

Suggested Orientation to Fieldwork Site

Date presented to student _____

(Student places his/her initials on the line next to each number to indicate that this item has been presented to him/her.)

Facility Orientation

- _____ 1. Type, philosophy, and purpose of facility
- _____ 2. Client census (diagnoses, ages, numbers/caseload)
- _____ 3. Procedures regarding safety precautions, reporting accidents and emergencies, fire
- _____ 4. Introduction to key personnel and tour of facility
- _____ 5. Methods of communication with other disciplines or departments
(conferences, team meetings, rounds, etc.)
- _____ 6. Location and method for using client charts
- _____ 7. Orientation to appropriate services (observing client in other treatment areas)

Department Orientation

- _____ 1. Physical layout – location of records, supplies, equipment
- _____ 2. Department policies and procedures, organizational structure – lines of authority
- _____ 3. Objectives of services provides by OT (if present)
- _____ 4. Method and types of records used
- _____ 5. Discussion of referral system
- _____ 6. Discussion of types of evaluation tools/tests used and types of treatment given
- _____ 7. Discussion of amount and type of supervision given – who to refer questions to; time allocated to meet with supervisor
- _____ 8. Discussion of role and responsibilities expected of student
- _____ 9. Schedule of special events – in-services, meetings

(*adapted from Guide to Fieldwork Education Manual, AOTA, p. 53)
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