FIELDWORK DATA FORM
Prepared by:
FLORIDA OCCUPATIONAL THERAPY EDUCATIONAL CONSORTIUM (FLOTEC)

Date: ____________________

Name of Facility: ____________________

Address: ____________________  City: ____________________
State: ____________________  Zip: ____________________

[ ] Multiple Locations, please attach list

Title of Parent Corporation (if different from facility name): ____________________

Address (if different from facility): ____________________

City: ____________________  State: ____________________  Zip: ____________________

FW I
Contact person: ____________________  Credentials: ____________________
Phone: ____________________
E-mail: ____________________

FWII
Contact person: ____________________  Credentials: ____________________
Phone: ____________________
E-mail: ____________________

Director: ____________________
Phone: ____________________
Fax: ____________________
Web site address: ____________________
E-mail address: ____________________
Corporate Status:
- For Profit
- Non-Profit
- State Gov’t
- Federal Gov’t

Preferred Sequence of FW:
- Any
- Full-time only
- OTA Only
- 2nd / 3rd only (1st must be in):
- Part-time option

Accreditation Bodies:

Year of last review:

OT Fieldwork Practice settings (ACOTE Form A #s noted):
Hospital-based settings:
- In-Patient Acute 1.1
- In-Patient Rehab 1.2
- SNF/Sub-acute/Acute Longterm care 1.3
- General Rehab/Outpatient 1.4
- Outpatient Hands 1.5
- Pediatric Hospital/Unit 1.6
- Peds. Hospital Outpatient 1.7
- In-Patient Psych 1.8

Community-based settings
- Peds Community 2.1
- Behavioral Health Community 2.2
- Older Adult Community Living 2.3
- Older Adult Day Program 2.4
- Outpatient/hand private practice 2.5
- Adult Day Program for DD 2.6
- Home Health 2.7
- Peds Outpatient Clinic 2.8

School-based settings
- Early Intervention 3.1
- School 3.2

Age groups:
- 0-5
- 6-12
- 13-21
- 22-64
- 65+

Community-based settings

OT Fieldwork Practice settings (ACOTE Form A #s noted):
Hospital-based settings:
- SNF/Sub-acute/Acute Longterm care 1.3
- General Rehab/Outpatient 1.4
- Outpatient Hands 1.5
- Pediatric Hospital/Unit 1.6
- Peds. Hospital Outpatient 1.7

Community-based settings
- Peds Community 2.1
- Behavioral Health Community 2.2
- Older Adult Community Living 2.3
- Older Adult Day Program 2.4
- Outpatient/hand private practice 2.5
- Adult Day Program for DD 2.6
- Home Health 2.7
- Peds Outpatient Clinic 2.8

School-based settings
- Early Intervention 3.1
- School 3.2

Age groups:
- 0-5
- 6-12
- 13-21
- 22-64
- 65+

Community-based settings

OT Fieldwork Practice settings (ACOTE Form A #s noted):
Hospital-based settings:
- In-Patient Acute 1.1
- In-Patient Rehab 1.2
- SNF/Sub-acute/Acute Longterm care 1.3
- General Rehab/Outpatient 1.4
- Outpatient Hands 1.5
- Pediatric Hospital/Unit 1.6
- Peds. Hospital Outpatient 1.7
- In-Patient Psych 1.8

Community-based settings
- Peds Community 2.1
- Behavioral Health Community 2.2
- Older Adult Community Living 2.3
- Older Adult Day Program 2.4
- Outpatient/hand private practice 2.5
- Adult Day Program for DD 2.6
- Home Health 2.7
- Peds Outpatient Clinic 2.8

School-based settings
- Early Intervention 3.1
- School 3.2

Age groups:
- 0-5
- 6-12
- 13-21
- 22-64
- 65+

Community-based settings

OT Fieldwork Practice settings (ACOTE Form A #s noted):
Hospital-based settings:
- In-Patient Acute 1.1
- In-Patient Rehab 1.2
- SNF/Sub-acute/Acute Longterm care 1.3
- General Rehab/Outpatient 1.4
- Outpatient Hands 1.5
- Pediatric Hospital/Unit 1.6
- Peds. Hospital Outpatient 1.7
- In-Patient Psych 1.8

Community-based settings
- Peds Community 2.1
- Behavioral Health Community 2.2
- Older Adult Community Living 2.3
- Older Adult Day Program 2.4
- Outpatient/hand private practice 2.5
- Adult Day Program for DD 2.6
- Home Health 2.7
- Peds Outpatient Clinic 2.8

