

Occupational Therapy Assistant



OCCUPATIONAL THERAPY ASSISTANT PROGRAM

STUDENT HANDBOOK

**Kent State University at Ashtabula
Regional College
Associate of Applied Science
Class of 2019**

TABLE OF CONTENTS

INTRODUCTION	1
PROGRAM DIRECTORY	2
COMMONLY USED TERMS IN OCAT PROGRAM.....	3
ESSENTIAL FUNCTIONS	4
CODE OF ETHICS	6
SPONSORING INSTITUTION	6
CURRICULUM DESIGN.....	7
INSTITUTION MISSION.....	7
OCCUPATIONAL THERAPY ASSISTANT TECHNOLOGY MISSION	7
PROGRAM PHILOSOPHY	7
PROGRAM GOALS & STUDENT LEARNING OUTCOMES.....	8
PROGRAM OBJECTIVES.....	11
PROGRAM CURRICULUM, PROGRESSION, DISMISSAL, COMPLAINTS AND GRADUATION	12
COURSE SEQUENCES	12
COURSE DESCRIPTIONS	13
PROGRESSION STANDARDS	15
WITHDRAWAL	16
PROGRAM COMPLETION.....	17
PROGRAM DISMISSAL	18
APPEALS/COMPLAINT PROCESS	18
POLICY ON STUDENT TRANSFER BETWEEN HEALTH CARE PROGRAMS	19
GRADUATION	20
GRADUATION REQUIREMENTS	20
NATIONAL CERTIFICATION EXAM.....	20
LICENSURE	21
SAFETY POLICIES & EMERGENCY PROCEDURES	22
OCAT PROGRAM MANAGEMENT.....	24
STUDENT ADVISEMENT	24
ATTENDANCE	24
EXAMINATION POLICIES	25
LAB PRACTICAL/COMPETENCY POLICIES	25
GRADING SCALE & POLICY	26
PLAGIARISM & CHEATING	26
LAB REGULATIONS/ATTIRE	27
DRESS CODE POLICY	27

PROFESSIONAL BEHAVIOR	28
PROFESSIONAL BEHAVIOR POLICY	29
CLASSROOM & LAB BEHAVIOR	29
DISCIPLINARY ACTIONS/DISMISSAL POLICY	29
POLICIES OF THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM	30
GENERAL INFORMATION.....	30
EQUAL OPPORTUNITY	31
STUDENT SUPPORT SERVICES - DOCUMENTED DISABILITIES	31
ACADEMIC SERVICES CENTER.....	31
NON-DISCRIMINATION	32
STUDENT RECORDS	32
STUDENT RESPONSIBILITIES	33
STUDENT SKILLS AND TECHNIQUES DEVELOPMENT.....	33
FACULTY RESPONSIBILITIES.....	33
STUDENT RESPONSIBILITIES	33
MEDICAL HISTORY	34
NEW MEDICAL CONDITIONS.....	34
CONTRAINDICATIONS	34
MEDICAL RECORDS	34
BASIC LIFE SUPPORT CERTIFICATION (CPR)	34
CIVILIAN BACKGROUND CHECK.....	35
CHANGE OF ADDRESS/NAME PROCESS	35
MALPRACTICE/LIABILITY INSURANCE COVERAGE.....	36
STUDENT HEALTH INSURANCE COVERAGE.....	36
FIELDWORK EXPERIENCE.....	37
PURPOSE & LEVELS OF FIELDWORK	37
FIELDWORK MANUAL/SEMINARS	38
LOCATION OF FIELDWORK SITES.....	38
ATTENDANCE POLICY FOR FIELDWORK.....	38
OCCUPATIONAL THERAPY ASSOCIATIONS	39
LETTER OF INTENT	41

INTRODUCTION

We, the Occupational Therapy Assistant faculty of Kent State University at Ashtabula, wish to welcome you to the Occupational Therapy Assistant Program. The upcoming semesters will be exciting, demanding and very rewarding. You will be expected to work hard as you study and learn about the profession of Occupational Therapy. Conscientious preparation now will enable you to provide the kind of quality treatment you would want to receive yourself.

This handbook contains reference material for the following areas: rules and regulations, performance, testing, behavior, dismissal, and licensure. Please note that this 2018-2019 Handbook is a binding agreement for student performance and evaluations. The policies, procedures, and information are designed for your assistance and orientation, and may be subject to change. You **MUST** refer to this handbook throughout the program.

Welcome! We hope you enjoy the program!

Kent State University at Ashtabula

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COMMONLY USED TERMS IN THE OCAT PROGRAM

Below are the definitions of common terms used by the OCAT Faculty and throughout this handbook.

Competency - The minimum level of knowledge, skills and behaviors necessary to progress in the OCAT Program and to participate in a fieldwork experience.

Fieldwork Coordinator - Faculty member who is responsible for the organization of the Level I and Level II fieldwork experiences for the students.

Fieldwork Experience - The portion of the OCAT curriculum where the student develops clinical skills by applying didactic information in a clinical setting.

Fieldwork Educator - The licensed occupational therapist or occupational therapy assistant who is responsible for direct supervision and instruction of the student during a fieldwork experience.

Instructor - The faculty member, presenter or clinical instructor directly responsible for instruction and supervision of content area within the OCAT Program.

Lab Assistant - A licensed OT or OTA who instructs the lab portion of a course under the supervision of the faculty member.

Lab Practical - A type of examination that requires the student to role-play a clinical situation.

OCAT Class - Any scheduled OCAT curriculum activity, including lectures, labs, fieldwork experience or special trips, is referred to as “Class” throughout this handbook.

OCAT Faculty - The persons employed by Kent State University to instruct courses in the OCAT curriculum.

Program Director - The administrator who is responsible for oversight and administration of the OCAT Program.

ESSENTIAL FUNCTIONS

Essential Functions for the OTA Student

Essential functions describe required skills and abilities for completion of the OCAT program and to work as a generalist occupational therapy assistant. This list is a summary of essential functions students are required to meet throughout program coursework and fieldwork experiences.

Additional information can be found at <http://online.onetcenter.org>.

Motor Capabilities:

1. Move from room to room and maneuver in small spaces.
2. Transfer patients who may require physical assistance.
3. Guard and assist patients with ambulation, dressing, grooming and feeding tasks.
4. Perform therapeutic techniques, including applying resistance during exercise.
5. Lift and carry up to 50 pounds and exert up to 100 pounds of force (push/pull)
6. Squat, crawl, bend/stoop, reach above shoulder level, kneel, use standing balance, and climb stairs.
7. Use hands repetitively; use manual dexterity.
8. Adjust, apply, and clean therapeutic equipment.
9. Perform CPR.
10. Travel to and from academic and clinical sites.
11. In the average clinical day, students sit 1-2 hours, stand 6-7 hours and travel 1-3 hours.

Sensory Capabilities:

1. Convey verbal and manual instruction.
2. Assess patient's posture and response to treatment.
3. Respond in a timely manner to a timer, alarm or cries for help.
4. Monitor vital signs, changes in patient status, skin changes, etc.
5. Auditory, visual, and tactile abilities sufficient to assess patient status and perform treatments.

Communication Abilities:

1. Communicate effectively, concisely and accurately in English with patients, families and other healthcare providers; both verbal and written. (Examples: explain treatment procedures, teach patients and caregivers, document in charts.)
2. Effectively adapt communication for intended audience.
3. Interact and establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds, treating all fairly and equally.
4. Assume the role of a healthcare team member.
5. Function effectively under supervision.

Problem Solving Abilities:

1. Function effectively under stress.
2. Respond appropriately to emergencies.
3. Adhere to infection control procedures.
4. Demonstrate problem-solving skills in patient care. (Measure, calculate, reason, prioritize and synthesize data.)
5. Use sound judgment and safety precautions.
6. Address questions and/or problems to the appropriate person at the appropriate times.

7. Organize and prioritize job tasks.
8. Follow policies and procedures required by clinical and academic settings.
9. Develop skills to choose appropriate treatment ideas to fit patient needs and capabilities.

Behavior Abilities

1. Maintain patient confidentiality in accordance with site policies and applicable laws.
2. Demonstrate self-control, keeping emotions in check and controlling anger even in difficult situations.
3. Take constructive criticism and apply it to improve behavior and skills.
4. Manage time effectively.
5. Demonstrate conduct reflecting in a professional and ethical manner at all times.
6. Demonstrate reliability, responsibility, dependability and fulfillment of obligations.

CODE OF ETHICS

Students in the KSUA OCAT are accountable to the AOTA Code of Ethics at all times throughout the program. The Code of Ethics is accessible on AOTA's website here:

<https://ajot.aota.org/article.aspx?articleid=2442685>

SPONSORING INSTITUTION

Kent State University is responsible for the Occupational Therapy Assistant Technology (OCAT) Program on the Ashtabula and East Liverpool Campuses. These responsibilities include recruiting and appointing faculty, curriculum planning and development of course content, and coordination of classroom teaching. The University handles the admission process of students to the respective campuses, determines if students satisfactorily complete the OCAT Program before conferring the Associate of Applied Science Degree to Program candidates. The University is also responsible for supervision of fieldwork practice and providing assurance that the practice activities assigned to students are appropriate to the program.

