

2018

The Ohio State University



THE OHIO STATE UNIVERSITY

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College of Medicine
School of Health and Rehabilitation Sciences

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STUDENT DOCTORAL EXPERIENCE MANUAL

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DOCTORAL EXPERIENCE CALENDAR

<i>EVENT</i>	<i>DATE</i>
1ST DATE OF DOCTORAL EXPERIENCE	
1ST DATE OF DOCTORAL EXPERIENCE ON-SITE (IF DIFFERENT) *At least 80% must be at your doctoral experience site	
DATE OF MIDTERM EVALUATION	
DATE OF FINAL EVALUATION	
DATE OF DOCTORAL EXPERIENCE ON CAMPUS EXPERIENCE	

THE STANDARDS OF AN ACCREDITED PROGRAM FOR THE OCCUPATIONAL THERAPIST STATE THE REGARDING THE DOCTORAL EXPERIENCE

ACOTE Doctoral Experience Component Standards 2011

C.2.0. DOCTORAL EXPERIENTIAL COMPONENT The goal of the doctoral experiential component is to develop occupational therapists with advanced skills (those that are beyond a generalist level). The doctoral experiential component shall be an integral part of the program's curriculum design and shall include an in-depth experience in one or more of the following: clinical practice skills, research skills, administration, leadership, program and policy development, advocacy, education, or theory development.

The student must successfully complete all coursework and Level II and pass a competency requirement prior to the commencement of the doctoral experiential component. The specific content and format of the competency requirement is determined by the program. Examples include a written comprehensive exam, oral exam, NBCOT certification exam readiness tool, and the NBCOT practice exams.

C.2.1. Ensure that the doctoral experiential component is designed and administered by faculty and provided in setting(s) consistent with the program's curriculum design, including individualized specific objectives and plans for supervision.

C.2.2. Ensure that there is a memorandum of understanding that, at a minimum, includes individualized specific objectives, plans for supervision or mentoring, and responsibilities of all parties.

C.2.3. Require that the length of this doctoral experiential component be a minimum of 16 weeks (640 hours). This may be completed on a part-time basis and must be consistent with the individualized specific objectives and culminating project. No more than 20% of the 640 hours can be completed outside of the mentored practice setting(s). Prior fieldwork or work experience may not be substituted for this experiential component.

C.2.4. Ensure that the student is mentored by an individual with expertise consistent with the student's area of focus. The mentor does not have to be an occupational therapist.

MENTORING IS DEFINED AS A RELATIONSHIP BETWEEN TWO PEOPLE IN WHICH ONE PERSON (THE MENTOR) IS DEDICATED TO THE PERSONAL AND PROFESSIONAL GROWTH OF THE OTHER (THE MENTEE). A MENTOR HAS MORE EXPERIENCE AND KNOWLEDGE THAN THE MENTEE. THE PROGRAM MUST HAVE A SYSTEM TO ENSURE THAT MENTOR HAS DEMONSTRATED EXPERTISE IN ONE OR MORE OF THE FOLLOWING AREAS IDENTIFIED AS THE STUDENT'S FOCUSED AREA OF STUDY: CLINICAL PRACTICE SKILLS, RESEARCH SKILLS, ADMINISTRATION, LEADERSHIP, PROGRAM AND POLICY DEVELOPMENT, ADVOCACY, EDUCATION, OR THEORY DEVELOPMENT.

C.2.5. Document a formal evaluation mechanism for objective assessment of the student's performance during and at the completion of the doctoral experiential component.

Occupational Therapy 7289 and 7389

Occupational Therapy 7289– Clinical Doctoral Experience I

Occupational Therapy 7389– Clinical Doctoral Experience II

**THE DOCTORAL EXPERIENCE MUST BE COMPLETED WITHIN
14 SEMESTERS OF THE START OF THE ACADEMIC PROGRAM.**

EXCEPTIONS TO THIS POLICY REQUIRE THE WRITTEN PERMISSION OF DIVISION DIRECTOR.

Summer, Autumn, Spring Semesters Arranged Prerequisites: An average point-hour ratio of 3.00 in all professional courses and written permission of division director. These courses are graded S/U.

7289 and 7389 Doctoral Experience G (Three credits of OT 7289 and eight credits of OT 7389 are required to graduate)

OHIO STATE OBJECTIVES OF THE DOCTORAL EXPERIENCE COMPONENT

OSU OTD Objective #1:

- Student demonstrates excellence in clinical practice through the provision of science-driven, outcomes-oriented and evidence-based evaluation, intervention, and discharge planning.

Examples:

1. Chooses evidence-based assessment.
2. Selects science driven interventions appropriate to the client

OSU OTD Objective #2:

- Student demonstrates excellence in clinical practice through the provision of compassionate, empathetic and client-centered occupational therapy practitioners aimed at promoting the dignity and independence of their clients

Examples:

1. Treats clients, families and coworkers with compassion and empathy
2. Develops Treatment plans and interventions are client-centered

OSU OTD Objective #3:

- Student demonstrates effective translation of knowledge to practice through the selection of appropriate measures to assess outcomes, the critical analysis, integration, and synthesis of research evidence with clinical expertise, and the communication of research evidence to clients, facilities, and populations

Examples:

1. Interprets relevant data, factors or relationships that pertain to the client.
2. Communicates findings and data to client, families, and coworkers clearly and compassionately.

