



COLLEGE OF HEALTH PROFESSIONS AND SCIENCES

**BACCALAUREATE
OCCUPATIONAL THERAPY ASSISTANT
PROGRAM**

ADMISSION PACKET

INSTRUCTIONS

This packet was designed for the purpose of informing you about the specific application and admission guidelines for Webber International University and the Baccalaureate Occupational Therapy Assistant (BSOTA) Program. Information on program accreditation status, cost, and curriculum sequence are also included.

The application process has two phases:

1. General Admission to Webber (*Foundational Phase*)
2. Admission to the BSOTA Program (*Professional Phase*)

General Admission/Foundational Phase:

1. As soon as you are enrolled at Webber as a full-time student, you need to declare your Major as “Pre-OTA” if you want to pursue this program. You will maintain the “Pre-OTA” status during the first two years of the program sequence, or until you complete all courses listed under the Foundational Phase (general education courses and courses in the Minor in Health Services Administration).

Note: The Program admits two classes every year: one in the fall and a second one in the spring. As you complete the foundational courses, you need to decide what class will best fit your educational goals and timelines.

Admission to the BSOTA Program/Professional Phase:

2. After successfully completing all the foundational courses, you will be ready to request admission into the *Professional Phase*, which is offered during the third and fourth years of the program sequence. All core occupational therapy courses are included in this phase.
3. Your request for admission consists of completing the following four documents included in this Application Packet and submitting them electronically (as PDF documents) to the Program Director by the deadline designated for the cohort of your preference (Fall - June 30; Spring – October 31)
 - a. Application for Acceptance Form
 - b. Observation Hours Verification Form
 - c. Essential Requirements Form
 - d. Current Resume
4. Within a week from receipt of your application documents, the Program Director will notify you about your admission status.

5. After receiving notification of acceptance into the *Professional Phase* of the Program, you need to change your Major to “BSOTA.”
6. Your acceptance notification will be followed by further instructions from the Program Director, describing procedures that you need to follow to finalize your admission into the BSOTA Program

ACCREDITATION STATUS

The Bachelor of Science in Occupational Therapy Assisting (OTA), with a Minor in Health Services Administration successfully obtained confirmation of eligibility to apply for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929 (www.acoteonline.org). ACOTE's telephone number c/o AOTA is (301) 652-AOTA. The Program is now pursuing the next step in the accreditation process, which is application for Candidacy Status. Click the link below to access accreditation status: <https://www.aota.org/Education-Careers/Find-School/Applicant/OTA-B-Applicant.aspx>

The program must be granted Candidacy Status, have a pre-accreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the graduate will be a Certified Occupational Therapy Assistant (COTA). In addition, the State of Florida requires licensure in order to practice. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

BSOTA CURRICULUM

FOUNDATIONAL PHASE (61 CR HRS)		CR HRS
1ST YEAR		
First Semester		
ENG111	English Composition 1	3
MAT121	College Algebra	3
BIO120	Medical Terminology	2
HUM	Any HUM course approved for general education)	3
HSA100	Principles of Health Services Administration	3
	Sub-Total	14
Second Semester		
ENG112	English Composition 2	3
BIO221	Human Anatomy & Physiology I /Lab	4
MAT225	Introduction to Statistics	3
PSY101	Introduction to Psychology	3
HSA126	Accounting for Healthcare	3
	Sub-Total	16
2ND YEAR		
Third Semester		
BIO222	Human Anatomy & Physiology II/Lab	4
ENG280	Foundations of Rhetoric	3
HSA210	Cultural Competency in HSA	3
HSA301	Healthcare Setting Analysis	3
HSA337	Healthcare Finance	3
	Sub-Total	16
Fourth Semester		
DEP200	Lifespan Development	3
HSC354	Basic Principles of Disease	3
HSA225	Ethics in Healthcare	3
HSA310	Research Methods in Healthcare	3
HSA315	Public Policy in Healthcare	3
	Sub-Total	15
	TOTAL	61
PROFESSIONAL PHASE (59 CR HRS)		
3RD YEAR		31
Fifth Semester		
OTH200C	Foundations of Occupational Therapy Practice/Lab	4
OTH305C	Pediatric Interventions/Lab	4
OTH310C	Mental Health & Wellness Interventions/Lab	4
OTH315C	Functional Anatomy & Kinesiology I/Lab	4
	Sub-Total	16
Sixth Semester		

