

Dear ##FirstName##,

Hello from University of Wisconsin - La Crosse. I am the Academic Fieldwork Coordinator for the Occupational Therapy program and will be happy to handle any student questions or concerns as they arise. I look forward to working with our wonderful fieldwork sites, and I thank you for generously supporting our students!

This email is to notify you details of a student you will be precepting:

Session: ##Session##

Location: ##Site##

Student: ##StudentLastName##, ##StudentFirstName##

Email: ##StudentEmail##

Setting: ##Setting##

Dates: ##Dates##

Duration: ##Duration## weeks

**\*New: Please confirm receipt of this email by completing the following steps:**

1.) [Click to confirm placement & FWE requirements](#)

(If clicking the link above does not work, copy and paste the URL in a new browser window instead.)

##Link##

2.) Check the box under "Placement Acknowledgement" to verify student placement and Fieldwork Educator competency.

3.) Click "Save"

This process will confirm this fieldwork slot and verify the fieldwork educator is licensed and prepared to serve in this supervisory role, per the below standard.

ACOTE C.1.11: Student must be supervised by a currently **licensed** or otherwise regulated occupational therapist who has a **minimum of 1 year full-time (or its equivalent) of practice experience** as a licensed or otherwise regulated occupational therapist prior to the onset of the Level II fieldwork. Student supervisor must be **adequately prepared** to serve as a fieldwork educator prior to the Level II fieldwork.

Please review the course syllabus and AOTA Fieldwork Educator learning resources, below, to ensure you are prepared for this experience:

[Level II Fieldwork Syllabus](#):- Refer to pages 2-3 for learning outcomes and pages 6-8 for student assignments.

[AOTA Fieldwork Educator Learning Resources](#)

In 2021, we will implement use of AOTA's new FWPE (Fieldwork Performance Evaluation), which will be provided to fieldwork educators via an email link from a company named Formstack. Please review these resources provided by AOTA for information and instructions:

<http://www.aota.org/Education-Careers/Fieldwork/performance-evaluations.aspx>

Our student will contact you 4-6 weeks prior to this fieldwork experience. Please contact me if you have any questions.

Thank you,

*Polly J. Bena, MS, OTR/L*

**Polly Berra, MS, OTR/L, CLT**  
Academic Fieldwork Coordinator  
Email: [pberra@uwlax.edu](mailto:pberra@uwlax.edu)  
Ph: 608-785-5059

Level 1 Fieldwork: Physical Disabilities - Confirmation Letter:

Dear ##FirstName##,

Hello from University of Wisconsin - La Crosse. I am the Academic Fieldwork Coordinator for the Occupational Therapy program and would like to confirm an upcoming fieldwork placement at your facility. I will be happy to handle any student questions or concerns as they arise. I look forward to working with our wonderful fieldwork sites, and I thank you for generously supporting our students!

**This email is to confirm an upcoming fieldwork placement and share student details:**

Session: ##Session##

Location: ##Site##

Student: ##StudentLastName##, ##StudentFirstName##

Email: ##StudentEmail##

Setting: ##Setting##

Dates: ##Dates##

Duration: ##Duration## weeks

[Click to view Students Bio & Documents](#)

If clicking the link above does not work, copy and paste the URL in a new browser window instead.

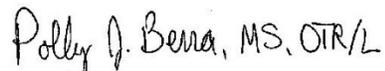
##Link##

[Level I Fieldwork Syllabus](#) - Click on syllabus link to view fieldwork objectives and assignments.

[AOTA Fieldwork Educator Learning Resources](#)

Your UWL OT student will be in contact prior to this experience, regarding preparation and logistics. Please feel free to contact me at any time with questions, concerns, or feedback.

Thank you for supporting UWL OT students and clinical education,



**Polly Berra, MS, OTR/L, CLT**  
Academic Fieldwork Coordinator  
Email: pberra@uwlax.edu  
Ph: 608-785-5059

Level 1 Fieldwork: Pediatrics - Confirmation Letter:

Dear ##FirstName##,

The Occupational Therapy Program at UW - La Crosse would like to:

1. Confirm an upcoming fieldwork placement at your facility
2. Share information regarding protection of UWL students related to COVID-19
3. Discuss student skills and competencies to promote active learning during fieldwork

Session : ##Session##

Location: ##Site##

Student: ##StudentFirstName## ##StudentLastName##

Email: ##StudentEmail##

Setting: ##Setting##

Dates: ##Dates##

Duration: ##Duration## weeks

[Click to view Students Bio & Documents](#)

If clicking the link above does not work, copy and paste the URL in a new browser window instead.

##Link##

We appreciate your willingness to provide an on-site learning experience for our students. Like you, the University of Wisconsin – La Crosse has the utmost concern for the safety of all students and business partners. As an institution of higher education, we always want to help our students achieve their educational objectives. Challenging situations have been created by the global pandemic related to COVID-19 and we want to partner with you to ensure reasonable steps are taken to provide a safe environment for our students. To protect the health of all individuals we request, to the best of your organization's ability, that COVID-19 guidelines from the Centers for Disease Control (CDC) as well as applicable federal, state, and local restrictions be incorporated to prevent the transmission of COVID-19. In addition, we ask that your institution either provide personal protective equipment (PPE) or provide advisement to the student(s) on obtaining adequate PPE.

With supervision and feedback, our OT students are prepared to be actively involved in this fieldwork experience, by assisting with:

- Evaluations: including chart reviews, interview questions and objective measurements
- Administration and scoring of various pediatric assessments
- Planning and implementing numerous types of pediatric interventions and treatments
- Documenting OT sessions, including goal-writing and treatment planning
- Attending and contributing to team and family meetings

[Click to view OT 791: Pediatric Fieldwork – Level I Syllabus](#)

Your UWL OT student will be in contact prior to this experience, regarding preparation and logistics. Please feel free to contact me at any time with questions, concerns, or feedback.

