



## Alvernia University Signature Page









**Alvernia University Occupational Therapy Program  
Drug Testing Waiver Agreement**

I understand it is the policy of the Alvernia University OT Program to require students to undergo a substance abuse test for the presence of drugs or controlled substances prior to the start of Level I fieldwork and Level II fieldwork. I must submit to a drug test at a designated laboratory, which will provide the result of the test to the Alvernia University Health and Wellness Center and the AFWC. I understand that if the test result is positive, I will be denied progress in the Master of Science Degree OT Program Fieldwork component.

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be required to present evidence of prescription drug in use that may have resulted in a positive report.

3. A student taking medication on the panel screen under the direction of a physician is required to obtain a written explanation and release for the medication from the prescribing physician. The Health Center Nursing Director, in consultation with the Medical Director, will decide if the student is released to perform fieldwork.

4.













			Save AND print the certificate. Scan or take a picture of the clearance and email a copy to <a href="mailto:academic.compliance@alvernia.edu">academic.compliance@alvernia.edu</a>

_____	RQI system	Maintained during entire program time	_____ by the _____ <b>NOT include first aid)</b>
_____	CPR Certification or Re-Certification		
_____			
_____			



AT, DPT, EDU, OT  Per agency affiliation agreement	Recognizing and Reporting Child Abuse	Completed once before start of 1 <sup>st</sup> clinical/fieldwork Once and done	<p>_____ For licensed professionals, this course is approved for 3 continuing education credits for compliance with the PA Department of Human Services and Department of State to meet mandatory reporting.</p> <p>_____</p> <ol style="list-style-type: none"> <li>1. Access online program at <a href="https://www.reportabusepa.pitt.edu">https://www.reportabusepa.pitt.edu</a> ACT 126</li> <li>2. If you have not previously registered please click the "Registration" link at the top of the page.</li> <li>3. Make sure to complete all fields accurately.</li> <li>4. Please refer to the frequently asked questions (FAQ) section after login.</li> <li>5. Expect to spend approximately 3 hours to complete the entire program and quizzes. The program allows for you to take a break and come back to complete the course at another time.</li> <li>6. Once the course is complete, save and print the certificate. Scan or take a picture of the clearance and email a copy to <a href="mailto:academic.compliance@alvernia.edu">academic.compliance@alvernia.edu</a></li> </ol>





AT, DPT, Influenza Vaccine  
NUR, OT,

Per agency  
affiliation  
agreement

\_\_\_\_\_ Attend a Health and Wellness Center Flu-Vaccine Clinic or  
make appointment with your medical provider.

Proof of influenza immunization with current  
seasonal influenza vaccine

\_\_\_\_\_



Detach Release form below and scan/email to: [academic.compliance@alvernia.edu](mailto:academic.compliance@alvernia.edu)

**Alvernia University**  
**400 St. Bernardine St., Reading, PA 19607**  
**WAIVER AND RELEASE FROM LIABILITY**

On behalf of myself, or in my capacity as the parent/guardian of the participating minor, and INTENDING TO BE LEGALLY BOUND, the undersigned hereby releases Alvernia University, its agents, officers and employees from all responsibility and any liability for any injuries, illness and/or loss which may result from or arise out of, or be connected with any participation in the University known as: \_\_\_\_\_ (course or program)

for the academic year(s) of \_\_\_\_\_.

This Release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated, and unsuspected injuries, damages, loss and liability, and the consequences thereof. The provisions of any State, Federal, Local or Territorial law or statute providing in substance that releases shall not extend to claims, demands which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

In signing this release, I acknowledge that any travel may be dangerous and may result in harm to me and my property. I voluntarily accept and assume these risks and dangers and release Alvernia University from all responsibility and any liability for any injuries and/or damages which may result from my decision to participate in this program,

I further promise, covenant and agree not to bring, commence, prosecute or maintain, or cause or permit to be brought, commenced, prosecuted or maintained, any suit or action, either at law or in equity, in any court in the United States, or in any State thereof, or elsewhere, against Alvernia University, Its agents, officers and/or employees for personal injury, property damage or any other type of loss, arising out of, or In any way connected with my participation in said program.

I also agree to indemnify and hold harmless Alvernia University, its agents, officers and employees from all liability, claims, demands and damage or cost, arising out of my participation in said program.