CURRICULUM DESIGN

Institution Mission

We transform lives and communities through the power of discovery, learning and creative expression in an inclusive environment.

Occupational Therapy Assistant Technology Mission

The OTA Program at KSU strives to transform students through the power of knowledge and the value of creative engagement, resulting in competent, high quality professionals serving the needs of our community.

PROGRAM PHILOSOPHY

Our department has the following beliefs about occupational therapy. Humans are intrinsically motivated to master their environment through the successful performance in daily activities or “occupations” (purposeful and meaningful engagement in life activities). Mastery of occupations is usually achieved in the course of normal development with adaptive skills being learned sequentially. The program believes that occupational development occurs through sequential acquisition of skills. The student initially develops competency in psychosocial skills and theories which are utilized throughout the curriculum and are therefore presented early in the program. The next step in occupational development is acquiring skills in physical dysfunction. Competency in pediatric populations requires the combination of the previously acquired knowledge with specialty skills and therefore this is presented later in the program. The KSU OCAT Program prepares students to address occupational needs of culturally diverse populations in facilities and the community.

Mental or physical illness or disability at any stage may interrupt the ability to successfully participate in occupations, tasks or activities and adapt to the environment. Occupational therapy encourages and facilitates occupations and occupational roles through the restoration or enhancement of function, adaptation of the environment and/or teaching compensatory techniques. The individual’s acceptable capacity to interact with the environment within the limitation of a disability will result in improved quality of life through the collaboration of the OT practitioner, client and others. Occupational therapy also promotes health and wellness, the ability to participate in occupations and the occupational role for diverse populations at all stages of life (AOTA, Definition of Occupational Therapy for the AOTA Model Practice Act).

The program at Kent State University believes that learning is a dynamic developmental process involving one’s cognitive, affective and psychomotor skills. Bloom’s Taxonomy or “learning domains” illustrates this process defining how students expand their knowledge and develop intellectual skills, grow emotionally and acquire technical skills related to occupational therapy service delivery. Students are admitted into the program with varied values, beliefs and attitudes, differing degrees of interaction skills and limited understanding of the profession. It is the program’s responsibility to foster problem solving, critical thinking, and clinical reasoning skills to facilitate development in knowledge, skills and attitudes pertaining to the profession.

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

In keeping with the Program Philosophy, the curriculum design is based on the developmental model and utilizes Bloom's Taxonomy when determining program goals and student learning outcomes. Themes/threads were designed to guide student learning outcomes within the three learning domains. Each domain increases in complexity.

Themes/Threads of the curriculum:

1. Professionalism
2. Clinical reasoning
3. Occupation-based, client-centered OT Practice
4. Community-based practice

Levels of the curriculum:

1. Affective – growth of feelings and emotional areas (attitude)
2. Cognitive – mental skills (knowledge)
3. Psychomotor – manual or physical skills (skills)

Professionalism:

Professionalism provides the foundation for ethical and professional behaviors, the intra- and interpersonal skills required to be an effective member of an inter-professional team, life-long learning, and the ability to advocate and promote the profession.

Affective

1. Recognizes professional behaviors that are the foundation of the profession.
2. Accepts responsibility for developing values, beliefs and attitudes that are congruent with those of the profession.
3. Develops self-confidence, intra- and interpersonal skills to successfully contribute to an inter-professional team environment.
4. Develops intrinsic motivation to embrace life-long learning and continued professional competency.

Cognitive

1. Understand the need for self-assessment as a method of determining areas requiring positive change for ongoing personal and professional growth and development.
2. Understand AOTA's Code of Ethics, Core Values and Attitudes, and Standards of Practice as the basis for professional behavior.
3. Integrate insight, intuition, empathy and inquisitiveness when providing OT services and interacting with diverse populations.
4. Analyze professional needs to seek strategies to enhance knowledge base, increase education and training and explore various aspects of the profession to become a life-long learner.
5. Synthesize and integrate professional behaviors to become an advocate for clients and the profession.

Psychomotor

1. Utilize professional behaviors when interacting with clients, peers and other professionals when providing OT services.
2. Become a life-long learner.
3. Advocate for clients and the profession.
4. Participate in professional organizations.

Clinical Reasoning

The program describes clinical reasoning as the cognitive process of making the best clinical decisions throughout the therapeutic process. Clinical reasoning is a skill that is developed through education, practice and experience. It is highly influenced by client factors and context, theory and frames of reference, evidence based practice, and skill of the occupational therapy assistant.

Affective

1. Adopt an attitude toward life-long learning and client-centered OT practice in preparation for a skilled level of clinical reasoning in OT practice
2. Develop intrinsic motivation to explore professional literature to increase knowledge in the profession.
3. Adopt the critical curiosity to observe and reflect on one's own thinking, emotions, and techniques; developing the willingness to acknowledge and correct errors.

Cognitive

1. Identify and synthesize the processes involved in clinical reasoning.
2. Develop knowledge of theories and frames of reference and their impact on clinical reasoning
3. Understand and analyze professional literature as it relates to the decision making process in practice.
4. Synthesize professional literature to develop evidence-based practice skills with client interventions under the supervision of an occupational therapist.

Psychomotor

1. Integrate evidence based practice findings throughout delivery of the OT process.
2. Utilize clinical reasoning, when determining appropriate interventions to support client participation in occupations and the occupational role.
3. Integrate clinical experiences with evidence-based practice and personal reflections to practice to prioritize evaluation information, select appropriate treatment modalities and adjust practice based on client-specific situations and settings.

Occupation Based, Client-Centered OT Practice:

This is defined as identifying the meaningful occupations of the person and including them as “active participants in the therapy process”; understanding how their physical and/or psychosocial conditions may impact performance; and infusing context, environment, and relevant life aspects into improving the person's roles and goals.

Occupational therapy practice provides services ranging from evaluation to provision of interventions to outcomes based on the client's presenting symptoms, conditions, and/or disability.

Affective:

1. Examine basic occupations, client factors, context and environment, and the occupational process in order to understand the correlations in OT practice with clients.
2. Realize the meaning of occupation in relation to physical and/or psychosocial sequelae.
3. Develop a preference for occupation-based and client centered clinical decision making.

Cognitive:

1. Understand the use of meaningful occupations to support a client's participation and enhance roles towards health and wellness.
2. Provide OT services to diverse populations based on each client's specific contexts.
3. Integrate theories and frames of reference into interventions to improve client skills in relationship with occupation and the environment.
4. Synthesize knowledge to support client "achieving health, well-being, and participation in life through engagement in occupation," according to the tenets of the OTPF: Domain and Process.

Psychomotor:

1. Utilize occupation during academic lab activities and fieldwork placements to promote the client's growth and success in achieving personal objectives.
2. Apply techniques to grade and/or adapt the client's activities to provide the 'just-right' challenge to encourage achievement of goals.
3. Support the client's desired occupational roles and participation in occupations through a creative, holistic approach.
4. Collaborate with inter-professional team members to provide best practice, valued services to each client based on individual needs.

Community-Based Practice

Practice in this area "includes a broad range of health-related services: prevention and health promotion, acute and chronic medical care, habilitation and rehabilitation, and direct and indirect service provision, all of which are provided in community settings. Community models are responsive to individual and family health needs in homes, workplaces, and community agencies. The goal in community-based practice is for the client and the practitioner to become integral parts of the community."

Affective

1. Describe competencies and characteristics required of OT practitioners to be effective in meeting the occupational needs of community.
2. Explain the paradigm shifts or differences in the medical and community models, therapeutic and professional relationships between healthcare providers and community members, terminology, decision making processes, and cultural impact on service delivery.
3. Recognize individuals, groups, and populations in the community who have limited ability to participate in healthy occupations and accept our professional responsibility as advocates of positive occupational opportunities.
4. Recognize populations that may have limited access to occupations due to various circumstances.

Cognitive

1. Define and understand the terms health promotion and disability prevention and the relationship to community health and the quality of life.
2. Summarize occupational risk factors and the role of OT in developing problem solving solutions to improve engagement in occupations to meet the needs of the community.
3. Determine populations that are at risk for limited occupations and promote opportunities to meet their needs.
4. Analyze the effects of engagement in occupations with individuals, groups and populations on their quality of life.

Psychomotor

1. Advocate for community members by promoting opportunities for participating in occupations and linking them to overall health promotion and disability prevention activities.
2. Seek out individuals, groups and populations within the community and identify resources and opportunities to assist in improving their occupations.

References:

American Occupational Therapy Association. (2014). Occupational Therapy Practice Framework: Domain & Process (3rd edition). *American Journal of Occupational Therapy*, 68, S1-S48.