Thank you for supporting UWL OT students and clinical education,



**Polly Berra, MS, OTR/L, CLT**  
Academic Fieldwork Coordinator

Email: [pberra@uwlax.edu](mailto:pberra@uwlax.edu)  
Phone: 608-785-5059

UNIVERSITY of WISCONSIN  
**LA CROSSE**

**UW-L Level II Orientation Form**

The University of Wisconsin – La Crosse Level II Fieldwork Student and Supervising Fieldwork Educator should collaboratively complete this form by the **end of the first week of Level II fieldwork**.

Student Name \_\_\_\_\_ Facility Name: \_\_\_\_\_ Dates of Fieldwork \_\_\_\_\_

**Level II Fieldwork Student:**

Directions: *Please circle Yes (Y) or No (N) for each statement. The purpose of this list is to identify problem areas (if any) early in the fieldwork experience. It should summarize the first week (and first impression) and give time to correct problems for successful completion of the fieldwork experience. If any of the answers are no, the item should be discussed with the fieldwork educator and the Academic Fieldwork Coordinator (contact information below).*

- |   |   |   |
|---|---|---|
| Y | N | 1. I have been adequately oriented to the facility and fieldwork policies/procedures. |
| Y | N | 2. I have been introduced to the staff with whom I work.                              |
| Y | N | 3. I know to whom I am responsible.   |
| Y | N | 4. Learning objectives for the rotation have been identified and discussed. (C.1.2)   |
| Y | N | 5. I receive timely and constructive feedback from my supervisor on regular basis.    |
| Y | N | 6. My questions are answered adequately.  |
| Y | N | 7. I know what is expected of me for this fieldwork experience.                       |

**Level II FW Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Primary Fieldwork Educator:**

Directions: *Please review the following questions to ensure the program remains in compliance with ACOTE standards. The standards are noted. Your signature means you agree to the responsibilities noted for a fieldwork educator. If you have questions, please contact the Academic Fieldwork Coordinator (contact information below).*

Name \_\_\_\_\_ Credentials: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Currently credentialed/licensed to practice in the state of: \_\_\_\_\_

License No. \_\_\_\_\_ Are you an AOTA member: \_\_\_yes \_\_\_no

Are you currently certified with NBCOT? \_\_\_yes \_\_\_no

Number of years of practice: \_\_\_\_\_ Number of years of fieldwork supervision experience: \_\_\_\_\_

Do you feel adequately prepared for providing fieldwork supervision? \_\_\_yes \_\_\_no

I understand that my responsibilities as a fieldwork educator include:

- Protection of consumers of occupational therapy through proper supervision and role modeling for the students providing services.
- Supervision should initially be direct and the decrease to less direct as appropriate to my practice setting, the severity of the client's condition, and the ability of the student. (C.1.2)
- Assure that the UW-L fieldwork objectives and curricular themes can be integrated into FW program. (See Syllabus) C.1.1
- AOTA FW Data Base has been completed. (C.1.2)

Please check this box if you would like resources or information about fieldwork education: yes \_\_\_ no \_\_\_

**Primary Fieldwork Educator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return to:**

Polly Berra, MS, OTR/L, CLT, Academic Fieldwork Coordinator  
University of Wisconsin–La Crosse Occupational Therapy Program  
Phone: 608-785-5059  
Fax: 608-785-8460  
pberra@uwlax.edu

### **Fieldwork Policy: Number of FW II Sites**

**Note:** Students may complete FW II in a minimum of one setting if it is reflective of more than one practice area. In addition, a maximum of 4 different settings may be assigned. This may occur in large hospital/clinical settings.

### **Fieldwork Policy: Duration of and Attendance Requirements for FW II**

**Full Time Fieldwork Level II:** Students are required to complete 24 weeks of full-time fieldwork to meet the fieldwork requirements for graduation. Generally, full-time is defined as at minimum of 40 hours per week.

**Part Time Fieldwork Level II:** Students may request that fieldwork be completed on a part time basis. Part time fieldwork must be equivalent to 24 weeks of full time FW II. Requests for part time fieldwork must be submitted to the Academic Fieldwork Coordinator (AFWC) in writing. Alternative feedback schedules will be reviewed by both the AFWC and the Occupational Therapy Program Director. Requests will be approved on a case-by-case basis.

**Note:** Both full time and part time fieldwork must be completed **within 24 months of completion** of the academic program.

### **Attendance Policy**

Fieldwork students are expected to be in attendance during usual clinical hours (at least 40 hours/week). Students will follow the schedule provided by the fieldwork educator (FWE) on site. If a student is ill, s/he must notify the FWE and the AFWC, then students must follow the guidelines for calling in sick that have been established at the facility. Arrangements to make up time off for illness should be made between the FWE and the student, with involvement of the AFWC is needed. Fieldwork students are allowed no more than three excused sick days during Level II fieldwork. The program does not require students to make up three days or less of sick time. However, the site may have a different policy and require students to make up all sick days. It is the student's responsibility to alert the AFWC of all absences including sick time or other scheduled time off from FW II. Requests for scheduled time off should be discussed with the AFWC prior to asking FWE. (See Procedure below)

Personal business such as travel, weddings, job interviews, etc., should be conducted during the weeks before and after FW II experiences whenever possible. Students are not permitted to use sick days as personal days. Student may be excused from FW II to attend conferences, participate in fieldtrips, or visit other facilities at the discretion of the FWE. These experiences are arranged with the FWE and discussed with the AFWC before participating.

