

The University of Toledo
College of Health Science and Human Service
Occupational Therapy Program
Level II Student Checklist

FIRST WEEK

CASELOAD

- ___ Observation of clients.
- ___ Co-treat with Fieldwork Educator's caseload as indicated.

ORIENTATION

- ___ Complete department and facility orientation.
- ___ Review department/facility policy/procedures.
- ___ Review orientation packet and Fieldwork manual from the University of Toledo with Fieldwork Educator.
- ___ Become familiar with resource materials and equipment available for client intervention.
- ___ Review documentation style and specific requirements of the facility.

ASSIGNMENTS/RESPONSIBILITIES

- ___ Review student notebook materials and go over calendar/assignments with Fieldwork Educator (due by the end of this first week).
- ___ Observe client interventions and evaluations.
- ___ Schedule training sessions with various staff members regarding particular areas of expertise.
- ___ Establish weekly scheduled meetings(s) with Fieldwork Educator for discussion of observations, ideas, interventions, procedures, etc.
- ___ Initiate use of weekly journal to use in weekly meetings with Fieldwork Educator. Be sure to document observations and thoughts of the first week.
- ___ Choose one to two clients for the caseload for week 2 with assistance from your Fieldwork Educator. Be thinking of ideas for an intervention plan for these client's which will be due on Monday.

- _____ Notify Melanie Criss (419.383.5498) or Diane Forquer (419.383.3519) of your Occupational Synthesis presentation date no more than 4 weeks into the fieldwork AND at least 3 weeks prior to the presentation date.
- _____ Check in with Blackboard course and complete required post.

SECOND WEEK

CASELOAD

- _____ Co-treat with Fieldwork Educator's caseload as indicated.
- _____ Individual caseload of 1-2 clients.

ASSIGNMENTS/RESPONSIBILITIES

- _____ Continue observations of interventions and evaluations of clients in clinic/program.
- _____ Continue training sessions with Fieldwork Educator and/or other staff.
- _____ Review chart, intervention plan, progress notes, etc. of Fieldwork Educator's caseload.
- _____ Familiarize self with standardized assessments in the department.
- _____ Choose an additional client for week 3 caseload with assistance from Fieldwork Educator.
- _____ Document observations, thoughts, and questions in weekly journal. Consider discussing how you learn best.
- _____ Attend staff meetings and/or team conferences.
- _____ Complete daily progress notes after each day's sessions for the clients on your caseload. These notes need to be co-signed by your Fieldwork Educator before they are copied and put in the client's files.
- _____ Mini-intervention plan on any new client on your caseload is due Monday. These should include the client's name, diagnosis, and date of birth. This should include your observations of the client, and a list of noted assets and limitations. List 1-2 long term goals, and for each long term goal, list 2-3 short term objectives. For each objective, list one or more methods/media you might use. Try to select clients with differing diagnoses each week.
- _____ Set up times to observe in other areas of practice or with other disciplines.
- _____ Check in with Blackboard course and complete required post.

THIRD WEEK

CASELOAD

- ___ Co-treat with Fieldwork Educator's caseload as indicated.
- ___ Individual caseload of 2-3 clients.

ASSIGNMENTS/RESPONSIBILITIES

- ___ Continue observations of interventions and evaluations of clients in clinic/program.
- ___ Choose an additional client for week 4 caseload with assistance from Fieldwork Educator.
- ___ Document observations, thoughts, and questions in weekly journal. Discuss major issues of the week.
- ___ Complete daily progress notes after each day's sessions for the clients on your caseload.
- ___ Mini-intervention plan is due Monday.
- ___ Identify client for Occupational Synthesis. Set up due date of project, and pick date of presentation of assignment to facility staff.
- ___ Check in with Blackboard course and complete required post.

FOURTH WEEK

CASELOAD

- ___ Co-treat with Fieldwork Educator's caseload as indicated.
- ___ Individual caseload of 3-4 clients.

ASSIGNMENTS/RESPONSIBILITIES

- ___ Continue observations of interventions and evaluations of clients in clinic/program.
- ___ Choose additional clients for week 5 caseload (targeted to be at 50% of a full caseload) with assistance from Fieldwork Educator.
- ___ Document observations, thoughts, and questions in weekly journal. Consider discussing strategies for areas that need improvement.
- ___ Complete daily progress notes after each day's sessions for the clients on your caseload.
- ___ Mini-intervention plans for all new clients are due Monday.

___ Check in with Blackboard course and complete required post.

FIFTH WEEK

CASELOAD

___ Co-treat with Fieldwork Educator's caseload as indicated.

___ Individual caseload at 25% of a full caseload.

ASSIGNMENTS/RESPONSIBILITIES

___ Continue observations of interventions and evaluations of clients in clinic/program.

___ Choose additional clients for week 6 caseload (targeted to be at 50% of a full caseload) with assistance from Fieldwork Educator.

___ Document observations, thoughts, and questions in weekly journal. Discuss major issues of the week.

___ Complete daily progress notes after each day's sessions for the clients on your caseload.

___ Mini-intervention plans are due for all new clients on Monday.

___ Check in with Blackboard course and complete required post.

SIXTH WEEK

CASELOAD

___ Co-treat with FW Educator's caseload as indicated.

___ Individual caseload at 50% of a full caseload.

ASSIGNMENTS/RESPONSIBILITIES

___ Continue observations of interventions and evaluations of clients in clinic/program.

___ Choose additional clients for week 7 caseload (targeted to be at 75% of a full caseload) with assistance from FW Educator.