OSU OTD Objective #4:

- Demonstrates professional leadership in practice through advocacy, articulation of OT distinct value, effective inter-professional communication and collaboration, and assertive communication with individuals, groups, communities and populations.
- Clearly describe the benefit of occupational therapy services to particular individuals, groups or populations
- Identify system or societal factors that may inhibit access to occupational therapy services for specific populations and propose solutions to increase access to OT services.
- Work collaboratively with other members of a treatment team.

OSU OTD Objective #5:

- Demonstrates professional behaviors, adherence to professional ethics and standards, commitment to professional development, and engagement in activities that support lifelong learning. Examples:
 1. Demonstrate work behaviors that reflect an understanding of professional standards and code of ethics appropriate to the practice environment.
 2. Maintains appropriate boundaries.
 3. Observes federal and state regulations relating to confidentiality.
 4. Identify and utilize additional learning opportunities available at the doctoral experience site.
 5. Develop plan to implement doctoral experience into future clinical practice.

OUTLINE OF RESPONSIBILITIES

Doctoral Experience Faculty Mentor is Responsible for:

- a. Advising the student on possible practice settings for the doctoral experience.
- b. Mentoring and orienting students to the general purposes of the doctoral experience and providing them with needed forms.
- c. Mentoring the student in reviewing evidence, assessments, and treatments relevant to the selected doctoral experience area.

The Director of Experiential Education is Responsible for:

- a. Assuring that there is a signed contract in place for the practice site the student is interested in completing their doctoral experience.
- b. Developing and implementing a policy for the withdrawal of students from a doctoral experience.
- c. Reassigning students who are not successful in the doctoral experience in accordance with education program policies.
- d. Identifying an on-site mentor who will supervise the student on-site.
- e. Providing training on supervision and the Division of Occupational Therapy's expectations for mentors.
- f. Making regular and periodic contacts with the facility in which students are placed.
- g. Maintaining a collaborative relationship with doctoral sites.

Site Mentor is Responsible for:

- a. Completing an online module on the expectations of the mentor, Division of Occupational Therapy and basic introduction to supervision
- b. Collaborating with the student and faculty mentor in the development of the doctoral experience learning objectives that provides opportunities for the practical implementation of theoretical concepts offered previously in didactic and doctoral settings.
- c. Scheduling students in collaboration with Ohio State University faculty.
- d. Evaluating each student at the midpoint and conclusion of the doctoral experience using the specific learning objectives that were created prior to the doctoral student's start.
- e. Working with the student and Ohio State University faculty member if problems arise during the doctoral experience.
- f. Being familiar with the policy regarding the "withdrawal of students from doctoral experience" for The Ohio State University.

- g. Reviewing periodically the contractual agreement between the academic educational program and the facility, assuring that these agreements are signed and current during the time the student is present.
- h. Providing regular and periodic supervision of students.
- i. Verifying the hours the student completed.

Student is Responsible for:

- a. Working collaboratively with the site and faculty mentor to create specific learning objectives for the doctoral experience.
- b. Obeying all policies and procedures of the facility unless exempted, including prompt notification of student absences.
- c. Fulfilling all duties and assignments made by the doctoral supervisor, unless exempted, within the time limit specified.
- d. Completing 640 hours (16 weeks full-time) of doctoral experience, at least 80% of which (512 hours) must be completed at the doctoral experience site. Absences must be made up to ensure 640 hours of doctoral experience.
- e. Evaluating the doctoral experience supervisor and site to help continue to improve educational outcomes.
- f. Writing a letter of appreciation to the site supervisor and the facility Administrator for the educational opportunities offered to the student.

Division of Occupational Therapy Faculty is responsible for:

- a. Reviewing the CV, resume and supporting documents of site mentors
- b. Determining if the site mentor is qualified to serve as site mentors for the doctoral experience by majority vote of the core OTD faculty members. This ensures that the student is mentored by an individual with expertise consistent with the student's area of focus. This individual may or may not be an occupational therapist. (C 2.4)

OCCUPATIONAL THERAPY DOCTORAL EXPERIENTIAL COMPONENT

Student pursuing a doctoral degree must complete one additional sixteen-week Doctoral Experience following level II Fieldwork. The goal of this experience is to develop occupational therapists with “advanced skills” – those beyond a generalist level (C.2.0).

The Doctoral Experience directly connects clinical practice with scholarship via the implementation of the capstone project. The capstone meets The Ohio State University's written requirements for granting a doctoral degree and most typically the capstone is implemented during the doctoral experience. Students have three courses before the 16-week doctoral experience (OT6740, OT7710, and OT7720) to prepare for the doctoral experience and to begin their capstone.

Students take 11 credits of OT7289 /7389– three credits in the Autumn of their third year and eight credits in the Spring of their third year. This course provides an in-depth, customized experience specific to the doctoral pursuit of the occupational therapy student, and the opportunity to extend and refine knowledge and skills acquired in the curriculum. Students may participate in learning experiences that include a focus on theory development, research, policy, advanced clinical practice, advocacy, teaching, administration, or leadership.

