPY ADMISSION CRITERIA:

- All combined Interdisciplinary Studies/ MOT students must apply to the Advance Standing prior to **January 1st**, students apply to the Advance Standing in the Master of Occupational Therapy Program (see Advance Standing Admission Requirements).

- The following must be completed prior to admission into the Advanced Standing in the Master of Occupational Therapy Program.
  
  - Completion of an approved Interdisciplinary Degree Plan by Director of University Studies including secondary emphasis and senior capstone project (ITDS degree must be completed by September 1st prior to admission to the MOT program)
  
  - Students must demonstrate a 3.0 cumulative college GPA in the all Occupational Therapy courses
  
  - Students must demonstrate a 3.0 GPA in the all Occupational Therapy courses
  
  - Admission to Eastern Washington University Graduate Program.
SCHEDULE OF COURSES AND CREDIT HOURS FOR ADVANCED STANDING MASTERS OF OCCUPATIONAL THERAPY

Fall Quarter
OCTH 511 Leadership in Occupational Therapy (2)
OCTH 532 Occupational Therapy in Adolescence and Adults (6)
OCTH 540 Health Wellness and Occupational Therapy (6)
OCTH 601 Occupational Therapy Research Project I (2)
Total credit hours 16 credits

Winter Quarter
OCTH 531 Occupational Therapy and Children (6)
OCTH 541 Technology and Occupational Therapy (5)
OCTH 543 Emerging Practice I (4)
OCTH 602 Occupational Therapy Research Project II (1)
Total credit hours 16 credits

Spring Quarter
OCTH 512 Fieldwork II Seminar (2)
OCTH 533 Occupational Therapy and Older Adults (6)
OCTH 542 Administration and Organization in Occupational Therapy (4)
OCTH 544 Emerging Practice II (4)
OCTH 603 Occupational Therapy Research Project III (1)
Total credit hours 17 credits

Students must successfully complete all academic course work prior to Fieldwork II.

Second Year
Summer, Fall, Winter, Spring Quarters
OCTH 695 Occupational Therapy Fieldwork Level II Education (12)
Total credit hours 24 credits minimum
Program total credit hours 73 credits
### Bachelor of Arts Interdisciplinary Studies Emphasis in Occupational Therapy

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<th>Qtr Fall/ (credits)</th>
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Apply to Occupational Therapy Track: Feb 1 (Jr. Year)

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<th>SUMMER YEAR FOUR</th>
<th>Apply to Professional Program/Graduate School: Feb 1 (Sr. Year)</th>
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<tr>
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### Master of Occupational Therapy

| YEAR FIVE | OCHT 532 | OCHT 531 OP & Children | 6 | 533 OP & Older Adults |
| OCHT 540 | Health, Wellness & OT | 6 | OCHT 541 OT & Technology | 5 | OCHT 542 Adm. & Organ. in OT |
| OCHT 511 | Leadership in OT | 2 | OCHT 543 Emerging Practice I | 4 | OCHT 544 Emerging Practice II |
| OCHT 601: OT Research Project I | 2 | OCHT 602 OT Research Project II | 1 | OCHT 512: FW Seminar |
| OCHT 603: OT Research Pr. III | |
| Total Credits: | 16 | Total Credits: | 16 | Total Credits: |
| 58 |

### Master of Occupational Therapy Advanced Standing in MOT Professional Program

| YEAR SIX | OCHT 695-41 FW Level II | 1-12 |
| YEAR SIX Fall | OCHT 695-42 FW Level II | 1-12 |
| MOT Total Credits | 73 |
Master of Occupational Therapy

GRADUATE PROGRAM REQUIREMENTS
Students must remain in good standing within the Eastern Washington University Graduate School in accordance with the Eastern Washington University 2012-2013 Graduate and Undergraduate Catalog. Additionally, to be eligible for the degree of Master of Occupational Therapy, the student must complete the following:

1. Satisfactorily complete all coursework and Fieldwork I and II placements while demonstrating appropriate professional behavior;

2. Apply for and advance to Graduate Degree Candidacy as specified in the Eastern Washington University 2012-2013 Graduate and Undergraduate Catalog;

3. Successfully complete a final project based on the requirements set force by their graduate degree committee which is convened in accordance with the Eastern Washington University 2012-2013 Graduate and Undergraduate Catalog; and

4. Orally present and defend their project to their committee in accordance with the requirements for the final comprehensive exam as set forth in the Eastern Washington University 2012-2013 Graduate and Undergraduate Catalog.

CANDIDACY:
To be advanced to Master’s Degree Candidacy, graduate students in the Master of Occupational Therapy Degree (MOT) Program must have met the following requirements:

- Submitted the Application of Degree Candidacy form to the Graduate Studies Office, specifying the Master in Occupational Therapy Degree Program approved by the Department of Occupational Therapy.
- Completed the first quarter of the MOT Program’s courses with a 3.00 minimum GPA in all courses.
- Removed any/all deficiencies regarding graduate requirements.
- Met with his/her OT graduate advisor to confirm the required course of study as well as requirements for advancing candidacy and graduation.
- Received approval for advisement to candidacy from the Dean of Graduate Studies or the Dean’s designee.

FINAL COMPREHENSIVE RESEARCH PROJECT AND EXAMINATION
The final comprehensive examination for the Master of Occupational Therapy (MOT) Degree includes a research seminar and oral defense of the master’s research project presented to the Department and graduate committee. The final project for the degree of Master of Occupational Therapy will consist of original research conducted by a group of 4-6 occupational therapy students enrolled in the Occupational Therapy Program. These studies will be conducted as a part of the research agendas of the department’s graduate faculty.

Beginning in the Winter quarter of the first year, students will be placed in research groups as part of OCTH 521, Survey of Research Methods in Occupational Therapy. During this quarter, the groups will research the literature available for the assigned topic and organize it
to enable them to proceed to the Spring quarter where a research question(s) will be identified and a study proposal will be prepared in OCTH 522. If applicable, draft IRB documents will be developed in preparation for conducting the study during the second year of the program.

During the second year within the 600 series classes, each group will collect data, analyze the data, and write a research report in partial completion of the Master of Occupational Therapy degree requirements. The format for the report will be a research manuscript for submission for publication in a peer reviewed journal appropriate to the topic and level of research. Format for the final report will be the APA Publication Manual (6th edition) and the author’s instructions from the chosen journal.

These reports will be submitted for local publication within the Department of Occupational Therapy. Additionally, each group, with the concurrence of their research committee chair, may choose to submit their research for presentation at any local or national conference or colloquium. Additionally, the group and their committee may submit their research for publication.

As part of the comprehensive oral examination for the master degree requirements, each group will present their research study to their committee which will include their chair and a second faculty member plus the third member selected based on the Graduate Studies’ policies and procedures. All Graduate Studies’ procedures will apply for these presentations which will be scheduled near the end of the Spring quarter of the second year. Other guests may be invited to these presentations.

Immediately following the oral defense of the research project, the student is given an oral examination administered by the student’s committee which is composed of 2-3 departmental faculty members and a faculty member appointed by the graduate office. The focus of the examination is the student’s research and general questions related to the occupational therapy profession and practice. Successful completion of the comprehensive examination is required before enrollment in OCTH 695.
<table>
<thead>
<tr>
<th>YEAR ONE</th>
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</thead>
<tbody>
<tr>
<td>Summer</td>
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<tr>
<td>OCTH 501</td>
<td>Anatomy for Occupational Therapy</td>
<td>(6)</td>
</tr>
<tr>
<td>OCTH 502</td>
<td>Occupational Performance and Movement</td>
<td>(4)</td>
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<td>Fall</td>
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<td>OCTH 503</td>
<td>Applied Neurology for Occupational Therapy</td>
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<td>OCTH 504</td>
<td>Foundations of Occupational Therapy</td>
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<td>OCTH 505</td>
<td>Human Disease and Occupation</td>
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<tr>
<td>OCTH 520</td>
<td>Principles of Evidence Based Practice I</td>
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<tr>
<td>Winter</td>
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<tr>
<td>OCTH 506</td>
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</tr>
<tr>
<td>OCTH 507</td>
<td>Analysis of Occupational Performance I</td>
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</tr>
<tr>
<td>OCTH 509</td>
<td>Theory and Practice</td>
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<td>OCTH 510</td>
<td>Group Process</td>
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<td>OCTH 508</td>
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<td>Fundamentals of Occupational Therapy Research</td>
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<td>OCTH 523</td>
<td>Evaluation and Assessment</td>
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<tbody>
<tr>
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<tr>
<td>OCTH 511</td>
<td>Leadership in Occupational Therapy</td>
<td>(2)</td>
</tr>
<tr>
<td>OCTH 532</td>
<td>Occupational Performance in Adolescence and Adults</td>
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</tr>
<tr>
<td>OCTH 540</td>
<td>Health, Wellness and Occupational Therapy</td>
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<td>OCTH 601</td>
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<tr>
<td>Winter</td>
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<td>OCTH 531</td>
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<td>OCTH 541</td>
<td>Occupational Therapy and Technology</td>
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<tr>
<td>OCTH 543</td>
<td>Emerging Practice I</td>
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<td>Spring</td>
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<td></td>
</tr>
<tr>
<td>OCTH 512</td>
<td>Occupational Therapy Fieldwork II Seminar</td>
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<tr>
<td>OCTH 533</td>
<td>Occupational Performance and Older Adults</td>
<td>(6)</td>
</tr>
<tr>
<td>OCTH 542</td>
<td>Administration &amp; Organization in Occupational Therapy Practice</td>
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<td>OCTH 544</td>
<td>Emerging Practice II</td>
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<tr>
<td>OCTH 603</td>
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</table>

**OCTH 695: FIELDWORK LEVEL II (24 total credits): Minimum of 6-months must be completed.**
PROGRAM POLICIES

ORIENTATION
A mandatory orientation session for incoming students of the Professional Occupational Therapy Program will be held prior to the first quarter of instruction. This session will provide the students with general information regarding schedules, registration, and logistics. Students will also have the opportunity to formally introduce themselves to the faculty, staff, and their classmates.