OTH320C	Functional Anatomy & Kinesiology II/Lab	4
OTH325C	Musculoskeletal Conditions & Interventions/Lab	4
OTH330C	Analysis of Occupational Performance Across the Lifespan I/Lab	4
OTH 335	Seminar I	1
OTH340L	Level I Fieldwork	2
	Sub-Total	15
4TH YEAR		
Seventh Semester		
OTH400C	Neuromuscular Conditions & Interventions/Lab	4
OTH405C	Advanced Clinical Interventions/Lab	4
OTH410C	Analysis of Occupational Performance Across the Lifespan II/Lab	4
OTH415	Seminar II	1
	Sub-Total	13
Eighth Semester		
OTH420	Baccalaureate Project	3
OTH425L	Level II Fieldwork A	6
OTH430L	Level II Fieldwork B	6
	Sub-Total	15
	GRAND-TOTAL	120

ESTIMATED PROGRAM COST:

Baccalaureate OTA Program	Cost
Off-Campus Cost Per Semester:	
Tuition	\$12,763.00
Student Insurance	\$1,412.00
Student Service Fee	\$75.00
Textbooks for Gen Ed & OTA courses	\$1,874.00
Textbooks for Health Services Administration	\$554.35
Health Sciences Fee	\$250.00
Parking Decal	\$15.00
Commuter Meal Plan (Optional)	\$400.00
	\$17,343.35
Other Recurring Costs in Junior & Senior Years:	
Uniform	\$230.00
Physical exam	\$250.00
HIV Certification	\$10.00
CPR Certification	\$55.00
FDLE Background check; Fingerprinting	\$54.00
Drug Screening	\$80.00

	\$679.00
One-Time Fees:	
International Deposit Before Issue of I-20	\$1,000.00
Graduation Fee	\$322.00
National Certification Exam	\$515.00
Florida Licensure	\$180.00
	\$2,017.00
Additional Cost of Room & Board Per Semester:	
Dormitory (multiple occupancy)	\$3,207.00
Housing Deposit (One-Time Fee)	\$150.00
Meal Plan A (All meals)	\$2,013.00
	\$5,370.00
Approximate TOTAL	\$25,409.35



**College of Health Professions and Sciences
Baccalaureate Occupational Therapy Assistant Program**

APPLICATION & ADMISSION GUIDELINES

GENERAL ADMISSION TO WEBBER (Foundational Phase; Pre-OTA: 51.1107):

The Baccalaureate Occupational Therapy Assistant (BSOTA) Program is a limited admission 120-credit-hour bachelor degree program. All inquiries about the BSOTA program admission guidelines are to be directed to the Admissions Office.