Scaffa, Marjorie E., S. Maggie Reitz. (2014). *Occupational Therapy in Community-Based Practice Settings*, 2nd edition. Philadelphia: F.A. Davis.

PROGRAM OBJECTIVES

Upon successful completion of the Occupational Therapy Assistant Program, the graduate will be able to:

1. Demonstrate professional behaviors when interacting with clients, peer and other professional when providing OT services and become life-long learners.
2. Demonstrate clinical reasoning by integrating clinical experiences with evidence-based practice and personal experience to provide best practice OT services.
3. Demonstrate support for the client's desired occupational roles and participation in occupations through a creative, holistic approach and collaborate with inter-professional team member to provide distinct valued services to each client based on individual needs.
4. Demonstrate support for at risk individuals, groups and populations who are in the community to identify resources and opportunities for improving engagement in occupations.

Kent State University at Ashtabula
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
Suggested sequence of courses for completing the program in two years

Course Number	Course Title	Credit Hours
FIRST YEAR		
<u>Spring Semester</u>		
* BSCI 11010	Anatomy and Physiology for Allied Health I	3
* KENT CORE COMPOSITION ELECTIVE		3
* PSYC 11762	General Psychology	3
* US 10097	Destination Kent State: First Year Experience	1
* KENT CORE HUMANITIES OR FINE ARTS ELECTIVE		<u>3</u>
		13
<u>Summer Semester (following acceptance into program)</u>		
* BSCI 11020	Anatomy and Physiology for Allied Health II	3
* OCAT 10000	Foundations in Occupational Therapy	2
OCAT 10003	Occupational Therapy Practice Skills Lab	<u>1</u>
		6
<u>Fall Semester</u>		
* AHS 12005	Concepts in Lifespan Development	3
* PSYC 21211	Psychology of Everyday Life OR	3
* PSYC 40111	Abnormal Psychology	3
AHS 22002	Clinical Kinesiology	3
AHS 22003	Clinical Kinesiology Lab	1
OCAT 10001	Occupational Therapy Practice Skills II	3
OCAT 10002	Therapeutic Techniques I--Psychosocial	4
OCAT 10092	Fieldwork 1a	<u>1</u>
		18
SECOND YEAR		
<u>Spring Semester</u>		
* KENT CORE MATH ELECTIVE		3
OCAT 20000	Therapeutic Techniques II--Physical Dysfunction	4
OCAT 20092	Fieldwork 1b	1
OCAT 20001	Professional Issues in Occupational Therapy	2
OCAT 20003	Occupational Therapy Practice Skills III	3
AHS 10010	Professionalism in Healthcare	<u>1</u>
		14
<u>Summer Sessions</u>		
OCAT 20004	Therapeutic Techniques III--Developmental Disabilities	3
OCAT 20006	Therapeutic Techniques IV	<u>3</u>
		6
<u>Fall Semester</u>		
OCAT 20192	Clinical Applications I	4
OCAT 20292	Clinical Applications II	<u>4</u>
		8

TOTAL REQUIREMENTS: 65 Hours

* Indicates the open enrollment courses. These courses can be taken prior to admission to the OCAT Program.
NOTE: The curriculum listed above does not include prerequisite. It is highly recommended that some open enrollment courses be taken prior to admission to allow a more manageable credit load during program and a December graduation following the second year of the program.

General Studies and Related Courses
COURSE DESCRIPTIONS

- US 10097: Destination Kent: First Year Experience (1)**
Assists students in making the transition to the University, improving and refining academic skills, participating in the advising system, and selecting or confirming a major.
- PSYC 11762: General Psychology (3)**
Introduction to the behavioral science approach to an understanding of human performance and potentials.
- PSYC 21211: Psychology of Everyday Life (3)**
A review of data, concepts and theories of psychology that contribute to our understanding of human adjustment.
- PSYC 40111: Abnormal Psychology (3)**
Diagnostic characteristics, causes and treatment of behavior disorders. Mild, moderate and severe types of disturbances illustrated by cases and research studies.
- AHS 12010: Professionalism in Healthcare (1)**
Provides information concerning the professional behaviors and communication skills necessary for all healthcare providers to effectively interact with clients, related healthcare professionals and others. Students will gain an understanding of the importance of being professional, ethical and competent in their fields.
- AHS 12005: Concepts in Lifespan Development (3)**
Developmental theories and assessment measures throughout the lifespan, with application to the rehabilitation client.
- BSCI 11010: Anatomy & Physiology I (3)**
Anatomy and physiology to include organization of the human body, cells, tissues, organs, and systems, integumentary, skeletal, muscular, and respiratory systems and overviews of the nervous and circulatory systems. Prerequisite: None
- BSCI 11020: Anatomy & Physiology II (3)**
Anatomy and physiology of the circulatory, digestive, urinary, nervous, endocrine, and reproductive systems. Prerequisite: Anatomy & Physiology I
- AHS 22002: Clinical Kinesiology (3)**
Function of the human body with emphasis on the musculoskeletal system and gross body measurements. Prerequisite: BSCI 11010.
- AHS 22003: Clinical Kinesiology Lab (1)**
Application of human body movement and function concepts. Prerequisite: BSCI 11010.
- Kent Core Math and Critical Reasoning Elective (3)**
- Kent Core Humanities or Fine Arts Elective (3)**
- Kent Core Composition (3)**

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

COURSE DESCRIPTIONS

OCAT 10000:	Foundations in Occupational Therapy (2) Introduction to the profession of Occupational Therapy, its place in the health care system, and the role of the Registered Occupational Therapist and the Certified Occupational Therapy Assistant.
OCAT 10001:	Occupational Therapy Practice Skills II (3) Development of OT practice skills in therapeutic use of occupation, including crafts, activity analysis, and basic documentation.
OCAT 10002:	Therapeutic Techniques I - Psychosocial (4) Application of occupational therapy skills and techniques in treatment program concerned with psychosocial dysfunction.
OCAT 10003:	Occupational Therapy Practice Skills Lab (1) Development of basic assessment and intervention skills as related to clients with physical and mental disabilities.
OCAT 10092: OCAT 20092:	Fieldwork 1a (1) Fieldwork 1b (1) Under the supervision of personnel in selected facilities or agencies, the student will apply knowledge, skills and techniques acquired in the concurrent OCAT therapeutic technique courses.
OCAT 20000:	Therapeutic Techniques II – Physical Dysfunction I (4) Application of occupational therapy skills and techniques in treatment programs concerned with physical dysfunction.
OCAT 20001:	Professional Issues in Occupational Therapy (2) Introduction to professional issues including ethics, licensure, reimbursement issues related to practice settings, research and skills required for performing administrative tasks in the occupational therapy department.
OCAT 20003:	Occupational Therapy Practice Skills III (3) Development of the occupational therapy practice skills including therapeutic use of occupation, leisure, adapting equipment and environment, therapeutic exercises, activity analysis and documentation.
OCAT 20004:	Therapeutic Techniques III – Developmental Disabilities (3) Application of occupational therapy skills and techniques applied to patients/clients with developmental disabilities.
OCAT 20006:	Therapeutic Techniques IV – Physical Dysfunction II (3) Continued application of occupational therapy skills and techniques in treatment programs in the area of physical dysfunction.
OCAT 20192: OCAT 20292:	Clinical Applications I (4) Clinical Applications II (4) Under the supervision of personnel in selected healthcare agencies, the student will apply knowledge, skills and techniques acquired in prior OCAT courses.

PROGRESSION STANDARDS

Students are responsible for knowing admission, progression and graduation requirements for the OCAT Program. The OCAT Program is designed as a sequential learning experience. Each new course builds on knowledge and skills acquired in the previous course; therefore, OCAT courses must be taken in their designated order.

Students who fail to progress will be notified in writing by the Program Director. At that time the Director will identify the requirements for re-entry into the OCAT Program. A student fails to progress if one or more of the following occurs:

1. Any student **does not achieve a “C” or above in any required course** as listed on the roadmap may not progress in the program. Student must complete the OCAT readmission process. Pending readmission, the course should be repeated, in the next semester it is offered, provided space is available. Following acceptance into OCAT technical study program a student **may only repeat a required course one time**.
2. The student **may not progress to additional OCAT courses**, until they receive a “C” (2.0) or better in the repeated course.
3. Maintain and grade point average of 2.0 while enrolled in the program.
4. **A student who fails to progress 2 times will be dismissed from the program.**

OCAT Program Readmission

Students who desire readmission to the program following an absence, withdrawal, or failure to progress must apply for readmission at least six weeks prior to the start of the semester of return. In order to qualify for readmission, the student must:

1. Submit a complete OCAT Readmission Request Form to the Program Director at least 6 weeks prior to requested return to program.
2. Participate in an advising session with the Program Director at least 4 weeks prior to the start of the semester
3. Submit evidence of compliance with all fieldwork requirements for the upcoming semester at least 4 weeks in advance
4. Have attended the OCAT program within the last two years

Pending available space, students meeting the above criteria will be eligible for readmission to the program, only one time.