Fieldwork students are strongly discouraged from having outside employment during their internships.

Again, all requests for FW time off must be **preapproved** by the Academic Fieldwork Coordinator.

### **Procedure for Requesting Time off of FW II**

In the event a student becomes ill, has a medical emergency, or has a personal request for time off, the following policy will be followed:

1. Students will **contact** the Academic Fieldwork Coordinator to discuss the time off request. The AFWC will discuss the request the student to determine if the request is reasonable.
2. The Academic Fieldwork Coordinator will contact the Fieldwork Educator at the site to see if time off is feasible and what arrangements may be needed to make up time.
3. Once a decision to grant time off or deny the request has been determined, the FWE or AFWC will contact the student. The student will be granted or denied the request. If time off has been granted, students will be responsible for any make up time required by the site, planning for patient coverage, or any other planning needed by the facility.

## **University of Wisconsin – La Crosse Occupational Therapy Program Personal Electronics and Social Media Policy**

### **Personal Electronics Use (iPad, Tablet, Smart Phone, Laptop, etc.):**

We recognize the value of access to the internet through electronics. Use of personal electronics is incorporated into classroom activities at times and used as a method of testing. However, use of personal electronic devices in classrooms is prohibited unless specifically designated by the instructor of the course. The following actions are strictly forbidden:

- Audio recording any classroom activity (lecture, discussion, student presentations, etc.) unless explicit permission is received from the course instructor for each recorded instance.
- Taking pictures of cadavers
- Taking pictures of any classroom activity without explicit permission from the course instructor.  
NOTE: Posting of pictures on social media sites must follow the policy detailed below.

Offenses of any of these points may be considered non-academic misconduct and be subject to the appropriate procedures for withdrawal from the program.

### **Social Networking Sites:**

#### **Personal Use of Social Networking Sites**

The University of Wisconsin-La Crosse (UW-L) Occupational Therapy Program recognizes that social networking websites and applications, including but not limited to Facebook, Twitter, and blogs, are an important and timely means of communication. Students, faculty and staff are reminded that they should have no expectation of privacy on social networking sites. Students, faculty and staff must also be aware that posting certain information is illegal. Violation may expose the offender to criminal and civil liability. Offenses may be considered non-academic misconduct and be subject to the appropriate penalty and procedures for withdrawal from the program.

The following actions are strictly forbidden:

- In your professional role as a student occupational therapist, you may not present the personal health information of any individuals. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual.
- You may not report private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course or clerkship grades, narrative evaluations, examination scores, or adverse academic actions.
- In posting information on social networking sites, you may not present yourself as an official representative or spokesperson for the University of Wisconsin-La Crosse Occupational Therapy Program or affiliate organizations.

- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions listed above and below.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for disciplinary action.

- Display of vulgar language.
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity or sexual orientation.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse or sexual promiscuity.
- Presentation of personal engagement in illegal activities including use of recreational drugs.
- Posting of potentially inflammatory or unflattering material on another individual's website, e.g. on the "wall" of that individual's Facebook site.

When using these social networking websites/applications, students are strongly encouraged to use a personal e-mail address, rather than their UW-L email address, as their primary means of identification. Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful.

### **Student Organization Use of Social Networking Sites**

Registered student organizations that use social networking sites are required to include their advisor and/or the Director of Student Affairs for continuity purposes. Student organizations are not to represent themselves as official representatives or spokespersons for the University of Wisconsin La Crosse or affiliate organizations and are subject to the university's identity standards. Violation of this policy may be considered non-academic misconduct in addition to the student organization losing their official registration status with the university.

This policy was adapted with permission from the University of Kansas Medical Center.  
Adopted 2011. Revised 2012, 2014



**AGREEMENT BETWEEN  
THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM  
ON BEHALF OF THE UNIVERSITY OF WISCONSIN – LA CROSSE  
AND  
INSERT NAME OF FACILITY/SITE  
FOR THE CONDUCT OF A CLINICAL EDUCATION PROGRAM IN A CLINICAL SETTING**

This agreement is between the Board of Regents of the University of Wisconsin System on behalf of the **University of Wisconsin-La Crosse** (hereinafter referred to as "University") and **INSERT NAME OF FACILITY/SITE** (hereinafter referred to as "Facility"). In consideration of the mutual benefits to the respective parties, any and all departments of the University wishing to enter into a clinical education program with the Facility, and the Facility agree to the terms set forth below.

**THE UNIVERSITY AGREES:**

1. That each school or college of the University wishing to participate in a clinical education placement program with the Facility will annually provide the Facility with a Program Memorandum, detailing the academic content of the proposed program. Upon acceptance of this Program Memorandum as provided hereafter, it shall become a part of this agreement and shall be incorporated by reference. The Program Memorandum will include discussion of program concepts; the controls which the University and the Facility may exercise or are required to exercise; the rights of the Facility to send representatives to review the University's program; the number of students to be assigned, the qualifications of those students and the schedules of those students; and/or any other matters pertaining to the specific program proposed by the department.
2. To provide the Facility with a listing of students who will be participating under the program and to update that listing periodically.

**THE FACILITY AGREES:**

1. To review any Program Memorandum concerning a clinical education program that is submitted by a school or college of the University of Wisconsin - La Crosse. Upon review, the Facility will notify the school or college of its acceptance or rejection of the academic program proposal.
2. To satisfy the provisions contained in 45 CFR 46, existing for the protection of human subjects, to the extent that such regulations are applicable to the respective program involved. The University will provide a copy of such regulations upon request and will make its institutional review board available to the Facility for consultative purposes.
3. Not to accept students as participants in the program unless the student is certified as a program participant in writing by the appropriate fieldwork coordinator of a particular University school or college.