1. Meet all admission requirements to Webber International University as a degree-seeking student with all required admission documents received by the Admissions Office. No application is considered until all necessary Webber admission documentation (application to Webber, high school transcripts, college transcripts if applicable, residency paperwork, etc.) has been received and processed by the Admissions Office. Selection of students admitted to the University is based upon the credentials submitted by the applicant. The University will carefully consider all applicants who submit their applications and credentials.
2. Applicants interested in pursuing the BSOTA degree will select "Pre-OTA" when declaring their major.
3. Review the *Essential Requirements Form* when declaring the "Pre-OTA" major. This document describes the essential physical, cognitive, psychological, and emotional abilities that an applicant needs to successfully perform the roles, tasks, and responsibilities of an occupational therapy assistant.
4. The acceptance and evaluation of credit for transfer is based on various factors, including: the level, content, quality, comparability, and degree program relevance of the proposed transfer credits; the institution's accreditation; and assessment of course equivalency through evaluation of the transcript. Transfer credits are accepted from Regionally Accredited Institutions for appropriate courses which will pertain to the declared degree at Webber International University (Webber). Specific general education and Health Services Administration courses that are prerequisites for the BSOTA Program and considered for transfer, must have a grade of "C" or better.
5. Applicants will be notified of their admission status upon receipt of all required information.
6. A felony conviction may affect a graduate's ability to sit for the national certification exam and attain state licensure. Students with a history of felonies and who are considering entering an occupational therapy educational program can have their background reviewed by the National Board for Certification in Occupational Therapy (NBCOT) prior to actually applying to the program by requesting an Early Determination Review at <https://www.nbcot.org/Students/Services>. The fee for this review is \$225.

ADMISSION TO THE BSOTA PROGRAM (Professional Phase; OTA – 51.0803):

To qualify for admission into the BSOTA Program, applicants must meet the following criteria:

1. Meet all general admission requirements for Webber.
2. General education and Health Services Administration courses must be completed by the time of application, with minimum of “C.” A minimum of “B” is required for BIO221C Human Anatomy & Physiology I and for BIO222C Human Anatomy & Physiology II.
3. Have a minimum **cumulative GPA of 2.75** (at least 60 credit hours completed) by the time of application.
4. Completion of the **Admission Packet** – This packet is available for download in the BSOTA Program Website. Applicants must review its content carefully to understand the procedures and tasks required to qualify for admission into the Program. Forms included in this packet must be filled and submitted (as PDF documents) directly to the Program Director by the designated deadline:
 - a. *Observation Hours Verification Form* – Applicants are required to complete **AT LEAST 24** hours of observation of occupational therapy services by the time of application to the Program. Hours must be documented on this form.
 - b. *BSOTA Program Application for Acceptance Form* – This form must be completed by the end of the sophomore year and submitted electronically to the Program Director to be considered for admission into the Program.
 - c. *Essential Requirements Form* – This document is to be reviewed and signed by the end of the sophomore year. It describes the specific and essential skills, behaviors, and attitudes that applicants must possess to complete this program successfully. Ensure to read its content carefully and initial all the pages.
 - d. *Resume* – Include your most recent resume (as PDF file) describing your employment history and/or volunteer service in health care or community-based settings.
5. The Program operates on a rolling admission plan and will accept applications on a first-come-first-qualified basis. Documents received after **June 30** may not be acceptable for any given fall term. Documents received after **October 31** may not be acceptable for any given spring term.
6. **Two seats** are reserved in each cohort for **qualified Veterans** who meet all the guidelines listed above. Applicants must meet with the Coordinator of Veteran Services to determine Veteran eligibility before applying. The deadline to claim the seats is **June 30** if applying for the fall term and **October 31** if applying for the spring term. Unassigned seats will be released to general admission applicants. Contact the Financial Aid Department at Webber to obtain detailed information on Veterans Education Benefits.
7. When all 24 seats for any given class are assigned, the remaining applicants will be placed on the roster for the next cohort available and will receive notification of her/his admission status.

AFTER ACCEPTANCE:

8. Once the student receives notification of acceptance into the BSOTA Program from the Program Director, the student is required to complete the following requirements by a designated date. Documents are to be submitted directly to the Academic Fieldwork Coordinator:
 - a. Physical Examination – Cannot be older than one year. A Physical Exam Form is available in the OTA Program Website
 - b. Completion of all immunization and communicable disease screenings, including:
 - Two-Step Tuberculosis PPD
 - Tetanus vaccination or booster within the last 5 years
 - MMR vaccine (Measles/Mumps/Rubella) or an MMR titer
 - Varicella titer
 - Hepatitis B vaccination (optional but recommended).
 - Flu shots (optional but recommended)
 - Any immunization recommended by the fieldwork site
 - c. Certification in CPR (current)
 - d. Certification in AIDS/HIV precautions (4 hours)
 - e. Background Check – Be aware that a background check containing misdemeanor and/or felony conviction(s) related to violence or abuse are grounds for rescinding your admission into the program.
 - f. Fingerprinting
 - g. Drug Screening test (10 panel) – This test must be within 30 days PRIOR to the starting date in the program. Screening tests not complying with this guideline will not be accepted and your admission into the program will be rescinded.
9. These admission requirements need to be updated by students every year.
10. A felony conviction may affect a graduate's ability to sit for the national certification exam and attain state licensure. Students with a history of felonies and who are considering entering an occupational therapy educational program can have their background reviewed by the National Board for Certification in Occupational Therapy (NBCOT) prior to actually applying to the program by requesting an *Early Determination Review* at <https://www.nbcot.org/Students/Services>. The fee for this review is \$225.

All applicants should contact the Program Director if clarifications are needed about any of these admission requirements.

GRADUATION REQUIREMENTS:

To graduate with a bachelor's in occupational therapy assisting, students must meet the following requirements:

- Complete all the requirements of the didactic (106 credits), and the fieldwork components (14 credits) of the curriculum with a minimum cumulative GPA of **2.5**.
- The core component of the curriculum must be completed within a period of 3.5 years.

- Demonstrate professional behaviors considered acceptable by faculty and fieldwork supervisors and in accordance with regulations of Webber International University and the Bachelor OTA Program.





**College of Health Professions and Sciences
Baccalaureate Occupational Therapy Assistant Program**

**APPLICATION FOR ACCEPTANCE
BACCALAUREATE OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

Preferred Cohort/Class: Fall (Starts In August) Spring (Starts in January)

Student Name:

First:	Middle:	Last:
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Former Names:

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Student Identification Number:

Birthdate:

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Mailing Address:

City:	State:	Zip:
Home Phone #:		Cell:
E-mail:		Work Phone:

Gender: Female Male

Race:

Black American Indian Alaskan Native White (Not Hispanic Origin)
Asian Or Pacific Islander Hispanic

LICENSURE INQUIRY/INFORMATION:

Florida regulations provide that the denial of a license/certificate may occur if an individual is habitually intemperate, addicted to, or is found to be in illegal possession or involved in the sale of distribution of habit forming drugs, and/or is unfit or incompetent by reason of gross negligence, physical or mental condition or other like causes which could result in behavior that interferes in his/her practice as a health professional.

An application for licensure/certification in the State of Florida includes the following questions. A "yes" answer to any question could result in the denial of a license by the State. If your answer to any of the questions is "YES", you must meet with the Program Director prior to the submittal of the application to the program. Be advised that failure to honestly and accurately disclose prior history of convictions and/or felonies in this application will automatically result in your disqualification for admission into the program and/or dismissal from the program.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been convicted, or have you entered a no contest or guilty plea-regardless of adjudication-offense other than a minor traffic violation?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been denied or is there now any proceeding to deny your application for a license to practice a health profession in Florida or any other jurisdiction?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever had a disciplinary action taken against your license to practice a health profession by the licensing authority in Florida or any other jurisdiction?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever surrendered a license to practice in a health profession in Florida or any other jurisdiction while any such disciplinary charges were pending against you?

I certify that I have read and understand the standards indicated above regarding licensure/certification as a health professional in the State of Florida.

Applicant's Signature:	
Date:	Click or tap to enter a date.

