

Appendix B: Example of a fieldwork site profile form

Association of Canadian Occupational Therapy University Programs (ACOTUP)

University fieldwork coordinators require information about fieldwork education sites regarding opportunities and resources for student learning. The main goal of requesting a fieldwork site profile is to describe the learning environment in which the student will evolve. The fieldwork site profile will assist the university fieldwork coordinator and students in making informed decisions about placement selection in order to balance student fieldwork profile as well as meeting their learning needs. Furthermore, information gathered on this form will also be used for the partnership renewal process, by university fieldwork coordinators.

Hence, information available in the fieldwork site profile contributes to promoting excellence in fieldwork education among partners as well as to fulfilling the Canadian Association of Occupational Therapists requirements for Academic Accreditation.

Fieldwork Site Profile: Learning Opportunities and Resources

Please fill in and return to your affiliated university occupational therapy program.

Site and Contact Information

Name of site: CENTRE PROFESSIONNEL D'ERGOTHERAPIE
Name of program/sector: PRIVATE CLINIC
Name of contact person: BARBARA SHANKLAND
Title of contact person: OCCUPATIONAL THERAPIST/HAND THERAPIST/ASSOCIATE
Address: 6960 RUE SHERBROOKE EST
MONTREAL HINCHES
Phone*: (514) 255 3777 Fax*: 514 255 3222
E-mail address*: info@pergotherapie.ca
Web site: www.pergotherapie.ca

Supporting material about the site and occupational therapy services attached (e.g. pamphlet, brochure, fact sheet)

*of contact person

If you have any questions or comments, please contact your university representative:

Label with name and contact information of UFC
(Suggested font: Arial 11)

A member of the Committee on University Fieldwork Education (CUFE), a sub-committee of the Association of Canadian Occupational Therapy University Programs (ACOTUP)

Fieldwork Site Profile (FS-PRO): Learning Opportunities and Resources

Copy and complete for individual location or program as appropriate.

Name of program / site: CENTRE PROFESSIONNEL D'ERGOTHERAPIE
(if different from page 1):

<p>Contact information if different from page one:</p> <p>SAME AS PAGE 1</p>	<p>Location of occupational therapy services in the building:</p>
--	---

Characteristics of Occupational Therapy Services:

1. Occupational therapy services are organized on: an O.T. ^{clinic} department basis a program basis
 No O.T. on site other: _____

Description (e.g. the mission and vision of your organization, occupational therapy philosophy and role of occupational therapy within your organization):

- We endeavour to provide excellent quality rehabilitation programs for adults with musculo-skeletal conditions.
- Occupational therapists provide direct patient care in the clinic as well as in a pool setting or in the client's home or workplace.

2. System(s) / services in which you practice: Public sector Private practice

<input type="checkbox"/> Rehabilitation centre	<input type="checkbox"/> Outpatient clinic	<input type="checkbox"/> Hospital
<input type="checkbox"/> Long term care centre	<input type="checkbox"/> Home care	<input type="checkbox"/> Day hospital
<input type="checkbox"/> Insurance industry	<input type="checkbox"/> Community setting	<input type="checkbox"/> School
<input type="checkbox"/> Other: _____		

3. Occupational therapy roles: Direct care Indirect care Consultation Research
 Administration Other: _____

4. Client life span: Children Adolescents Adults Older adults

Characteristics of Occupational Therapy Services (continued):

5. Client conditions: Mental health Physical health Combined Other

Please list common client issues:

- UPPER EXTREMITY CONDITIONS
- ARTHRITIS
- MUSCULOSKELETAL DISORDERS

6. Occupational therapy focus:

Please describe common areas of practice, interventions and programs:

- HAND AND UPPER EXTREMITY REHABILITATION
- REHABILITATION PROGRAMS FOR ARTHRITIS
- ERGONOMIC EVALUATION
- HOME ASSESSMENT (ASSISTIVE DEVICES / AID)

7. Hours of operations: 8:00 TO 17:00

8. Total number of occupational therapists working at/for your site:

Full Time: 6 Part Time: 1

9. Support personnel (e.g. OTAide, rehab assistant)? yes no If yes, how many: 3

Learning Opportunities and Resources for Students:

1. Access to a library (either on or off-site) : yes no
2. Internet access: yes no
3. Other learning opportunities and resources for students (*please list*):

(e.g. interprofessional contacts, field trips, resource binders):

- TEAM MEETINGS X/WEEK
- RESOURCE BINDERS FOR STUDENTS

4. Please state your general learning and performance expectations of students (other than the ones from the University) to assist them in preparing for fieldwork education at your site.