In collaboration with the OTD Experiential Director the OTD students will complete a Doctoral Experience

Preliminary Planning Form demonstrating their interest and desired focus of the prospective doctoral experience. Assignment of all Doctoral Experience sites is competitive and subject to availability and in many cases will require the student to commute a distance or relocate. All Doctoral Experience sites must have a signed affiliation agreement with The Ohio State University Division of Occupational Therapy and have a site mentor who is able to offer content expertise to help the student meet the goals of his/her doctoral experience. The Division Faculty reviews and determines if the site mentor meets the standards required to be a site mentor. Similar to fieldwork sites, Doctoral Experience sites will receive the orientation to the curriculum, goals, and objectives of the Ohio State Division of Occupational Therapy (C.2.2).

The Doctoral Experience will support advanced skill development in collaboration with the sponsoring site for clinical, educational, and/or research based projects. Examples of such products that might come from the doctoral experience include, but are not limited to: the development of resource materials, creation of quality assurance or outcomes measurement programs, integration of evidence-based practice research activities, leadership or advocacy project and staff and family training materials.

Prerequisites for OTD Doctoral Experiential Component

As stated in ACOTE Standard, (C.2.0), the student must successfully complete all didactic coursework Level II fieldwork and pass a competency requirement prior to the commencement of the Doctoral Experience. The Competency will take place in the semester following Level II FW. It is highly recommended that the OTD student complete at least 1 clinically-based FWII prior to the Doctoral Experience. Prior fieldwork or work experience may NOT be substituted for any part of the hours required of Doctoral Experience. Students wishing to utilize their current work setting to satisfy the 16-week requirement must seek approval from the Director of Experiential Education and/or Department Chair, and additional experiential activities and learning objectives must be established.

Timeline Requirements

The duration of the Doctoral Experiential Component is a minimum of 16 weeks (640 hours). OTD students may complete this requirement on a part-time or full-time basis. Students will be offered part-time option upon request, availability of the site to accommodate the request and approval from the Director of Experiential Education and/or Department Chair. **This part-time status may delay graduation.** No more than 20% of the 640 hours can be completed outside of the mentored practice setting. **No previous work, level one, level two, or volunteer experience hours can be counted towards the 640 hour requirement.** All students must successfully complete the required Doctoral Experience within 14 semesters of the start of the academic program. The Division Director must approve exceptions to this policy in writing.

Supervision Requirements

As stated in the 2011 ACOTE Standards (C.2.4), the OTD student should be mentored by an individual with expertise consistent with the student's doctoral experience area of focus. Mentoring is defined as *"a relationship between two people in which one person (the mentor) is dedicated to the personal and professional growth of the other (the mentee). A mentor has more experience and knowledge than the mentee."* The doctoral experience site will provide supervision to OTD students on site by a qualified site mentor. This site mentor may be an occupational therapist, but may be another professional that the site and the Division of Occupational Therapy deem qualified. This individual assists the OTD student in applying knowledge to practical situations; develop problem solving skills and learning practical competencies. This individual will be called the site mentor. The site mentor will instruct and orient the OTD Student as needed to perform specific negotiated learning activities consistent with the student's learning objectives.

Many professionals are qualified to supervise OTD students as they carry out advanced clinical skills, research,

program development, advocacy, teaching or policy work specific to their doctoral pursuits. The individual, who, on behalf of the doctoral experience site, is responsible for the direct instruction and supervision of the OTD student in the professional rotation setting. This individual supervises, directs and facilitates the doctoral experience. They may be the clinical supervisor, therapist, faculty member, or political or agency representative who acts on behalf of the site where the student is assigned for the rotation. The level and type of supervision will be customized to the type of setting, the student's learning objectives and focus of their doctoral capstone project.

In clinical practice, a professional who meets the state and national requirements should supervise direct clinical practice activities performed by the OTD student. When the most appropriate professional to supervise students performing direct clinical practice activities is an occupational therapist, then the supervising occupational therapist must meet the state regulations and have a minimum of one year practice experience post initial NBCOT certification.

The student must be mentored by an individual with content expertise consistent with the student's area of focus (e.g., if the student's focus is occupational therapy treatment for individuals with Autism – then the student must be mentored by an occupational therapist with expertise in Autism). The Site Mentor Contact form, credentials and professional resume/CV will be obtained to verify and document the expertise and experience of the mentor (C.2.4) The individual will hold a state or national license or credential or be deemed 'qualified' by a vote of the Division of Occupational Therapy faculty if they do not hold a state or national license or credential.

During the Doctoral Experience placement process the Director of Experiential Education will advise the OTD student as they seek out potential Site Mentor(s) among their educational, professional or community networks. Formal approval of the Site mentor is provided by the Director of Experiential Education using the *OTD Doctoral Experiential Component Site Mentor Agreement Form*. OTD students are expected to achieve specific goals established by these parties. The Ohio State University has five established behavioral objectives for the doctoral experience – the student, with input from the site mentor, creates three additional measurable behavioral objectives that are specific to the student's doctoral experience. In addition, in collaboration with site mentor, OTD students will set 3 individualized learning goals to customize the concentration of the experience to the learning needs of the OTD student. These three learning goals must be 1. Relevant to the field experience setting. 2. Understood by the student, site mentor, and Director of Experiential Education. 3. Measurable 4. Behavioral (observable) 5. Achievable within 16-weeks.