OCAT 20192 & 20292 Clinical Applications Courses

Students will be graded according to a pass/fail system based on performance in their fieldwork experiences, and required course assignments set forth by the academic fieldwork coordinator. The student must meet all requirements of these courses in order to receive a passing grade. A copy of the syllabus with specific course assignments will be distributed to each student prior to start of course. All clinical education must be successfully completed within 18 months of the didactic coursework.

Failure of a Level II fieldwork experience will necessitate:

1. Successfully completing related course remediation process set forth (i.e. competency test).
2. Successfully completing a remediation plan
3. Repeating the entire fieldwork course.

Withdrawing from an OCAT Course or the OCAT Program

All withdrawals are to be executed in accordance with the University's policies. Students who withdraw from a course or the program prior to the start of the second semester must reapply for admission to the program as a new student in accordance with all admission and application policies. Students who withdraw from an OCAT course or the program after the start of the second semester may apply for readmission within two years of last program attendance.

Course Withdrawal/Registration Cancellation/Exiting the University

Course Withdrawal

Course withdrawal is permitted through the tenth week of the semester. After that time, the student is considered to be committed to the course and must complete it. Any course withdrawal(s) processed after the second week of the semester will appear on the student's academic record with a grade of "W".

Withdrawal schedules may be found at www.kent.edu/registrar.

Tuition Credit Percentage information is available by clicking the CRN link on your "Student Printable Schedule" from your "Student Tools & Courses" tab in FlashLine. You can also access this information by selecting "Schedule of Classes" on the Registrar's home page. You can access this link for information about tuition credit and the overload fee under the Resources section at www.kent.edu/bursar.

Tuition Refund Table for Fall and Spring Semesters

Number of Semester Days	Refund Percent
Day 1 thru Day 7	100%
Day 8 thru Day 14	80%
Day 15 thru Day 21	65%
Day 22 thru Day 28	60%
Day 29 and after	0%

Tuition Refund Table for Summer I, II, & III

Number of Semester Days	Refund Percent
Day 1 thru Day 3	100%
Day 4 thru Day 7	80%
Day 8 thru Day 10	65%
Day 11 thru Day 14	60%
Day 15 and after	0%

Tuition Refund Table for Intersession

Number of Semester Days	Refund Percent
Day 1	100%
Day 2	80%
Day 3	65%
Day 4	60%
Day 5 and after	0%

Program Completion

In order for a student to be successful in the OCAT Program, the program must be completed in a timely manner. It has been determined that students must complete the program within 3 years after the initial acceptance.

1. If a student goes beyond 3 years, he/she must demonstrate competency in the courses presented at the beginning of the program. This will be accomplished with the student completing written assignments and tests and/or a lab practical.
2. Failure of the assignments, tests and/or lab practical will lead to dismissal from the program.
3. All Level II fieldwork must be completed within 18 months following the completion of the didactic portion of the program.

Program Dismissal

Students must maintain an expected level of academic performance as well as adhere to legal and ethical standards of occupational therapy practice. Students who fail to meet the following standards will be **dismissed from the OCAT program. Dismissed students are not eligible for readmission into the OCAT program.**

1. Violating the laws regulating the delivery of occupational therapy services in the State of Ohio, Pennsylvania, or any state where the student is completing a fieldwork experience.
2. Repeated or blatant violation of AOTA's Code of Ethics, Kent State Digest of Rules and Regulations, or policies and procedures of the OCAT Program.
3. Failure to maintain a cumulative grade point average of 2.0.
4. Failure to meet OCAT program requirements for progression; not progressing 2 times.
5. Academic dishonesty.
6. Failure and/or withdrawal from two Level II fieldwork experiences.
7. Failure to follow safety precautions during classroom or fieldwork activities.
8. Professional behavior violations.
9. Inability to demonstrate competency on first attempt in a course if in the program beyond three years.
10. Violation of privacy or confidentiality policies.
11. Excessive absenteeism.

Procedure for Dismissal

1. After consulting with the OCAT faculty, Academic Fieldwork Coordinator or other pertinent individuals, the Program Director will determine if dismissal is warranted.
2. If dismissal is warranted, the Program Director will notify the student of his or her dismissal, present documentation of such to the student and submit all required forms to the University.
3. If dismissal is not recommended but corrective action is required, the Program Director will develop a remediation plan with the appropriate faculty member or AFWC outlining specific corrective actions with timelines and consequences.

Appeals Process and Grievance Procedure

Students may appeal dismissal, failure to progress decisions or other concerns of the OCAT faculty as outlined in the *KSU Policy Register: Student Complaint Process*, Reference 4 -02.3 The general guidelines, procedures, and time limits are presented and defined within the policy. This policy is the accepted format of complaint, if all other avenues of solution are without resolution for the OTA program student. Advice about the complaint and grievance process may be obtained from the Ashtabula Campus Complaint Advisor, Lori Lee at 440-964-4309. Other telephone numbers of offices students may contact include: Student Ombudsman – 330-672-9494, Affirmative Action/Equal Opportunity – 330-672-2083.

Student Complaints

There will be incidences when a student does not concur with the actions of the program, faculty or staff. In these situations, the student must resolve any problems by following the appropriate protocol for complaint resolution. The resolution of a problem can promote well-being, as well as, successful completion of the program for students.

When seeking resolution to a problem, the parties may confer with the campus complaint advisor, faculty member, or administrator involved, student services personnel, the Dean or Assistant Dean and/or the ombudsman at the Kent Campus.

For complaints involving a member of the OCAT Program, the student must communicate directly with the appropriate faculty member, staff or program director to verbalize his/her complaint to seek resolution. If the problem remains unsolved, the student should discuss the problem with the Program Director. The Program Director will maintain records of all student complaints including the nature and disposition of the complaints. The record will be kept in the student's file at all times.

Each complaint depending on the severity is dealt with at the discretion of the Program Director using the KSU Policy Register as a guide. The Program Director may choose to discuss the complaint with the faculty, Dean and/or Assistant Dean. Complaints concerning the Program Director are to be addressed with the Director initially and if remains unresolved, the Dean and/or Assistant Dean. The Dean and/or Assistant Dean will document the complaint and maintain records in the appropriate office.

If a resolution is not met at this level, the student must follow the appropriate procedures for student grievance in the *KSU Policy Register: Student Complaint Process*, 4 -02.3. The general guidelines, procedures, and time limits are presented and defined within the Policy Register. Advice about the complaint process may be obtained from the Campus Complaint Advisor, Lori Lee at 440-964-4309. Other offices students may contact include: Student Ombudsman – 330-672-9494, and Office of Equal Opportunity/ Affirmative Action – 330-672-2083.

Policy on Student Transfer Between Health Care Programs

Students who have been dismissed for academic reasons from a health care program at Kent State University are eligible to apply for admission to another health care program at Kent State University as long as they meet the admission requirements of the program to which they are transferring to and there is available space in the program.

Students who have been dismissed from a health care program at any campus of Kent State University for other specified reasons may not enroll in another health care program offered at the University. Specified reasons include, but are not limited to: failure to pass a background check screening, falsification of information or documentation, plagiarism, unprofessional behavior, use of drugs or alcohol, breach of confidentiality, threatening or manipulative behavior, failure to maintain professional boundaries with clients, and other behavioral or ethical issues identified at the discretion of the Dean. This does not include dismissals for academic reasons.

The health care programs referred to herein include nursing, occupational therapy assistant technology, physical therapy assistant technology, radiologic technology and respiratory therapy technology, and any other health-related programs identified by the Dean.

Students Transferring into OCAT Program

Occasionally, students who are in the OCAT Program at Kent State University develop difficulties that may cause them to miss a semester of instruction. Due to the curriculum design, the student must sit out for one year before they may resume the Program. The OCAT Program has been established on the East Liverpool and Ashtabula Campuses with the start dates in different semesters. Students will be allowed to transfer to the other campus to resume their studies one (1) time if the following criteria are met:

1. The student must be in good academic standing (no withdrawals or course failures from required courses due to academic difficulties).
2. A letter of intent must be written to the Program Director of his/her home campus, explaining the need to transfer to the other campus.
3. An application must be completed and submitted to the other campus for review by the Selection Committee.
4. The student must have an interview with the Program Director of the campus he/she is transferring to.

Since the student has been accepted into the OCAT Program, it will not be necessary to complete the other requirements for admission into the OCAT technical study program.

OCAT coursework will not be accepted from other institutions, with the exception of OCAT 10000, following evaluation of course content by the Program Director.

GRADUATION

Graduation Requirements

A candidate from the Associate of Applied Science in Occupational Therapy Assistant from Kent State University must have successfully completed the requirements of this program, and must have earned an overall grade point average of at least 2.0. All fieldwork requirements must also have been successfully met.