I authorize university personnel or representatives to approve emergency medical treatment for myself in the event of injury or illness during my participation in the program. I represent and warrant that I am and will be covered throughout the program by a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses I sustain or experience while in the program and, more specifically, in the countries in which I will be living and/or traveling while on the program.

I understand and agree that this release is binding on me and my heirs, executors, administrators, personal representatives and next-of-kin. My signature denotes my understanding of and agreement with this statement and its implications.

## **Misdemeanor/Felony Convictions & Drug/Health Clearances**

Individuals who have been convicted of a felony/misdemeanor offense may be denied certification or licensure as an occupational therapist. It is suggested that prior to admission to the program any individual with such a conviction contact the National Board of Certification in Occupational Therapy (NBCOT) and state licensing board of occupational





Occupational Therapy Practice Framework: Domains and Processes, 4th edition (AOTA, 2020), which describes the profession's unique focus on, and use of, occupation to enable individuals participate in lives that hold meaning to them. Graduates will develop a broad perspective in the use of occupation to solve problems for various conditions that interfere with the quality of life of individuals, groups, communities, and populations.

A distinctive feature of Alvernia's curriculum design is that it embraces liberal arts education which focuses on a holistic view of education that reflects the essence of the mission of the University. The curriculum strives to create a community of learners that inspires, motivates, and guides students as they strive for excellence in their professional and personal lives. Students are encouraged to seek moral integrity, spiritual fullness, and to develop their highest level of competence, compassion, and moral behavior.

The sequence of instructional goals and objectives presents basic concepts in beginning courses. Building on this foundation, increasingly complex layers of knowledge and skills are introduced, practiced, and mastered. Interdisciplinary core courses create opportunities to discuss issues from multiple perspectives and broaden the process of learning.

### **Curriculum Threads**

1. Critical thinking and scientific inquiry.
2. Reflection on ethical, moral, and professional values
3. Current and emerging practice.

### **Educational Goal**

To prepare graduates with the knowledge and competencies expected of entry-level professional, occupational therapists. As engaged and competent professionals, graduates will provide occupational therapy services to individuals, groups, and populations in a manner that is congruent with the core values of the Catholic, Franciscan tradition at Alvernia University (service, humility, peacemaking, contemplation, and collegiality) and the Occupational Therapy profession (altruism, equality, freedom, justice, dignity, truth, and prudence; AOTA 2015a).

Three educational objectives follow from this one educational goal; graduates will:

1. Use critical thinking skills and engage in scientific inquiry to support clinical decisionmaking.
2. Demonstrate behaviors that integrate the complimentary values of Alvernia University and the Occupational Therapy profession; to be ethical leaders with moral courage.
3. Demonstrate entry-level practice competency for service delivery in diverse practice settings

1. A 5-year combined Bachelor of Science in Health Science degree and Master of Science in Occupational Therapy degree track for traditional college students and
2. An entry-level Master's of Science in Occupational Therapy degree for students with a baccalaureate degree.

### **Capstone**

The capstone experience for the Master of Science Occupational degree is the completion of a critical appraisal project to address a problem related to occupational science, occupational participation, clinical practice, service delivery, or education. By completing the critical appraisal project, students demonstrate proficiency in the ability to identify, evaluate, and critically appraise, and apply evidence to practice. The professional poster and oral presentation of findings demonstrate the integration of a professional identity as an entry-level occupational therapist.

Determination of site objectives between the AFWC and FWE

Alvernia University maintains liability insurance for students and the facilities. Facilities are provided a copy of the Certificate of Insurance (COI) annually on July 1st and upon full execution of any new affiliation agreement

### **Links to AOTA official documents**

[Philosophy of OT Education \(AOTA\)](#)

[OT Fieldwork Education: Value and](#)

[Purpose Paper Scope of Practice 2019](#)

[Guidelines for](#)

[Student Supervision](#)

[OT Code of Ethics 2020](#)

[Guidelines for Documentation in Occupational Therapy](#)

[Fieldwork Standards 2018 \(C standards\)](#)





*Level I*





#### *IV. Site Assignment Process*

Settings for Level I Fieldwork vary and are dependent upon the objectives of fieldwork. Level I Fieldwork may be completed through one or more of the following instructional methods: simulated environments, standardized patients, faculty practice, faculty site visits, and/or supervision by a fieldwork educator in a practice environment. ACOTE 2018-C.1.9. All Level I Fieldwork must be comparable in rigor.

