

Occupational Therapy Assistant



OCCUPATIONAL THERAPY ASSISTANT PROGRAM

STUDENT HANDBOOK

Kent State University
College of Applied and Technical Studies
Associate of Applied Science
Class of 2025

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INTRODUCTION

The Occupational Therapy Assistant faculty of Kent State University 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 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!

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COMMONLY USED TERMS IN THE OTA PROGRAM

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

Competency - The minimum level of knowledge, skills, and behaviors necessary to progress in the OTA 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 OTA 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 OTA 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.

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

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

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

ESSENTIAL FUNCTIONS

Essential Functions for the OTA Student

Essential functions describe required skills and abilities for completion of the OTA 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. If the students cannot perform one or more of these functions, they need to meet with the program director for discussion and referral to Student Accessibility Services to see if reasonable accommodation can be made. 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. Always demonstrate conduct reflecting in a professional and ethical manner.
6. Demonstrate reliability, responsibility, dependability, and fulfillment of obligations.

CODE OF ETHICS

Students in the OTA program 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=2767077&resultClick=3>

SPONSORING INSTITUTION

Kent State University is responsible for the Occupational Therapy Assistant (OTA) Program on the Ashtabula and East Liverpool Campuses. The program is housed in the College of Applied and Technical Studies (CATS). 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 OTA 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.

PROGRAM ACCREDITATION

The Kent State University OTA programs are accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination 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, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

CURRICULUM DESIGN, PROGRAM PHILOSOPHY, LEARNING OUTCOMES

Institution Mission

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

Occupational Therapy Assistant Program 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

The OTA department at KSU believes in the role and power of occupations to impact the health and wellness of individuals, groups, and populations. Humans are intrinsically motivated to successfully perform occupations for meaningful engagement in life. Mastery of occupations is usually achieved in the course of normal development through participation in a variety of contexts.

“Occupational therapy is based on the belief that occupations are fundamental to health promotion and wellness, remediation or restoration, health maintenance, disease and injury prevention, and compensation and adaptation.” (AOTA, 2017) Mental or physical illness or disability may interrupt the ability or opportunity to successfully participate in occupations. Occupational therapy encourages and facilitates occupations and occupational roles through varied, client-centered approaches. Occupational therapy uses occupation as both means and end; meaningful occupations are used with clinical reasoning as interventions, while also serving as goals of the occupational therapy process.

The program’s beliefs about how students learn are based on integrated concepts and theories of constructivism and spiral theories. Students learn when new knowledge is built upon and linked to previous knowledge, and then transformed and adapted based on new experiences. Learning occurs in a spiral fashion—concepts are addressed in repetition, with the addition of more detail and higher level of difficulty. “Students are active learners who are responsible for organizing and using knowledge” while faculty promote learning through facilitation of deep thinking, clinical reasoning, and collaboration. (Iwasiw and Goldenberg, 2015)

American Occupational Therapy Association. (2017). Philosophical base of occupational therapy. *American Journal of Occupational Therapy*, 71(Suppl. 2), 7112410045.
<https://doi.org/10.5014/ajot.2017.716S06>

Iwasiw, C. L., & Goldenberg, D. (2015). *Curriculum development in nursing education* (2nd ed.). Burlington, MA: Jones & Bartlett Learning.

Curriculum Design

Kent State University's Occupational Therapy Assistant program's curriculum is designed to align with constructivist and spiral theories and emphasizes themes that the program has deemed of high importance to thread throughout the curriculum.

Since the program believes that learning is actively constructed as it is connected and related to existing knowledge and experiences, teaching of important program concepts is designed in this way.

A spiral approach is used to build competence in important OT concepts. Course sequence, teaching/learning methods, and assessment measures are designed to reflect these curriculum constructs.

Course sequence reflects this design as students complete OTA 10003, an active hands-on lab involving teaching and learning of basic patient care skills such as vital signs and basic transfers and self-care techniques. Students are often able to connect these skills to their past experiences as caregivers, patients, or healthcare workers. These skills are presented and assessed as simple techniques at this level of the curriculum and are assessed via skill competency tests.