It is each student's responsibility to make sure that they have completed the requirements for graduation. Enclosed in this handbook is a copy of the requirement sheet. There is room on the sheet for you to check off the courses as you complete them, so that you can make sure you are progressing as you should. On the back of the requirement sheet is the suggested sequencing of the courses. If you follow this sequence, you will have all of the courses completed in two years.

The Associate of Applied Science Degree in Occupational Therapy Assistant Technology, Regional College, reserves the right to initiate changes in the program as deemed necessary for maintaining quality education in this field.

National Certification Exam

Graduates of accredited programs will be able to sit for the national certification examination for Occupational Therapy Assistants administered by the National Board for Certification of Occupational Therapists (NBCOT). After successful completion of the exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Please be advised that successful completion of the national examination provides you with your certification only. You must obtain certification before acquiring a license. Becoming licensed in a specific state is a separate process.

Please note: A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. A candidate may have his/her background reviewed by The National Board for Certification in Occupational Therapy by requesting an early determination process. The candidate must submit information concerning the actual incident, copies of the official documentation related to the incident, and any other additional information the candidate may wish to include. For more information: www.nbcot.org

Licensure

Most states require licensure in order to practice; however, state licensures are based on the results of the NBCOT Certification Examination.

Licensure at the state level is a completely separate procedure governed by the individual states. In states requiring licensure only qualified individuals defined by the practice act may practice Occupational Therapy or use a title including the words "occupational therapy". In a state that has an Occupational Therapy practice act, an individual cannot be hired as an Occupational Therapy Assistant until the state licensure has been obtained. Thus, in seeking state licensure, it is the individual (rather than the school) who must initiate the process.

Generally, to become licensed you must obtain and file an application with the appropriate government agency. Licensure applications are available from the state regulatory board. You must document that you have:

- graduated from an accredited or approved OCAT Program
- successfully completed your program's fieldwork requirements, and
- passed a national examination

Evidence of passing the NBCOT Certification Examination will meet the requirement of any state law.

A felony conviction may also affect a student's ability to obtain licensure in the state of Ohio. For more information: <http://otptat.ohio.gov>

SAFETY POLICIES AND PROCEDURES

On-Campus Emergencies

The Kent State University at Ashtabula Emergency Guide can be accessed at:

<http://www.kent.edu/ashtabula/campus-safety>

This guide contains information about building and campus evacuations, public emergencies and natural disasters, and non-emergency procedures.

Off-Campus Emergencies

It is the policy of the OCAT program to provide safe learning experiences for our students. During off-campus experiences, the OCAT faculty provide students with safety guidelines, but students are ultimately responsible for their own health and safety. In a non-clinical, off-campus experience, either the faculty member conducting the off-campus experience and/or the person representing the off-campus facility will advise the students (at or prior to the start of the experience) of possible safety hazards, actions to be taken to minimize these risks, and actions to be taken if a hazardous situation occurs.

A student who becomes ill or is injured at a hospital will be directed to the Emergency Department of that facility. In other settings, that facility's policy will be followed. Fieldwork education sites enter into a contractual agreement with the OCAT program to provide emergency treatment in case of accident or illness to students assigned to their facility at the student's expense. The OCAT program maintains current contracts with all fieldwork facilities that provide fieldwork education experiences.

In the event that a class is held in an off-campus location, students are responsible for their own transportation. Anytime a student is traveling in a non-KSU vehicle, the student is responsible for his/her own safety and insurance during transportation. A student involved in an injury or illness during the off-campus educational experience will be sent to the emergency department via ambulance if the situation warrants (at the student's expense), or sent home with or without assistance depending on the severity of the situation. It is recommended that all students carry medical insurance to cover these expenses. Information on medical insurance is provided on the Kent State University website: <http://www.kent.edu/uhs/insurance/student-insurance.cfm>.

Classroom/Lab Safety Regulations

The following safety regulations are posted in the program lab. They are designed to assure compliance with OSHA Safety Requirements, should be regularly reviewed by program faculty and students, and should be followed explicitly:

1. Inspection of Therapeutic Equipment:

All therapeutic equipment in the lab will be inspected for safety, and calibrated (as appropriate) annually. Supplies required for use of the equipment will also be inspected when appropriate. Inspection records are filed in the Program Director's office.

2. Failure of Inspection Standards:

Any piece of equipment or electrical outlet that fails to meet inspection standards is immediately removed from service. The Program Director will be responsible for initiating and

monitoring repair. No faculty member or student is permitted to use equipment or outlets that have been removed from service.

3. Malfunction of Equipment:

Any faculty member or student who discovers a malfunction is responsible for immediately reporting that malfunction to the Program Director, who assumes responsibility for removing the equipment from service and initiating repair procedures.

4. Chemicals Use:

- a. All chemicals in use in the program lab will be held in marked containers labeled with use and safety instructions as necessary. All such instructions are to be followed explicitly.
- b. No chemical should ever be placed in a container bearing a label of another chemical.
- c. All chemicals will be stored or disposed of under conditions as recommended by the manufacturer.
- d. Material Safety Data Sheets (MSDS) will be obtained and retained on all chemicals; they will be held in a notebook labeled for that purpose and located in the program lab.

5. First-Aid Kit:

A first aid kit is located in the classroom storage area and is stocked with appropriate supplies.

6. Cleaning of Treatment Tables and Mats:

All treatment tables and mats will be cleaned with a disinfectant solution after use.

7. Universal Body Substance Precautions:

- a. Hands should be washed between sessions of working with different classmates or faculty members.
- b. Gloves must be worn if a student or instructor has unhealed skin lesions on his/her hands. All used gloves must be disposed of in a container for regulated waste.
- c. In the event that any surface in the lab becomes contaminated with body fluids, program faculty will contact maintenance for assistance in cleaning up the spill.

8. Safety Precautions:

Course instructors ensure the safety of their students by demonstrating clearly the laboratory activity to be performed, as well as observing students closely as they perform this activity. This helps the student to learn the skill properly and protect future patients as well as the student and his or her classmates. Safety is also ensured by having each student complete competencies with each skill.

9. Drug and Alcohol Use:

To safeguard our students, the use of alcohol or drugs in the laboratory or use prior to lab is strictly prohibited (KSU policy 4 -02.1).

OCAT PROGRAM MANAGEMENT

Student Advisement

OCAT students must receive advisement for scheduling and program progression planning with the OCAT Program Director or Academic Program Coordinator. Each student schedules at least one appointment per semester to insure ultimate communication. Students are encouraged to seek more frequent advisement as necessary to facilitate individual student success in the OCAT program.

Attendance

1. All students are required to meet the individual faculty member's attendance regulations for each Occupational Therapy course (see individual course syllabi).
2. Students have a primary responsibility for notifying their **instructors** about their absences. Anticipated or planned absences should be explained and necessary makeup arrangements made in advance with each instructor affected (see individual course syllabi). Absences may be **EXCUSED** for an illness or emergency. Students must call the **instructor** prior to the start of class for an unplanned absence. Students must follow the individual faculty member's requirements for obtaining the missed material.
3. All other absences will be considered **UNEXCUSED**. More than 1 unexcused absence from class is considered excessive. Two unexcused absences from class will result in 5 percentage points being deducted from the final grade (e.g. 82% at final – 72%). Each additional absence will be penalized with a 5% reduction. **TARDINESS** is not an acceptable professional behavior, nor is not returning to class after a class break. These will be considered **UNEXCUSED** absences. A student who has three or more absences (excused and unexcused) from class must meet individually with the program director.
4. Classes for the OCAT program are held during the summer of the second year. Planned summer vacations should be taken during the week between the spring and summer semesters or in the weeks between the conclusion of summer class and the start of Level II fieldwork. Time taken for vacations during the spring, summer and fall class sessions will be considered **UNEXCUSED** absences and may affect the final grade.
5. Any clinical time that is missed **MUST** be made up at the same clinical facility prior to the completion of that clinical experience. If the time is not made up the student will **NOT** receive a passing grade for that clinical experience.
6. Students may be required to attend fieldwork on a day when the campus is closed. The Academic Fieldwork Coordinator and/or Program Director will be available by cell phone on these days.
7. On occasion, a class may be held at a location other than the Kent Ashtabula Campus. This is done so that we can use equipment not available at the campus (i.e. swimming pool). Students

are required to attend these sessions off campus and are responsible for their own transportation.

8. On occasion, class time will be re-scheduled to accommodate a guest speaker, to combine lab sections, etc. We will make every effort to notify students of the changes as early as possible.

Due to inclement weather, classes may be cancelled and a required make-up time will be designated by the instructor of each class missed. Campus closing announcements will be announced on the campus website: <http://www.kent.edu/ashtabula> and through subscription to Flash Alerts: <http://www.kent.edu/flashalerts>.