**THE UNIVERSITY AND THE FACILITY JOINTLY AGREE:**

1. That there shall be no discrimination against students on the basis of their race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.
2. That the State will indemnify University employees, officers, and agents (students in required training, a credit program, and/or for graduation) against liability for damages arising out of their activity while acting within the scope of their respective employment or agency, pursuant to § 895.46(1) and 893.82, Wis. Stats.
3. That the Facility will indemnify its employees, officers and agents against liability for damages arising out of their activity while acting within the scope of their respective employment or agency, either by providing insurance or for political subdivisions of the State of Wisconsin pursuant to § 895.46(1), Wis. Stats.

4. By executing this agreement, neither the University nor the Facility waives any constitutional, statutory or common law defenses, nor shall the provisions of agreement create any rights in any third party.
5. The parties also agree that the University, its employees, and its students are not “business associates” of the Facility as defined in 45 CFR, 160.103, for the limited purposes of HIPAA.

**TERMS OF AGREEMENT:**

This Agreement shall become effective on **INSERT DATE** and shall automatically renew on an annual basis unless terminated as provided by this Agreement. This Agreement may be terminated at the will of either party by giving thirty (30) days written notice to the other, provided however, both parties hereto shall exert their best efforts to provide a mechanism whereby students who are currently in this educational program be allowed to complete the educational program without interruption. Program Memoranda presented by the University and accepted by the Facility shall be for a term of no longer than one year. They may be renewed upon mutual agreement. Such Program Memoranda do not require the further approval of either party provided they contain provisions relating solely to program arrangements and content. All such Program Memoranda must be approved by the respective school or college within the University. Such Memoranda shall be effective for a period of one year. All fully executed Program Memoranda shall be incorporated by reference and become a part of this agreement if not inconsistent in any manner with this agreement.

The parties acknowledge and agree that this Agreement covers the following respective University clinical education program(s) and that the program arrangements and content of the below-mentioned clinical education program(s) shall further be elaborated upon under program-specific Program Memoranda: **INSERT PARTICIPATING HEALTH PROFESSIONS PROGRAM(S)**.

**COVID-19 SITE ACKNOWLEDGEMENT:**

The University appreciates Facility’s willingness to provide an on-site learning experience for our students. The University has the utmost concern for the safety of all students and business partners. As an institution of higher education, the University always wants to help our students achieve their educational objectives. Challenging situations have been created by the global pandemic related to COVID-19 and we want to partner with you to ensure reasonable steps are taken to provide a safe environment for our students.

Facility agrees to observe, to the best of its ability, the COVID-19 guidelines from the Centers for Disease Control (CDC) as well as applicable federal, state, and local restrictions. In addition, the Facility will either provide personal protective equipment (PPE) or provide advisement to the student(s) on obtaining adequate PPE.

**UNIVERSITY AND FACILITY CONTACTS:**

The following shall be University and Facility contacts on matters pertaining to this agreement.

**Facility Contact:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**University Contact:**

Name: Angela Wiste

Title: USA 2 - Clinical Education Support - Occupational Therapy Program & Physical Therapy Program Clinical Education Assistant

Telephone: 608-785-8471

E-Mail: awiste@uwlax.edu

*(Signature Page Follows)*

**FOR THE FACILITY:**

\_\_\_\_\_  
Signature of Authorized Official      Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**UNIVERSITY OF WISCONSIN-LA CROSSE**

\_\_\_\_\_  
Dean's Office Approval      Date

**FOR THE BOARD OF REGENTS OF THE  
UNIVERSITY OF WISCONSIN SYSTEM on behalf of  
the UNIVERSITY OF WISCONSIN-LA CROSSE:**

\_\_\_\_\_  
Robert J. Hetzel      Date  
Vice Chancellor for Administration & Finance

And/or

\_\_\_\_\_  
Nathan Schlavensky      Date  
Contract Administrator, Business Services

**University of Wisconsin-La Crosse  
Occupational Therapy & Physical Therapy Programs  
2021-2022 Program Memorandum**

**I. RESPONSIBILITIES OF THE UNIVERSITY**

- A. The UNIVERSITY will assume full responsibility for planning and executing the educational phase of the Physical Therapy and Occupational Therapy (PT/OT) Programs. However, recommendations and suggestions will be solicited from the clinical faculty in making significant revisions.
- B. The UNIVERSITY agrees to assign a faculty member to act as liaison between the UNIVERSITY, the FACILITY/AGENCY, and the students. The coordinator will communicate with the FACILITY/AGENCY regarding the students through site visits, emails, phone calls, etc.
- C. The UNIVERSITY will assume the responsibility of informing students of the patient's right to confidentiality and the need for confidentiality regarding internal and external matters of the FACILITY/AGENCY.
- D. UNIVERSITY shall conduct a caregiver background check in accordance with the Caregiver Background Check statutes (Wis. Stat. §§ 48.685 and 50.065) and regulations (Wis. Admin. Code Ch. DHS 12) for all persons under its control or direction (including UNIVERSITY's students) who are expected to have regular, direct contact with FACILITY/AGENCY's clients/patients. UNIVERSITY shall maintain completed Background Information Disclosure ("BID") forms for those students, as well as the information that results from caregiver background checks. UNIVERSITY will retain the BID form and caregiver background check results for inspection by the Wisconsin Department of Health Services. As required under the aforementioned statutes and regulations, UNIVERSITY agrees to notify the FACILITY/AGENCY of any information contained on a BID form and/or caregiver background check results about a student that could bar that student from regular, direct contact with FACILITY/AGENCY's clients/patients. UNIVERSITY shall maintain the BID form and caregiver background check results and may provide copies of such information and documentation to FACILITY/AGENCY upon request.

The FACILITY/AGENCY shall make the final determination whether a student may have regular, direct contact with the FACILITY/AGENCY's clients/patients. Nevertheless, the FACILITY/AGENCY shall consult with the appropriate University official before barring any such student from regular, direct contact with the FACILITY/AGENCY's clients/patients. If the FACILITY/AGENCY determines that a student may not have regular, direct contact with the FACILITY/AGENCY's clients/patients, the University agrees not to permit that student to begin participation, or to continue participation that was previously properly allowed pending the results of the Wisconsin Caregiver for up to sixty (60) days, in the program created by this Agreement.

The UNIVERSITY agrees to inform the FACILITY/AGENCY of allegations of caregiver misconduct as defined in Wis Admin. Code Ch. DHS 13 that come to the UNIVERSITY's attention.

The UNIVERSITY's Health Professions Department in addition to the Wisconsin Caregiver Background Check uses a private company, *CastleBranch*, to perform national criminal background checks. Students are required to conduct the national criminal background check upon arrival (i.e., before classes begin) into the program. The Wisconsin Caregiver Background Check is conducted before a student's terminal rotation.

- E. The UNIVERSITY provides and shall maintain for the duration of the Agreement professional liability insurance on behalf of the student(s) with limits no less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

**II. RESPONSIBILITIES OF THE FACILITY/AGENCY**

- A. The FACILITY/AGENCY will designate a Site Coordinator of Clinical Education (SCCE) for primary responsibility in teaching, coordinating, and directing the students' clinical educational program.

- B. The FACILITY/AGENCY agrees to make available clinical and related facilities for the educational program of students of the Physical Therapy and Occupational Therapy (PT/OT) Programs of the University of Wisconsin - La Crosse.
- C. The FACILITY/AGENCY agrees to have clinical instruction planned, organized, taught, and evaluated by designated, licensed clinicians it employs.

Physical Therapy Program clinical instructors are licensed physical therapists, with a minimum of one year of full time (or equivalent) post-licensure clinical experience, and are effective role models and clinical teachers.

Occupational Therapy Program level II students must be supervised by a currently licensed or otherwise regulated occupational therapist who has a minimum of 1 year full-time (or its equivalent) of practice experience as a licensed or otherwise regulated occupational therapist prior to the onset of the Level II fieldwork. The Occupational Therapy student supervisor must be adequately prepared to serve as a fieldwork educator prior to the Level II fieldwork.

- D. The autonomy of the FACILITY/AGENCY shall be observed at all times.
- E. The FACILITY/AGENCY will assume responsibility of alerting the student to the confidential nature of institutional internal and external concerns.
- F. Students will be supervised in all aspects of the fieldwork experience by FACILITY/AGENCY staff.

### III. RESPONSIBILITIES OF BOTH THE UNIVERSITY AND THE FACILITY/AGENCY

- A. Both the FACILITY/AGENCY and the UNIVERSITY shall be obligated to inform the other of significant changes in curriculum and in the availability of learning opportunities as well as staff and faculty changes involving the clinical teaching of students.
- B. At least one semester prior to the field assignment, the determination of the number of students shall be a joint decision between the UNIVERSITY and the FACILITY/AGENCY based on staff and space available, and eligible students enrolled in the program.
- C. In any situation in which, in the sole opinion of the FACILITY/AGENCY, a patient's welfare may be adversely affected, FACILITY/AGENCY may take immediate corrective measures and shall notify the UNIVERSITY thereafter. In any situation not involving patient welfare in which the student is not performing satisfactorily, resolution will involve mutual agreement of the parties.

### IV. RESPONSIBILITIES OF THE STUDENT

- A. Students are expected to follow the attendance policy of their assigned FACILITY/AGENCY and the UNIVERSITY.
- B. Students are expected to follow the policies and procedures of their assigned FACILITY/AGENCY and the UNIVERSITY.
- C. Students are required to complete and maintain current CPR certification while in the program. American Heart Association Basic Life Support (BLS) for Healthcare Providers CPR certification is required.
- D. Students are required to have a copy of their immunization records available for UNIVERSITY and FACILITY/AGENCY inspection. Student immunization requirements include:
  - 1. Hepatitis B immunization and an immune titer
  - 2. Measles, Mumps, and Rubella immunization and immune titers
  - 3. At least 3 doses of Polio vaccine
  - 4. Tetanus/Diphtheria/Pertussis immunization (with evidence of a booster within the last 10 years)
  - 5. An immune Varicella titer and proof of Varicella immunization or history of the disease

6. Tuberculosis testing (updated annually). A chest x-ray within the last 6 months is required if a TB result is positive.
7. Annual, seasonal Influenza vaccine
8. COVID-19 vaccination IF required by the FACILITY/AGENCY

*(END OF PROGRAM MEMORANDUM)*

**University of Wisconsin-La Crosse**  
**Occupational Therapy & Physical Therapy Programs**  
**2021-2022 Program Memorandum**