Level I Fieldwork assignments are typically assigned to the students by the first or second week of classes in each semester. The AFWC or the course instructor will give a brief presentation on the general expectations for Fieldwork I placements as well as reiterating the student responsibilities for fieldwork completion. An email is provided to each student listing their

## ***VI. AFWC Responsibilities***

Contact sites for fieldwork experience.

Ensure student will receive appropriate supervision by appropriately licensed FWE (ACOTE 2018C.1.8).

Provide each site with the general objectives as well as the specific course objectives for the level I fieldwork experience and offer the opportunity to collaborate or add objectives with the FWE (ACOTE 2018C.1.3).

Provide the students and FWE information to complete all evaluation forms through

Track students' level I fieldwork sites (ACOTE 2018C.1.9)

## ***VII. Student Responsibilities***

Alvernia University Student I/IDs are used for identification purposes and are expected to be always with the student when on site.

Obtain and provide a copy of all necessary clearances/certifications to the Fieldwork Educator on site.

Contact the site after contact is given to confirm specific dates/times in a guide about needed paperwork and clearances.

Check with site for dress expectations.

Complete the designated number of hours required for the fieldwork experience.

Provide Fieldwork Educator with Fieldwork I Evaluation Form to complete.

Write a thank you note to the site supervisor.

Upload supervisor's email and credentials, along with fieldwork dates, to provide the supervisor with PDU hours. Students must complete this information through Blackboard. The link will be provided by the fieldwork seminar course instructor.

**Students are responsible for all transportation and driving expenses (i.e., tolls, parking, gas) to and from the fieldwork site.**

**Students may have to travel up to 1 ½-2 hours one way to their placed fieldwork site**

### ***VIII. Level I Fieldwork Failure Policy***

To successfully complete Level I Fieldwork, the BSHS MSOT student must pass the assigned Level I Fieldwork experience with a grade of 73% or greater on the student Fieldwork I Evaluation Form and the Entry-level MSOT student must be 83% or higher. The site supervisor may also choose to discontinue the fieldwork and fail the student. If the student has not successfully completed Level I Fieldwork as initially assigned, the student will be required to:

1. Contact the AFWC immediately (**within three business days following notification of failure**).
2. Meet with the AFWC and develop a behavioral improvement plan

**Content:** (Order of contents fluid and may be altered)

**OT 381/OT 581**

**OT 382/OT 582**



## Level II Fieldwork Policies and Procedures

*The Level II Fieldwork information in the following section includes information for all occupational therapy programs at Alvernia University including students enrolled in the 5-year BSHS & MSOT program and the Entry Level MSOT program*

### ***Definition and Purpose***

The purpose of Level II Fieldwork “is to develop competent, entry-level, generalist occupational therapists.” Level II fieldwork provides experiences that promote clinical reasoning and develop and increase the student’s skill in evaluation, planning, and intervention related to human performance. Level II Fieldwork shall include depth experience in delivering occupational therapy services to clients, f>-20ype/P.6W\* n BT /F2 12 Tf 1 0 0

therapy services exist must be supervised by a licensed occupational therapist with at least 3 years full

Occupational Therapy Department supplied request for the AFWC The form allows



Professional Development Unit form electronically, via Formstack.

The AFWC is responsible for assigning a P/F grade for the OT fieldwork courses based on the AOTA Fieldwork Performance Evaluation Form and participation in Blackboard.

***VI. AFWC Responsibilities***

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inquire about needed paperwork and clearances, including all vaccinations.

Check with site for dress expectations.

Complete the designated number of hours required for the fieldwork experience.

Write a thank you note to the site supervisor.

Students are responsible for fueling expenses and transportation and driving expenses (tolls, parking, gas, parking tickets, etc.) to and from the fieldwork site.

**Students may have to travel up to 1 ½-2 hours one way to their placed fieldwork site.**

Students must have completed all the didactic course work. Students are permitted to take only the required COR 520 Ethics and Moral Leadership



## ***X. Level II Fieldwork Failure Policy***

**Termination of Fieldwork Due to Failure:** While every effort is made to allow each student to experience full 12-week(or the equivalent) fieldwork placement. It is important for students to understand that they are guests at their fieldwork sites. The privilege of being allowed to provide services to clients/patients who are sick and vulnerable is granted based upon demonstrated competence; it is not a right because a student is enrolled in a class.