Examination Policies

Periodic examinations (including tests, quizzes, and laboratory practicals) are used by the course instructors to evaluate student's mastery of course materials. Examinations are given at the times specified in the syllabus of each course and make-up examination policies are determined by the individual instructors. All OCAT classes will have a final test scheduled during the week set aside by the University for final examinations. Examinations begin and end promptly; no allowance is made for lateness.

Any student caught either giving or receiving assistance during an examination will receive a grade of "0" for that exam or quiz and may be dismissed from the program and University according to University policy (University Policy Register).

OCAT students must earn a minimum of a 70% average on all written exams in each OCAT course in order to receive a grade of 'C' or better, and therefore to progress through the program. Students whose average score for written exams is less than 70% you will receive a final grade that equals that average. If you have an excused absence on the day of an exam, it is the student's responsibility to contact the instructor to make arrangements to make up the work prior to the next scheduled class. Failure to do so will result in a zero grade for that test. The final exam will be comprehensive in nature.

Lab Practical/Competency Policies

It is essential that OCAT students successfully pass all competency and lab practical testing. Students must receive a score of at least 70% and pass all critical skills (i.e., safety) to pass these assessments. If the student does not pass, the student will be given one opportunity to repeat the lab practical/competency in the presence of a minimum of 2 faculty or administrators. If the score of the repeated lab practical/competency is below 70% and/or the student does not pass all critical skills, the student will not pass the course and will not be allowed to progress in the OCAT program. If the student receives a grade of 70% or more and passes all critical skills, the grade recorded for the lab practical will be the average of the two attempts and the student will be allowed pass the course and progress through the program, if all other course/program requirements are met.

Grading Scale

The final letter grade for the course is determined by converting the total number of points earned by the student into a percentage of the total possible points. The percentage is then converted into a letter grade as follows:

- A = 100-90%
- B = 89-80%
- C = 79-70%
- D = 69-65%
- F = Below 65%

Grading Policy

Instructor evaluation of individual student's clinical, laboratory and lecture performance are available to the student. All students are urged to consult their instructors relative to their academic progress.

The final letter grade is determined by the total number of points that the student earns in the Occupational Therapy Assistant courses. Methods for earning points include, but are not limited to:

- lecture: tests and quizzes
- laboratory: practical exams, quizzes, tests
- other assigned work – such as term papers, case histories, clinical diaries, laboratory reports, activity analyses, etc.

Plagiarism & Cheating

Students are required to submit their own work. Words or ideas taken from the work of another source must be acknowledged by footnotes and/or quotation marks. Plagiarism, including the work of another student, is considered cheating. The following are examples of plagiarism: turning in someone else's work as your own, copying words or ideas from someone else without giving credit, failing to use quotation marks, giving incorrect information about the source of a quote, changing words but copying the sentence structure of a source without giving credit, submitting work from another course.

Students found violating any of these rules will:

- Coursework will not be accepted for credit and will be assigned a "0" or "F"
- Assigned a grade of "F" for the course or dismissed from the course
- Student may be dismissed from the OCAT Program

If a student is found cheating on a test, he/she will

- Receive a "0" for the test for the first offense
- Receive a "0" for the test and grade of "F" and dismissed from the course for the second offense
- Student may be dismissed from the OCAT Program

Lab Regulations/Attire

- Clothing required for lab will be specified by the instructor.
- When working on the upper body in the lab the neck must be freely visible. Therefore, hair must be arranged up and back if it extends over the neck.
- Earrings that extend below the ear lobe will have to be removed during lab, as will necklaces and bracelets.
- Any student not properly attired for lab will **NOT** be allowed to participate and will be considered absent for that lab session.

Dress Code Policy

Beginning in the second semester of the program (fall semester), students will be required to adhere to the program's dress code for OCAT classes and fieldtrips as required by course syllabi. Students are also encouraged to wear the uniform for fieldwork experiences.

Students will be required to wear light blue KSU polo shirts (available in the bookstore) and khaki-type or dress pants or solid color medical scrub pants (appropriate colors are navy, black, tan) as well as appropriate footwear (athletic type shoes, loafers, etc. are okay; no open toe shoes or high heels/wedges). Jeans and tight fitting knit pants (including leggings and yoga pants) are not permitted.

Students will need to purchase 1-2 shirts from the campus bookstore. Failure to wear your uniform during two class sessions will result in a **FIVE PERCENTAGE POINT** deduction from your final grade.

PROFESSIONAL BEHAVIOR

PROFESSIONAL BEHAVIOR

Professional Behavior

Professional behavior is vital to the success of each student, the Kent State University OCAT Program and the occupational therapy profession. Integrity, respect, intellectual curiosity, responsibility for one's actions, and commitment to ethical practice are characteristics of professional behavior.

Professional behavior is expected of all students at all times.

The following qualities have been determined essential to the development of professional behaviors and reflect the expectations for an acceptable performance.

1. **Interpersonal Skills** – demonstrates ability to get along with others: sociable with faculty, and peers, allows others to express their opinions.
2. **Ethical behaviors** – demonstrates an applied understanding of the OT Core Values and Attitudes and Code of Ethics
3. **Attitude** – demonstrates a good attitude toward learning: open and receptive to feedback from faculty to improve behaviors, accepts responsibility for own learning, uses a variety of resources.
4. **Dependability & flexibility** – Demonstrates independent initiative, consistent dependability and reliability in fulfilling responsibilities; generally prepared and organized. Able to adjust to changes, policies & procedures, and adjusts priorities according to the needs of the program.
5. **Organizational Skills** – Punctual in fulfilling responsibilities and requirements of the program; including adhering to schedules and deadlines, consistently on time to class, and exhibits the ability to establish realistic priorities.
6. **Problem-Solving Abilities** – reasons with new information, independently researches for new solutions.
7. **Self-assessment** – identifies own strengths and growth areas, applies plan for improvement.
8. **Self-Control** – controls expression of emotion and displays generally professional, mature behaviors.
9. **Teamwork** – Functions well within teams; seeks support as necessary and appropriate from team members while also lending support when needed.
10. **Initiative** – seeks new learning and uses available resources to attain goals.
11. **Communication Skills** – Demonstrates effective and appropriate oral and written professional communication during all encounters with others.

Professional Behavior Policy

If a student does not display professional behavior which conforms to the above statements, the following procedures will be enforced.

1. Verbal warning and personal counseling by either faculty or Director.
2. Upon the second offense, the student will be given a written warning with a plan of action for correction within a given time frame.
3. Upon the third offense, a meeting will be conducted of all full-time faculty and Director to determine final action up to and including dismissal from the program.

Other behaviors that may require counseling or disciplinary actions include:

1. Incidents of tardiness or absences
2. Failure to complete assigned work in a timely manner
3. Cell phone interruptions, texting, non-class related computer use
4. Inappropriate attire for class, lab or fieldwork
5. Lack of participation or preparation for class
6. Failure to participate and/or complete group assignments
7. Inappropriate language
8. Disrespectful tone or attitude when communicating with others

All faculty should be aware of student behaviors that do not meet program requirements. Faculty should document instances where students are not displaying professional behaviors, by completing the “Professional Behaviors Violation” form. This form should be forwarded to other faculty and uploaded to the “I” drive in the “Professional Behaviors” folder.

Classroom and Lab Behavior

All participants in the classroom and lab are expected to act in a professional and ethical manner. Unprofessional or unethical behavior will not be tolerated. Anyone acting in such a manner will be requested to leave the lab. The lab experience is set up to mimic a clinical setting. Just as you would respect a patient’s right to confidentiality, you must also respect the confidentiality of your fellow students.

Please Note: With non-compliance of the above stated professional behaviors policy and/or violation of the American Occupational Therapy Code of Ethics and/or KSU Policy Register, the program director holds full discretion in accordance with those stated policies to dismiss the student from the program immediately.

POLICIES OF THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM

General information

1. Any Occupational Therapy Assistant Program policy is subject to change and the OTA student will be notified in writing.
2. Due to the heavy course load requirements of the OTA curriculum, students are advised to avoid a heavy work schedule while enrolled in this program.
3. Occupational Therapy Assistant faculty members and the Program Director are available for conference during regularly scheduled office hours or by special appointment. Students are encouraged to discuss any course problems with their instructors. No information relative to grades, evaluations or examination items will be discussed over the telephone.
4. Any course problems must first be discussed with the course instructor. If the problem cannot be resolved to the satisfaction of the instructor and the student, then a meeting will be scheduled between the parties involved and the Program Director.
5. OCAT students must possess **basic computer skills and access to the internet**. The OTA program utilizes web-enhanced courses and offers an online course. A high-speed internet connection is necessary for best results with Blackboard (online course platform) coursework. To be successful in online courses and to avoid technical issues, it is recommended that you use Mozilla Firefox as your primary Internet browser. In order to function appropriately, please update your browser's plug-ins and keep your browser updated with the latest version.
6. Email is the official form of communication for the OCAT program. While enrolled in the OCAT program, you must maintain access to your Kent email account at all times. If you are unable to access email from your home computer, utilize internet services at your local library or campus computer labs.
7. Kent State University is accredited by the Higher Learning Commission. The Occupational Therapy Assistant Program is fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200 Bethesda, MD 20814-3449, (301) 652-AOTA. Graduates of the program will be eligible to sit for the national certification exam for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Please note: A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Equal Opportunity

“In academic and student programs. It is the policy of this university that there shall be no unlawful discrimination against any student or applicant for admission as a student because of race, color, religion, gender, sexual orientation, national origin, disability, military status, or identity as a veteran with a disability or veteran of the Vietnam era. Such policy shall apply to, but not necessarily be limited to, the following: recruiting, admission, access to programs, financial aid, and social, recreational and health programs. This policy shall be applicable to all campuses and units of the university. This policy also shall apply with reference to discrimination on a basis of age insofar as required by law.” (*KSU Policy Register 6-02*)

The Occupational Therapy Assistant Technology Program and Kent State University encourage applications from highly motivated and talented students from diverse backgrounds.