As students progress to later semesters, OTA 20002 revisits these skills with additional layering of complexity. In this course, students complete vital signs relative to clients with cardiac issues, transfers for clients with weight-bearing restrictions, and self-care for clients with neurological deficits for example. They are able to compare this content with previous course content and concurrent fieldwork experiences to gain a deeper understanding. Students are assessed via a combination of skill competency tests and, later, a lab practical, which requires students to research and prepare a treatment session incorporating not only the previously taught skills, but also client factors and contexts, in preparation for Level II fieldwork and practice.

Finally, these same skills are readdressed in OTA 20006 in the final semester before Level II fieldwork. More advanced concepts and diagnoses are covered. Vital signs are considered again within the context of complex acute illness and polytrauma, while mobility and self-care techniques are applied to clients with spinal cord injuries and traumatic brain injuries. Assessments are in the form of lab practical and written exams which require complex problem solving and application of previously learned content.

Teaching/learning methods are also advanced as the curriculum progresses. First year, 10000-level courses emphasis traditional teaching methods of assigned readings and instructor led lectures. Mastery of content is assessed primarily via written exams and skills competency tests. The second year, 20002-level courses require more advanced preparation for courses and a higher level of independent study, while class time focuses on application of the material. Students move toward more independent and life-long learning, through presentations, group projects and research, development of intervention plans, role playing and lab practicals, which allow them to use and apply knowledge and experiences from the earlier semesters.

The program has identified the following themes/threads of the curriculum:

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

The curriculum design concepts have been applied to these as follows:

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.

This theme is presented (often prior to admission to technical study) in AHS 12010—Professionalism in Healthcare. This seminar includes students and instructors from multiple disciplines, exploring various concepts related to professional behaviors and communication, and ethics. Students relate their previous experiences as healthcare consumers to important features of professionalism. These concepts are reinforced throughout the program, with strong emphasis in Level I fieldwork seminars and role playing and skilled practice during lab courses. Professionalism is assessed via rubrics on all lab practicals and fieldwork experiences.

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.

Clinical reasoning is identified and defined during the second semester in OTA 10001. In the following semesters, students use this information to build client centered intervention plans and carry out simulated treatments during lab practicals, in preparation for the higher-level clinical reasoning that is required in the complex settings of Level II fieldwork.

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.

This concept is introduced and defined in OTA 10000 in the first semester of the program and included in all courses throughout the OTA curriculum. Students connect these concepts to the observations required prior to program admission. Mastery of the content is assessed via many methods, including written exams, initially, and progressing via the spiral theory to written intervention plans, simulations of treatment sessions, lab practicals, and fieldwork assignments and assessments.

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.”

The program introduces this concept in the second semester of the program during OTA 10002 at a beginning level via assigned readings and lectures. Later in the semester, students complete a fieldwork experience in a community-based setting. Fieldwork seminars incorporate guided discussions on the value and challenges of this type of practice. Students complete a project related to the development of community-based programming to deepen their understanding of the scope of this theme.

References:

American Journal of Occupational Therapy, August 2020, Vol. 74, 7412410010.
<https://doi.org/10.5014/ajot.2020.74S2001>

Scaffa, Marjorie E., S. Maggie Reitz. (2020). *Occupational Therapy in Community and Population Health Practice*, 3rd edition. Philadelphia: F.A. Davis.

PROGRAM OBJECTIVES AND STUDENT LEARNING OUTCOMES

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

1. Demonstrate professional behaviors when interacting with clients, peers and other professionals 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
* UC 10001	Flashes 101	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
* OTA 10000	Foundations in Occupational Therapy	2
OTA 10003	Occupational Therapy Practice Skills Lab	<u>1</u>
		6
(choose full-time track below OR flex part-time track on next page)		
<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
OTA 10001	Occupational Therapy Practice Skills II	3
OTA 10002	Occupational Performance in Psychosocial Health	4
OTA 10192	Fieldwork 1A	<u>1</u>
		18
SECOND YEAR		
<u>Spring Semester</u>		
* KENT CORE MATH ELECTIVE		3
OTA 20002	Occupational Performance in Physical Health	3
OTA 20392	Fieldwork 1B	1
OTA 20001	Occupational Therapy Management and Leadership	2
OTA 20003	Occupational Therapy Practice Skills III	3
AHS 12010	Professionalism in Healthcare	<u>1</u>
		13
<u>Summer Sessions</u>		
OTA 20004	Occupational Performance in Pediatric Populations	3
OTA 20006	Occupational Performance in Physical Health II	3
OTA 20492	Fieldwork 1C	<u>1</u>
		7
<u>Fall Semester</u>		
OTA 21092	Clinical Applications I	4
OTA 21192	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 OTA Program.
NOTE: The curriculum listed above does not include prerequisites. 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.