CLASS SCHEDULE
The sequence of coursework and quarterly schedules of the Professional Occupational Therapy Program requires a full-time commitment by the student.

A weekly class schedule for the quarter will be provided to the students prior to the start of each quarter. The schedule is based upon adult learning theory methodology, classroom availability, instructors' professional schedules, guest lecturer and client availability, and university resources. The class schedule may occasionally change due to scheduling conflicts and program needs.

OCCUPATIONAL THERAPY PROGRAM ACCREDITATION
The Occupational Therapy program at Eastern Washington University is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). The AOTA is located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220; phone number is (301) 652-AOTA.

OCCUPATIONAL THERAPY CERTIFICATION AND LICENSURE
Upon the student’s successful completion of the academic program and Fieldwork Level II experiences, the student will be eligible to sit for the national certification examination. The National Board for Certification in Occupational Therapy (NBCOT) administers this examination. After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). Most states require licensure in order to practice; however, states licenses are usually based on the results of the NBCOT Certification Examination.

REQUIREMENTS: Students will be granted their MOT degree from EWU only after successful completion of all academic coursework as well as Level II Fieldwork. All students must successfully complete Level II Fieldwork within 24 months before taking the Certification Examination. A felony conviction may affect a graduate’s ability to sit for the NBCOT Certification Examination or attain state licensure.
STUDENT CONDUCT CODE

As a student in the Professional Occupational Therapy Program at Eastern Washington University, you are expected to be a responsible and contributing member of the academic community. The Student Conduct Code exists in order for the university to establish “a community free of violence, threats and intimidation; protective of free inquiry, respectful of the rights of others; open to change; supportive of democratic and law procedures; and dedicated to the rational and orderly approach to the resolution of human problems” (Eastern Washington University 2012-2013 Graduate and Undergraduate Catalog. A copy of the EWU Student Conduct Code can be found at http://access.ewu.edu/Police/Student-Guidelines/Student-Conduct-Code.xml.

As a student in our program and a member of the EWU community, you are expected to familiarize yourself with the Student Conduct Code. If students have any questions about this code, consult your assigned advisor from the Department of Occupational Therapy.

Any unsafe, unprofessional or unethical conduct is grounds for immediate dismissal at any stage in the occupational therapy program.

EWU STUDENT ACADEMIC INTEGRITY (MISCONDUCT) POLICY

Each student in the Professional Occupational Therapy Program is expected to demonstrate honesty and integrity in all academic assignments, classes, fieldwork experiences, and communications. The EWU Student Academic Integrity Policy states, “EWU expects the highest standards of academic integrity of its students. Academic honesty is the foundation of a fair and supportive learning environment for all students. Personal responsibility for academic performance is essential for equitable assessment of student accomplishments. The university supports the faculty in setting and maintaining standards of academic integrity. Charges of academic dishonesty are reviewed through a process that allows for student learning and impartial review” (2012-2013 Graduate & Undergraduate Catalog).

The Department of Occupational Therapy Academic Integrity Policy states:

Acts of academic dishonesty and violations of academic integrity will be sanctioned. Violations of academic dishonesty and integrity involve the use of any method or technique enabling you to misrepresent the quality or integrity of any of your university related work and/or program of study. Students found committing academic dishonesty and violations of academic integrity while enrolled in the Professional Occupational Therapy Program will be reported to the appropriate university officials. Possible sanctions include a final course grade of zero (0.0) in the class where the violation has occurred.

If at any time during the program a student’s behavior indicates or is reported to indicate academic misconduct, the student will be subject to disciplinary sanctions. For a full description of these sanctions and procedures, please read the Student Academic Integrity Policy in the 2012-2013 Graduate & Undergraduate Catalog. The policy can also be found at the following Website: http://access.ewu.edu/Undergraduate-Studies/Curriculum-and-Policies/Academic-Integrity.xml.

GRADING

Each course has its own evaluation criteria; however, grade equivalents are standard in each of the Departmental courses unless otherwise specified in the course syllabus. The grading equivalents of the Department are listed on the next page.
# Grade Equivalents

<table>
<thead>
<tr>
<th>Grade</th>
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<th>Percentage</th>
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<td>A-</td>
<td>3.7</td>
<td>91.0 - 92.9</td>
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<td></td>
<td>3.6</td>
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<td>87.0 - 88.9</td>
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<td></td>
<td>3.4</td>
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<td>3.3</td>
<td>83.0 - 84.9</td>
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<tr>
<td></td>
<td>3.2</td>
<td>82.0 - 82.9</td>
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<tr>
<td></td>
<td>3.1</td>
<td>81.0 - 81.9</td>
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<tr>
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<td>80.0 - 80.9</td>
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<td>2.9</td>
<td>79.0 - 79.9</td>
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<tr>
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<td>D+</td>
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<td>56.0 and Below</td>
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</table>
GRADE APPEALS

If a student thinks a grade is unfair or incorrect, an appeal process is available at the university level. Before the appeal process is requested, the student should discuss the issue with the course instructor as well as his or her Academic Advisor. If the student is dissatisfied with the instructor’s response or explanation, then the student may discuss the grade with the Chair of the Department of Occupational Therapy. The Chair may then choose to convene the Department’s Academic Advisory Committee as part of the appeals process. For further information regarding grade appeals, please refer to the Eastern Washington University 2012-2013 Graduate and Undergraduate Catalog.

SCHOLASTIC REQUIREMENTS

Students admitted to the Occupational Therapy Program are required to achieve and maintain good scholastic standing in accordance with the Eastern Washington University 2012-2013 Graduate and Undergraduate Catalog, Academic Standards and Probation Policy in order to remain in the Professional Occupational Therapy Program. The minimum performance standards for students in the professional Occupational Therapy Program are the Academic Standards set forth in the Graduate Students Academic Policies. Additionally, students must pass all Fieldwork requirements as specified below:

1. Students must pass all Fieldwork I placements taken in conjunction with occupational therapy courses. If a Fieldwork I placement is not satisfactorily completed according to the learning criteria of the Fieldwork I Evaluation, it must be repeated at the first possible opportunity. The course instructor will make the arrangements. A Fieldwork I placement may be repeated only once by the student during the Program. If a second Fieldwork I is unsatisfactorily completed within one calendar year of the end of the term associated with the first attempted Fieldwork I placement, the student will be subject to dismissal from the Program.

2. All required academic courses including the Fieldwork Level I experiences must be passed before students are advanced to Fieldwork Level II. Additionally, students must complete both Level II experiences with passing grades within 24 months of completion of the academic coursework. If a Fieldwork II placement is not satisfactorily completed; resulting in a “Dismissal while Failing”, it may be repeated only once by the student. (ie: to complete the degree, only one “dismissal while failing” will be allowed) The Academic Fieldwork Coordinator will make the arrangements for a new fieldwork site. If this fieldwork II experience is not satisfactorily completed, the student will be subject to dismissal from the Program without the award of the Master of Occupational Therapy degree. Please see the Policy for Dismissal from a Fieldwork/Internship or Clinical on page 49 for specifics on what constitutes a “Dismissal while Failing”.

3. Students are not allowed to withdraw from any didactic courses.
4. Any unsafe, unprofessional or unethical conduct is grounds for immediate dismissal at any stage in the Occupational Therapy program. The following is also grounds for dismissal:

- Failure to pass a course in the OT curriculum; course failure is defined as a grade equivalent of 2.5 or below. This includes all courses in the graduate OT program.
- A cumulative grade point average of less than a B (3.0) in all graduate course work.
- Failure to pass the final oral examination.

A student who has been dismissed from the Occupational Therapy program may apply for readmission to the program during the next regular admission cycle following dismissal. Applications for readmission will be considered by the Admissions Committee on an individual basis. See Eastern Washington University 2012-2013 Graduate and Undergraduate Catalog.