Sexual Misconduct Policy

For information on Kent State University’s sexual misconduct policy, follow this link:
<http://www.kent.edu/studentconduct/sexual-misconduct>

Student Support Services - Documented Disabilities

Kent State University, Ashtabula Campus and the OCAT Program faculty recognize their responsibility for creating an institutional climate in which students with disabilities can succeed. In accordance with university policy, if you have a documented disability, you may request accommodations to obtain equal access to this program.

To determine reasonable classroom accommodations at Kent State University, students should contact the Student Accessibility Services Coordinator who will review documentation and provide students with letters of accommodation which can be presented to instructors.

If a student is enrolled in a fieldwork experience, the original letter for classroom accommodations is not appropriate. If students believe they may require accommodations in order to meet these requirements or fully participate in the experience, they must meet with the program director, fieldwork coordinator, and perhaps a representative of the facility where the student is placed so that appropriate accommodations can be investigated before the student engages in the experience and is expected to meet the various essential functions required by this program. To learn more about accessibility services at Kent State University at Ashtabula, call Carol Jones, Coordinator of Academic Services & Student Accessibility Services at 440-964-4232.

Academic Services Center

Visit <http://www.kent.edu/ashtabula/tutoring-testing> for information about available resources for tutoring, supplemental instruction and other options for student success.

Non-Discrimination

“The university shall make reasonable accommodations in its academic requirements to ensure that such requirements do not discriminate on the basis of disability against a qualified individual with a disability, whether applicant or student. However, requirements that the university can demonstrate are essential to the program of instruction of the student, or any directly related licensing requirement, or to the physical safety of students, faculty, or staff, will not be regarded as discriminatory.” (*KSU Policy Register*, reference 3-01.3)

Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal regulation that governs how educational institutions collect and disseminate student records. FERPA requires that:

1. College student must be permitted to inspect their own education records.
2. School officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission.
3. Directory Information is that part of the education record, which does not contain personally identifiable information, may be disclosed without the student’s permission.

All student information, except that specifically designated as “directory information” below, is considered confidential information. Confidential student information includes, but is not limited to: grades, examinations, evaluations, medical information, etc. **Please note:** Due to the confidential nature of grades, no information regarding grades, exams or evaluations will be given over the telephone or via email.

Student Skills and Techniques Development

Class and Lab Participation

All students accepting a position in the OCAT Program are informed of their rights and responsibilities as student practitioners and student clients during orientation and in the OCAT Student Handbook.

Student Skill Development

Throughout the OCAT Program, students are often requested to perform occupational therapy demonstration, interventions and evaluations (collectively known as “activities”) on other students, instructors and /or patients.

Each person must accept the following responsibilities when involved in activities.

Faculty Responsibilities

Prior to participation skill development activities, the faculty will:

1. Explain the purpose, risks and benefits of the activity.
2. Provide the opportunity for questions regarding the activity.
3. Provide an appropriate level of licensed supervision throughout the activity.

Student Responsibilities

When participating as the client in a demonstration, evaluation or intervention, the student is responsible to:

1. Inform the faculty of any medical condition or change in medical condition that would prevent safe participation in the activity.
2. Immediately notify the student practitioner and faculty of any discomfort or pain caused by the activities.
3. Immediately request that the faculty assist in the application of an activity if there are any concerns about the skill or procedures used by the student practitioner.
4. Report any injury to the faculty immediately.

When performing demonstrations, evaluations or interventions on a student ‘client’, the student practitioner is responsible to:

1. Obtain verbal consent.
2. Immediately terminate the activity upon any verbal or physical indication by the student client.
3. Refrain from performing any activity that the student practitioner is not adequately prepared to perform safely.
4. Request assistance from the faculty when needed.
5. Inform the faculty of any factors that prevent safe performance of an activity.

* Please be advised that refusing to participate as a student practitioner may prevent the student from successful completion of the OCAT program.

Medical History: Students whose medical history predisposes them to injury or possible harm are responsible for notifying the Program Director and appropriate faculty so that proper precautions may be taken to prevent harm to the student, patients or lab partners.

New Medical Conditions: In the event that a student becomes injured, ill or has other health changes during the OCAT technical study program, the student must notify the Program Director immediately. The student is also encouraged to see a physician as soon as possible to discuss the physical demands of the academic and clinical components of the program. The student must submit documentation from the physician indicating any dates the student is restricted from full participation in the OCAT program activities. The student's inability to participate in the OCAT program activities may result in a "Failure to Progress" as described in this Handbook.

Contraindications: Health conditions may result in a contraindication to activities in the OCAT program, therefore precautions must be taken. It is the student's responsibility to inform the faculty of any medical conditions that prevents the student from safe participation in any aspect of the OCAT program.

Fieldwork Requirements

Medical records: Students may be required to disclose medical information that demonstrates compliance with the health and safety requirements of the fieldwork affiliation facilities. This information is confidential in nature, and is secured by a third party vendor, Castlebranch. Signed consent allows the Fieldwork Coordinator and Program Director to provide this information to other parties of interest, such as the Fieldwork Educator at an assigned clinic site.

Students **must submit** the following information to and **be cleared** by Castlebranch by July 15, 2018 (*please note the flu vaccination is not due until October 1, 2018). Students must also submit any requested information to their fieldwork site and/or academic fieldwork coordinator as required by the facility by given deadlines throughout the program. Students who need assistance in locating the appropriate community resources to fulfill these responsibilities should contact the Fieldwork Coordinator.

- 2 step skin test 1-3 weeks apart administered within the past 12 months OR if positive results submit documentation of a clear chest x-ray administered within the past 12 months
- Hepatitis B Vaccine Series, Titer OR Waiver Signed
- Tdap Booster less than 10 years old
- Measles, Mumps, Rubella Immunization OR Titer Lab Results and documentation of booster if titers negative or equivocal
- Varicella Zoster Immunization OR Titer Lab Results and documentation of booster if titers negative or equivocal OR medically documented history of the disease
- Physical Exam dated and signed (form provided by KSUA)
- American Heart Association Basic Life Support CPR Card (can be completed at

KSUA)

- Influenza Vaccination administered by October 1 of each flu season*

Background Check: In order to comply with fieldwork site requirements, students must complete BCI and FBI background checks through a WebCheck vendor. Results must be submitted to Castlebranch by July 15, 2018. Students will pay the necessary fees for the fingerprinting and background check.

Results of these checks may limit access to clinical facilities at any time during the Occupational Therapy Assistant Program and result in the inability of the student to meet program requirements. If a student is unable to meet the requirements they cannot graduate. The federal and civilian background checks must also be completed annually while in the OCAT program and again at the conclusion of the program with results forwarded to the Ohio Occupational Therapy, Physical Therapy and Athletic Training Licensure Board in order to receive state licensure to practice.

Important note: A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. Felony convictions may result in the following:

- Fieldwork sites may refuse admission to OCAT students with a conviction. If a student is unable to complete the clinical portions of the program, he/she will be unable to complete the OCAT program.
- OCAT graduates with convictions may be denied the opportunity to take the National Board for Certification in Occupational Therapy (NBCOT) certification exam. OCAT applicants with convictions are referred to www.nbcot.org for more information.
- OCAT graduates with convictions may be denied permission to obtain a license to practice. OCAT applicants are referred to the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board at <http://otptat.ohio.gov> for more information.

For additional counseling, contact the OCAT Program advisor.

Drug testing – initial or random drug testing is required by some fieldwork facilities. Students must provide urine sample upon request. Failure to comply with fieldwork site requirements may result in termination of the fieldwork experience and therefore result in a failure to progress.

****Failure to maintain currency in these requirements may result in failure of OCAT courses.**

Change or Address/Name Process

Any student changing his/her address, name, or phone number during the program must **notify the director of the OCAT program**. Additionally, name changes must be completed with the Admissions/Student Services office; address and phone number updates can be done in Flashline. It is imperative that you notify both the program director and the University of any change so you do not miss any communications and in order to assign fieldwork rotations in the correct geographic area.