Kent State University at Ashtabula
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
Flex Part Time Track--Sequence of courses

Course Number		Course Title	Credit Hours
<u>Fall Semester</u>			
*AHS	22002	Clinical Kinesiology	3
OTA	10001	Occupational Therapy Practice Skills II	<u>3</u>
			6
SECOND YEAR			
<u>Spring Semester</u>			
OTA	10002	Occupational Performance in Psychosocial Health	4
OTA	10192	Fieldwork 1a	<u>1</u>
			8
<u>Summer Sessions</u>			
* PSYC	21211	Psychology of Everyday Life OR	
*PSYC	40111	Abnormal Psychology	3
AHS	12005	Concepts in Lifespan Development	<u>3</u>
			6
<u>Fall Semester</u>			
AHS	22003	Clinical Kinesiology Lab	1
AHS	12010	Professionalism in Healthcare	1
KENT CORE MATH ELECTIVE			<u>3</u>
			5
THIRD YEAR			
<u>Spring Semester</u>			
OTA	20001	OT Management and Leadership Skills	2
* OTA	20002	Occupational Performance in Physical Health	3
OTA	20392	Therapeutic Techniques--Fieldwork 1b	1
OTA	20003	Occupational Therapy Practice Skills III	<u>3</u>
			9
<u>Summer Sessions</u>			
OTA	20004	Occupational Performance in Pediatric Populations	3
OTA	20006	Occupational Performance in Physical Health II	3
OTA	20492	Fieldwork 1c	<u>1</u>
			7
<u>Fall Semester</u>			
OTA	20192	Clinical Applications I	4
OTA	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 technical study program.

NOTE: The curriculum listed above does not include prerequisites. It is highly recommended that some open enrollment courses be taken prior to admission to allow a more manageable credit load during the program and a December graduation following the second year of the program. The minimum grade accepted for all prerequisite and required courses is 'C.' Pass/fail grades will not be accepted.

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

Course Number	Course Title	Credit Hours
<u>Course Sequence</u>		
FIRST YEAR		
Summer Semester		
BSCI 11010	Foundational Anatomy & Physiology I	3
Fall Semester (following admission to technical study)		
BSCI 11020	Foundational Anatomy & Physiology II	3
OTA 10000	Foundations in Occupational Therapy	2
OTA 10003	Occupational Therapy Practice Skills Lab	1
AHS 12010	Professionalism in Healthcare	1
PSYC 11762	General Psychology	3
UC 10001	Flashes 101 1	
Kent Core Requirement	Composition	<u>3</u>
		14
Spring Semester		
OTA 10001	OT Practice Skills II	3
OTA 10002	Occupational Performance in Psychosocial Health	4
OTA 10192	Fieldwork 1A	1
AHS 22002	Clinical Kinesiology	3
AHS 22003	Clinical Kinesiology Lab	1
AHS/NURS 12005 or 20950	Concepts in Lifespan Development or	3
	Human Growth & Development	3
PSYC 21211 or 40111	Psychology of Everyday Life or Abnormal Psychology	<u>3</u>
		18
SECOND YEAR		
Summer Semester		
OTA 20002	Occupational Performance in Physical Health	3
OTA 20003	OT Practice Skills III	3
OTA 20392	Fieldwork 1B	<u>1</u>
		7
Fall Semester		
OTA 20004	Occupational Performance in Pediatric Populations	3
OTA 20006	Occupational Performance in Physical Health II	3
OTA 20001	OT Management & Leadership Skills	2
OTA 20492	Fieldwork 1C	1
Kent Core	Mathematics/Critical Reasoning	3+
Kent Core	Humanities/Fine Arts/History	<u>3</u>
		15
Spring Semester		
OTA 21092	Clinical Applications I	4
OTA 21192	Clinical Applications II	<u>4</u>
		8