TO BE COMPLETED (IF NECESSARY) BY THE PROGRAM DIRECTOR	
I have informed the above-identified applicant regarding the licensing/certification process in the State of Florida in relation to previous criminal convictions	
Program Director's Signature/Date:	

CERTIFICATION TO BE COMPLETED BY ALL APPLICANTS

I, _____ certify that all information given in this application is true and accurate to the best of my knowledge. **I understand that discovery of any falsification of this information will result in denial of admission or prompt dismissal from the program.** Webber International University is hereby authorized during the selection process and/or during my tenure as a student, if admitted, to make any investigation that is deemed necessary concerning the above information with regard to my suitability to practice as a health professional.

Applicant's Printed Name:	
Applicant's Signature:	
Date:	Click or tap to enter a date.

FOR PROGRAM DIRECTOR (PD) ONLY	
I have reviewed this application and determined that it is:	
<input type="checkbox"/> Complete and accurate <input type="checkbox"/> Incomplete or inaccurate	
Comments:	
PD Signature:	Date: Click or tap to enter a date.



OBSERVATION HOURS VERIFICATION FORM

OTA applicants are required to complete a **minimum of 24 hours** of observation in a clinical setting offering occupational therapy services and document the experiences on this form, as well as provide the answers to the ten questions posted here. Once completed, this form is to be submitted along with the program application form, by the designated timeline.

STUDENT INFORMATION (To be completed by the student):		
Name:		
Address:		
City:	State:	Zip:

FACILITY INFORMATION (To be completed by the student):		
Name of Facility:		
Address:		
City:	State:	Zip:
Type of Setting:		

VERIFICATION BY THERAPIST (To be completed by an OT or OTA):
Observation Date/s:
Hours Completed:
OT/OTA Name (Print):
OT/OTA License #:
OT/OTA Contact #:
OT/OTA Signature:
Comments (Optional):

Observation hours may be waived if the applicant has experience as a Rehab Tech or Allied Health clinician. In order to waive the observation hours, the applicant must provide the following document/s along with the program application:

1. A PDF copy of an official letter (written on the company's letterhead) from an occupational therapy practitioner certifying that the applicant worked closely with the occupational therapy department, and describing the role and type of experiences to which the applicant was exposed at the site.
2. Or PDF copies of professional credentials (submit copies along with the program application).

OBSERVATION HOURS VERIFICATION FORM

Type your responses below each question and sign the form. Submit completed form with program application form:

1. In your own words, explain what occupational therapy is.

Response:

2. Describe the main responsibilities of the occupational therapist (OT).

Response:

3. Describe the main responsibilities of the occupational therapy assistant (OTA).

Response:

4. Identify at least 4 areas/settings of practice for the OTA.

Response:

5. List the referral sources for OT services.

Response:

6. What diagnoses and condition are typically seen in an OT clinic? Describe at least 3.

Response:

7. Describe the therapeutic equipment used by the OT/OTA at the facility.

Response:

8. Explain the payment /reimbursement sources for OT services.

Response:

9. Describe the role of the interdisciplinary team and list the professionals typically comprising this team.

Response:

10. Explain the current ethical dilemmas impacting delivery of OT services.

Response:

I. Instructions for Completing the Observation Hours Form for Occupational Therapy:

1. You are required to complete observation hours in an occupational therapy clinic to help you learn about the profession of occupational therapy so that you make an informed decision when selecting a career that meets your expectations and needs.
2. You need to complete 24 hours of observation under the supervision of an occupational therapist (OT) or a certified occupational therapy assistant (COTA). You may complete these hours in the same site, but it is strongly recommended to observe OT services in at least two different facilities.
3. A separate "Observation Hours Form for Occupational Therapy" needs to be completed for each clinical site.

