



Student Preparation Checklist

COMPLETE PRIOR TO PLACEMENT

Students receive placement information and are responsible for contacting the FW site. They have been instructed to find out the following information in Section 1 before they come to your facility. Be prepared to have all the other information for them as well.

1. *Site Specific Information:*

- Name of fieldwork educator or student site coordinator
- Time and location to meet on the first day
- Type of placement and client population
- Relevant pre-reading materials
- Dress Code
- Hours of fieldwork experience
- Minimum number of hours needed to successfully complete Level I
- Meal provisions etc
- Parking

2. *Regulatory requirements necessary for placement* (indicate all that apply to your facility):

- TB testing (one or two step)
- Criminal background check
- Finger printing
- Child Abuse Clearance
- Flu Shot
- Liability Coverage (typically covered by educational facility)
- Other _____

3. *Professional Behaviors* (define what these are for your facility)

- Time management requirements
- Organization of materials, time etc
- Expectations for engagement in the fieldwork experience
- Self-Directed Learning requirements/opportunities
- Reasoning/Problem solving expectations
- Written Communication responsibilities
- Initiative
- Observation skills
- Participation in the Supervisory Process

- Verbal communication and Interpersonal skills with patients/clients/ staff/caregivers
- Professional and Personal Boundaries
- Use of professional terminology

4. *If another individual will be supervising the OT student provide them with:*

- The name of the student s/he will be supervising
- The date/time/location s/he will meet the student
- The dates of the student placement.
- Site specific learning objectives for the placement
- A copy of the **Contact Information**
- A copy of:
 - **Supervision and Learning Plan Summary**
 - **Identifying Supervision and Learning Preferences** (encourage completion prior to first day of placement)
- A copy of the student evaluation from the school and the evaluation the student will complete about the facility & the experience.
- Additional information provided by the school regarding assignments etc.