TOTAL REQUIREMENTS: 65 Hours

GENERAL STUDIES AND RELATED COURSES

Course Descriptions

- UC 10001: Flashes 101 (1)**
Course aims to foster a university-wide sense of belonging; promote engagement in the curricular and co-curricular life of the university; articulate what students can expect from and contribute to their community; and help students continue to clarify their purpose, meaning and direction.
- PSYC 11762: General Psychology (3)**
Introduction to the scientific approach to understanding human behavior and mental processes such as emotions, perceptions, and cognitions.
- PSYC 21211: Psychology of Everyday Life (3)**
A review of theories, concepts and data that contribute to the understanding of human adjustment.
- PSYC 40111: Abnormal Psychology (3)**
Survey of the definitions as well as the biological, psychological, and sociocultural causes of various psychological disorders with illustrations with cases and treatment approaches.
- 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; and special approval.
- AHS 22003: Clinical Kinesiology Lab (1)**
Application of human body movement and function concepts. Prerequisite: BSCI 11010; and special approval.
- 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

OTA 10000:	Foundations in Occupational Therapy (2) Introduction to basic theoretical concepts, professional development, profession of occupational therapy, its place in the health care system, and the role and function of the Occupational Therapist and Occupational Therapist Assistant.
OTA 10001:	Occupational Therapy Practice Skills II (3) Development of OT practice skills in therapeutic use of occupation, including crafts, activity analysis, and basic documentation.
OTA 10002:	Occupational Performance in Psychosocial Health (4) Application of occupational therapy assessment, skills and techniques in treatment programs concerned with psychosocial health. Prerequisite: OTA 10003 with a minimum C grade.
OTA 10003:	Occupational Therapy Practice Skills Lab (1) Development of basic assessment and intervention skills related to clients with physical and mental disabilities.
OTA 10192: OTA 20392: OTA 20492	Fieldwork 1A (1) Fieldwork 1B (1) Fieldwork 1C (1) During this Level I fieldwork experience, the student will observe and participate in learning opportunities to apply the knowledge, skills and techniques acquired in OTA Occupational Performance courses. These experiences may include simulated environments, standardized patients, faculty-led site visits and/or supervision by a qualified fieldwork educator in a practice environment.
OTA 20001:	Occupational Therapy Management and Leadership Skills (2) Introduction to management and leadership issues in occupational therapy practice, including ethics, licensure, reimbursement related to practice settings, research and skills required for performance of administrative tasks in an occupational therapy department.
OTA 20002:	Occupational Performance in Physical Health (3) Application of occupation therapy skills and techniques in treatment programs concerned with physical dysfunction.
OTA 20003:	Occupational Therapy Practice Skills III (3) Development of occupational therapy practice skills including therapeutic use of occupation, leisure, adapting equipment and environment, therapeutic exercises, activity analysis and documentation.
OTA 20004:	Occupational Performance in Pediatric Populations (3) Application of occupational therapy assessment, skills and techniques applied to pediatric populations and conditions.
OTA 20006:	Occupational Performance in Physical Health II (3) Continued application of occupational therapy assessment, skills and techniques in treatment programs related to physical health.
OTA 21092: OTA 21192:	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 OTA courses.

OTA PROGRAM POLICIES

Progression Standards

Students are responsible for knowing admission, progression, and graduation requirements for the OTA Program. The OTA Program is designed as a sequential learning experience. Each new course builds on knowledge and skills acquired on the previous course; therefore, OTA 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 OTA Program. A student fails to progress if one or more of the following occurs:

1. Any student who does not achieve a “C” or above in any critical course as listed on the roadmap may not progress in the program. The student may not progress to additional OTA courses, until they receive a “C” (2.0) or better in the repeated course.
2. Failure to maintain a grade point average of 2.0 while enrolled in the program.

OTA 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 OTA 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 OTA program within the last two years.
5. Have a minimum GPA of 2.0

Students meeting the above criteria will be eligible for readmission to the program only one time.

Withdrawing from an OTA Course or the OTA 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 OTA 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 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.

Program Completion

In order to be successful in the OTA Program, the program must be completed in a timely manner. It has been determined that students must complete the program within one year of the expected graduation date (total of 3 years for full-time track and 4 years for part-time track).

