



## Content for a Student Fieldwork Manual

- Orientation Outline
- Assignments
- Safety Procedures/Codes
- Week-by-Week Schedule of Responsibilities
  - Can use the one provided by UT
- Patient Confidentiality Information (Patient Rights)
- Guidelines for Documentation:
  - Completed samples of all forms
  - Acceptable medical abbreviations
  - Discharge plan
  - Billing
  - Dictation Directions, if applicable
- The Occupational Therapy Practice Framework: Domain and Process
- History of the Fieldwork Setting
- Department Information
  - Policy and procedures
  - Mission statement
  - Organizational chart
  - Essential job functions
  - Dress code
- Regularly Scheduled Meetings:
  - Dates\times
  - Purpose of meeting
- Special Client Related Groups\Programs
  - Purpose
  - Referral system
  - Operation
  - Transport
- Responsibilities of:
  - Fieldwork educator
  - Student
  - Fieldwork coordinator (if position exists)
- AOTA Fieldwork Performance Evaluation

Material for your student fieldwork manual can be gathered from other sources within your facility (e.g., employee handbooks, Human Resources Department, etc.)

Feel free to consult with your academic fieldwork coordinators at your affiliated universities/colleges if you have questions.