

Guidelines for Supervising a Fieldwork Student

1. Familiarize yourself with the *STLCC OTA FIELDWORK EDUCATOR MANUAL* and the student's binder for the skills, objectives, and the grading criteria.
2. Provide an orientation to your facility. Treat the student as you would a new employee and let them know what to expect from day one, what you expect from them, what they can expect from you, times to meet go to lunch, and how long they are expected to stay at your clinic each day.
3. Meet with the student within the first day or so to go over the STLCC Fieldwork objectives and the clinic's site specific objectives. Set goals and discuss any specific student concerns at this time.
4. The students should be allowed to work with the patients. Once the Fieldwork Educator (FWE) feels that the student can safely work with patients they should be allowed to do so. Initially, close supervision should be provided to ensure patient safety and student competency. **If the Fieldwork Educator feels that the student cannot safely treat patients, contact the Academic Fieldwork Coordinator, Cynthia Ballentine at 314-984-7364, to determine a remediation plan.**
5. Help the student by selecting patients that can help them meet the goals previously set. Update the goals as the student meets them and schedule other patients that may help them address the new goals.
6. Allow the student to review all completed patient evaluations and charts before treatment. Follow up by asking them questions concerning the proposed treatment plan and goals, indications, contraindications and precautions in regards to the upcoming patient treatment.
7. Please remember that students are not employees and should be supervised as such and not "let loose" to treat the patients. Some will require more supervision and feedback than others but all should receive encouragement as well as guidance for improvement.
8. The student and the Fieldwork Educator should meet on a regular basis. Choose a time of day that works the best for you to have one on one time. This may be daily or weekly, just so the student has access to you for any questions that may arise. The Fieldwork Educator must provide a formal evaluation at mid-term and at the end of the affiliation. They should be discussed with the student at that time. Students have copies of the evaluations in their binders.
9. If any student related problem arises that cannot be easily resolved, please contact the Academic Fieldwork Coordinator, Cynthia Ballentine, for assistance.
10. After completion of the evaluation forms, the Fieldwork Educator may keep a copy but all original forms must be returned to the Academic Fieldwork Coordinator, usually by giving them to the student to hand carry or they can be mailed as soon as possible after fieldwork is completed. Please mail them to OTA Program, 11333 Big Bend AS103, St. Louis, Mo 63122. These forms are used for grading and are kept in the student's file.

Fieldwork Educator's Professional Development Opportunities

The following are ways in which the Fieldwork Educator can further develop his/her skills in fieldwork instruction:

- Orient yourself to the contents of the *STLCC OTA FIELDWORK EDUCATOR MANUAL*
- Attend regularly scheduled CEU workshops offered by the Gateway Occupational Therapy Education Council (GOTEC), or
- Complete the AOTA Fieldwork Educator's Certificate Workshop.

Websites of Interest for Fieldwork Education

- St. Louis Community College OTA Program:
http://www.stlcc.edu/Programs/Occupational_Therapy_Assistant/index.html
- The Missouri Occupational Therapy Association: <http://www.motamo.net>
- AOTA's Fieldwork Education Resources:
<http://www.aota.org/Education-Careers/Educators/Fieldwork.aspx>
- Gate Occupational Therapy Education Council website: www.midwestgotec.org