1. If a student goes beyond this additional year, 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 OTA program. Dismissed students are not eligible for readmission into the OTA 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 OTA Program.
3. Failure to meet OTA program requirements for progression; not progressing 2 times.
4. Academic dishonesty.
5. Failure and/or withdrawal from two Level II fieldwork experiences.
6. Failure to follow safety precautions during classroom or fieldwork activities.
7. Professional behavior violations.

8. Inability to demonstrate competency on first attempt in a course if in the program beyond one year after expected graduation date.
9. Violation of privacy or confidentiality policies.
10. Excessive absenteeism.
11. Unsuccessful completion of a remediation plan.

Procedure for Dismissal

1. After consulting with the OTA 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.

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 OTA 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 always be kept in the student's file.

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.

Appeals Process and Grievance Procedure

Students may appeal dismissal, failure to progress decisions or other concerns of the OTA faculty as outlined in the *KSU Policy Register: Student Complaint Process*, 4-02.3. 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. Students may contact: Student Ombudsman – 330-672-9494, Affirmative Action/Equal Opportunity – 330-672-2083. Advice about the complaint process may be obtained from the East Liverpool Campus Complaint Advisor, Susan Rossi at 330-382-7417 or the Ashtabula Campus Complaint Advisor, Lori Lee at 440-964-4309.

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, physical therapy assistant, radiologic technology and respiratory therapy technology, and any other health-related programs identified by the Dean.

Student Transfers Between Campuses

Occasionally, a student may develop difficulties that cause an alteration in the expected sequence of courses. Due to the curriculum design and schedule of course offerings, the student may find that the required course is not scheduled until the following year. Given that the OTA Program is offered at both the East Liverpool and Ashtabula Campuses with start dates in different semesters, students may consider transferring to the other campus. This transfer will be allowed to **only one time** if the following criteria are met:

1. The student has no professional behavior violations.
2. A letter of intent must be written to the Program Director of his/her home campus, explaining the desire 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.

OTA progression, program completion and dismissal policies continue to apply to the student cumulatively throughout their time on both campuses. If a student has a second failure to progress in either program, the student will be dismissed from the program and ineligible to reapply at either campus. Timelines for program completion will be calculated cumulatively from the first semester of the campus initially accepted into technical study.

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

KSU POLICIES

Compliance, Equal Opportunity, and Affirmative Action

Kent State University's Office of Compliance, Equal Opportunity, and Affirmative Action has resources and information found [here](#). The Occupational Therapy Assistant Program and Kent State University encourage applications from highly motivated and talented students from diverse backgrounds.

Sexual Misconduct Policy

Students are expected to follow the university's policy as specified in the Policy Register at this [link](#).

Non-Discrimination

KSU has a policy on nondiscrimination and access to programs for qualified students with disabilities can be found [here](#).

Student Records

Records related to student admission, enrollment, and achievement in accordance with Family Educational Rights and Privacy Act (FERPA). For more information on FERPA at Kent State University, click [here](#). Grades and credit for courses on transcripts are permanently maintained by Kent State University.

OTA PROGRAM MANAGEMENT

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. Email is the official form of communication for the OTA program. While enrolled in the OTA program, you must always maintain access to your Kent email account. If you are unable to access email from your home computer, utilize internet services at your local library or campus computer labs.
6. Kent State University is accredited by the Higher Learning Commission. The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination 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, all 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.

Flex Part Time Option (Ashtabula only)

Students may choose to enter the **flex part-time track** prior to or during the second semester of technical study. This convenient option allows busy students to continue through the program at a slower pace of 3 classes per semester (6-8 credits each) to complete the program in a total of three years.

Students must meet with the program advisor by week 9 of the second semester (fall) to discuss options and make necessary schedule adjustments (such as course withdrawal).

- The deadline for selecting the part-time option is the conclusion of week 10 of the second semester (fall).

- Although students may start full-time and transition to the part-time track, part-time students may not return to the full-time option.
- Students who desire to complete the part-time option must complete the Flex Part-Time Track Acknowledgement Form (available upon request from the program director).
- Students should contact the financial aid office to discuss implications to financial aid package for transitioning to part-time.