5. The faculty will facilitate each student’s professional development through a process of ongoing assessment and planning integrated within selected courses in the curriculum. Students must demonstrate appropriate professional behavior during all aspects of their participation in the Program. If a student does not meet the criteria for appropriate professional behavior, the student may be required to establish and successfully complete a professional development plan approved by the course instructor and the student's advisor, or potentially be dismissed from the Program.

6. To graduate from the Program, a student must remain in good standing with the Graduate School while completing all required coursework and must pass the two required Fieldwork Level II placements.

7. Any student earning two or more Incompletes (X) in occupational therapy courses during any quarter will have his/her standing and ability to progress in the Occupational Therapy Program reviewed by the Academic Advisory Committee for the Department of Occupational Therapy. All incompletes must be completed within one quarter, or the student may be dismissed from the Program.

In summary, students not meeting the requirements for graduate standing will be dismissed from the program.
CLASS ATTENDANCE POLICY

Regular attendance is expected as the curriculum's knowledge and skill content are expansive and critical to future professional practice. As an occupational therapist, you have tremendous responsibility to those you serve. Missing classes puts the student and future clients at a disadvantage. If a student must be absent, the following policies apply:

1. **Sickness**: If you are sick or incapacitated, you must notify the Department by phone or email as soon as possible. If you are sick more than 2 consecutive days per quarter, you must provide a physician's note and meet with the primary instructors of each course and your Academic Advisor for further consultation. If a medical condition will result in the loss of a full week of academics (5 consecutive days) or repeated absences with more than 5 missed classes in any one course, you must consult with your Academic Advisor and each course instructor to see if the lost material can be recouped. A medical leave of absence may be necessary.

2. **Excused Absence**: Absences other than for sickness must be reviewed by the primary instructor for the course. Based on a substantiated need to be absent and syllabus and course requirements, the absence may be deemed excused. You are responsible to make up any material deemed appropriate.

3. Based on course requirements, each instructor has the right to require attendance in order for you to receive a passing grade. Be sure you check with your syllabus and avoid being dismissed from the program due to a failure to meet minimal requirements.

Each student is responsible for making appropriate arrangements to make up missed course work. At a minimum, the student must get notes, materials, information and handouts from another member in the class. Additionally, the student is responsible for practicing skill sets with his/her classmates and inquires with the instructor for clarification. For some classes, a recording can be made if prior arrangements are made by the student to have a fellow student set up and record the class. These recordings will be viewed from the camera and the staff is not responsible for making disks or copies. No copies will be released for home viewing.

PROFESSIONAL BEHAVIORS AND PROFESSIONAL DEVELOPMENT

During the progression of occupational therapy coursework, a professional socialization will occur for each student. Students are expected to demonstrate professional behaviors in classes, fieldwork experiences, and interactions with other students, instructors, and clients. Professional behaviors include: attendance of classes and learning experiences, punctuality, preparedness, participation, and positive regard for others. Students will be expected to use good judgment regarding appropriate dress and grooming for classes and Fieldwork I and II placements. Emotional maturity is encouraged in all professional matters throughout the program.

The faculty will facilitate the development of each student’s professional behavior through a process of ongoing assessment and planning integrated within selected courses in the
curriculum. Students must pass the professional behavior component of the selected courses in order to achieve a passing grade in the course. If a student does not meet the criteria for passing the professional behavior component of the course, an Incomplete will be given for the course. Students will then be required to either repeat the course or establish and successfully complete a professional development plan approved by the course instructor and the student’s advisor.

PROGRAM DRESS CODE
The Program’s classroom, lab, clinic, community and fieldwork experiences are critical elements in your socialization process toward becoming a professional occupational therapist and developing a therapeutic relationship with a client. Appropriate professional dress is expected as follows throughout the duration of the Program. Students will be expected to have their chest, midriff and buttocks fully covered at all times with no undergarments exposed. Exceptions to this may occur when certain lab experiences require different attire as specified by your course instructor. You should be able to vigorously reach and move without exposing any portion of skin on your midriff, buttocks or chest. Sleeveless tops are permitted as long as underwear is properly covered. Pants should be appropriately loose fitting (no tight fitting jeans, slacks, skirts, shorts, etc.). Clothing should be clean and in good repair. You must wear casual (e.g. Dockers) but professional pants (no jeans) and shirts/blouses (no T-shirts or slogans) unless otherwise directed by site supervisors. Meticulous personal hygiene is expected and required during these occasions. Shorts of appropriate length are permitted under circumstances other than those specified above.

During class, lab, clinic, community and fieldwork activities you will be engaged in hands-on exercises. Please keep your fingernails appropriately trimmed so as to avoid any skin damage to others. You must wear close-toed low healed shoes during all lab, clinic, community and fieldwork experiences unless otherwise instructed. Clogs are not recommended unless firmly strapped to your feet. Dress shoes (no clogs or tennis shoes) are required for community and/or fieldwork assignments unless otherwise specified. The wearing of hats, caps, etc. will be at the discretion of the course instructor or site supervisor. Tattoos on the shoulder and chest area must be completely covered. Jewelry should be appropriate to the setting and pose no risk to student, volunteers, community members or clients.

POLICY ON THE USE OF CELL PHONES AND PAGERS
Audible noises from cell phones and pagers are disruptive to others in the classroom environment. The student is requested to be sensitive to this and use these devices judiciously. Cell phones need to be turned off or on vibrate only during class and lab.

FIELDWORK
Students are required to register for Level II Fieldwork courses five business days prior to beginning fieldwork. Students are responsible for registering for the appropriate fieldwork course. Other requirements for the fieldwork must similarly be completed five days prior to beginning fieldwork. Students may be required to complete one Level II Fieldwork experience outside the Spokane/Coeur D’Alene region. Agencies that provide fieldwork/internship opportunities will require students to comply with their Policies and Procedures, which may include drug/alcohol tests, criminal background checks, TB tests, etc. EWU does not mandate
and is not responsible for payment or administration of drug/alcohol tests, criminal background checks, TB tests, etc. Agencies that provide fieldwork/internship opportunities may dismiss students who have a positive drug test, criminal backgrounds, and uncompleted TB tests, etc. Any students not registering or adhering to the requirements for Fieldwork Level II will be subject to cancellation of their fieldwork. All Fieldwork Level II experiences must be completed within 24 months after the completion of the academic segment of the program. (See attached appendix for dismissal policy.)

ADVISING
Each student will be assigned an advisor from the Department of Occupational Therapy. This advisor will assist with the student’s academic and personal development. Should any difficulties arise that impact the student’s academic performance, contact the assigned advisor immediately. It is the student’s responsibility to inform the advisor of any concerns or problems.

DEPARTMENTAL STUDENT DUE PROCESS AND APPEAL POLICY
Any student who believes that he or she has been treated unfairly by a faculty member in conjunction with the conduct of a class has the right to appeal that faculty member’s decision. Any student who believes that he or she has been treated unfairly by a decision of the Department Chair also has the right to appeal that decision. The appeal process is as follows:

1. Meet with the faculty member and request a reconsideration of the decision or issues providing supporting information and reasons for the request within one week of the incident.

2. If the reconsideration request does not lead to a mutually acceptable decision, the student may request a meeting with his/her Academic Advisor within one week of the incident. If the issue continues unresolved, the student may request a meeting with the Department Chair within two weeks of the incident. The Chair will consult with the faculty member and suggest a resolution within one week of the meeting with the student. (If the Chair is the faculty member involved, move directly to the Step 3).

3. If the resolution is still not mutually acceptable, the student should submit a written complaint to the Department faculty as a whole. The faculty will review the complaint at their next scheduled faculty meeting and include an oral hearing if necessary. The decision of the Department faculty will be given in writing to the student within a week after the faculty meeting.

4. If the resolution is still not mutually acceptable, the student may appeal to the Dean of the College of Science, Health, and Engineering. The appeal must be made within one month of the decision of the Department.

5. If the decision is determined to be mutually unacceptable, the student may follow the appropriate established policies in relation to the incident found in the Eastern Washington University 2012-2013 Graduate and Undergraduate Catalog regarding various appeals processes.
STUDENT CLASSROOM USE PROTOCOL

Students may use the Department of Occupational Therapy’s designated classrooms at the Health Science Building during weekday hours under the following conditions:

1. Students are permitted to use the microwaves in Room 220 for food preparation or storage. Students are not allowed to use the refrigerator in Room 220 unless specific permission is given for special departmental functions;

2. Students may use Room 220 and Room 274 as well as the lounge areas on the 1st and 3rd floors of the Health Sciences Building for breaks and lunch between 12pm – 12:45pm if there is no prior scheduling conflict;

3. Computers in Rooms 274 and 220 are for student use for academic purposes only;

4. Students are responsible for any cleaning of classroom after their use for a study or meeting area. Please help us keep our classrooms as clean as you would expect a clinical area to be maintained.

Due to the amount and value of the learning materials, equipment and supplies in the occupational therapy classrooms, it is crucial for students to follow these procedures.
STUDENT INFORMATION

STUDENT HEALTH CLINIC SERVICES

The Comprehensive Health and Wellness Program is an all inclusive approach to physical and psychological well-being for Eastern students. This approach brings together the student health clinic services, health and wellness education and adds counseling and psychological services to the available programs.