II. Where to go for observation hours?

1. You may complete observation hours in any facility offering occupational therapy services by licensed practitioners. The following list contains samples of typical places offering OT services:
 - a) Hospitals
 - b) Nursing Homes
 - c) Rehab Centers
 - d) Schools System
 - e) Orthopedic Clinics
 - f) Sports Clinics
 - g) Mental Health Clinics
 - h) Private Practice Clinics
2. You need to call the site and set up an appointment to meet with the designated practitioner in the OT clinic, or the designated person coordinating volunteers, to ensure feasibility of observation at that particular facility.
 - a) Find out what your duties will be, and your supervisor's expectations.
4. Remember to adhere to the facility's policies and procedures.
5. You need to comply with the facility rules and regulations concerning dress code, behavior, and confidentiality.
6. Please, keep your appointments/schedules as planned by your supervisor. Also, make sure to notify your supervisor 24 hours in advance, if there is a need to cancel or reschedule your itinerary

III. How to Complete the Form

1. You need to print the form and discuss its content during the first meeting with your supervisor to ensure exposure to the appropriate experiences.
2. You are responsible for completing all the tasks and for entering the appropriate information directly on the designated boxes posted on the form.
3. Upon completion of your observation hours, have your supervisor review your responses to all the tasks. Ensure that s/he fills in the Profile Section and signs the form. The completed form must be included in the Admission Packet when submitting it to the Program Director by the designated application deadline.

**ESSENTIAL REQUIREMENTS
FOR THE
BACCALAUREATE OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

Essential requirements have been established to identify the specific technical standards required of students in the program. Student's decision to enroll in the Baccalaureate Occupational Therapy Assistant (BSOTA) Program should be made after considering the program Essential Requirements.

Applicants are responsible for carefully reviewing the essential requirements and make inquiries if they are not familiar with the standards and skills listed. Webber University's Baccalaureate Occupational Therapy Assistant Program is a rigorous 4-year program dedicated to preparing entry-level baccalaureate occupational therapy assistants for practice across all age groups in a variety of settings including hospitals, schools, clinics, nursing facilities and home health. The *Essential Requirements* reflects the physical, cognitive, psychological, emotional and professional demands of occupational therapy. Due to these requirements, certain chronic or recurrent illnesses and problems (with or without accommodation) that interfere with patient care or safety may be incompatible with occupational therapy training or clinical practice. Conditions that may lead to a high likelihood of student absenteeism should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude, or demeanor that may jeopardize patient care may be grounds for course/fieldwork failure and possible dismissal from the program.

All applicants to the program must have the ability to meet with or without accommodation, the standards and skills listed below to complete the educational requirements for the BSOTA Program. If applicants cannot demonstrate the following standards and skills without accommodation, it is their responsibility to request reasonable accommodations with the Chief Academic Officer before the beginning of the school term. In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, including changes made by the Americans with Disabilities Act of 2008, Webber International University seeks to provide accommodations for students with disabilities enabling them to access education on an equal basis with students without disabilities. Certain disabilities can interfere with a student's ability to complete the program of study and acquire the skills and requirements necessary for the practice of occupation therapy. Reasonable accommodations can be made to compensate for some, but potentially not all, limitations. Reasonable accommodations will be provided **as long as they do not fundamentally alter the nature of the program offered and do not compromise patient safety or impose an undue hardship such as those that cause a significant expense or are unduly disruptive to the educational process.** Students should be aware that those disabilities that interfere with patient care, safety or

require the use of an intermediary may be incompatible with independent professional practice in the field of occupational therapy.

It is the responsibility of this program to be concerned with the rights of patients and clinical sites and to only place students in clinical education that can provide safe, high quality health care. The following list represents reasonable expectations for the student enrolled in the BSOTA Program.

MOBILITY/MOTOR SKILLS

KNEEL OR STOOP FREELY	To floor to adjust patient position or assist with equipment; inspect feet, apply shoes or prosthetics
KNEEL, HALF-KNEEL, CRAWL	On an exercise table to assist with patient activities.
REACH ABOVE HEAD	In standing, to adjust and position equipment.
LIFT; PULL; GUIDE; TRANSFER	Lift up to 50 lbs. with use of mechanical devices as needed; transfer vertically and horizontally.
BEND, STAND, KNEEL, SIT, WALK OR CRAWL FOR 90 MINUTES WITHOUT REST	To administer emergency care (CPR); to perform lab activities and administer patient interventions
GUIDE; RESIST AND ASSIST	Adult patients (or classmates) during occupational therapy transfers, ambulation, interventions and exercises; using your arms legs or trunk to provide the necessary stabilization for a patient during therapy.
PUSH/PULL	Large wheeled equipment; whirlpools, tilt tables and patients on stretchers or in wheelchairs
WALK	For extended periods of time to all areas of a hospital
CLIMB	Stairs & inclines while safely guarding an unstable patient
BILATERAL DEXTERITY	To adjust and fine tune controls on electrical and heat modalities; demonstrate ADL activities and exercises to patients; To carry out stretching, massage and exercise programs; adjust and use occupational therapy devices like goniometers and crutch/cane/walkers, carry out splinting techniques, guard patients
COORDINATION	To perform different tasks with different limbs simultaneously
SPEED AND AGILITY	To protect a walking or moving unstable patient from falling
ASSUME A WIDE BASE OF SUPPORT, BALANCE	To guard, maintain and correct balance of an unstable patient on flat surfaces, inclines and stairs
PERFORM	All patient physical assistance using safe and proper body mechanics

WORK CAPACITY	To perform all essential skills and standards to complete eight-hour days, and a 40 hour work week during OTA Program enrollment
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SENSORY ABILITIES AND OBSERVATIONAL SKILLS

DEPTH PERCEPTION	For judging distance, surface changes, level changes while ambulating patients
SEE (with or without corrective lenses)	Patient skin, discriminate color changes, facial expressions and non-verbal communications, normal and abnormal patterns of movement; the environment for up to 20 feet; to read and set parameters on occupational therapy equipment, detect small calibrations on measuring instruments (read thermometer)
FEEL	To discriminate small and large temperature differences; palpate pulses; assess body segment contour; to assess muscle tone; joint movement, discriminate sharp and dull, light touch and deep pressure sensation
HEAR	Soft voices, masked voices, patient call systems, alarms, timers, blood pressure sounds using a stethoscope; demonstrate active listening skills
SMELL	To detect odors related to patient assessment
POSITION, MOVEMENT AND BALANCE SENSATION	To feel where your individual body segments are located and to know when and how they are moving even when you cannot see them

COMMUNICATION STANDARDS

SPEAK AND EXPRESS	Clearly and understandably in the English language; information to peers, faculty, patients, their families and other health care providers; to explain conditions and procedures and teach home programs
READ	Typed, handwritten, chart data, and computer-generated documents in the English language; at a level of competency that allows safe and timely execution of essential tasks or assignments.
UNDERSTAND; INTERPRET	Medical terminology and information given regarding status, progress, and safety of a patient; to follow simple and complex instructions (oral or written) given by an OT regarding patient care; and respond to non-verbal communication/behaviors of self and others.
FOLLOW DIRECTIONS	Accurately and efficiently, seeking clarification where necessary
WRITE	To produce legible handwritten or computer word processed documents; use correct medical terminology, spelling, grammar and punctuation; organize and

	express thoughts in written form in the English language; to prepare accurate, thorough, legally defensible patient documentation
INTERPERSONAL SKILLS	To work collaboratively; interact professionally; to establish rapport with patients, colleagues and classmates; to resolve conflicts; with individuals from a variety of social, emotional, cultural and intellectual backgrounds; maintain confidentiality in all interactions