Student Advisement

OTA students must receive advisement for scheduling and program progression planning with the OTA 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 OTA 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. Absences may be **EXCUSED** for an illness or emergency. It is the students' responsibility to apprise 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). 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** and may impact course grades.
4. Classes for the OTA program are held during the summers of each year. Vacations should not be taken during spring, summer, or fall semesters. Vacations may be taken during times when classes are not in session. Vacations will be considered **UNEXCUSED** absences.
5. On occasion, a class may be held at a location other than your home campus. This is done so that we can use equipment not available on the campus (i.e., swimming pool). Students are required to attend these sessions off campus and are responsible for their own transportation.
6. 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.

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 OTA 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.

OTA exams will be proctored, either via campus approved online proctoring service or at a Kent campus testing center. Procedures for scheduling proctored testing are available <https://www.kent.edu/testing-placement/university-testing-services>, but generally require 48 hour advance scheduling. More details will be included in course syllabi.

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).

OTA students must earn a minimum of a 70% average on all written exams in each OTA 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% 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 OTA 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 OTA 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

If students pass all lab practicals, competencies, and earn the minimum 70% on written exams (per above policies), 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%

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.

Academic Honesty

Cheating means misrepresenting the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism results in receiving a failing grade (0 points) for the work or course. Repeat offenses may result in dismissal from the University. Kent State University policy on academic honesty can be found at: www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism.

Classroom and Lab Attire

It is understood that students would like to be comfortable when spending long hours in the classroom or lab situations. However, part of the OTA program education is instructing students in appropriate professional behaviors that are to be evident in the classroom as well as during field trips and fieldwork experiences. Wearing the appropriate attire to class, labs and off-campus experiences is considered professional behavior.

Scrubs or khakis and KSU logo polo shirts are to be worn for all classes and lab classes. Classroom/lab scrubs are to be solid-colored scrubs of navy, black or grey. Closed-toed shoes with a flat sole (preferably tennis shoes) are the appropriate footwear for the OTA program.

Students are to dress appropriately when representing the OTA program at fieldtrips or with guest speakers and similar events. The course instructor will provide details about appropriate/required attire for these instances.

For other OTA lectures and lab classes, students may choose to wear a KSU SOTA sponsored shirt (purchased via approved fundraiser), instead of the scrub top or polo shirt.

For certain labs, the dress code may be modified by the instructor. Refer to course syllabi and instructors for details.

* Any student not properly dressed for the classroom or lab will sent home and considered absent. Failure to wear your uniform during more than one class session will result in a **FIVE PERCENTAGE POINT** deduction from your final grade.

STUDENT RESOURCES

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, College of Applied and Technical Studies, 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.

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 OTA 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>

Hybrid Program Resources (Ashtabula Campus only)

Technology Requirements

Students in the OTA Program must have access to a computer that has sufficient capability to run the necessary programs, including the Internet-based learning management system, Canvas; document and PDF creation; document scanning; and video conferencing (Skype). **PLEASE NOTE: Mobile Devices are not recommended for online examinations.**

A DSL, or greater, cable connection is recommended; dial-up is not sufficient.

A laptop or desktop with the following minimum specifications is required:

- ☐ Laptop computer with a minimum of a 2 GHz processor and 2 GB of RAM
- ☐ Desktop computer with a minimum of a 2 GHz processor and 4 GB of RAM
- ☐ PC Users: Windows XP or higher with 1024 MB of RAM or higher
- ☐ Mac Users: Mac OS X or higher

Additional Hardware for Proctored examinations and Skype video conferencing:

- ☐ A web cam with 640x480 video pixel resolution (web cams built into laptops or monitors are acceptable)
- ☐ Headphones or working speakers connected to the computer.
- ☐ A microphone connected to the computer (your web cam or laptop may already have one built into it)
- ☐ A reliable high-speed internet connection (minimum 768 Kbps/384 Kbps Download/Upload)
- ☐ A web browser with Adobe Flash Player installed.

Kent State University provides technical support for a limited number of operating systems and software applications. The following required computer operating systems and software applications are supported by the KSU Helpdesk:

- ☐ Windows 7 system operating software for PC computers
- ☐ Mac OS X 10.6 Snow Leopard or 10.7 Lion system operating software for Apple Mac computers
- ☐ Microsoft Office Suite (Word, Excel, PowerPoint)
- ☐ Antivirus for Windows OS, Microsoft Security Essentials (<https://support.microsoft.com/en-us/help/14210/security-essentials-download>)
- ☐ Antivirus for Mac OS, Sophos (<https://home.sophos.com/en-us/download-mac-anti-virus.aspx>)
- ☐ Adobe Acrobat Reader

The Division of Information Services (www.kent.edu/is) provides the tools that make it possible to connect with courses, instructors, students and other KSU resources:

- ☐ Training in FlashLine, Gmail, Canvas, and more at support.kent.edu
- ☐ 24/7 Support at 330-672-HELP (4357)
- ☐ FREE Microsoft Office 365, and Security Essentials
- ☐ Distance learning technology, including Cisco VPN and Respondus Lock Down Browser

Student Success Information

Kent State University offers many resources to assist students in their academic success. See below for helpful links. The **Academic Services** webpages offer a variety of topics that to enhance student success. You can find your specific campus through one of these links

<https://www.kent.edu/ashtabula/academics> and <https://www.kent.edu/columbiana/academics>.

Disability Accommodation Statement

Kent State University is committed to inclusive and accessible education experiences for all students. University Policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure equal access to course content. Students with disabilities are encouraged to connect with Student Accessibility Services as early as possible to establish accommodations. If you anticipate or experience academic barriers based on a disability (including mental health, chronic medical conditions, or injuries), please let me know immediately.

Student Accessibility Services (SAS) Contact Information:

Location: First floor Kent State University Ashtabula Library

Email: academicservicesac@kent.edu

Phone: 440-964-4304 or 440-964-4565

Web: <https://www.kent.edu/ashtabula/student-accessibility-services>

East Liverpool

Email: Dbaker13@kent.edu

Phone: 330-337-4214

Web: <https://www.kent.edu/columbiana/sas>

Students who may want to request accommodations for fieldwork experiences, must schedule an appointment with the fieldwork coordinator/program director well in advance of the fieldwork rotation.

Diversity, Equity, and Inclusion Statement

Kent State University is committed to the creation and maintenance of equitable and inclusive learning spaces. This course is a learning environment where all will be treated with respect and dignity, and where all individuals will have an equitable opportunity to succeed. The diversity that each student brings to this course is viewed as a strength and a benefit. Dimensions of diversity and their intersections include but are not limited to race, ethnicity, national origin, primary language, age, gender identity and expression, sexual orientation, religious affiliation, mental and physical abilities, socio-economic status, family/caregiver status, and veteran status.

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 OTA 10192—Fieldwork 1A, OTA 20392—Fieldwork 1B, and OTA 20492—Fieldwork 1C. Students **MUST** pass Level I fieldwork experiences 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 (OTA 21092—Clinical Applications I and OTA 21192—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 if it is at least 50% or 20 hours of the full-time equivalent. After each Level II rotation, a pass/fail grade will be given for the courses.

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

Fieldwork Manual

All students will access the Fieldwork Manual on the fieldwork course Canvas sites beginning the second semester of their first year. This manual contains general information, guidelines for fieldwork assignments, policies and procedures, Code of Ethics, Standards of Practice, and other information.

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 be required to complete fieldwork assignments outside 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, OTA 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.

Any fieldwork time that is missed **MUST** be made up at the same facility prior to the completion of that fieldwork experience. If the time is not made up the student will **NOT** receive a passing grade for that experience.

Fieldwork Hours

ACOTE standards specify Level II fieldwork is "a minimum of 16 weeks' full-time." Since students are assigned to 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 with some settings scheduling patients earlier or later in the day. Students must be available and present during those hours.

OTA students are to use their judgment as to whether they can safely arrive at their fieldwork site in inclement weather. If they cannot safely arrive at their assigned site, they have to follow proper call off

procedures (notify the site and the Fieldwork Coordinator) and must arrange to make up for 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.

Ashtabula:

- Level II OTA 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.
- Level II OTA students must attend a full day of fieldwork on the day before Thanksgiving but will have Thanksgiving Day and the day after Thanksgiving off.
- Level II OTA students must attend fieldwork during KSU's fall break.