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- B. The UNIVERSITY agrees to assign a faculty member to act as liaison between the UNIVERSITY, the FACILITY/AGENCY, and the students. The coordinator will communicate with the FACILITY/AGENCY regarding the students through site visits, emails, phone calls, etc.
- C. The UNIVERSITY will assume the responsibility of informing students of the patient's right to confidentiality and the need for confidentiality regarding internal and external matters of the FACILITY/AGENCY.
- D. UNIVERSITY shall conduct a caregiver background check in accordance with the Caregiver Background Check statutes (Wis. Stat. §§ 48.685 and 50.065) and regulations (Wis. Admin. Code Ch. DHS 12) for all persons under its control or direction (including UNIVERSITY's students) who are expected to have regular, direct contact with FACILITY/AGENCY's clients/patients. UNIVERSITY shall maintain completed Background Information Disclosure ("BID") forms for those students, as well as the information that results from caregiver background checks. UNIVERSITY will retain the BID form and caregiver background check results for inspection by the Wisconsin Department of Health Services. As required under the aforementioned statutes and regulations, UNIVERSITY agrees to notify the FACILITY/AGENCY of any information contained on a BID form and/or caregiver background check results about a student that could bar that student from regular, direct contact with FACILITY/AGENCY's clients/patients. UNIVERSITY shall maintain the BID form and caregiver background check results and may provide copies of such information and documentation to FACILITY/AGENCY upon request.

The FACILITY/AGENCY shall make the final determination whether a student may have regular, direct contact with the FACILITY/AGENCY's clients/patients. Nevertheless, the FACILITY/AGENCY shall consult with the appropriate University official before barring any such student from regular, direct contact with the FACILITY/AGENCY's clients/patients. If the FACILITY/AGENCY determines that a student may not have regular, direct contact with the FACILITY/AGENCY's clients/patients, the University agrees not to permit that student to begin participation, or to continue participation that was previously properly allowed pending the results of the Wisconsin Caregiver for up to sixty (60) days, in the program created by this Agreement.

The UNIVERSITY agrees to inform the FACILITY/AGENCY of allegations of caregiver misconduct as defined in Wis Admin. Code Ch. DHS 13 that come to the UNIVERSITY's attention.

The UNIVERSITY's Health Professions Department in addition to the Wisconsin Caregiver Background Check uses a private company, *CastleBranch*, to perform national criminal background checks. Students are required to conduct the national criminal background check upon arrival (i.e., before classes begin) into the program. The Wisconsin Caregiver Background Check is conducted before a student's terminal rotation.

- E. The UNIVERSITY provides and shall maintain for the duration of the Agreement professional liability insurance on behalf of the student(s) with limits no less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

II. RESPONSIBILITIES OF THE FACILITY/AGENCY

- A. The FACILITY/AGENCY will designate a Site Coordinator of Clinical Education (SCCE) for primary responsibility in teaching, coordinating, and directing the students' clinical educational program.

- B. The FACILITY/AGENCY agrees to make available clinical and related facilities for the educational program of students of the Physical Therapy and Occupational Therapy (PT/OT) Programs of the University of Wisconsin - La Crosse.
- C. The FACILITY/AGENCY agrees to have clinical instruction planned, organized, taught, and evaluated by designated, licensed clinicians it employs.

Physical Therapy Program clinical instructors are licensed physical therapists, with a minimum of one year of full time (or equivalent) post-licensure clinical experience, and are effective role models and clinical teachers.

Occupational Therapy Program level II students must be supervised by a currently licensed or otherwise regulated occupational therapist who has a minimum of 1 year full-time (or its equivalent) of practice experience as a licensed or otherwise regulated occupational therapist prior to the onset of the Level II fieldwork. The Occupational Therapy student supervisor must be adequately prepared to serve as a fieldwork educator prior to the Level II fieldwork.

- D. The autonomy of the FACILITY/AGENCY shall be observed at all times.
- E. The FACILITY/AGENCY will assume responsibility of alerting the student to the confidential nature of institutional internal and external concerns.
- F. Students will be supervised in all aspects of the fieldwork experience by FACILITY/AGENCY staff.

### III. RESPONSIBILITIES OF BOTH THE UNIVERSITY AND THE FACILITY/AGENCY

- A. Both the FACILITY/AGENCY and the UNIVERSITY shall be obligated to inform the other of significant changes in curriculum and in the availability of learning opportunities as well as staff and faculty changes involving the clinical teaching of students.
- B. At least one semester prior to the field assignment, the determination of the number of students shall be a joint decision between the UNIVERSITY and the FACILITY/AGENCY based on staff and space available, and eligible students enrolled in the program.
- C. In any situation in which, in the sole opinion of the FACILITY/AGENCY, a patient's welfare may be adversely affected, FACILITY/AGENCY may take immediate corrective measures and shall notify the UNIVERSITY thereafter. In any situation not involving patient welfare in which the student is not performing satisfactorily, resolution will involve mutual agreement of the parties.

### IV. RESPONSIBILITIES OF THE STUDENT

- A. Students are expected to follow the attendance policy of their assigned FACILITY/AGENCY and the UNIVERSITY.
- B. Students are expected to follow the policies and procedures of their assigned FACILITY/AGENCY and the UNIVERSITY.
- C. Students are required to complete and maintain current CPR certification while in the program. American Heart Association Basic Life Support (BLS) for Healthcare Providers CPR certification is required.
- D. Students are required to have a copy of their immunization records available for UNIVERSITY and FACILITY/AGENCY inspection. Student immunization requirements include:
  - 1. Hepatitis B immunization and an immune titer
  - 2. Measles, Mumps, and Rubella immunization and immune titers
  - 3. At least 3 doses of Polio vaccine
  - 4. Tetanus/Diphtheria/Pertussis immunization (with evidence of a booster within the last 10 years)
  - 5. An immune Varicella titer and proof of Varicella immunization or history of the disease

6. Tuberculosis testing (updated annually). A chest x-ray within the last 6 months is required if a TB result is positive.
7. Annual, seasonal Influenza vaccine
8. COVID-19 vaccination IF required by the FACILITY/AGENCY

