Weekly guidelines for OT students

Week One:

1. Familiarize self with computer. Be able to log-on the computer and EMR.
2. Familiarize with layout of chart and documentation. Be able to locate OT evaluation and notes. Be able to access daily schedule.
3. Familiarize self with suite and facility layout. Be able to ID exits and fire pulls.
4. Verbalize actions to take in code situations with assistance as needed from CI.
5. Familiarize self with OT equipment and treatment activities. Identify what impairment or goal each treatment activity addresses.
6. Familiarize self with current OT caseload. Introduce self to patients and explain role as appropriate.
7. Utilize note-taking strategies to be able to discuss patient sessions and questions with CI after patient session is completed. (Discussion may be minutes or hours after patient session.)
8. Assist with follow-up treatments as directed by and supervised by CI.

Week Two-Three

1. Be able to review chart and ask appropriate questions about patient and treatment.
2. Begin identifying treatment options for 2-4 patients a day and then begin treating same 2-4 patients a day with assistance from CI. (Patients will be assigned daily to allow planning.)
3. Able to complete written SOAP note daily for the patients treated with corrections and adjustments as needed from CI
4. Choose correct procedure and time to bill for patients based upon procedures provided w/ assistance from CI.
5. Demonstrate ability to assist with evaluation measures (ex. UE ROM and MMT measures, 9-hole peg test, dynamometer, pinch gauge) for evaluation and reevaluations/progress reports.

Week Four-Five

1. Identify treatment options for 3-5 patients a day and then begin treating same 3-5 patients a day with supervision from CI. (Patients will be assigned daily to allow planning.)
2. Able to complete written SOAP note daily for the patients treated with corrections and adjustments as needed from CI
3. Choose correct procedure and time to bill for patients based upon procedures provided w/ supervision from CI.
4. Begin assisting with completing 1-3 evaluation and reassessments w/ assistance from CI, including use of standardized evaluation measures practiced in previous weeks.
5. Be able to complete documentation for 1-3 evaluations and reassessment/progress reports w/ CI collaboration/assistance.
6. Demonstrate ability to administer standardized evaluation measures with supervision from CI (ex. UE ROM and MMT measures, 9-hole peg test, dynamometer, pinch gauge) for evaluation and reevaluations/progress reports.
7. Begin reporting on patient concerns in team meetings as appropriate.

Week Six-Seven

1. Identify treatment options for 4-6 patients a day and then begin treating same 4-6 patients a day with supervision/distant supervision from CI. (Patients will be assigned daily to allow planning.)
2. Able to complete written SOAP note daily for the patients treated with corrections and adjustments as needed from CI
3. Choose correct procedure and time to bill for patients based upon procedures provided w/ supervision/distant supervision from CI.
4. Be able to select appropriate evaluation techniques and formulate appropriate treatment plan based on evaluation findings with guidance from CI for 2-4 patients per week. Reassessment/progress report may be substituted for evaluation based upon patient caseload/census.
5. Begin to complete discharge summaries w/ assistance w/ CI.
6. Complete mid-term meeting at week six with CI and be performing at a level to be able to continue with fieldwork. (This means meeting guidelines above for week six and demonstrating appropriate professional behaviors as noted in overall expectations for students.)

Week Seven-Nine

1. Identify treatment options for 5-7 patients a day and then begin treating same 4-6 patients a day with supervision/distance supervision from CI. (Patients will be assigned daily to allow planning.)
2. Able to complete written SOAP note daily for the patients treated with corrections and adjustments as needed from CI
3. Choose correct procedure and time to bill for patients based upon procedures provided w/ supervision/distant supervision from CI.
4. Be able to select appropriate evaluation techniques and formulate appropriate treatment plan based on evaluation findings with guidance from CI for 3-6 patients per week. Reassessment/progress report may be substituted for evaluation based upon patient caseload/census.
5. Be able to complete discharge summaries w/ supervision w/ CI.
6. Complete project and/or in-service by week 10.

Week Ten-Twelve

1. The student is responsible for a full caseload and is increasingly performing in the capacity of an entry-level OT/OTR for that setting. Independence with completing all required treatments, progress reports and discharges on daily schedule, completing all required documentation and billing. Report patient concerns in appropriate team meetings. CI to provide distant supervision and guidance as needed.
2. If this is not the case, the supervisor may require 1-2 additional weeks at the site to reach this level of performance.

 These guidelines are minimal requirements have been developed for an optimal student learning experience to promote competence to an entry-level OT upon completion of 12-week level 2 fieldwork. Clinical Instructor (CI) may advance items as appropriate based upon student performance. Any concerns with guidelines or performance should be discussed with CI. If not resolved, may discuss with TRC’s OT student coordinator as well as school’s fieldwork coordinator.