- STUDENTS MUST BE FLUENT IN ORAL AND WRITTEN FRENCH
- STUDENTS ARE ADVISED TO REVIEW THE ANATOMY OF THE HAND AND UPPER EXTREMITY BEFORE STARTING THE PLACEMENT

Administrative Resources:

1. Orientation session offered upon students arrival:

yes no, it will be available on (specify date): _____

2. Space and resources available to students (phone, desk, workstation, etc.):

• DESK AND PHONE ARE AVAILABLE
• COMPUTERS IN THE CLINIC ARE SHARED

3. Policies and procedures information available:

yes, location: ORIENTATION GUIDE FOR STUDENTS

no, it will be available on (specify date): _____

4. Health and safety policy in place:

yes no, it will be available on (specify date): _____

5. Emergency procedures information available:

yes, location: BINDER AT FRONT DESK

no, it will be available on (specify date): _____

6. Contingency plan available (for absent fieldwork educator during placement):

no, it will be available on (specify date): _____

yes. Please outline its major characteristics:

WE ALWAYS ASSIGN A "BACK UP" SUPERVISOR WHO WILL BE RESPONSIBLE FOR THE STUDENT IF THE MAIN SUPERVISOR IS ABSENT

Administrative Resources (continued):

7. Continuing education plan in place for occupational therapists on site:

no, it will be available on (specify date): _____

yes. Please outline its major characteristics:

Please outline your site's continuing education policy or describe how occupational therapists remain current in issues that impact their professional practice. Also, describe use of evidence based practice:

- TEAM MEETINGS ONCE A WEEK
- EXTENSIVE LIBRARY AND SUBSCRIPTION TO MANY PUBLICATIONS
- THERAPISTS REGULARLY ATTEND CONFERENCES AND SHARE INFORMATION

Amenities Available to Students:

1. Cafeteria: yes no

2. Kitchen facilities: microwave oven refrigerator other: _____

3. Locker: yes no

4. Bicycle rack: yes no BUT PLACE TO STORE BIKE

5. Parking: yes, cost: FREE no

6. Public transportation available: yes no

7. Other (please list):

(e.g. accommodation for students)

Site Requirements for Students:

1. Immunization: yes no If yes, specify in box below.
2. Criminal / police record check: yes no If yes, specify in box below.
3. Dress code: yes no If yes, specify in box below.
4. A car is required during placement hours: yes no
 If yes, describe the site "gas reimbursement" policy for OT students, in the box below.

Please specify additional information and/or requirements (e.g. mask fit testing):

PREFER THAT STUDENTS DO NOT WEAR JEANS
ATTIRE SHOULD BE PROFESSIONAL
WOMEN SHOULD NOT WEAR TOPS WITH
ONLY SPAGHETTI (THIN) ARM STRAPS

Message to Students:

Please add anything else you would like students to know or prepare for prior to starting a placement at your site.

Pre-placement information package sent to student (e.g. reading list or material, schedule): yes no

Signatures:

Profile completed by: BARBARA SHANKLAND, OT date: 2014-06-05
(Name and title)

My organization wishes to offer placements to occupational therapy students from:

my affiliated University Canadian universities International O.T. programs

For fieldwork education purposes, I hereby authorize my affiliated university occupational therapy program to forward the information included in the FS-PRO to students and fieldwork coordinators from other occupational therapy programs.

I shall ensure that students will be supervised by qualified occupational therapists that have a minimum of one year of professional experience, and hold credentials with their provincial regulatory body.

Signature: [Signature] date: 2014-06-05