*(END OF PROGRAM MEMORANDUM)*

University of Wisconsin – La Crosse  
Occupational Therapy Program

**Fieldwork Program Procedures**

1. Maintaining Fieldwork I and Fieldwork II Site Contracts/Memorandum of Understanding
  - a. The Health Professions Fieldwork Program Assistant will make sure that all fieldwork files and the Fieldwork Electronic Database are kept updated with current contracts, AOTA Data Form and Site-Specific Objectives.
  - b. The Program Assistant alerts the AFWC should any problems/concerns arise when maintaining site information.
  - c. Contracts/affiliation agreements are reviewed as needed by the fieldwork program assistant, as they come up for renewal. The Program Assistant and AFWC will discuss any problems/concerns with contract renewals and any new site requirements for FW placements. The Fieldwork Electronic Database automatically sends an alert when a contract is up for renewal.
  - d. After discussion with the AFWC, the Program Assistant contacts the fieldwork site and begins renewal of the contract or memorandum.
  - e. The Program Assistant will contact the FW site to secure an updated AOTA FW Data form as needed. This form is on the new database. When fully implemented, the Program Assistant will verify that data forms are complete for each fieldwork site.
  
2. Ensure Signed Contracts/Memorandum of Understanding are in place prior to Fieldwork I and Fieldwork II
  - a. Signed contracts/Memorandum of Understanding must be in place prior to a student attending Fieldwork I and Fieldwork II.
  - b. When Fieldwork I and II placements are solidified, the AFWC contacts the Program Assistant.
  - c. The Program Assistant reviews contracts/Memoranda of Understanding for all FW I and II placements prior to students leaving for fieldwork and reports findings to AFWC.
  - d. If contracts are signed, student is authorized for fieldwork.
  - e. If the contract is not signed and there is not enough time to finish processing the contract, the student is pulled from the fieldwork site, and an alternative site is located for the student.
  
3. Processing New Fieldwork I and Fieldwork II Contracts
  - a. The AFWC contacts the designated person at the fieldwork site responsible for establishing fieldwork contracts. This may be the occupational therapy director, designated clinical coordinator, rehabilitation department manager, etc.
  - b. The AFWC authorizes the Program Assistant to begin the contract process as follows:
    - i. Program Assistant requests and receives a copy of the site's requirements for contracts.

- ii. Program Assistant and AFWC review to assure that the contract requirements and demands are compatible with university requirements.
- iii. Program Assistant sends the new site contract to the UWL Business Office for review by the UWL Contract Administrator to assure the content of the contract will meet the university's criteria.
- iv. Contract Administrator revises contract as needed including addendums, request for changes, language revisions, etc. and communicates changes to the Program Assistant and AFWC.
- v. Program Assistant sends the contract plus any revisions back to the fieldwork site for approval.
- vi. Process of revision and requests for changes from each institution is repeated until contract is acceptable and signed by both institutions.

#### 4. Complying with Site Specific Requirements

- a. After the site has confirmed that they are taking a UWL student, the fieldwork education coordinator at the site sends the UWL Occupational Therapy Program a list of site requirements (i.e. on-line orientation, HIPPA guidelines, specific immunizations, fingerprinting, drug testing, etc.)
- b. The AFWC &/or Program Assistant sends this list of requirements to the student placed at that site.
- c. Student is responsible for completing these site requirements prior to attending fieldwork.
- d. The fieldwork Program Assistant will verify that all site requirements are met prior to fieldwork.
- e. With the new FW database (Exxat):
  - i. The site requirements will be listed for each FW site. Students will be able to see these when they are assigned to a site.
  - ii. Students upload the results of the required tests, etc. prior to fieldwork placement.
  - iii. Database sends reminder emails to students to complete requirements.
  - iv. Program Assistant will verify that the student has completed all necessary requirements prior to start of fieldwork.

#### 5. Maintaining site specific FW objectives – Fieldwork II

- a. AFWC contacts fieldwork site requesting the site-specific objectives after student assignment is confirmed.
- b. If we have site-specific objectives from previous student placements, the AFWC checks with the site to ensure they are still current.
- c. If the site does not have site-specific objectives, the AFWC offers help to develop the objectives and provides a Site-Specific Objectives Checklist (see uploaded document) or other resources/samples (i.e., from AOTA) to help the site develop their objectives.
- d. AFWC follows up with fieldwork sites to obtain their site-specific objectives.
- e. Students complete UWL Orientation Form (see uploaded document) with supervisor (includes student agreement to site-specific objectives and supervisor agreement to her/his