COGNITIVE AND INTELLECTUAL STANDARDS

THINK CRITICALLY	To identify and solve problems; identify cause/effect relationships; to apply reading, lecture and laboratory information to case study preparation; to employ effective teaching, learning and test taking strategies
COMPREHEND	relevant information regarding patient diagnoses, occupational therapy interventions, indications and contraindications, human pathology and impairments from textbooks, medical records and professional literature
PRIORITIZE	Events to provide for patient safety; appropriate patient interventions; multiple tasks; integrate information and make decisions about sequence and progression
CALCULATE	To collect and/or interpret accurate patient data
MAKE CLINICAL DECISIONS	To respond quickly and appropriately to changes in patient status; to analyze written, observed or verbal data about patients and make decisions to terminate, modify, progress or cancel patient treatment; act safely and ethically in the occupational therapy lab and clinic.
SHORT-TERM AND LONG-TERM MEMORY	To accurately and quickly remember data from the chart and information relayed in verbal exchanges with the OT and other members of the health care team; to access learned knowledge to include but not limited to diagnoses, weight-bearing status, indications, contraindications for interventions, safety precautions, subjective reports of patients, emergency procedures; safety procedures; to participate successfully in the learning and evaluation of knowledge within the occupational therapy curriculum
THINK QUICKLY AND CLEARLY	To execute all duties unimpaired by any condition or substance that alters mental processing, speed or quality of thought processes or judgment

BEHAVIORAL/PROFESSIONAL STANDARDS

FLEXIBILITY	To adjust to a constantly changing and very demanding full-time schedule;
COMPASSION	To respect and show empathy for patients and their families; for people of all personality types, backgrounds, ethnic, race or socioeconomic backgrounds including but not limited to individuals with neurological disorders, physical disfigurement, mental health or complex medical problems.
COOPERATION	To work as a member of a team; develop positive and effective relationships with faculty, clinicians, peers and patients

RECOGNIZE LIMITATIONS	To request assistance when needed; accept correction and constructive suggestions; assume responsibility for personal development; utilize resources effectively
TOLERANCE	For close physical contact with patients, peers and classmates during the provision of interventions and in lab; for close proximity and physical contact with patients that require use of standard precautions during therapy due to open wounds, incontinence or other potential exposure to bodily fluids or pathogens during treatment.
WILLINGNESS	To wear scrub top/pants as the assigned uniform for clinical rotations; To wear required lab attire that will allow for visualization of body contours and exposure of all major joints and muscles; to participate in lab activities that require palpation, measurement, massage and other forms of therapeutic touching of joints, muscles and bony landmarks; to serve as both the patient model and clinician during patient simulations that allow classmates to practice and perfect occupational therapy skills.
POSITIVE ATTITUDE	To demonstrate initiative, enthusiasm and appropriate peer and patient interactions
WORK ETHIC	To attend class and clinic promptly and regularly; to stay focused and on task in lecture and laboratory instructional time; to submit work products promptly when due; to display industrious behavior; to submit to all classroom and clinical rules/policies; to demonstrate respect for other health care providers and the profession of occupational therapy; to comply with all legal and ethical standards of practice
STRESS MANAGEMENT	Coping skills for fast-paced clinical situations; to manage multiple academic deadlines; deal effectively with psychosocial issues of catastrophic illness, disability and death; respond appropriately in a stressful environment and during impending deadlines; manage personal matters outside of class/work day
PLANNING AHEAD	To arrange transportation and living accommodations for/during off campus clinical assignments to foster timely reporting to the classroom and clinical center
SELF CARE	To maintain general good health and hygiene in order not to jeopardize the health and safety of self and individuals with whom one interacts in the academic and clinical settings

A student who is unable to fulfill the Essential Requirements for occupational therapy assistants, as described above, may have their offer of admission withdrawn or be dismissed from the program if:

- A. He or she has requested and received a reasonable accommodation and is unable to meet program qualifications including the Essential Requirements.”

- B. The requested accommodation(s) would fundamentally alter the nature of Webber University's occupational therapy assistant program, or
- C. The requested accommodation(s) would create a significant risk of harm to the health or safety of others.

I HAVE READ AND UNDERSTAND THESE ESSENTIAL FUNCTIONS AND I AM IN COMPLIANCE WITH THESE STANDARDS.

Click or tap to enter a date.

DATE

SIGNATURE

RESUME

Paste your resume directly to this page.