The student-specific objectives should be agreed upon by the OTD student and site mentor. Objectives will be reviewed and finalized with the site mentor before the experience begins. Exactly how those objectives are met has been left to the site and site mentor with input and guidance from the school as needed. All experiential goals, objectives and outcome measures, during and at the end of the doctoral experience will be outlined in the Ohio State University Doctoral Experience Evaluation form and signed off by the student, site mentor and Director of Experiential Education.

Evaluation Methods and Grading of the Doctoral Experience

The Ohio State University has established behavioral objectives for the Doctoral Experience, in agreement with the curricular threads and program outcomes. In addition, in collaboration with their site mentor, the OTD students will set 3 individualized learning goals to customize the concentration of the experience to the learning needs of the OTD student. The doctoral experience student, site mentor, and Director of Experiential Education should agree upon these three student specific objectives and be familiar with the five OSU OTD standard learning objectives. Objectives will be reviewed and finalized with the site mentor before the start of the experience.

Evaluation of the individualized objectives occurs under the supervision of a site mentor with expertise in the student's chosen area. Evaluation of performance is completed via the *OSU OTD Doctoral Experiential*

Evaluation at midterm (~8weeks) and at completion of the 16-week Doctoral Experience. Note that there is space provided for both the doctoral student and the site mentor to add his/her own objectives. The OTD student and site mentor will revisit the established learning goals at midterm and at final, and sign as evidence of accomplishment. The student must successfully meet or exceed these objectives to successfully complete the doctoral experience. The Evaluation has three measures for each objective: 1. Accomplished 2. Making Progress 3. Not Progressing, needs attention. Students must accomplish each objective to receive a 'satisfactory' with their doctoral experience. If at midterm the student and site mentor supervisor, faculty advisor and student are concerned that the objectives may not be met due to unforeseen circumstances, the Director of Experiential Education will be consulted to see if it would be appropriate to modify the stated objectives.

The OTD student is required to complete the *Student Evaluation of Doctoral Experiential Component* at completion of the 16-week experience. At the end of the Doctoral Experience, the OTD student and the site mentor should then meet to discuss both evaluations. Evaluations will occur within e*Value – our online data management program.

Requirements for successful completion of the Doctoral Experience include the following:

1. Satisfactory completion of the 16 week, (640) hours) full-time experience
2. Satisfactory completion and submission of all learning objectives, learning activities, and evidence via completion of the OSU OTD Doctoral Experience Evaluation form
3. Satisfactory completion of all required assignments and evaluations
4. Completion of the Student Evaluation of Doctoral Experience Form

The Course is graded Satisfactory/Unsatisfactory. The grade is assigned by the Director of Experiential Education with significant input from the site mentor. A SATISFACTORY grade is earned when the student 1. Completes 640 hours of doctoral experience. 2. Achieves all of the stated behavioral objectives. 3. Completes all required assignments and evaluations. The student receives an UNSATISFACTORY grade is earned when the student does not meet any of the conditions necessary for the SATISFACTORY grade.

Withdrawal from the Doctoral Experiential Component

Withdrawals (either by the OTD student or by the Director of Experiential Education) from the Doctoral Experience will result in the OTD student and the OTD Experiential Director and/or Division Director developing an individualized plan to complete the doctoral experiential component. This plan, and all steps of the plan, must be completed prior to completion of the program. Withdrawals from an OTD Doctoral Experience will be considered "Unsatisfactory" except by decision of the Director of Experiential Education in consultation with the the Director of the Program.

Failure of the Doctoral Experiential Component

Students who fail the Doctoral Experience (a failing/non passing grade at the final or termination by the site due to failing performance) will be required to go through a remediation process before they could begin a second doctoral experience. This remediation will be directed by the Director of Experiential Education and will focus on areas the student, site mentor, and faculty advisor identified as weaknesses during the first doctoral experience. After a plan of remediation has been successfully completed and with the permission of the Division Director, the student will re-register for OT7289 and 7389 and must complete 16 weeks of the doctoral experience. The dates and location of the new Doctoral Experience are dependent on the availability of placement sites, potential Site Mentors and match of student's needs.

Students who receive unsatisfactory grades in two Doctoral Experience Placements will be referred to the Executive Committee for the School of Health and Rehabilitation Sciences for dismissal from the Occupational Therapy program. A student who does not satisfactorily complete OT 7289/7389 -- two separate doctoral experiences -- will not earn a degree in Occupational Therapy and will not be eligible to take the NBCOT Certification Examination and will not be able to practice as an Occupational Therapist.

Performance Accommodations

1. The Office of Disability Services at The Ohio State University determines reasonable accommodations for students with disabilities. **These accommodations must be made in advance with Doctoral Experience sites.** Please contact Dr. Cleary about this process.

Liability Insurance

1. You have each paid for liability insurance. Some sites will require that you provide proof of insurance either before you begin or on your first day of the doctoral experience.

