

## **SAMPLE 8 WEEK SCHEDULE OTA FIELDWORK**

The schedule below should be modified as needed to fit within the facilities policies/procedures and the supervisor's roles and responsibilities.

### **Week 1**

1. Focus: Orientation – get acquainted with routines, staff, patients/clients.
2. Supervision: Discuss supervisor policy and procedures, philosophy of OT program and facility in general, expectations of affiliation (center and student) and set up supervision times. Lectures/training sessions.
3. Assignments: site specific, but suggestions include student familiarizes self with client records, treatment area, materials. Student observes one client with supervisor and collaborates on writing a short-term goal with intervention plan.

### **Week 2**

1. Focus: Observation, co-treating (supervisor prepared treatment plans), treatment planning initiated, 1:1 treatment of 1 client by end of week.
2. Supervision: Assignment of 1:1 client, treatment plan by end of week. Discussion of observations including patient strengths/weaknesses, treatment goals and success of treatment implementation, etc. Information for next week's assignments. Review progress to date. Assign 1-2 additional clients. Lectures/training sessions.
3. Assignments: Treatment plans for assigned patients/clients, progress notes for co-treating and initial client.

### **Week 3**

1. Focus: Co-treating with student carrying out supervisor planned treatments, student planning treatment for 2-3 clients.
2. Supervision: Evaluations used at the facility. Review of progress to date. Any other site-specific assignments i.e. case study, special project, etc. Assignments of 1-2 additional clients by week's end.
3. Assignments: Treatment plans for assigned clients and progress notes for all clients. Site specific assignments including checkouts on 1-2 evaluations. Oral presentation at case conference.

### **Week 4**

1. Focus: 1:1 treating, evaluation of client, written reporting of evaluation findings, oral presentation at 2-3 case conferences.
2. Supervision: Review of treatment plans and progress notes. Mid-term evaluation.

3. Assignments: Site specific. Treatment of additional 1-2 clients including new client without treatment history.

### **Week 5**

1. Focus: Work on mid-term goals. Increase caseload concentrating on variety of age, disability and symptomatology as much as possible. Family/patient conferencing.
2. Supervision: Continue instruction of evaluations. Instruction in site specific treatment options, i.e. fabrication of adaptive equipment, splint group treatment, etc. Continue feedback.
3. Assignments: Site specific. All treatment plans, progress notes for all individual client/groups.

### **Week 6**

1. Focus: Increase case load and evaluation responsibilities. Presenting for all clients at case conferences. Participate in family conference.
2. Supervision: Continue review of treatment plans, progress notes, oral presentations.
3. Assignments: Site specific.

### **Week 7**

1. Focus: Termination begins (preparing student and clients), full patient load.
2. Supervision: Feelings about leaving, feedback on experience, other agenda items.
3. Assignments: Site specific. Student evaluation of site.

### **Week 8**

1. Focus: Termination, final evaluation, student functioning as Entry-level COTA.
2. Supervision: Final evaluation.
3. Assignments: Student evaluation of clinical site. Completion of all reports progress notes. Site-specific assignments completed. Say goodbye to staff and patients.