School-based settings
- Early Intervention 3.1
- School 3.2

Age groups:
- 0-5
- 6-12
- 13-21
- 22-64
- 65+

Community-based settings

OT Fieldwork Practice settings (ACOTE Form A #s noted):
Hospital-based settings:
- In-Patient Acute 1.1
- In-Patient Rehab 1.2
- SNF/Sub-acute/Acute Longterm care 1.3
- General Rehab/Outpatient 1.4
- Outpatient Hands 1.5
- Pediatric Hospital/Unit 1.6
- Peds. Hospital Outpatient 1.7
- In-Patient Psych 1.8

Community-based settings
- Peds Community 2.1
- Behavioral Health Community 2.2
- Older Adult Community Living 2.3
- Older Adult Day Program 2.4
- Outpatient/hand private practice 2.5
- Adult Day Program for DD 2.6
- Home Health 2.7
- Peds Outpatient Clinic 2.8

School-based settings
- Early Intervention 3.1
- School 3.2

Age groups:
- 0-5
- 6-12
- 13-21
- 22-64
- 65+
Student Pre-requisite competencies:
- MMT
- Goniometry
- Interviewing techniques/skills
- Vital signs
- Transfers
- Wheelchair use/safety/positioning
- Group protocols/leadership
- Universal precautions
- Task/Activity analysis
- Other (describe):

Site Requirements for students (check all that apply):
- CPR
- BLS
- Health provider
- AED
- Medicare/Medicaid Fraud Check
- Criminal Background Check
- By College
- By Cite
- Residency (all states)
- National
- OIG (Off. Inspector Gen.)
- Child Protection/abuse Check
- Sexual Offense Record Inquiry
- Professional Liability Ins.
- Fingerprinting
- Interview
- Own transportation
- Certificate of Liability Insurance
- Site established orientation: (describe)

- First Aid
- Infection Control Training
- HIPAA Training
- Drug Screen
- Physical
- Varicella titer
- Influenza immunization
Please list any other requirements:

Students will participate in (check all that apply)

- Direct service
- One-to-one
- Small groups
- Large groups
- Evaluation/screening
- Meetings (team, dept./family)
- Client/caregiver education
- Discharge planning
- Consultation
- In-service training
- Presenting
- Attending
- Billing
- Documentation
- Other:

Identify safety precautions at FW site:

- Medications
- Post-surgical (list procedures)
- Vital signs
- Fall risk
- Allergies
- Swallowing/choking risks
- Sharps count
- 1:1 for safety
- Suicide precautions
- Behavioral system/privilege level (locked area, grounds)
- Lockdown/evacuation/fire

Target caseload/productivity at end of fieldwork:

- Productivity per day:
- Productivity per week:
- # groups per day:
- Case load:

Student work schedule

Hours required:

- Weekends required
- Evenings required
- Flex/Alternate schedules

Describe:

- Outside study expected

Access to Public Transportation

Room provided: yes  no
If yes:  free at cost
Describe assistance provided (if any):

Meals: yes  no  for a fee
Stipend amount:
Administrative / Management duties or responsibilities of student

- Supervision of others (Level I students, aides, OTA, volunteers)
- Procuring supplies
- Other:

INTEGRATION OF CURRICULUM THEMES (ACADEMIC PREPARATION)

Please identify the extent of opportunities that students will have to incorporate the following themes in occupational therapy practice during the fieldwork experience:

<table>
<thead>
<tr>
<th>A. Client-Centered Practice</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Occupation-Based Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Evidence-Based Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Leadership &amp; Advocacy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Assistive Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Clinical Reasoning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please check all that apply (below) to identify “supports” to practicing curricular themes above:

Supports for client-centered practice:

- A.1. Clients are routinely interviewed and goals documented
- A.2. Clients/family members/caregivers formally agree to the intervention plan
- A.3. Clients are provided with choices to direct the priorities of the intervention plan
- A.4. Other: (please describe)

Supports for occupation-based practice:

- B.1. The client is provided intervention in a natural environment [school-based, community outings (grocery shopping, using public transportation, entertainment, etc.), home care, home evaluation/visit, car transfers, etc.]
- B.2. The client is involved in active collaboration with practitioners to identify similarities and differences between the hospital/healthcare facility’s simulated environment and that of their residence/home
- B.3. The client and/or practitioner bring-in/provide authentic occupation-based activities as part of the intervention plan (cooking, playing games, musical instruments, arts & crafts, sports/fitness, etc.)
- B.4. Other: (please describe)
**Supports for evidence-based practice (EBP):**