Health Insurance

1. You are required to maintain health care insurance during the doctoral experience. You may have to go through personnel department procedures at the center to which you are assigned. This may include some kind of physical exam. If there are times when you need health care, it is your responsibility to seek a physician. This is your responsibility, not the facilities.
2. You must be prepared to provide evidence of health insurance to the facility. Have your insurance number available.
3. Remember, if you have University health insurance you can continue to purchase this the semester after you graduate.
4. Make sure that you consider this option carefully. You might end up with a time period without insurance between the end of autumn semester and beginning your first job where you may have health insurance as a benefit. You need to be certain that you have health insurance during that time period.

Health Review

1. The School of Health and Rehabilitation Sciences requires a health review of all students. Records of compliance with this requirement are kept at the Student Health Center (not in the School). Many of the facilities where you do the doctoral experience have made health review, including flu shots, mandatory. In order to make certain that this requirement is being met, there is a statement in the contracts that we have with the centers that says the School will assure that all students have a health review. You are responsible to ensure that you have your immunizations up to date for the site. **To prevent cancellation of your experience, you need to be certain that your records in the Student Health Center are complete.**

Criminal Background Check

An updated criminal background check will be required for all students annually. If you have had any type of incident that will show up on a background check, please inform Dr. Cleary as soon as possible.

Note: If the background check reveals a positive history of any type, it will be reviewed by the AFWC and Experiential Education Coordinator and the student will be advised as to the potential consequences, based on the nature of the offense. Consequences can include difficulty in obtaining placement and/or potential dismissal from the program. It will be the student's responsibility to review a positive history with potential sites and obtain clearance for placement. Students who are rejected by a clinical site on the basis of criminal background check results will not be guaranteed an alternate placement. If The OSU Wexner Medical Center decides that you are not eligible to maintain an identification badge due to the nature of the

offense you committed, you will be reported to the executive committee for the School of Health and Rehabilitation Sciences for dismissal from the Occupational Therapy program.

Financial Aid

1. Dr. Cleary does not comment on any financial aid issues, but will be happy to fill out any forms that you might require.
2. During your last semester on campus, you may want to review your financial aid status. You will be enrolled in 9 hours of course work. Will this affect the status of your loans or grants?
3. If you need to work with the Ohio State University Financial Aid Office, Mrs. Braughton can identify a contact person. You may need to negotiate a change in repayment schedule with a loan institution. It is best to take care of these things before the doctoral experience when you have time during business hours of the offices.

Scheduling

1. Please make sure you register for and pay for classes. You will be able to view your account any time after you register at www.treasurer.ohio-state.edu/treas/Newstude.htm. **You will be charged late fees if they are not paid one week prior to the first day of the semester. The Dates of doctoral experience do not match the semester schedule.**

Affiliation Agreement

1. The Ohio State University signs an Affiliation Agreement with each center that accepts OSU students.
2. You are responsible for the information contained in the agreement or contract. It is very important that if you have any questions, you ask them of Dr. Cleary!

WHILE YOU ARE ON YOUR DOCTORAL EXPERIENCE

Payment of Fees

1. **Fees must be paid during doctoral experience or your assignment will be discontinued.** Your account statement will be available on the web at any time after you register at: www.treasurer.ohio-state.edu/treas/Newstude.htm. The deadline for payment is one week prior to the first day of the semester:
2. Be prompt in returning payment. Any questions regarding payment of fees should be addressed to:

Office of the University Registrar
5th Floor Student Academic Services Building
281 W Lane Ave
Columbus, Ohio 43210

Reporting for Work

1. Always be sure to arrive at your doctoral experience site ready to learn and work. **This includes being on time, not a day late.** You, and the University, have responsibilities to the center in terms of the time of your assignment.

Uniforms

1. You are to dress as required by the center to which you are assigned. Take a couple of conservative sets of clothing to wear while finding out the acceptable limits. Clothes should fit in a way to permit you to do the work you are assigned to do. Hair may be offensive to clients if it dangles in their faces, it may get in your way and the center may have a rule that it be off the collar--wear it up or tied back until you learn otherwise. Jewelry should be absent--it carries germs, scratches clients and may get in your way. Plain wrist watches and marriage rings are permissible. Perfume or Cologne is not.
2. Some sites will request that you wear a lab coat, or scrubs.

Time and Stress Management

- Make a schedule and write it down
- Be sure to budget time for yourself
- Know your limits
- Make a "to-do" list and prioritize the tasks
- Do not be afraid to ask for help
- Schedule "down time" everyday
- Allow time for documentation throughout the day and be prepared to take work home with you.
- Allow time for research and study
- Spend time with friends
- Get away for lunch—to eat or take a walk
- Eat healthy
- Exercise – you will need to be physically fit to be on your feet at least 40 hours per week – you are much less sedentary as a therapist than you have been as a student
- Get up a few minutes early
- Allow adequate travel time
- Get comfortable shoes

Absence

The Doctoral Experience carries 3 hours (OT 7289 Autumn) and 8 hours (OT 7389 Spring) of University credit. At least 80% of your hours must be on location at your doctoral experience site. Your schedule will be set by your doctoral experience site, which might include weekends, or four ten-hour days. Any absence you have must be made up so that you reach 640 hours of time. Your time will be tracked and entered via e*Value.

One of the objectives of the doctoral experience is to develop professional behavior. Stating a policy regarding absence should not be viewed as interference in this process but rather as a guideline to follow in the process as related to the mentor-mentee relationship.