___ Document observations, thoughts, and questions in weekly journal. Discuss major issues of the week.

___ Complete daily progress notes after each day's sessions for the clients on your caseload.

- _____ Mini-treatment plans are due for all new clients on Monday.
- _____ Complete and review student midterm evaluation with fieldwork supervisor.
- _____ Review midterm **Fieldwork Performance Evaluation (FWPE)** with Fieldwork Educator (completed by Fieldwork Educator and signed by both the Fieldwork Educator and the student.).
- _____ Review **Level II Fieldwork Mid-Term Feedback Form** with Fieldwork Educator (Fieldwork Educator must sign).
- _____ Send all necessary paperwork to the Coordinator of Fieldwork Education and Professional Development at The University of Toledo. Documents to be sent include the following: A **copy** of the Fieldwork Performance Evaluation **not** the original and the Level II Fieldwork Mid-Term Feedback Form.
- _____ Check in with Blackboard course and complete required post.

SEVENTH WEEK

CASELOAD

- _____ Individual caseload at 75% of a full caseload.

ASSIGNMENTS/RESPONSIBILITIES

- _____ Document observations, thoughts, and questions in weekly journal.
- _____ Complete daily progress notes after each day's sessions for the clients on your caseload.
- _____ Mini-intervention plans are due for all new clients on Monday.
- _____ Check in with Blackboard course and complete required post.

EIGHTH WEEK

CASELOAD

- _____ Individual caseload at 100% of a full caseload.

ASSIGNMENTS/RESPONSIBILITIES

- _____ Document observations, thoughts, and questions in weekly journal. Discuss major issues of the week.
- _____ Complete daily progress notes after each day's sessions for the clients on your caseload.

____ Handle ALL responsibilities equivalent to an entry level Occupational Therapist.

____ Check in with Blackboard course and complete required post.

NINTH WEEK

CASELOAD

____ Individual caseload at 100% of a full caseload.

ASSIGNMENTS/RESPONSIBILITIES

____ Document observations, thoughts, and questions in weekly journal. Discuss major issues of the week.

____ Complete daily progress notes after each day's sessions for the clients on your caseload.

____ Handle ALL responsibilities equivalent to an entry level Occupational Therapist.

____ Present clinical reasoning assignment to facility staff.

____ Check in with Blackboard course and complete required post.

TENTH WEEK

CASELOAD

____ Individual caseload at 100% of a full caseload.

ASSIGNMENTS/RESPONSIBILITIES

____ Document observations, thoughts, and questions in weekly journal. Discuss major issues of the week.

____ Complete daily progress notes after each day's sessions for the clients on your caseload.

____ Handle ALL responsibilities equivalent to an entry level Occupational Therapist.

____ Check in with Blackboard course and complete required post.

ELEVENTH WEEK

CASELOAD

____ Individual caseload at 100% of a full caseload.

ASSIGNMENTS/RESPONSIBILITIES

- _____ Document observations, thoughts, and questions in weekly journal. Discuss major issues of the week.
- _____ Complete daily progress notes after each day's sessions for the clients on your caseload.
- _____ Handle ALL responsibilities equivalent to an entry level Occupational Therapist.
- _____ Check in with Blackboard course and complete required post.

TWELFTH WEEK

CASELOAD

- _____ Individual caseload at 100% of a full caseload.

ASSIGNMENTS/RESPONSIBILITIES

- _____ Document observations, thoughts, and questions in weekly journal. Discuss major issues of the week.
- _____ Complete daily progress notes after each day's sessions for the clients on your caseload.
- _____ Handle ALL responsibilities equivalent to an entry level Occupational Therapist.
- _____ Review final **Fieldwork Performance Evaluation (FWPE)** with Fieldwork Educator (completed by Fieldwork Educator and signed by both the Fieldwork Educator and the student.).
- _____ Review **Student Evaluation of Fieldwork Experience** with Fieldwork Educator (Fieldwork Educator must sign).
- _____ Send all necessary paperwork to the Coordinator of Fieldwork Education and Professional Development at The University of Toledo. Documents to be sent include the following: Original copy of the Fieldwork Performance Evaluation, the Student Evaluation of Fieldwork Experience, aggregate results recorded on one (1) evaluation form from your Occupational Synthesis assignment, and a **signed copy** (by student and Fieldwork Educator) of your final log fieldwork hours. **Students will not receive a final grade until all necessary paperwork is received by the Coordinator of Fieldwork Education and Professional Development.**
- _____ Check in with Blackboard course and complete required post.

Weekly objectives of supervisory sessions may include:

1. Discuss student observation of intervention programs and evaluations.
2. Review intervention plans.
3. Discuss major issues of the week.
4. Establish weekly learning objectives for the student. Feel free to consult with the Coordinator of Fieldwork Education and Professional Development with help on establishing weekly behavioral objectives.
5. Review the weekly checklist to be sure that assignments are being met in a timely manner.
6. Review student's performance.
7. Review documentation issues.
8. Answer any questions the student may have.

NOTE: This form is to serve as a suggested guide only. You should feel free to adapt it as necessary to meet the needs of the Fieldwork Educator, the facility and the OT student. It is to be utilized as appropriate in a way that would facilitate the student fieldwork experience and growth.