- responsibilities as a fieldwork educator) within the first week of placement and sends a copy to the AFWC.
- f. The Program Assistant and AFWC verify that the site-specific objectives and UWL Orientation Form has been returned to the program
6. Maintaining Current AOTA Fieldwork Data Forms – Fieldwork I and Fieldwork II
- a. AFWC contacts fieldwork site requesting updated AOTA Fieldwork Data Forms after student assignment is confirmed.
- b. Students will verify AOTA Fieldwork Data Form updates have been completed when being oriented to the site and sends a copy to AFWC if needed.
- c. With the new data base:
- i. Fieldwork Educators have access to the AOTA Fieldwork Data Form for their site in the UWL Fieldwork database.
- ii. Students review the AOTA Fieldwork Data Form with FWE during orientation and ensure updates are made then to the form.
- iii. Database sends reminders to the FWE to complete AOTA Fieldwork Data Form updates.
7. Selecting New Fieldwork Sites - Reasons  
*New fieldwork sites are developed periodically on an as-needed basis throughout the year for various reasons including:*
- a. A site would like to establish a fieldwork program with UWL
- b. Students have requested a specific site, an area of interest, or part of the country to complete FW I or FW II. The AFWC will work with the student to determine if a new site is feasible. If so, student assists with identifying possible FW sites.
- c. UWL faculty members and the AFWC have recommended a new site for various reasons including innovative practice, support of our curriculum, adjunct faculty recommendation, etc.
- d. Need to develop new sites as a response to the loss of FW sites over time.
8. Selecting New Fieldwork Sites – Criteria and Process for Selection
- a. AFWC contacts the prospective fieldwork site's Site Coordinator of Clinical Education (SCCE) via email or phone.
- b. AFWC discusses UWL curriculum design, threads, and FW objectives with SCCE to determine if the site will be able to support our program's curriculum/student learning objectives.
- c. AFWC and SCCE discuss UWL fieldwork time frames, types of FW experiences available to the student at the prospective site, and what types of support the fieldwork educators at the prospective site may require in order to accept a student. Resources recommended for FW educators include the AOTA Fieldwork Educator Certification Program, involvement in the state of Wisconsin fieldwork Consortium (Wiscouncil), and other UWL program outreach resources (research projects and presentations, Distinguished Lecturer, etc.)
- d. AFWC completes the following:

- i. Instructs the prospective site's SCCE or FWE to complete the AOTA Fieldwork Data Form. The AFWC will review the Fieldwork Data Form and determine if the FW site is a good fit for our program and students. The AOTA Fieldwork Data Form must be completed prior to a student starting fieldwork.
  - ii. Discusses prospective new site with Program Director and decides if site meets the program requirements.
  - iii. Once a new site is accepted, the AFWC requests that the SCCE or FWE develop Site Specific Objectives (see attached site specific objectives checklist). These objectives must be completed and submitted to UWL prior to student attending fieldwork. AFWC will provide support to the new site as needed to develop these objectives (see section on handling site specific fieldwork objectives).
  - iv. A standard fieldwork contract or affiliation agreement from UWL will be used **OR** the new fieldwork site may suggest the use the new site contract. The contract needs to be signed by both UWL and new fieldwork site representatives. The contract must be in place prior to the student starting fieldwork (See section on handling contracts).
  - v. New fieldwork site provides site specific fieldwork requirements to the program. Program Assistant records these and informs student (see section on handling site specific requirements).
  - vi. Academic Fieldwork Coordinator contacts all new FW sites in the first year. Effort is made to personally visit new FW sites in the surrounding states and the AFWC calls and or emails all other new FW sites. Every effort is made to visit sites at level II mid-terms, especially local sites (if not visited in-person, a phone or virtual visit is conducted).
9. Communicating Fieldwork Site Information to Students
- a. First year Occupational Therapy Students attend a Fieldwork Orientation Meeting during Fall I (see Orientation Power Point for details).
  - b. Students are given the FW I and FW II experience descriptions and fieldwork expectations.
  - c. Students are given a list of Early Decision Sites (i.e. those highly competitive sites that will "fill" quickly and those sites that require an interview). Students are made aware of the need to explore these sites early in order to be considered for placement.
  - d. Students are given orientation and access to the fieldwork files/e-files (includes site specific objectives, AOTA Fieldwork Data Form, and prior student evaluations of FW experiences – SEFWE, and other pertinent information supplied by the site). Students are encouraged to browse these files/e-files to familiarize themselves with current UWL fieldwork sites.
  - e. AFWC is available to meet with students for individual fieldwork selection meetings throughout the academic year and encourages students to set up appointments to discuss fieldwork requests in detail. Students may also contact alums and talk to faculty and/or the Program Director regarding FW.
  - f. If feasible, the AFWC, upon student request, will attempt to find a new site for a student and begin the process of establishing a new contract when needed. Students must submit this request in writing to the AFWC for consideration.

- g. FW I and FW II Site Availability lists (sites that have agreed to take students that year) are available for first year students to review electronically in Exxat early in the Spring Semester. FW I and FW II site information is readily available to students in Exxat.
- h. AFWC sets site selection deadlines and alerts students of upcoming deadlines for both FW I and FW II wish lists. Students select their top choices for both FW I and FW II via the wish list option.
- i. Students are notified of their assignments as follows: FWIs: at least two months in advance. FW IIs: at least eighteen months in advance.
- j. AFWC and faculty course instructors jointly orient students to Fieldwork I experiences before students leave for placement. Students communicate with course instructor during Fieldwork I placement. The AFWC and faculty course instructors jointly debrief students upon return from Fieldwork I.
- k. The AFWC orients students to Fieldwork II, during FW Seminar in the Spring 2 semester (see syllabi for OT 795 and OT 726). During Fieldwork Seminar (OT 726), students review the fieldwork syllabus, fieldwork objectives, curriculum threads/themes, FW II course assignments, professional behavior expectations, ethical behaviors, and other pertinent information. Students communicate with AFWC during Level II FW placements and complete some assignments on-line.

NOTE:

We believe that our new database (Exxat) will soon eliminate all paper fieldwork files of the AOTA data form, prior student evaluations of the site (SEFWE), site specific objectives, fieldwork requirements, and other information provided by the site (directions, housing information, etc.). It already permits students to identify their top ten fieldwork choices on the database (Exxat), and the AFWC matches students to desired sites through this database. Students will be able to search for available sites in a variety of ways (i.e., location, type of experience, etc.). The Exxat database is currently implemented with documents and features enabled regularly as fieldwork staff gains knowledge and expertise. A new version is coming out later this year (2021), with all staff planning to attend formal education and training.