East Liverpool:

- Level II OTA students will attend fieldwork on MLK Day if your site is open.
- Level II OTA students must attend fieldwork during KSU scheduled spring break.
- Level I OTA students may be required to attend fieldwork on Juneteenth and the Fourth of July if your site is open.
- Level I students may be required to attend fieldwork during KSU's fall break and Veteran's Day.

LAB AND FIELDWORK REQUIREMENTS AND POLICIES

Student Skills and Techniques Development

Class and Lab Participation

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

Faculty Responsibilities

The faculty will do the following prior to participation in activities:

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 or faculty “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 OTA 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: If a student becomes injured, ill or has other health changes during the OTA 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 OTA program activities. The student's inability to participate in the OTA 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 OTA program, therefore precautions must be taken. It is the student's responsibility to inform the faculty of any medical conditions that prevent the student from safe participation in any aspect of the OTA program.

Fieldwork Requirements

Each affiliated fieldwork site determines the requirements needed by students to be accepted at that facility. A fieldwork site may reject a student if the student does not meet their requirements. Students who are denied placement at a fieldwork site for noncompliance with requirements will not be eligible to pass the course and will receive a failure to progress in the OTA program.

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 in a fieldwork management system. 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 the fieldwork management system and **be cleared** by designated due dates. 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 program)
- American Heart Association Basic Life Support CPR Card

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

IMPORTANT NOTE - Failure to maintain currency in these requirements may result in failure of OTA courses or inability to progress in the program.

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 the fieldwork management system by the assigned due date.

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 OTA 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 OTA 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 OTA program.
- OTA graduates with convictions may be denied the opportunity to take the National Board for Certification in Occupational Therapy (NBCOT) certification exam. OTA applicants with convictions are referred to www.nbcot.org for more information.
- OTA graduates with convictions may be denied permission to obtain a license to practice. OTA 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 OTA Program advisor.

Other Requirements – initial or random drug testing, COVID-19 vaccination, and other requirements may be mandated by some fieldwork facilities. Failure to comply with fieldwork site requirements may result in inability to complete the fieldwork experience and therefore result in a failure to progress.

Change or Address/Name Process

Any student changing his/her address, name, or phone number during the program must **notify the director of the OTA program**. Additionally, name changes must be completed with the Admissions/Student Services office; address and phone number updates must be done in Flashline and on the fieldwork management system. 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 OTA academic program. Health insurance should be effective prior to beginning OTA courses and maintained throughout the program.

SAFETY POLICIES AND PROCEDURES

On-Campus Emergencies

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

The Kent State University at Ashtabula Emergency Guide can be accessed at <http://www.kent.edu/ashtabula/campus-safety>

The Kent State University at East Liverpool Emergency Guide can be access [here](#).

Evacuation maps are in each class and lab space.

Off-Campus Emergencies

It is the policy of the OTA program to provide safe learning experiences for our students. During off-campus experiences, the OTA faculty provide students with safety guidelines, but students are 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 OTA program to provide emergency treatment in case of accident or illness to students assigned to their facility at the student's expense.

When a class is held in an off-campus location, students are responsible for their own 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 and should be regularly reviewed and followed by program faculty and students:

1. Inspection of Therapeutic Equipment:

All therapeutic equipment in the lab will be inspected for safety, and calibrated (as appropriate) annually. Supplies required for the 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 repairs. 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. Safety Data Sheets (SDS) 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. Standard 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. If 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.

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).

PROFESSIONAL BEHAVIOR

Professional Behavior

Professional behavior is vital to the success of each student, the Kent State University OTA 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.

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; prepared and organized. Able to adjust to changes, policies & procedures, and adjust 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 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.

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.

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

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.

OCCUPATIONAL THERAPY ASSOCIATIONS

Participation in national, state and club associations is a vital part of a student's role as a professional.

AOTA – American Occupational Therapy Association (www.aota.org)

The American Occupational Therapy Association is a national profession society established in 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 regularly laws.
- They set the standards for occupational therapy practice and help 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.

Student membership is included in OTA 20001.

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 statewide job opportunities

Membership applications online at www.oota.org.

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 community service.

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