***Students and/or their families are NOT permitted to contact the fieldwork site upon termination of fieldwork.***

***When a Level II fieldwork placement is terminated a grade of “Fail” will be recorded.*** The student will be able to Repeat/Delete the course only after enrolling and passing OT 485 Fieldwork Progression Seminar. Upon passing OT 485 Fieldwork Progression Seminar, the student will be permitted to begin their Level II fieldwork placement. The progression requirements for the OT Program restrict students to repeat/delete a total of three Occupational Therapy courses **and the repeat/delete option can be used only one time for any particular course.**

- A. The Fieldwork Educator in conjunction with the Academic Coordinator can terminate the student before the end of the 12-week placement for reasons including but not limited to:**
1. The student demonstrates behavior that is unsafe, unethical or breaks the work rules
  2. The student does not demonstrate fundamental work habits i.e. arrives late, takes unscheduled breaks, leaves early, does not follow the dress code, uses offensive language etc.
  3. When a student is not actively engaged in the learning
  4. When, in the opinion of the fieldwork educator and in conjunction with the academic coordinator, the student will not make sufficient progress to earn a passing score on the *OTA Fieldwork Performance Evaluation Form*.

**In the case of behavior that is deemed unsafe, unethical, or breaks work rule/F2 Qq0.00000912 0 61**

- communication)
  - b. Assist in the development of a Learning Contract with specific objectives and timelines.
  - c. Assist both the student and the site supervisor in identifying resources to support corrective actions.
  - d. File an Academic Alert/Early Warning Alert
3. The Fieldwork Educator, in conjunction with the AFWC, will closely monitor the progress of the student to ~~at~~ the Learning Contract and will provide support to both the student and the Fieldwork Educator ~~as~~ requested.
  4. Failure to participate in the Learning Contract may result in failure of Level II Fieldwork, as determined by the Fieldwork Educator.
  5. At the end of the Learning Contract the student ~~will~~ be informed:
    - i. They are ~~on~~ track to pass the fieldwork, or they are not on track to pass the fieldwork.
    - ii. If this is the case, the student

and customary personnel policies. The setting and the academic program determine the total hours required to comprise a full equivalent” (ACOTE, 2022).

Alvernia University adheres to this policy and provides part fieldwork on an individual basis. Alvernia’s minimum part time requirement is 20 hours per week for a duration of 24 weeks. This can be completed for both Level II Fieldwork experiences. The Level II Fieldworks must be completed in sequence and within 24 months following completion of the didactic portion of the program. (ACOTE 2018.10).

## Level II Fieldwork Forms

### Level II

PersonaData Sheet (used by both student programs)  
Student Evaluation of FW site (SEFW- an electronic version will be provided)  
Fieldwork Performance Evaluation (a link to the electronic version will be provided)  
Site Specific Objectives  
Orientation Form  
AOTA Data Form

All documents are available online through the following steps:

Log in to **MyAlvernia**  
Click on the **Portal** (in the upper right hand corner)  
Click on **Forms and Docs** (left side column)  
All documents are listed under the **Professional Programs** tab



infection control

- x Strong perfumes, colognes and after shave lotions should be avoided. Some facilities may not allow any scents to be worn for



## Additional Information

### Alvernia University Social Media Policy

See Alvernia University Student Handbook

<https://www.alvernia.edu/current-students/student-handbook>

### Fieldwork Site Cell Phone Policy/Social Media Policy

\*\*Please clarify and strictly abide by the fieldwork site policy. Violation in policy could result in termination of Level I or Level II fieldwork by the site.\*\*

### Alvernia University Harassment Policy

For further information, refer to Student Code of Citizenship in the Student Handbook

<https://www.alvernia.edu/current-students/student-handbook>

### Alvernia University Occupational Therapy Department Procedure for Complaints

Our guiding principle is to settle disputes in a prompt and fair manner, in keeping with the underlying Franciscan values of Alvernia University. Formal complaints may be initially received by any Occupational Therapy faculty or staff member, but no action can be taken until the Occupational Therapy Department Chair is notified of the complaint. When this has occurred, the person will be notified that their formal complaint against the program has been received. After initial screening by the Occupational Therapy Department Chair, the complaint will be channeled to the individual, group or office judged to be most directly relevant and appropriate to resolve the complaint.

A formal complaint against the Occupational Therapy program is defined as a written expression of serious dissatisfaction related to a specific aspect of the Occupational Therapy program at Alvernia University. Anonymous complaints are not accepted. A complaint is distinguished from a dispute about a course grade or other academic matter which is handled under the Academic