Any student taking six or more credits will participate in this program. Students will have access to basic level of ambulatory health clinic services at any Rockwood Clinic location in Cheney, Medical Lake and Spokane. Students will also have access to counseling and psychological services at the Cheney campus at no additional cost. Health and wellness programming, education and other wellness resources will also be available. Additionally, this program supports collaborative educational efforts with Residence Life, Office of Student Rights and Responsibilities, Rockwood Clinics, Athletics and other campus and community partners.

Please Note: Students taking less than six credits can request voluntary participation in the program in order to have access to these services. Students have until the tenth day of the quarter to request and submit payment for the services at Student Financial Services in Sutton Hall.

Summer Students: Students taking classes during summer quarter do not automatically participate in this program. These services are not included as part of your summer tuition and fees, therefore the services are not automatically charged in the summer. Students may request these services if they are enrolled in classes for the summer quarter or are a continuing student from spring quarter to fall quarter. Visit Student Financial Services in Sutton Hall to request participation in the Comprehensive Health and Wellness Program the first 10 days of the quarter.
Additional information about the Student Health Clinic Services may be found at the Health, Wellness and Prevention Services Department on the main campus at 201 University Recreation Center or by phone at 509-359-4279.

**IMMUNIZATIONS**

Student immunization records are managed by CertifiedBackgound.com. All students must register with CertifiedBackgound.com by visiting their secure website and completing the registration process which includes a student fee. Students can view all immunization requirements through the Student Immunization Tracker. Students upload, fax, or mail in their completed records. E-mail notifications are sent to students for requirements still pending.

**LIABILITY INSURANCE**

Malpractice insurance is required and will be purchased for you through the EWU blanket insurance policy with Maginnis and Associates. Students must be actively enrolled with the university and the OT program to receive coverage under EWU’s Student Professional Liability Insurance Program. If a student opts for individual coverage, a copy of certification must be submitted to the Department by September 22nd. For more details regarding malpractice insurance options, you may contact Maginnis and Associates directly at: 1-800-621-3008, ext. 45105.

**CPR CERTIFICATION AND UNIVERSAL PRECAUTION TRAINING**

Fieldwork facilities require all students to have a current Healthcare Provider CPR certification and a certificate of training in Universal Precautions. The Department will provide the initial training for HIV/AIDS training and Universal Precautions certifications to incoming students through a required course. There will be an additional fee to participate in the Health Care Provider CPR program provided by the Department. Fees will be announced prior to the course. In the event a student does not receive training through the Department, s/he is responsible for obtaining the training independently. Each student must submit proof of certification to the Department for his/her student file. It is the student’s responsibility to maintain current Health Care Provider CPR certification throughout the academic and fieldwork course of study. Failure to obtain official training in these areas may lead to the student’s inability to participate in the fieldwork portion of the professional program.

**EAGLE CARD / HEALTH SCIENCES BUILDING SECURITY BADGES**

A student photo identification card can be obtained in Tawanka, Room 120. This card is useful for accessing university services and events. It can store financial credit to be used across campus in photocopying machines, vending machines, etc.

The student photo identification serves as the Health Science Building security badges. This identification must be visible and is required at all times by students in the Health Science Building. Students without their ID cards displayed or readily available upon request by security run the risk of not being allowed entry into the building, therefore potentially missing classes. Classes missed due to lack of ID will be considered unexcused absences.
NAME TAGS
The Department will issue an official EWU name tag during the first quarter of the Program. The name tag must be worn at all times during fieldwork and community experiences. Instructors may additionally request wearing of these name tags during the presence of guest instructors. Students are required to replace lost or stolen name tags at their own expense in a timely manner.

HAND WASHING
Hand washing is the single most helpful way to guard against contamination and the spread of disease. As future health care providers, establishing good habits during the educational process is important. Students and faculty are asked to wash their hands at a minimum during the following times.

- at the beginning and end of laboratory sessions
- anytime activities require the individual contact the skin of another individual during a learning activity
- when an individual is handling materials or equipment that may transmit germs (adaptive equipment or wheelchairs, etc.)
- after using the bathroom
- prior to handling food

Please use the sinks available in the restrooms or the classroom for this purpose.

BACKGROUND CHECKS
Background checks have been required since January 1, 1998. Washington State law (RCW 43.43.830[2] and 43.43.834[2]) requires that a business or organization which educates, trains, treats, supervises, or provides recreation to developmentally disabled persons, vulnerable adults, or children under 16 years of age shall require each applicant to disclose to the business or organization whether the applicant has been convicted of any crimes against children or other persons and all crimes relating to financial exploitation or findings of child abuse. It is necessary, therefore, to obtain disclosure of this information from all students in the professional program.

Each student must register with CertifiedBackground.com, who will perform the necessary background check, by visiting their secure website and paying a fee. Students are able to order their own background checks securely and can access results online. Results are also accessed online by the Department of Occupational Therapy. Under WAC 172-190-050, release of student records requires written consent from the student. Therefore, all copies received by the Department will be kept in a confidential file and released only with the student’s permission.

HEALTH LIMITATIONS
If you experience any health limitations that might affect your successful completion of the professional curriculum, please provide the Department a written statement indicating the condition and possible impact. Students with disabilities requiring reasonable accommodations must initiate contact with the EWU's Disability Support Services program by
the first day of classes in the professional program. This office is located in the Tawanka Hall room 124; phone 509-359-6871. Disability Support Services can then collaborate with the course instructor to arrange reasonable and appropriate accommodations for learning.

STUDENT DIRECTORY
A student directory is maintained with the secretary of the Department. We request that you always report changes in name, address, phone number, and email address to the Admissions Advisor. Summer addresses are also needed. Current student information is needed in case of emergencies and to distribute program materials and information. All information will be kept confidential.

E-MAIL ADDRESS
Eastern Washington University's student e-mail policy requires all students to have and use a student e-mail account. All official University e-mail communication will be sent to your Eagles E-mail account. Set up your official e-mail account by going to: https://itech.ewu.edu/email/. If you choose to use a different e-mail address, please notify the Admissions Advisor of this change.

STUDENT MAILBOXES
A mailbox for each student in the Professional Program is located in the Department's central office area. Corrected papers, notes, and messages will be placed in your mailbox. Please arrange to check your mailbox daily. Mailboxes are to be used specifically for curriculum and profession-related materials. Faculty mailboxes are also located in the Department's central office area.

STUDENT LOCKERS
Lockers are available for students. Students will need to provide their own locks. Information regarding lockers will be provided during orientation.

DEPARTMENT LIBRARY HOLDINGS POLICY
The Department of Occupational Therapy has a reference library of textbooks, videotapes, and audiotapes housed Room 225A of the Health Sciences Building. Students may use these books and tapes for reference only, not for checkout. Students are welcome to use them in class and/or individual study during the day. These books and tapes are not to be taken out of the building and must be returned by 5pm the day they are used.

JOB OPPORTUNITIES, CONTINUING EDUCATION, AND STUDENT SCHOLARSHIP INFORMATION
The OT bulletin board will archive all job postings in OT, upcoming professional continuing education opportunities and information about scholarship opportunities.

OFFICE TELEPHONE USE
Telephones in the Department's central area may be used for curriculum-related or emergency calls with permission by the faculty or staff. If calling within the EWU Riverpoint campus, dial the four digit extension. To dial outside of the Riverpoint campus, dial “5” and then the seven-digit number.
DEPARTMENT COPIER USE

Students are not allowed to access the copier in the Department at any time unless a faculty or staff member offers to provide copies of material necessary for advising or coursework.

HEALTH SCIENCES BUILDING EMERGENCY EVACUATION PROCEDURES

Everyone must immediately exit the building during emergency evacuations – including fire drills.

- Leave the building via the nearest exit
- Touch all doors before proceeding – if hot, **DO NOT PROCEED** – use an alternative exit
- Use the stairs – **DO NOT** attempt to use the elevators
- Descend the stairs on the right side – use handrails
- Move in a rapid and orderly manner – do not run – remain calm
- Assist those persons with mobility impairments or who are slower moving if possible
- People who are unable to descend the stairs are to wait for assistance in the designated “Area of Rescue Assistance” located on the central stairway next to the elevators on the 2nd and 3rd floors
- Inform emergency personnel of the location of any persons who are injured or who have mobility impairments in the building
- Everyone is to assemble on the East Side of the Health Sciences Building at the midpoint of the sidewalk – remain in the assembly area until released by emergency personnel
- Do not attempt to re-enter the building until authorized by emergency personnel
- **ASK FOR ASSISTANCE, IF YOU NEED HELP**
UNIVERSITY RESOURCES

EWU/WSU Riverpoint Campus Phase I Building
This building houses EWU Student Services, classrooms, and a computer lab. A snack shop serving beverages and light lunch is also located on the first floor of the building.