- C.1. Evidence-based practice is valued by the fieldwork and practitioners
- C.2. Clients/consumers inquire about research-proven options for interventions/OT services
- C.3. Time is allotted (each week) for staff development to address activities such as EBP
- C.4. In-services are offered on a regular basis to promote staff development and continued learning
- C.5. Internet access and access to online professional journals is available for searching and using EBP
- C.6. Other: (please describe)

**Supports for leadership and advocacy:**

- D.1. Leadership and advocacy is valued by the fieldwork facility and practitioners who serve as role models
- D.2. The facility’s environment promotes leadership and advocacy
- D.3. Time is allotted for activities that promote leadership and advocacy
- D.4. Other: (please describe)

**Supports for Assistive Technology:**

- E.1. Offers opportunities to participate in the process of evaluating and prescribing assistive technology (including client education), training in the use of assistive technology devices and/or training clients in use of adaptive strategies (e.g., one handed dressing, joint protection, etc)
- E.2. Offers opportunities to participate in environmental assessments and/or adaptation. Other: (please describe)
- E.3. Other: (please describe)

**Supports for Clinical Reasoning & Reflective Practice:**

- F.1. Provided opportunity to assess knowledge & practice skills in simulated contexts (e.g. role plays, problem based case scenarios)
- F.2. Verbal prompts to probe reasoning in safe learning context (e.g. before, during, after sessions, in supervisory meetings)
- F.3. Written assignments to challenge assumptions, build use of narrative, enhance reflection (e.g. interactive journal, case study)
- F.4. Feedback re: growth in areas of clinical/professional reasoning (e.g., scientific/procedural, interactive, pragmatic, ethical, etc.) assessments and/or adaptation

---

### Supervision Process

<table>
<thead>
<tr>
<th>Nature and frequency of supervision meetings:</th>
<th>Formal</th>
<th>Informal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency:</td>
<td>Daily</td>
<td>Weekly</td>
</tr>
<tr>
<td>Model of supervision utilized at your site:</td>
<td>1:1 Supervision Model</td>
<td>Several Students: 1 Therapist (collaborative model)</td>
</tr>
</tbody>
</table>

**Supervisory Methods to promote reflective practice:**

- Journaling
- Processing verbally
- Student Self Assessment/Self Appraisal (log/form)
- Written activity analysis
- Probing questions
- Written submission of intervention plans & rationale
- Other:

---

FLOTEC, AOTA Fieldwork Data Form
Adapted from the New England Occupational Therapy Education Council, Inc. (NEOTEC). 2010
Describe record keeping of supervision sessions:

- Co-signed documentation of daily/weekly supervision
- Records kept when student not meeting expectations
- All informal/formal notes maintained by FW Educator
- Other: __________________________________________

Please check off any training or resources that fieldwork educators at your site have available to support their role in supervision of students (e.g., print resources, continuing ed coursework, online materials, workshops, etc.)

- Site Specific Student objectives (please attach)
- Facility’s Student manual
- Release time and/or reimbursement for continuing education
- AOTA Certificate in Fieldwork Education
- Training or in-service provided by FLOTEC or individual Academic Programs
- Use of online resources such as: AOTA (http://www.aota/Educate/EdRes/Fieldwork/Supervisor.aspx);
  FLOTEC (http://www.floteceducation.org/)
- Individual Academic Programs
- Mentoring opportunities (e.g., 1:1 or Group Format)
Facility Name: ___________________________ Month/Year: ___________________________

Occupational Therapy Staff Profile

ACOTE standards (B.10.17) require that students in traditional setting are supervised by a currently licensed or credentialed Occupational Therapy Practitioner who has a minimum of 1 year of practice experience subsequent to initial certification, and is adequately prepared to serve as a fieldwork educator. Students in a non-traditional setting have do not require an onsite credentialed Occupational Therapy Practitioner. In accordance with this, we ask that you complete the grid below and update it regularly, or as changes to your staff occur. Thank you in advance for your assistance with this!

<table>
<thead>
<tr>
<th>Name and (OT/OTA)</th>
<th>Title</th>
<th>Degree</th>
<th>Year of Initial Cert/Lic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUPPLEMENTAL INFORMATION ~ please attach any of the following if you have them available or if they have changed

- Literature/pamphlets on programs and services offered
- Student Manual
- Job description for entry-level occupational therapy personnel
- Mission statement
- Facility Policies & Procedures (e.g. HIPAA)

Thank you!!