Holidays

Holidays which occur during the experience are granted **in accordance with the policies of the doctoral experience site,** not the University. Any Holidays must be made up so that you reach the ACOTE-required

640 hours of doctoral experience.

Problems

1. Please call Dr. Cleary if you would like feedback at any time. You and I have a confidential relationship unless you report something to me that I am mandated by law to report. Dr. Cleary will only reveal issues you discussed with your site mentor (in the event of problems) with your consent.
2. Problems which cannot be resolved between the student and the site mentor should be presented to Dr. Cleary. Involving more people in a situation may lead to the identification of more alternatives.
3. **Please notify Dr. Cleary if you or your site mentor has concerns about your performance.** Involving Dr. Cleary earlier in the process may provide a better result.

Occasionally, a student may have difficulties during the doctoral experience. Patient care is of primary concern and the school will intervene if problems arise. Each case will be dealt with on an individual basis and follow procedure. The purpose of this policy is to outline a sequential procedure for instructional and/or disciplinary interventions in the event of unsatisfactory student performance during doctoral placements. The intent is to encourage early intervention with an emphasis on collaborative problem solving in order to assure successful student performance. The procedure usually begins in sequence, but may vary depending upon the nature of the unsatisfactory performance.

1. The site mentor reports unsatisfactory performance to the student and Director of Experiential Education upon identification. The site mentor and Director of Experiential Education counsel the student on corrective actions. A learning contract is established.
2. A Learning Contract will be developed jointly by the student, site mentor and Director of Experiential Education. The learning contract will include, but is not limited to: a description of the problem; suggested learning strategies; outcome measures; time lines; and consequences of success or failure to meet requirements set forth in the plan. The site mentor monitors student progress and provides formal (written) and informal feedback to the student and Director of Experiential Education for the duration of the doctoral experience, at intervals established in the learning contract. If the learning contract fails for any reason, the Director of Experiential Education and Division Director will discuss the issues, implement a plan, and decide the outcome.
3. Continued unsatisfactory performance will result in an unsatisfactory grade for that doctoral experience. Immediate removal (prior to the scheduled ending date) from the site and a failing grade may be given for any placement for the following:
 - a. Violation of patients' rights
 - b. Violation of the rights of others
 - c. Violation of the AOTA Code of Ethics
 - d. Unprofessional behavior
 - e. Unsafe practice
 - f. Substance abuse
 - g. Failure to complete any of the specified requirements of the learning contract
 - h. Continued unsatisfactory performance
 - i. Request by the site that the placement be discontinued due to student performance.

Documentation of the issues, learning contract/plan of action, goals, and evaluative tools are part of the academic record. Information about a student's academic record may not be shared with anyone outside of the academic institution without the student's permission.

APPENDIX A



THE OHIO STATE UNIVERSITY

Site Mentor Planning Form

Doctoral Candidate:

Date:

Overview of Doctoral Experience (100 - 150 words):

Ohio State University Faculty Advisor:

OSU Faculty Advisor's Area of Expertise:

Doctoral Experiential Site Setting (site name/address):

Does a Contract Exist with this site?

Proposed Doctoral Experiential Site Mentor (name, title, credentials, phone, and email. Please also submit a CV or resume):

Site Mentor's Expertise related to Doctoral Experience:

Population at Site:

Site Mentor Signature Date

Student Signature Date

Faculty Advisor Date

Dir. Experiential Education Date

APPENDIX B



THE OHIO STATE UNIVERSITY

Memorandum of Understanding

Doctoral Student:
Doctoral Experience Site:
Site Mentor:

This Memorandum of Understanding (MOU), effective _____ (date) by and between above named doctoral student, doctoral experience site, site mentor, and the Division of Occupational Therapy at The Ohio State University. The following lists the individualized learning objectives for (student), the supervision/mentoring Plan, and the responsibilities of all parties involved.

Learning Objectives:

Individualized Student-centered Learning Objectives

1. Written by student based on literature review and personal interest.
2. Written by student based on literature review and personal interest.
3. Written by student based on literature review and personal interest (at least three). Individualized

Site-Mentor-suggested Learning Objectives

4. Written by the student and site-mentor to help ensure that all necessary themes learning objectives are identified (based on the mentor's relevant expertise).

OSU OTD Doctoral Experience Learning Objectives

5. Student demonstrates excellence in clinical practice through the provision of science- driven, outcomes-oriented and evidence-based evaluation, intervention, and discharge planning.
6. Student demonstrates excellence in clinical practice through the provision of compassionate, empathetic and client-centered occupational therapy practitioners aimed at promoting the dignity and independence of their clients.
7. Student demonstrates effective translation of knowledge to practice through the selection of appropriate measures to assess outcomes, the critical analysis, integration, and synthesis of research evidence with clinical expertise, and the communication of research evidence to clients, facilities, and populations.
8. Demonstrates professional leadership in practice through advocacy, articulation of OT distinct value, effective inter-professional communication and collaboration, and assertive communication with individuals, groups, communities and populations.
9. Demonstrates professional behaviors, adherence to professional ethics and standards, commitment to professional development, and engagement in activities that support lifelong learning.