EWU/WSU Riverpoint Campus Academic Center
This building houses classrooms and the Cooperative Academic Library Service (CALS) library. A snack shop serving beverages and light lunch is also located on the first floor of the building.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)
This service is designed to assist the student cope with some of the common frustrations and stresses of college life. CAPS offer individual, couples, and group counseling for a nominal fee. The staff includes psychologists, counselors, and graduate trainees prepared to assist you. To schedule an appointment, stop by Martin Hall, Room 225 or call (509) 359-2366.

DISABILITY SUPPORT SERVICES
The office of Disability Support Services is provided to students in accordance with Section 504 of the 1973 Rehabilitation Act, the Washington State Law Against Discrimination, and the American with Disabilities Act (ADA). Students with disabilities requiring reasonable accommodations must initiate contact with the EWU's Disability Support Services. This office is located in the Tawanka Hall room 124; phone (509) 359-6871. Disability Support Services can then collaborate with the course instructor to arrange reasonable and appropriate accommodations for learning.

ACADEMIC SUPPORT CENTER
The Academic Support Center offers study resource for students enrolled at EWU. Services include consultation, academic support workshops, and tutorial assistance for reading, writing, math, career development, and basic study techniques. Services may be provided on an individual or class basis. The Center is located on the first floor of Monroe Hall, Room 111, or by telephone at (509) 359-2487.
EWU WRITERS’ CENTER
The Writers’ Center offers assistance to all EWU writers at any point in the writing process. Students who visit the Center meet with highly trained Responders who serve as expert readers and offers assistance to improve success in writing. Additionally the Center offers workshops on grammar, conversation groups, creative writing, and reading. The Writing Center is located at the Pence Union Building (PUB) room 354 or Riverpoint, Phase I, room 101K or by calling (509) 359-2779 for an appointment.

FINANCIAL AID AND SCHOLARSHIPS
The staff at the Financial Aid and Scholarships Office assists students in evaluating financial aid applications, providing information about loans, grants and work study employment, provide information about scholarships, and award financial aid. This office is located on the first floor of Sutton Hall or reached by phone at (509) 359-2314.

HOUSING INFORMATION
Residential information may be obtained from the Department of Housing and the Office of Residential Life in Tawanka, Room 121. Their telephone numbers are (509) 359-2451 or 1-800-583-3345.

LIBRARY SERVICES
Library materials may be obtained from the J.F. Kennedy Memorial Library on the main EWU campus in Cheney, the Cooperative Academic Library Service (CALS) on the Riverpoint campus in Spokane, through Interlibrary Loan, county and city libraries, and faculty libraries. To use some of the services at the library, students will have to create a library account. A library pin and password is created to access library databases, reserve materials, or check out laptops, projectors, and cameras. For more information on creating a library account, check out the library website at http://www.ewu.edu/Library.xml.

J.F. Kennedy Memorial Library
Location: EWU Campus in Cheney
Website: www.library.ewu.edu
Hours: Mon-Thurs 7:30am-10:00pm
       Friday 7:30am-6:00pm
       Saturday 12:00pm-5:00pm
       Sunday 1:00pm-9:00pm

Cooperative Academic Library Service (CALS)
Location: Riverpoint Campus
600 N. Riverpoint Blvd Spokane WA 99210
Phone: 509-358-7930
FAX: 509-358-7928
Email: riverlibrary@ewu.edu

Hours: * Monday - Thursday, 8:00 AM - 9:00 PM
       * Friday, 8:00 AM - 5:00 PM
       * Saturday, 9:00 AM - 5:00 PM
       * Sunday, 10:00 AM - 6:00PM
RIVERPOINT EWU COMPUTER LAB:
The Riverpoint Computer Lab is located on the second floor of the Phase I Classroom Building in RVPT 207. Students will need to establish your iTech account to use the lab computers. For more information on an iTech account, check out the EWU Student Technology website at: http://access.ewu.edu/OIT/Services/iTech.xml.

For student's convenience, the lab offers:
- 58 Pentium Computers
- 2 Multimedia Authoring Stations with scanners
- 2 Black/White HP Printers and 1 HP 8550 Color Printer

The Student Technology Fee provides $9 of print credit per student per quarter.

Hours of operation:
Monday - Thursday: 10 a.m. -10 p.m.
Friday: 10 a.m. -5.p.m.
Saturday - Sunday: 12 p.m. -5 p.m.

For more technology items free to students, check out the EWU Student Technology website at http://access.ewu.edu/OIT/Services/iTech.xml.

WIRELESS INTERNET ON THE RIVERPOINT CAMPUS
A wireless internet connection is available on the Riverpoint Campus for your convenience. Instructions will be given to students at orientation or students may ask the Admissions Advisor at any time for the instructions.

OFFICE OF THE REGISTRAR
The Office of the Registrar provides a multitude of services including maintaining academic records, issuing academic transcripts, tracking student completion of degree and general university requirements, and many other items related to student enrollment. This office is located on the second floor of Sutton Hall or is reached by phone at (509) 359-2321.

PENCE UNION BUILDING (PUB)
The Pence Union Building is the central hub of the EWU – Cheney campus. Services and programs in the PUB include an ATM machine, Spokane Transit Authority (bus) services, a hair design salon, coin-operated copiers, telephones, dining and espresso facilities, a game room, and the University Bookstore. The ASEWU Outdoor Program offering a variety of outdoor educational and recreational opportunities is also located in the PUB.

UNIVERNISTY RECREATION CENTER – EWU CHENEY CAMPUS
This facility has many options for exercise, health and fun including racquetball, volleyball, tennis and squash courts, activity gyms, the fitness center, a field house for basketball, tennis, running and walking, saunas and locker rooms, a climbing rock, an aquatic center, ice rink, and numerous playing fields. The Recreation Center can be reached at (509) 359-4026.
UNIVERSITY WEBSITE
More information about university services and resources is available on www.ewu.edu.

FREQUENTLY USED UNIVERSITY NUMBERS
Registrar 359-2321
Counseling/Psych Services 359-2366
Financial Aid 359-2314
Disability & Support Services 359-6871
Student Financial Services 359-6372
Student Health 359-4279
Graduate Studies 359-2296
Academic Support Center 359-2487
EWU Writer’s Center 359-2779
### Academic - Holiday Calendar Fall 2011 - Summer 2013

<table>
<thead>
<tr>
<th>ACADEMIC YEAR</th>
<th>DAY(S)</th>
<th>11/12</th>
<th>12/13</th>
<th>13/14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Quarter</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Monday</td>
<td>Sept 5</td>
<td>Sept 3</td>
<td>Sept 2</td>
</tr>
<tr>
<td>Instruction Begins</td>
<td>Wednesday</td>
<td>Sept 21</td>
<td>Sept 26</td>
<td>Sept 25</td>
</tr>
<tr>
<td>Veterans' Holiday</td>
<td>Nov 11</td>
<td>Nov 12</td>
<td>Nov 11</td>
<td></td>
</tr>
<tr>
<td>No Class Day (Administrative offices open)</td>
<td>Wednesday</td>
<td>Nov 23</td>
<td>Nov 21</td>
<td>Nov 27</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Thursday-Friday</td>
<td>Nov 24-25</td>
<td>Nov 22-23</td>
<td>Nov 28-29</td>
</tr>
<tr>
<td>Last Day of Instruction</td>
<td>Friday</td>
<td>Dec 2</td>
<td>Dec 7</td>
<td>Dec 6</td>
</tr>
<tr>
<td>Final Exams Week</td>
<td>Monday-Thursday</td>
<td>Dec 5-8</td>
<td>Dec 10-13</td>
<td>Dec 9-12</td>
</tr>
<tr>
<td>Last Day of Quarter</td>
<td>Friday</td>
<td>Dec 9</td>
<td>Dec 14</td>
<td>Dec 13</td>
</tr>
<tr>
<td>Christmas Holiday</td>
<td></td>
<td>Dec 26</td>
<td>Dec 25</td>
<td>Dec 25</td>
</tr>
<tr>
<td><strong>Winter Quarter</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Years Holiday</td>
<td></td>
<td>Jan 2(Mon)</td>
<td>Jan 1(Tues)</td>
<td>Jan 1 (Weds)</td>
</tr>
<tr>
<td>Instruction Begins</td>
<td>Monday</td>
<td>Jan 9</td>
<td>Jan 7</td>
<td>Jan 8</td>
</tr>
<tr>
<td>ML King Holiday</td>
<td>Monday</td>
<td>Jan 16</td>
<td>Jan 21</td>
<td>Jan 20</td>
</tr>
<tr>
<td>Presidents' Day Holiday</td>
<td>Monday</td>
<td>Feb 20</td>
<td>Feb 18</td>
<td>Feb 17</td>
</tr>
<tr>
<td>Last Day of Instruction</td>
<td>Monday</td>
<td>Mar 19</td>
<td>Mar 18</td>
<td>Mar 17</td>
</tr>
<tr>
<td>Final Exams Week</td>
<td>Tuesday - Friday</td>
<td>Mar 20-23</td>
<td>Mar 19-22</td>
<td>Mar 18-21</td>
</tr>
<tr>
<td>Last Day of Quarter</td>
<td>Friday</td>
<td>Mar 23</td>
<td>Mar 22</td>
<td>Mar 21</td>
</tr>
<tr>
<td><strong>Spring Quarter</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction Begins</td>
<td>Monday</td>
<td>Apr 2</td>
<td>Apr 1</td>
<td>Mar 31</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>Monday</td>
<td>May 28</td>
<td>May 27</td>
<td>May 26</td>
</tr>
<tr>
<td>Last Day of Instruction</td>
<td>Friday</td>
<td>June 8</td>
<td>June 7</td>
<td>June 6</td>
</tr>
<tr>
<td>Final Exams Week</td>
<td>Monday - Thursday</td>
<td>June 11-14</td>
<td>June 10-13</td>
<td>June 9-12</td>
</tr>
<tr>
<td>Last Day of Quarter</td>
<td>Friday</td>
<td>June 15</td>
<td>June 14</td>
<td>June 13</td>
</tr>
<tr>
<td>Commencement</td>
<td>Saturday</td>
<td>June 16</td>
<td>June 15</td>
<td>June 14</td>
</tr>
<tr>
<td><strong>Summer Quarter</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction Begins</td>
<td>Monday</td>
<td>June 25</td>
<td>June 24</td>
<td>June 23</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>Wednesday</td>
<td>July 4 (Wed)</td>
<td>July 4 (Thur)</td>
<td>July 4 (Fri)</td>
</tr>
<tr>
<td>Last Day of Instruction</td>
<td>Wednesday</td>
<td>Aug 15</td>
<td>Aug 14</td>
<td>Aug 13</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Thursday-Friday</td>
<td>Aug 16-17</td>
<td>Aug 15-16</td>
<td>Aug 14-15</td>
</tr>
<tr>
<td>Last Day of Quarter</td>
<td>Friday</td>
<td>Aug 17</td>
<td>Aug 16</td>
<td>Aug 15</td>
</tr>
</tbody>
</table>
PROFESSIONAL ORGANIZATIONS

American Occupational Therapy Association (AOTA)
The American Occupational Therapy Association is the nationally recognized professional association for over 60,000 occupational therapists and occupational therapy assistants in the Unites States and U.S. Territories. The mission of AOTA is to support a professional community of members and to develop and preserve the viability and relevance of the profession. The organization serves the interests of the members, represents the profession to the public, and promotes access to occupational therapy. The Internet website for AOTA is www.aota.org.

Assembly of Student Delegates (ASD)
The membership of the Assembly of Student Delegates (ASD) is made up of the student members of AOTA. Annually, the ASD Delegate from each educational program in the United States represents the school at the ASD Pre-Conference Delegate Meetings at the Annual Conference of AOTA. More information regarding ASD can be found on the AOTA website under the Student Section.

National Board for Certification in Occupational Therapy (NBCOT)
The mission of the National Board for Certification in Occupational Therapy is to serve the public interest. NBCOT provides a world-class standard for certification of occupational therapy practitioners. This organization also develops, administers and continually reviews a certification process based on current and valid standards that provide reliable indicators of competence for the practice of occupational therapy. NBCOT administers the national certification examination. The Internet website for AOTA is www.nbcot.org.

Student Occupational Therapy Association (SOTA)
A Student Occupational Therapy Association officially began at EWU during the 2000-2001 academic year. Student membership is voluntary. SOTA provides opportunities for students to promote the profession and to engage in professional development activities during the academic year. As a formal organization, SOTA members must abide by the EWU Clubs and Organizations Handbook.

Washington Occupational Therapy Association (WOTA)
The Washington Occupational Therapy Association supports the professional community of occupational therapy practitioners throughout the state of Washington. The organization facilitates enhanced service delivery and promotes improved access to occupational therapy services. For further information about WOTA, the Internet website is www.wota.org.
SUGGESTED READINGS

Occupational Therapy Practice FRAMEWORK: Domain & Process
www.aota.org.
APPENDIX 1 – Student Classroom Use Checklist

APPENDIX 2 – Policy and Procedures for Criminal Background Checks and Immunization Documentation

APPENDIX 3 – Immunization Documentation Requirements

APPENDIX 4 – Student Instructions for CertifiedBackground.com

APPENDIX 5 - Policy for Dismissal From Fieldwork

APPENDIX 6 - OT Code of Ethics

APPENDIX 7 - RCW Practice Act for OT
STUDENT CLASSROOM USE CHECKLIST

1. Are the computers, LCD projector, VCR, TV and/or other electronic equipment turned off?

1. Have all items used been put away properly?

2. Have all work areas been cleaned up?

3. Are dishes washed and dried?

4. Have floors been swept and mopped (as needed)?

5. Has the garbage been emptied (as needed)?

6. Are all the lights shut off?
Policy and Procedure for Criminal Background Checks and Immunization/Documentation Review for EWU Occupational Therapy Students

**Purpose:** As a student who is considering a career in a health services field, you should familiarize yourself with the licensing and other legal requirements that may be required for you to obtain gainful employment following successful completion of your degree. For example, in Washington State, businesses and organizations are required by RCW 43.43.830 et. seq. to conduct criminal background checks of prospective employees or volunteers who may have unsupervised access to children under sixteen years of age or developmentally disabled persons or vulnerable adults during the course of their employment or involvement with the business or organization. A disqualifying conviction will prevent an employment or volunteer opportunity.

Many clinical education facilities require students to complete a Criminal Background Check (CBC) prior to participation in an internship or fieldwork. In addition, students in the academic components of the Program will be working directly with vulnerable adults and children and therefore, are required to complete a CBC during the spring quarter of the first and second year of the Program. The CBC may meet clinical facility requirements but some clinical facilities may require the student to complete an additional CBC. Clinical facilities differ in their requirements for immunizations and related documentation prior to the start of the internship or fieldwork. In order to prepare students for an internship or fieldwork in most facilities, the Programs have established standard requirements.

The CBC and Immunization/Documentation Review will be completed through CertifiedBackground.com, a service that allows students to order their own background check and upload immunization records and other documents online. Information collected through CertifiedBackground.com is secure, tamper-proof, and kept confidential. The results are posted on the CertifiedBackground.com website and accessible to the student and authorized persons. Students should be prepared to absorb the cost of the CBC and Immunization/Documentation Review of approximately $75.00 per year.

The CBC includes the following:
- Social Security Alert
- Residency History
- County-Criminal
- Nationwide Sexual Offender Index
- Nationwide Healthcare Fraud and Abuse Scan
- USA Patriot Act
The Immunization/Documentation Requirements include the following:

- MMR
- Varicella
- Polio
- TDP (Tdap)
- Hepatitis B or waiver
- TB
- CPR
- First Aid (PT students only)
- HIPAA certificate of 2 hours of curriculum
- HIV/AIDS certificate of 7 hours of curriculum

CBCs and immunization records are kept on the Certified Background.com website and are password protected. Access is limited to the Academic Fieldwork Coordinators for Occupational Therapy and designated administrative personnel. Students have access to their own information at all times through Certified Background.com.

Students will complete the Conviction/Criminal History Information Form and review the information on disqualifying crimes prior to completing the CBC. The Conviction/Criminal History Form will be kept in the student’s Program file. The students will read the immunization and documentation requirements in the Student Handbook.

Students who do not pass the security clearance may be subject to a hold on enrollment, rescheduling of clinical internships or fieldwork or delay of graduation and/or an impact on licensure after graduation. Final decision regarding any action related to the CBC will be communicated to the student after a careful review of the self-reported information by the Criminal Background Check Review Committee which consists of the Chairs of the Physical Therapy and Occupational Therapy Programs, the Director of Clinical Education for Physical Therapy and the Academic Fieldwork Coordinators for Occupational Therapy. The Committee may consider any of the following issues in the evaluation of criminal records:

- Nature and seriousness of the offense
- Circumstances under which the offense occurred
- Age of the person when the offense was committed
- Number of offenses
- Length of time that has passed since the offense was committed
- Evidence of successful rehabilitation
- Accuracy of the information provided by the applicant on the application
- Evidence of a pending offense that has not been finally adjudicated, in which case, the individual might be found innocent
- Experiential site and state board licensure policies

The Committee may consult with legal counsel for the University when discussing a student’s CBC or appeal. The Committee may decide to dismiss a student from the Program.
Students who refuse or fail to participate in the CBC process must sign the CBC Disclaimer Form that states: “By choosing not to have the required background clearance, I understand that I will not be able to complete the coursework and internships or fieldwork that is part of the Program curriculum. If this occurs, I will not be able to complete the curriculum and thus will not earn the MOT degree.”

If requested, students will present the results of the criminal background checks directly to the clinical education site. Each clinical site determines whether a student may participate in a clinical internship or fieldwork at the site. In these cases, the decision is independent from any decision made of the educational program. The Program will make an effort to find an alternate clinical internship or fieldwork when the offense prohibits the student from participating in a clinical internship or fieldwork at the original site in consultation with the Criminal Background Check Review Committee. Clinical education facilities have the right to not accept a student based on the findings of the CBC.

If requested, students will present the immunization/documentation directly to the clinical education site.

Students have the right to review their criminal background checks and to appeal any inaccuracies through CertifiedBackground.com. In addition, students may submit an appeal in writing to the Criminal Background Check Review Committee.

**Procedure:**

1) Read the information on criminal background checks and immunization/documentation requirements in your Student Handbook.
2) Read the policy for dismissal for criminal conviction in your Student Handbook.
3) Follow the directions for completing a criminal background check and immunization/documentation review on CertifiedBackground.com.
4) Complete steps 1 and 2 by September 1st.
5) Complete step 3 by April 15th.

**Resource:** APTA Criminal Background Check Report for Physical Therapist Education Programs, Jan 2010.
Immunization/Documentation Requirements for EWU Occupational Therapy Students

Clinical facilities differ in their requirements for immunizations prior to the start of an internship or fieldwork. In order to prepare students for an internship or fieldwork in most facilities, we have established the following requirements. Students are responsible for reviewing any additional specific requirements for their specific internship or fieldwork facilities and meeting those requirements.

NOTE: **DOCUMENTATION** means written documentation from a health care provider/facility with the date of vaccination or screening.

**Measles:** Documentation of two doses of live virus vaccine administered on or after the first birthday, with the second dose administered at least 1 month after the first dose or laboratory evidence of past measles (rubeola) infection.

**Mumps:** Documentation of two doses of live virus vaccine administered on or after the first birthday, with the second dose administered at least 1 month after the first dose or laboratory evidence of past mumps infection or documentation of past mumps infection.

**Rubella:** Documentation of one dose of live virus vaccine administered on or after the first birthday or laboratory evidence of past rubella infection.

**Varicella:** History of chickenpox or laboratory evidence confirming past infection or two doses of live virus vaccine administered on or after the first birthday with the second dose administered at least 1 month after the first dose. Documentation may be parent or healthcare provider note of chickenpox history.

**Tetanus,** **Diphtheria,** **Pertussis (Tdap)**

**Hepatitis B:** Required due to risk for occupational exposure to blood, blood-contaminated body fluids, other body fluids, or contaminated sharps. Documentation of three doses of Hepatitis B vaccine (HBV) administered over six months. Laboratory evidence of adequate immunity or signed declination will be required if vaccine cannot be proven.

**Tuberculosis:** Documentation of screening via one-step testing using Mantoux method or via Quantiferon Gold laboratory blood test or negative chest xray. Some facilities require a two-step testing, using Mantoux method. If your clinical facility requires two-step testing, complete the second test and keep proof to show to the supervisor at the facility.

**CPR:** Certification of successful completion of Healthcare Provider CPR

**HIPAA:** Certificate of two hours of HIPAA training
**HIV/AIDS:** Certificate of seven hours of HIV/AIDS education

**Resource:** [www.cdc.gov/vaccines/](http://www.cdc.gov/vaccines/)
Student Instructions for Background Check at CertifiedBackground.com

1. Go to www.CertifiedBackground.com and click on “Students”.

2. In the Package Code Box, enter package code: AH57.

3. Select a method of payment: Visa, Mastercard, or money order.

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 48-72 hours. Please review your background check. CertifiedBackground.com provides students with the right to review their CBC and to appeal any inaccuracies through CertifiedBackground.com. The terms and conditions for an appeal are available on their website at www.certifiedbackground.com or you may call CertifiedBackground.com at 1-888-666-7788.
Policy for Dismissal from a Fieldwork/Internship or Clinical

It is the expectation that students will successfully complete all clinical experiences. However, should the student experience difficulty leading to the dismissal from the clinical experience, one of the following criteria will be applied:

**Dismissal while Passing:** The student, supervisor and coordinator mutually agree that the student is unable to perform to his/her potential due to personality differences or site-specific issues. The student will withdraw from the clinical experience and receive an incomplete. The student will be rescheduled for a new clinical experience when an alternative placement can be arranged.

**Dismissal for Medical Reasons:** If the student experiences a documented medical emergency or illness, a withdrawal or an incomplete for the course will be issued. Completion will occur when the student is medically stable and a clinical experience can be arranged.

**Dismissal for Criminal Conviction:** Agencies that provide fieldwork/internship opportunities may require students to complete a criminal background check. If students have a disqualifying criminal conviction(s) as set forth in RCW 43.43 and/or if an agency that provides fieldwork/internship opportunities denies access to a student based on criminal history as permitted by RCW 43.43.842, the student may be dismissed from the clinical program.

**Dismissal while Failing:** If the student demonstrates one or more of the following conditions, dismissal from the clinical experience will occur and a failing grade will be recorded.
- Does not meet competencies or expectations.
- Receives a non-satisfactory (failing) at mid-term and final evaluation from the clinical supervisor.
- Fails to officially withdraw.
- Does not attend the clinical experience.
- Threatens the patient’s safety or treatment.
- Violates the terms of the contract between the University and facility.

**Dismissal for Violation of Academic Fieldwork/Internship Drug and Alcohol Policy:**

As detailed in the Eastern Washington University Academic Fieldwork/Internship Drug and Alcohol Policy, agencies that provide fieldwork/internship opportunities may require students to comply with their Drug and Alcohol Policies and Procedures. Those Policies and Procedures may include, but are not necessarily limited to, requirements prohibiting the use, possession, distribution or sell of drugs, drug paraphernalia or alcohol. Agencies may dismiss students who fail to comply with Drug and Alcohol Policies and Procedures.

Refer to specific Program for Appeals Policy
Refer to University policies for incomplete and withdrawal information
Refer to Student Handbook for Disqualifying Crimes, RCW 43.43 information
Occupational Therapy Code of Ethics - 2000

PREAMBLE

The American Occupational Therapy Association's Code of Ethics is a public statement of the common set of values and principles used to promote and maintain high standards of behavior in occupational therapy. The American Occupational Therapy Association and its members are committed to furthering the ability of individuals, groups, and systems to function within their total environment. To this end, occupational therapy personnel (including all staff and personnel who work and assist in providing occupational therapy services, e.g., aides, orderlies, secretaries, technicians) have a responsibility to provide services to recipients in any stage of health and illness who are individuals, research participants, institutions and businesses, other professionals and colleagues, students, and to the general public.

The Occupational Therapy Code of Ethics is a set of principles that applies to occupational therapy personnel at all levels. These principles to which occupational therapists and occupational therapy assistants aspire are part of a lifelong effort to act in an ethical manner. The various roles of practitioner (occupational therapist and occupational therapy assistant), educator, fieldwork educator, clinical supervisor, manager, administrator, consultant, fieldwork coordinator, faculty program director, researcher/scholar, private practice owner, entrepreneur, and student are assumed.

Any action in violation of the spirit and purpose of this Code shall be considered unethical. To ensure compliance with the Code, the Commission on Standards and Ethics (SEC) establishes and maintains the enforcement procedures. Acceptance of membership in the American Occupational Therapy Association commits members to adherence to the Code of Ethics and its enforcement procedures. The Code of Ethics, Core Values and Attitudes of Occupational Therapy Practice (AOTA, 1993), and the Guidelines to the Occupational Therapy Code of Ethics (AOTA, 1998) are aspirational documents designed to be used together to guide occupational therapy personnel.

Principle 1. Occupational therapy personnel shall demonstrate a concern for the well-being of the recipients of their services. (beneficence)

A. Occupational therapy personnel shall provide services in a fair and equitable manner. They shall recognize and appreciate the cultural components of economics, geography, race, ethnicity, religious and political factors, marital status, sexual orientation, and disability of all recipients of their services.

B. Occupational therapy practitioners shall strive to ensure that fees are fair and reasonable and commensurate with services performed. When occupational therapy practitioners set fees, they shall set fees considering institutional, local, state, and federal requirements, and with due regard for the service recipient's ability to pay.

C. Occupational therapy personnel shall make every effort to advocate for recipients to obtain needed services through available means.

Principle 2. Occupational therapy personnel shall take reasonable precautions to avoid imposing or inflicting harm upon the recipient of services or to his or her property. (nonmaleficence)

A. Occupational therapy personnel shall maintain relationships that do not exploit the recipient of services sexually, physically, emotionally, financially, socially, or in any other manner.
B. Occupational therapy practitioners shall avoid relationships or activities that interfere with professional judgment and objectivity.

**Principle 3. Occupational therapy personnel shall respect the recipient and/or their surrogate(s) as well as the recipient’s rights. (autonomy, privacy, confidentiality)**

A. Occupational therapy practitioners shall collaborate with service recipients or their surrogate(s) in setting goals and priorities throughout the intervention process.

B. Occupational therapy practitioners shall fully inform the service recipients of the nature, risks, and potential outcomes of any interventions.

C. Occupational therapy practitioners shall obtain informed consent from participants involved in research activities and indicate that they have fully informed and advised the participants of potential risks and outcomes. Occupational therapy practitioners shall endeavor to ensure that the participant(s) comprehend these risks and outcomes.

D. Occupational therapy personnel shall respect the individual's right to refuse professional services or involvement in research or educational activities.

E. Occupational therapy personnel shall protect all privileged confidential forms of written, verbal, and electronic communication gained from educational, practice, research, and investigational activities unless otherwise mandated by local, state, or federal regulations.

**Principle 4. Occupational therapy personnel shall achieve and continually maintain high standards of competence. (duties)**

A. Occupational therapy practitioners shall hold the appropriate national and state credentials for the services they provide.

B. Occupational therapy practitioners shall use procedures that conform to the standards of practice and other appropriate AOTA documents relevant to practice.

C. Occupational therapy practitioners shall take responsibility for maintaining and documenting competence by participating in professional development and educational activities.

D. Occupational therapy practitioners shall critically examine and keep current with emerging knowledge relevant to their practice so they may perform their duties on the basis of accurate information.

E. Occupational therapy practitioners shall protect service recipients by ensuring that duties assumed by or assigned to other occupational therapy personnel match credentials, qualifications, experience, and scope of practice.

F. Occupational therapy practitioners shall provide appropriate supervision to individuals for whom the practitioners have supervisory responsibility in accordance with Association policies, local, state and federal laws, and institutional values.
G. Occupational therapy practitioners shall refer to or consult with other service providers whenever such a referral or consultation would be helpful to the care of the recipient of service. The referral or consultation process should be done in collaboration with the recipient of service.

**Principle 5. Occupational therapy personnel shall comply with laws and Association policies guiding the profession of occupational therapy. (justice)**

A. Occupational therapy personnel shall familiarize themselves with and seek to understand and abide by applicable Association policies; local, state, and federal laws; and institutional rules.

B. Occupational therapy practitioners shall remain abreast of revisions in those laws and Association policies that apply to the profession of occupational therapy and shall inform employers, employees, and colleagues of those changes.

C. Occupational therapy practitioners shall require those they supervise in occupational therapy-related activities to adhere to the Code of Ethics.

D. Occupational therapy practitioners shall take reasonable steps to ensure employers are aware of occupational therapy's ethical obligations, as set forth in this Code of Ethics, and of the implications of those obligations for occupational therapy practice, education, and research.

E. Occupational therapy practitioners shall record and report in an accurate and timely manner all information related to professional activities.

**Principle 6. Occupational therapy personnel shall provide accurate information about occupational therapy services. (veracity)**

A. Occupational therapy personnel shall accurately represent their credentials, qualifications, education, experience, training, and competence. This is of particular importance for those to whom occupational therapy personnel provide their services or with whom occupational therapy practitioners have a professional relationship.

B. Occupational therapy personnel shall disclose any professional, personal, financial, business, or volunteer affiliations that may pose a conflict of interest to those with whom they may establish a professional, contractual, or other working relationship.

C. Occupational therapy personnel shall refrain from using or participating in the use of any form of communication that contains false, fraudulent, deceptive, or unfair statements or claims.

D. Occupational therapy practitioners shall accept the responsibility for their professional actions which reduce the public's trust in occupational therapy services and those that perform those services.

**Principle 7. Occupational therapy personnel shall treat colleagues and other professionals with fairness, discretion, and integrity. (fidelity)**

A. Occupational therapy personnel shall preserve, respect, and safeguard confidential information about colleagues and staff, unless otherwise mandated by national, state, or local laws.
B. Occupational therapy practitioners shall accurately represent the qualifications, views, contributions, and findings of colleagues.

C. Occupational therapy personnel shall take adequate measures to discourage, prevent, expose, and correct any breaches of the Code of Ethics and report any breaches of the Code of Ethics to the appropriate authority.

D. Occupational therapy personnel shall familiarize themselves with established policies and procedures for handling concerns about this Code of Ethics, including familiarity with national, state, local, district, and territorial procedures for handling ethics complaints. These include policies and procedures created by the American Occupational Therapy Association, licensing and regulatory bodies, employers, agencies, certification boards, and other organizations that have jurisdiction over occupational therapy practice.

References


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WAC 246-847-160
Unprofessional conduct or gross incompetency.
The following conduct, acts, or conditions constitute unprofessional conduct or gross incompetency for any license holder or applicant if the conduct, acts, or conditions occurred or existed prior to June 11, 1986:

(1) The commission of any act involving moral turpitude, dishonesty, or corruption relating to the practice of the person’s profession, whether the act constitutes a crime or not. If the act constitutes a crime, conviction in a criminal proceeding is not a condition precedent to disciplinary action. Upon such a conviction, however, the judgment and sentence is conclusive evidence at the ensuing disciplinary hearing of the guilt of the license holder or applicant of the crime described in the indictment or information, and of the person’s violation of the statute on which it is based. For the purposes of this section, conviction includes all instances in which a plea of guilty or nolo contendere is the basis for the conviction and all proceedings in which the sentence has been deferred or suspended. Nothing in this section abrogates rights guaranteed under chapter 9.96A RCW;

(2) Misrepresentation or concealment of a material fact in obtaining a license or in reinstatement thereof;

(3) All advertising which is false, fraudulent, or misleading;

(4) Incompetence, negligence, or actions in the practice of the profession which result in, or have a significant likelihood of resulting in, harm to the patient or public;

(5) Suspension, revocation, or restriction of the individual’s license to practice the profession by competent authority in any state, federal, or foreign jurisdiction, a certified copy of the order or agreement being conclusive evidence of the revocation, suspension, or restriction;

(6) The possession, use, addiction to, prescription for use, diversion, or distribution of controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes, or violation of any drug law;

(7) Violation of any state or federal statute or administrative rule regulating the profession in question, including any statute or rule defining or establishing standards of patient care or professional conduct or practice;

(8) Failure to cooperate with the disciplining authority by:

(a) Not furnishing any papers or documents;

(b) Not furnishing in writing a full and complete explanation covering the matter contained in the complaint filed with the disciplining authority; or

(c) Not responding to subpoenas issued by the disciplining authority, whether or not the recipient of the subpoena is the accused in the proceeding;

(9) Failure to comply with an order issued by the disciplining authority;
(10) Aiding or abetting an unlicensed person to practice when a license is required;

(11) Willful or repeated violations of rules established by any health agency or authority of the state or a political subdivision thereof;

(12) Practice beyond the scope of practice as defined by law;

(13) Misrepresentation or fraud in any aspect of the conduct of the business or profession;

(14) Failure to adequately supervise auxiliary staff to the extent that the consumer’s health or safety is at risk;

(15) Engaging in a profession involving contact with the public while suffering from a contagious or infectious disease involving serious risk to public health;

(16) Promotion for personal gain of any unnecessary or inefficacious drug, device, treatment, procedure, or service;

(17) Conviction of any gross misdemeanor or felony relating to the practice of the person’s profession. For the purposes of this subsection, conviction includes all instances in which a plea of guilty or nolo contendere is the basis for conviction and all proceedings in which the sentence has been deferred or suspended. Nothing in this section abrogates rights guaranteed under chapter 9.96A RCW;

(18) The offering, undertaking, or agreeing to cure or treat disease by a secret method, procedure, treatment, or medicine, or the treating, operating, or prescribing for any health condition by a method, means, or procedure which the licensee refuses to divulge upon demand of the disciplining authority;

(19) Violation of chapter 19.68 RCW;

(20) Interference with an investigation or disciplinary proceeding by willful misrepresentation of facts before the disciplining authority or its authorized representative, or by the use of threats or harassment against any patient or witness to prevent them from providing evidence in a disciplinary proceeding or any other legal action;

(21) Any mental or physical condition which results in, or has a significant likelihood of resulting in, an inability to practice with reasonable skill and safety to consumers.

(22) Abuse of a client or patient or sexual contact resulting from abuse of the client-practitioner relationship.

[Statutory Authority: RCW 18.59.130, 91-05-027 (Order 112B), recodified as § 246-847-160, filed 2/12/91, effective 3/15/91. Statutory Authority: RCW 18.59.130(2) and 18.130.050(1). 86-17-064 (Order PM 610), § 308-171-300, filed 8/19/86. Statutory Authority: RCW 18.59.130(2) and 18.59.100. 85-05-008 (Order PL 513), § 308-171-300, filed 2/11/85.]
Washington State Occupational Therapy Practice Act

A statute or Revised Code of Washington (RCW) is written by the Washington State Legislature. Once signed by the Governor, it becomes law. The Law Relating to Occupational Therapy in Washington State is 18.59 RCW. It can be accessed online in its most current version from the Washington State Department of Health. Additionally, other relevant RCWs pertinent to occupational therapists as health professionals in Washington State are also listed.

A rule or Washington Administrative Code (WAC) is written to provide interpretation of the law for the individuals or entities to which the rule applies. WAC 246-847 includes the administrative codes for occupational therapists in Washington. Both RCW 18.59 and WAC 246-847 can be found at the following site:

http://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/OccupationalTherapist/Laws.aspx

Students will be asked to review the practice act and its provisions throughout the MOT curriculum. It may be helpful to bookmark this site or print the newest version of the law and administrative codes for your class resource file.