

Occupational Therapy Program Policies

Fieldwork Health

The following information is required from all students prior to attending Level I and Level II fieldwork:

Personal Data Sheet/Immunization and Health Insurance Form
CPR certification
Negative TB test
Current Criminal Background Check
Completion of Universal Precautions and HIPPA Orientation
Specific clinical sites may require additional information for “onboarding” fieldwork (i.e. physical exam, immunization, fingerprinting, etc.)

It is the student’s responsibility to make sure that their medical information is up to date, complete and timely. Expenses associated with obtaining this information are the students’ responsibility.

Classroom and Fieldwork Working Environment

If a student has concerns about actions of fieldwork supervisors/colleagues which are believed to be discrimination, sexual harassment, or bullying, the student may take the following actions:

1. If the complaint is about a person on campus, the occupational therapy student is welcome to speak first with the Occupational Therapy Program director.
 - If preferred, the student may wish to file a formal complaint with the Affirmative Action Officer. The process for concerns about discrimination on basis of student’s race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status; sexual harassment, or bullying can be found at:
<http://www.uwlax.edu/Diversity-Inclusion/Where-to-begin/>
2. If the complaint is about a person on fieldwork, the occupational therapy student should speak with the fieldwork supervisor (unless the complaint is about that person) **and** the academic fieldwork coordinator on campus.
 - Following that discussion, the occupational therapy student may wish to pursue additional discussion and/or file a formal complaint and will be directed to speak with the appropriate officer at the fieldwork site and pursue the processes of that institution for discrimination, sexual harassment and bullying.
 - The academic fieldwork coordinator will keep the Occupational Therapy Program director informed of this situation.
 - If the Academic Fieldwork Coordinator, in conjunction with the student and the program director determines that another setting is in the best educational interests of the student a different placement will be arranged with as little disruption to the student’s education as possible.