Putting Together Your Student Fieldwork Manual and Orientation
Thomas Jefferson University - Department of Occupational Therapy

Fieldwork Manual
- Organization’s mission statement/philosophy
- Literature on the facility
- Organizational chart and staff profile
- Map of facility
- Formal documents
- Evaluation forms
- Abbreviation list
- Transportation/parking
- Schedules (daily, weekly, monthly)
- Dress Code
- Phone list
- FW objectives (site-specific, caseload, etc)
- OTPF
- Code of ethics
- Policies and procedures
- Documentation template and examples
- Articles
- Community resources

Student Orientation
- Staff introductions
- Physical facilities
- Agency/Department mission
- Organizational structure
- Agency services
- Agency/Department policies and procedures
- Role of Occupational Therapy services
- Role of other team members
- Documentation procedures
- Safety and emergency procedures
- Confidentiality
- Student fieldwork objectives
- Student supervision
- Community resources
- Dept. model of practice
- QM program
- Requirements/assignments for students
- OSHA - Standard precautions