Supervision Plan:

1. The student will be mentored and supervised by the site mentor.
2. The student will only participate in activities as assigned by the site mentor.
3. If the student is providing skilled occupational therapy services, the supervision guidelines for the provision of occupational therapy services by students for each particular state is required.
4. If the site mentor is not available to supervise the student on a particular date, the site and mentor will provide a replacement supervisor for that particular time period.
5. The student may spend additional time at other locations within the site organization as assigned by the site mentor.
6. This is a 640-hour doctoral experience. At least 80% of those hours must be spent at the doctoral

experience site. Any absences must be made up to get to 640 hours to ensure successful completion of the doctoral experience.

Responsibilities of all Parties: Verifying the hours the student completed.

Student is Responsible for:

- a. Working collaboratively with the site and faculty mentor to create specific learning objectives for the doctoral experience.
- b. Obeying all policies and procedures of the facility unless exempted, including prompt notification of student absences.
- c. Fulfilling all duties and assignments made by the doctoral supervisor, unless exempted, within the time limit specified.
- d. Completing 640 hours (16 weeks full-time) of doctoral experience, at least 80% of which (512 hours) must be completed at the doctoral experience site. Absences must be made up to ensure 640 hours of doctoral experience.
- e. Evaluating the doctoral experience supervisor and site to help continue to improve educational outcomes.
- f. Writing a letter of appreciation to the site supervisor and the facility Administrator for the educational opportunities offered to the student.

Doctoral Experience Faculty Advisor is Responsible for:

- a) Advising the student on possible practice settings for the doctoral experience.
- b) Mentoring and orienting students to the general purposes of the doctoral experience and providing them with needed forms.
- c) Mentoring the student in reviewing evidence, assessments, and treatments relevant to the selected doctoral experience area.
- d) Identifying an on-site mentor who will supervise the student on-site.
- e) Providing training on supervision and the Division of Occupational Therapy's expectations for mentors.
- f) Making regular and periodic contacts with the facility in which students are placed.
- g) Maintaining a collaborative relationship with doctoral sites.

The Director of Experiential Education is Responsible for:

- a. Assuring that there is a signed contract in place for the practice site the student is interested in completing their doctoral experience.
- b. Developing and implementing a policy for the withdrawal of students from a doctoral experience.
- c. Reassigning students who are not successful in the doctoral experience in accordance with education program policies.

Site Mentor is Responsible for:

- a. Completing an online module on the expectations of the mentor, Division of Occupational Therapy and basic introduction to supervision
- b. Collaborating with the student and faculty mentor in the development of the doctoral experience learning objectives that provides opportunities for the practical implementation of theoretical concepts offered previously in didactic and doctoral settings.
- c. Scheduling students in collaboration with Ohio State University faculty.
- d. Evaluating each student at the midpoint and conclusion of the doctoral experience using the specific learning objectives that are listed on this form. The mentor will be provided with the evaluation.
- e. Working with the student and Ohio State University faculty member if problems arise during the doctoral experience.
- f. Being familiar with the policy regarding the "withdrawal of students from doctoral experience" for The Ohio State University.
- g. Providing regular and periodic supervision and mentoring of students.

By signing the agreement, all parties agree to the provisions above.

Site Mentor Signature _____ Date _____

Student Signature
Date

OTD Faculty Advisor

Date

OTD Director of Experiential Education
Date



APPENDIX C

THE OHIO STATE UNIVERSITY

Entry Level OTD Specialty Doctoral Experience Learning Plan & Evaluation Division of Occupational Therapy

Document a formal evaluation mechanism for objective assessment of the student's performance during and at the completion of the doctoral experiential component.

The Evaluation process is customized in collaboration with the experiential site and each student to ensure completion of the doctoral experience.

Student Name:
Doctoral Experience Site and Address:
Doctoral Experience Dates:
Doctoral Experience Site Mentor:
Faculty Advisor for the Doctoral Experience:
Doctoral Experience Mentor's expertise relevant to this Doctoral Experience:
Description of the Doctoral Experience to be written by the student and location approved by OTD Experiential Coordinator and Site Mentor:
Resources / Learning Resources to be utilized on the Doctoral Experience:

<p>OSU OTD Objective #3: Student demonstrates effective translation of knowledge to practice through the selection of appropriate measures to assess outcomes, the critical analysis, integration, and synthesis of research evidence with clinical expertise, and the communication of research evidence to clients, facilities, and populations</p> <p>Examples:</p> <ul style="list-style-type: none"> • Interprets relevant data, factors or relationships that pertain to the client. • Communicates findings and data to client, families, and coworkers clearly and compassionately. 	<p><i>Evidence of Accomplishment to be completed by student and verified by site mentor</i></p>	<p>Site Mentor Check one of the following:</p> <p>MIDTERM</p> <p><input type="checkbox"/> Accomplished</p> <p><input type="checkbox"/> Making Progress</p> <p><input type="checkbox"/> Not progressing, needs attention</p> <p>FINAL</p> <p><input type="checkbox"/> Accomplished</p> <p><input type="checkbox"/> Making Progress</p> <p><input type="checkbox"/> Not progressing, needs attention</p>	<p>MIDTERM:</p> <p>FINAL:</p>
<p>OSU OTD Objective #4: Demonstrates professional leadership in practice through advocacy, articulation of OT distinct value, effective inter-professional communication and collaboration, and assertive communication with individuals, groups, communities and populations.</p> <ul style="list-style-type: none"> • Clearly describe the benefit of occupational therapy services to particular individuals, groups or populations • Identify system or societal factors that may inhibit access to occupational therapy services for specific populations and propose solutions to increase access to OT services. • Work collaboratively with other members of a treatment team. 	<p><i>Evidence of Accomplishment to be completed by student and verified by site mentor</i></p>	<p>Site Mentor Check one of the following:</p> <p>MIDTERM</p> <p><input type="checkbox"/> Accomplished</p> <p><input type="checkbox"/> Making Progress</p> <p><input type="checkbox"/> Not progressing, needs attention</p> <p>FINAL</p> <p><input type="checkbox"/> Accomplished</p> <p><input type="checkbox"/> Making Progress</p> <p><input type="checkbox"/> Not progressing, needs attention</p>	<p>MIDTERM:</p> <p>FINAL:</p>