Malpractice/Liability Insurance Coverage

KSU provides liability insurance at no additional cost. This insurance includes professional liability, damage to the property of others, assault coverage, first-aid expenses, defendant expense benefit for lost wages, deposition representation, medical payments, legal representation, and school grievance/disciplinary hearing at various covered amounts. Liability insurance provides coverage for faculty and students in the laboratory, on campus, in laboratory educational experiences off-campus, and during students' clinical affiliations.

Student Health Insurance Coverage

It is recommended that each student carry sufficient health insurance (some clinics require proof of health insurance) to cover injury or illness that may occur during the fieldwork experience. The contracts between Kent State University and our affiliating fieldwork sites indemnify the clinic from any responsibility or liability for injury to students in their facility. The student is solely responsible for his/her own welfare and health throughout the OCAT academic program. Health insurance should be effective prior to beginning OCAT courses, and maintained throughout the program.

FIELDWORK EXPERIENCE

Purpose

The purpose of the fieldwork experience is to provide occupational therapy students with the opportunity to **integrate** academic knowledge with application skills at progressively higher levels of performance and responsibility. The unique contributions of fieldwork experience include the opportunity to test firsthand the theories and facts learned in academic study and to refine skills through client interaction under the supervision of qualified personnel. Fieldwork also provides the student with situations in which to practice interpersonal skills with patients/clients and staff and to develop characteristics essential to productive working relationships.

The goal of the educational process is to produce competent occupational therapy practitioners. Upon completion of Level II Fieldwork education the student is expected to function at or above the minimum entry-level competence. Therefore, fieldwork experiences should be developed to offer opportunities for development of the necessary skills and abilities identified in the role delineation report.

Levels of fieldwork

Level I Level I fieldwork experience includes experiences designed to complement the related didactic course for the purpose of directed observations and participation in selected field settings. These experiences are not expected to emphasize independent performance. They offer exposure in an Occupational Therapy setting in order to provide a student with some background to begin a Level II experience.

Level I fieldwork rotations required in OCAT 10092—Fieldwork 1a and OCAT 20092—Fieldwork 1b. Students **MUST** pass the Level I fieldwork experience in order to be eligible for a passing grade in the courses.

Level II Level II fieldwork is intended to emphasize the application of an academically acquired body of knowledge by providing the student with an in-depth “hands on” experience in delivery of occupational therapy service to patients/clients.

There are two (2) Level II fieldwork experiences, each lasting eight (8) consecutive weeks/forty hours per week, complying with the work schedule of the assigned facility. These fieldwork rotations (OCAT 20192—Clinical Applications I and OCAT 20292—Clinical Applications II) are scheduled after the coursework has been successfully completed. The student may complete Level II fieldwork in a minimum of one setting if it is reflective of more than one practice area, or in a maximum of three different settings. Level II fieldwork may be completed on a part-time basis as long as it is at least 50% or 20 hours of the full-time equivalent. After each Level II rotations, a pass/fail grade will be given for the courses.

Note: Clinical education must be successfully completed within 18 months of the didactic coursework.

Fieldwork Manual

A fieldwork manual will be published for the fall semester of their first year. This book contains fieldwork policies and procedures, formats for various fieldwork assignments, Code of Ethics, Standards of Practice, note writing styles, and reimbursement information. OCAT students are required to access and adhere to the policies and procedures in the manual.

Location of Fieldwork Sites

Students may NOT contact facilities as a potential fieldwork site. This is a job function of the Academic Fieldwork Coordinator. If you have a facility in mind, please see the Fieldwork Coordinator. This is necessary to ensure that proper development of the placement site occurs and also to prevent miscommunication.

Fieldwork sites are chosen by the Academic Fieldwork Coordinator of Occupational Therapy Assistant Program. When assigning a student to a placement, the student's place of residence and preference will be taken into consideration but it may not always be possible to accommodate all requests. The student will likely be required to complete fieldwork assignments out of their local county area. Students are responsible for their own transportation and related expenses (meals, parking, etc.). The student who expects to complete the program must be able to meet this financial obligation.

The distance to some Level II Fieldwork sites may make temporary relocation advisable. Students wishing to secure temporary housing closer to a facility will be responsible for their own room and board in most cases (some facilities may be able to offer housing and meals at a nominal cost to the student).

Attendance Policy for Fieldwork

Attendance is mandatory for fieldwork. Under certain circumstances, OCAT students are required to attend fieldwork on days when classes are not in session. These circumstances occur on scheduled or unscheduled campus closures or on days when classes are cancelled, but the campus remains open. Students also may be required to attend fieldwork on holidays if the facility is open. The Academic Fieldwork Coordinator must be notified of any changes in the schedule.

Clinical Hours

ACOTE standards specify Level II fieldwork is "a minimum of 16 weeks' full-time." Since students are assigned two different sites, we require each placement to be 8 weeks full time.

Students are required to make the necessary arrangements to be able to travel and participate in the clinic hours of their assigned FWE. Facility hours vary greatly with some settings scheduling patients earlier or later in the day. Students must be available and present during those hours.

- a. Second year OCAT students begin their fieldwork rotation 1 week prior to the start of the fall semester.
- b. Second year OCAT students must follow the schedule of their assigned facility on Veteran's Day and Labor Day. If the facility is open, students are to attend fieldwork. First year students need to attend fieldwork one day during the week of Veteran's Day. If Veteran's Day falls on a student's typical fieldwork day, the first year student, together with

the fieldwork educator, can choose to attend fieldwork that day or reschedule for another day that week. The Academic Fieldwork Coordinator **must** be notified of any changes in the schedule.

- c. Second year OCAT students must attend a full day of fieldwork on the day before Thanksgiving, but will have Thanksgiving Day and the day after Thanksgiving off. All first year students will arrange to attend fieldwork on Tuesday or Wednesday of this week.
- d. Second year OCAT students must attend fieldwork during KSU's fall break.
- d. OCAT students are not required to attend fieldwork during spring recess.
- e. OCAT students are to use their judgment as to whether or not they can safely arrive at their fieldwork site in inclement weather. If they cannot safely arrive at their assigned site, they are to follow proper calling off procedures (notify the site and the Fieldwork Coordinator) and must arrange to make up the missed time. Many students live and/or attend fieldwork sites that are a significant distance from campus, including out of state. Students should respond to the specific weather conditions at their home and fieldwork site.

OCCUPATIONAL THERAPY ASSOCIATIONS

Occupational therapy assistant students are considered to be a professional upon admission into an occupational therapy program. We stress that participation in national, state and club associations is a vital part of your growth as a professional. There are several forms of associations in place in the Occupational Therapy profession.

AOTA – American Occupational Therapy Association

The American Occupational Therapy Association is a national profession society established 1917 to represent the interests and concerns of occupational therapy practitioners, and to improve the quality of occupational therapy services.

- Supports state regulations of practice through licensure and other regulatory laws
- They set the standards for occupational therapy practice and helps members develop skills to monitor and improve quality of care
- Accredited entry-level occupational therapy educational programs
- Provide continuing education programs
- Deliver expert testimony on health care issues to congress and state legislatures
- Offers its members a wide range of practice information through monthly publications, discounts on conferences/seminars, and publishes nationwide job opportunities

OOTA – Ohio Occupational Therapy Association

The mission of the Ohio Occupational Therapy Association is to promote the profession of Occupational Therapy, address professional issues and advance the practice of occupational therapy on a state level.

Advantages of being an OOTA member:

- Monthly newsletters
- Library of books, videos, tapes and other materials
- Discounts for OOTA sponsored conferences, along with credits required for licensure

- Listing of state wide job opportunities

OTA Student Club (SOTA)

SOTA club is designed for the OTA program students to participate at a college level. The purpose of the club is to bring together the OTA students to explore new developments in occupational therapy, to become active in the Occupational Therapy community and to engage in a community service.

A club due is paid once a year at a \$5.00 cost. To be considered an active member, students are required to attend a minimum of four meetings per year, participate in a minimum of two events/fundraisers per year, and pay club dues. Being an active member of SOTA club is a vital part to your professional growth.

Kent State University at Ashtabula
Occupational Therapy Assistant Technology Program
Letter of Intent

Student Name: _____

Banner ID: _____

I plan to enroll as a student in the Occupational Therapy Assistant Program for the 2017-2018 academic year and realize that this program is sequenced for completion and graduation by December, 2019.

I am aware that I may be required to complete fieldwork affiliation assignments out of my home area and that I will be responsible for my own transportation and other expenses.

I am aware that if I have been convicted of a felony, fieldwork rotations, certification and/or licensure may be denied.

I understand that I will be held responsible for all material contained in the Occupational Therapy Assistant Program Student Handbook as well as all material in the KSU Policy Register <http://www.kent.edu/policyreg>.

Student Signature

Date