October 30, 2009

Dear Fieldwork Supervisor,

Thank you for agreeing to provide a Fieldwork Level II clinical experience for a Thomas Jefferson University student during **Winter 2010** (January 4 – March 26, 2010).

**The student being placed with you is _______________.**

The students have completed their academic coursework including four Level I placements. This will be the student’s first Fieldwork II experience.

Enclosed you will find:
- NEW Student Fieldwork Assignment Information
- each student’s Personal Data Form
- each student’s Student Health Form
- course outline for OT 480 (Fieldwork Level II)
- *AOTA’s Fieldwork Performance Evaluation Form (FWPE)*
- *AOTA Student Evaluation of the Fieldwork II Experience Form*
- information on opportunities you can receive for training Jefferson students
- *Fieldwork Experience Assessment Tool (FEAT)* and accompanying article
- Weekly Student Feedback Form
- Certificate of Insurance

### CLINICAL AFFILIATION AGREEMENT/CONTRACT STATUS (please check one)

[ ] We have a current agreement with Thomas Jefferson University in place. (Please initial here to indicate you have read and reviewed the agreement, and agree to continue it: __________)

[ ] Our agreement with Thomas Jefferson University is more than five years old, and we will be contacting you to update the agreement.

[ ] We do not have a current agreement with Thomas Jefferson University and will be contacting you to establish an agreement.

Your responsibilities for this Level II fieldwork student include:
- Regular provision of both positive and constructive **feedback**. Supervision should occur regularly, with more frequent supervision initially, decreasing to less frequent and more distant supervision as time goes on.
- Midterm and final **evaluation** using the FWPE. *Please note: The form includes midterm and final evaluations and requires a final score of 122 to pass. Whole numbers must be used for scoring; no fractions are permissible (for example, scores of 2 and 3 are OK, but *not* 2.5 or 3.5).* Each student should also complete a midpoint self-evaluation and submit that to you on the same day you complete the midpoint evaluation. All students need to be informed of their progress. In the event that a student is not performing at an appropriate level, please contact me immediately so that the matter can be handled...
collaboratively. Please call me at midterm whenever a student received less than a satisfactory score. Following the final evaluation, please return the original FWPE to me. I also recommend keeping a copy for your own records.

SITE-SPECIFIC FIELDWORK OBJECTIVES. It is important to develop learning objectives that are specific to your site and correspond with AOTA’s FWPE. These objectives give students a clear idea of what is expected of them and provide the “goals” by which you move students forward toward successful completion of Level II fieldwork. Please develop these objectives now if you have not already done so, and don’t hesitate to contact me for assistance if you should need it.

ATTENDANCE POLICY: STUDENTS ARE NOT ALLOWED ANY DAYS OFF DURING FIELDWORK.

Thomas Jefferson University Department of Occupational Therapy policy allows for up to three sick days total (that's 1.5 days average per affiliation) during the entire six months of Fieldwork II experiences, to be used in case of illness or emergency. If a student is sick, or misses more than three days of fieldwork (total), those days must be made up. A Fieldwork Supervisor may require the student to make-up additional lost time if they believe it is necessary for entry level competence or professional behavior. Holidays should be taken according to the schedule of the Fieldwork Center. When the center is closed for snow days, vacation, holidays, or other reasons, the student is not required to make up the missed time UNLESS it is more than 3 days or required by the Fieldwork Supervisor. Students may NOT take days off for vacation, unless the site is on vacation. The Fieldwork Coordinator MUST be notified of any events or policies that will interfere with the student's completion of the requisite number of clinical days. Participation in continuing education (with permission of FW supervisor) is considered part of the educational experience, therefore not counted as an absence.

Please sign your name in the space provided at the bottom of the enclosed copy of this page, confirming your agreement to accept this student, and return it to me in the self-addressed envelop enclosed as soon as possible. Please include a copy of your site specific fieldwork learning objectives as well.

Finally, the Jefferson students and faculty look forward to sharing this Fieldwork Level II experience with you. Thank you for the invaluable contribution you are making to the professional education of our students. If you have any questions or concerns, please feel free to call me at (215) 503-9607, or contact me by e-mail at caryn.johnson@jefferson.edu.

Sincerely,

Caryn Johnson, MS, OTR/L, FAOTA
Fieldwork Coordinator

Fieldwork Supervisor

VISIT OUR NEW WEBSITE FOR TJU FW EDUCATORS!!
http://www.jefferson.edu/jchp/jshp/ot/FieldworkEducatorsPage.cfm
TJU Fieldwork Program Updates and Assignments

Students at Thomas Jefferson University will be taking a two-credit, online course entitled “Evidence Based Practice” concurrent with their level II fieldwork placements. This course will run for 6 months, covering both placements. Students will be responsible for short weekly assignments, and will be expected to spend about 3 hours a week participating in the course.

During the first FWII placement, students will have an assignment to review literature related to an identified clinical question, intervention or population related to the fieldwork site. During their second placement, they will have an assignment involving integration of evidence into a case story. The contents of the assignment should be relevant and of interest to the fieldwork site, and students are expected to present their assignments to you and/or your staff.

We request that fieldwork educators collaborate with students to guide them in directions that will be of interest to the fieldwork site and result in educational value to the student. These activities are designed to help the student integrate and apply what they are learning about evidence-based practice (EBP), while at the same time providing the fieldwork site with valuable information to enhance client care.

As always, students must complete the AOTA Student Evaluation of the Fieldwork II Experience (SEFWE). The form has been revised to allow us to collect more useful information about the student’s fieldwork experience and academic preparation. This, along with the FWPE, should be sent to me at the completion of the Level II placement.

Fieldwork Experience Assessment Tool (FEAT): This very useful tool focuses on the fieldwork experience from the perspective of both the student and supervisor, and provides a strong basis for discussion and supervision. Since it can be used to provide formative evaluation, it should be completed around week 4, so that the student has an opportunity to benefit. It’s also an excellent way for you as a supervisor to receive structured feedback. This assignment is strongly recommended, but not required.

Fine tune 2-3 site specific objectives: There’s always room for improvement, isn’t there? Toward the end of the experience, the student should review your site specific learning objective and refine/revise 2-3 of them. This will help you develop your student program and keep it current. If you feel your learning objectives are not in need of any further clarification or improvement, you may opt to ignore this item. This assignment is strongly recommended, but not required.

Please contact me if you have any questions or concerns, and be sure to visit our evolving fieldwork website at http://www.jefferson.edu/jchp/jshp/ot/FieldworkEducatorsPage.cfm

Yours truly,

Caryn Johnson, MS, OTR/L, FAOTA