<p>OSU OTD Objective #5: Demonstrates professional behaviors, adherence to professional ethics and standards, commitment to professional development, and engagement in activities that support lifelong learning. Examples:</p> <ul style="list-style-type: none"> • Demonstrate work behaviors that reflect an understanding of professional standards and code of ethics appropriate to the practice environment • Maintains appropriate boundaries. • Observes federal and state regulations relating to confidentiality. • Identify and utilize additional learning opportunities available at the doctoral experience site. • Develop plan to implement doctoral experience into future clinical practice. 	<p><i>Evidence of Accomplishment to be completed by student and verified by site mentor</i></p>	<p>Site Mentor Check one of the following:</p> <p>MIDTERM</p> <p><input type="checkbox"/> Accomplished</p> <p><input type="checkbox"/> Making Progress</p> <p><input type="checkbox"/> Not progressing, needs attention</p> <p>FINAL</p> <p><input type="checkbox"/> Accomplished</p> <p><input type="checkbox"/> Making Progress</p> <p><input type="checkbox"/> Not progressing, needs attention</p>	<p>MIDTERM:</p> <p>FINAL:</p>
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Initial Approval by Site Mentor/Student/Faculty Advisor:

I agree with the above stated objectives and feel that all learning objectives are obtainable within the sixteen-week timeframe. I believe that the stated objectives encompass all aspects of the student role in this doctoral experience. I understand that the site mentor or student can add additional objectives at any time as the situation and experience dictate with approval of the faculty advisor. Any objectives that are proposed to be removed will need to be approved by the faculty advisor approval.

Site Mentor Signature Date

Student Signature Date

OTD Faculty Advisor Date

OTD Director of Experiential Education Date

Final Site mentor / Student Evaluation

Site mentor evaluation of student performance (Identify if all objectives met. If yes, please comment on students' achievement for each objective. If no, please identify why goal not met):

Student evaluation of Site mentor, experience and self (please comment on opportunities provided, supervisory relationship and individual performance):

Please Check one:

_____ All the learning objectives have been accomplished and I recommend that the student Pass the Doctoral Experience.

_____ The Student has NOT fulfilled the objectives for the Doctoral Experience and is NOT recommended to Pass

Site Mentor Signature Date

Student Signature Date

OTD Faculty Advisor Date

OTD Director of Experiential Education Date

APPENDIX D



THE OHIO STATE UNIVERSITY

Doctoral Experience Site Evaluation

Doctoral Student:
Doctoral Experience Site:
Site Mentor:

Please rate how well the site provided you with the opportunity to meet the following OSU OTD Learning Objectives using the following scale.

Strongly Disagree = 0	Disagree = 1	Agree = 2	Strongly Agree = 3	Not Applicable = NA
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OSU OTD Learning Objectives:

1. The site demonstrates excellence in clinical practice through the provision of science- driven, outcomes-oriented and evidence-based evaluation, intervention, and discharge planning.

Strongly Disagree = 0	Disagree = 1	Agree = 2	Strongly Agree = 3	Not Applicable = NA
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2. The site demonstrates excellence in clinical practice through the provision of compassionate, empathetic and client-centered employees aimed at promoting the dignity and independence of their clients.

Strongly Disagree = 0	Disagree = 1	Agree = 2	Strongly Agree = 3	Not Applicable = NA
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3. The site demonstrates effective translation of knowledge to practice through the selection of appropriate measures to assess outcomes, the critical analysis, integration, and synthesis of research evidence with clinical expertise, and the communication of research evidence to clients, facilities, and populations.

Strongly Disagree = 0	Disagree = 1	Agree = 2	Strongly Agree = 3	Not Applicable = NA
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4. The site demonstrates professional leadership in practice through advocacy, and provides opportunity to express the articulation of OT distinct value, effective inter-professional communication and collaboration, and assertive communication with individuals, groups, communities and populations.

Strongly Disagree = 0	Disagree = 1	Agree = 2	Strongly Agree = 3	Not Applicable = NA
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5. Employees of the site demonstrate professional behaviors, adherence to professional ethics and standards, commitment to professional development, and engagement in activities that support lifelong learning.

Strongly Disagree = 0	Disagree = 1	Agree = 2	Strongly Agree = 3	Not Applicable = NA
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Additional Narrative:

Advice to future Doctoral Experience Students for this site: