



Missouri Health Professions Consortium

Occupational Therapy Assistant Program

East Central College

Moberly Area Community College

North Central Missouri College

State Fair Community College

Three Rivers College

Dear Fieldwork Educators,

Thank you for partnering with our Occupational Therapy Assistant program and hosting our students for their Level II Rotation B fieldwork experience.

This rotation will be the second of two final experiences as our students prepare to graduate and sit for their certification exams. The goal is for the students to work toward functioning as entry-level occupational therapy assistants by the end of their level II fieldwork experience, achieving a full-time, 8-week experience (or 30+ full-time hours per week as determined by your site) by the end of this clinical. I understand that caseloads can fluctuate, and hours may vary from site to site. If you anticipate that the student may not meet this requirement, please let me know and I will be happy to provide supplemental work to the student to meet this goal.

Our program utilizes a PDF version of the Fieldwork Educator Performance Evaluation at midterm and final. For the scores to be calculated automatically, you must download the form to your computer and open it in Adobe Acrobat to complete it.

If at any time you feel you need or would like any assistance from me, please do not hesitate to contact me. Again, thank you so much for being a part of our fieldwork education.

Sincerely,

Rebecca Throneberry, OTD, OTR/L
MHPC OTA Academic Fieldwork Coordinator
State Fair Community College
(660) 596-7381 office
(816) 835-3902 cell
rthroneberry@sfccmo.edu

Level II Fieldwork Grading Information

Rotation A Fieldwork Dates: April 27 – June 19, 2026

Rotation B Fieldwork Dates: June 22 – August 14, 2026

Midterm:

- To be completed by the fieldwork educator, reviewed with the student, and submitted by the student to Canvas by noon on
Friday, May 22, 2026 (for Rotation A)
Friday, July 11, 2026 (for Rotation B)

If a student is performing unsatisfactorily (per grading and / or any concerns identified) please contact the OTA Academic Fieldwork Coordinator, Becky Throneberry, as soon as possible. MHPC Fieldwork Office: Tel: 660.596.7381 Email: rthroneberry@sfccmo.edu

Final:

- The final should be completed by the fieldwork educator, reviewed with the student, and submitted by the student to Canvas no later than noon on
Friday, June 19, 2026 (for Rotation A)
Friday, August 14, 2026 (for Rotation B)



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LEVEL II FIELDWORK PROGRAM OBJECTIVES

- gathering and sharing data for the purpose of screening and evaluation
- administration of selected assessments using appropriate procedures and protocols
- articulation of the role of the occupational therapy assistant and occupational therapist in the screening and evaluation process and rationale for supervision and collaboration
- identification of appropriate recommendations to the OT the need for additional evaluation
- assisting with the development of occupation-based, client-centered intervention plans and strategies
- selection and provision of direct occupational therapy interventions utilizing the occupational context
- selection and provision of intervention activities based on the clients' psychosocial needs to remediate or compensate for psychosocial factors.
- Therapeutic use of self in delivery of occupational therapy services
- appropriately fulfilling role in care coordination, case management, and transition of service in traditional and/or emerging areas of practice
- promotion of community programming and resources to support performance in the client's natural context
- provision of relevant education and counseling for recipients and their support network
- effective communication regarding the provision of OT services in interdisciplinary, facility, and community settings
- timely production of required documentation to ensure accountability of service provision and to meet reimbursement standards.
- maintaining appropriate treatment responsibilities in case load and support services in the treatment setting
- completion of the learning activities required by the fieldwork facility in a timely and professional manner
- displaying ethical reasoning, professional behavior, sound judgment, and related communication skills
- ensuring a safe treatment environment by adhering to consistent safety regulations and accident prevention



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**LEVEL II FIELDWORK
SUPERVISION
FORMATS**

A variety of supervision formats are used in occupational therapy fieldwork education. The one chosen depends on the nature of the fieldwork setting and site and the theoretical orientation of the fieldwork educator.

- 1:1 or Traditional Apprenticeship Model: the most widely used model and involves one fieldwork educator, who is viewed as an expert, supervising one student.
- 2:1 or Shared Clinical Placement Model: involves two fieldwork educators supervising one student. This model is often used when both educators work part-time or when one is learning the role of being a fieldwork educator.
- 1:2 Model: involves one fieldwork educator supervising two students.
- Collaborative Group Model Approach: one fieldwork educator, who is viewed as the expert, supervises a group of three students.

For any questions regarding supervision, please reach out to the AFWC.

Reference:

Costa, Donna M. (2015). *The Essential Guide to Occupational Therapy Fieldwork Education, 2nd Edition*. Baltimore: AOTA Press.



Proposed OTA Student Fieldwork Timeline – Level II

Week 1:

- Observation of Fieldwork (FW) Educator (supervising OTR/L or COTA)
- Review Department Policy & Procedures
- Review Student Handbook if available.
- Review client charts.
- Review SOAP notes / documentation.
- Students write informal SOAP notes from observations.
- At the end of the week student to work with 1 – 2 clients daily with an established TX plan with close supervision.
- Meet with FW Educator

Week 2:

- Assist with planning and treating 2 - 3 clients daily.
- Begin to develop a list of commonly observed TX activities and their purpose.
- Assume care of 1-2 clients with an established TX plan by midweek.
- Begin to take responsibility for documentation (progress notes, billing, facility specific forms)
- Meet with FW Educator

Week 3:

- Assume responsibility of 3-4 clients daily.
- Report at staff meetings / family conferences on own client
- Create TX plans and provide to Fieldwork Educator prior to TX
- Complete an observation of other rehab professional (PT, PTA, SLP, RT)
- Be responsible for all paperwork (within role delineation) for the students' clients.
- Meet with FW Educator

Week 4:

- Build daily caseload of four -5 clients.
- Continuing with appropriate paperwork responsibilities
- Complete list of frequently used treatments and reasoning
- Identify treatment project for clinic.
- Complete midterm evaluation on self
- Meet with FW Educator- MID-TERM EVALUATION DUE

Week 5:

- Students to assume responsibility for 5-6 clients daily.
- Continuing with paperwork responsibilities
- Continue with staffing / family meeting reports.
- Meet with Rehab Manager/Administration
- Meet with FW Educator; update on projects / assignments.

Week 6:

- Students to assume responsibility for 6 -7 clients daily.
- Continue with responsibility related to documentation and staffing.
- Assignment due (evidenced based practice presentation)
- Student to complete / update Fieldwork Data Sheet if facility does not have one on record with MHPC's OTA program.
- Meet with FW Educator

Week 7 - 8:

- Students take responsibility for the number of clients that would be considered full-time for the facility.
- Continuing with responsibilities of documentation, reporting at meetings, and communication with team members.
- Complete assignments
- Meet with FW Educator – FINAL EVALUATION



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LEVEL II FINAL PROJECT IDEAS

- Present a case study completing each section of the *Occupational Therapy Practice Framework* with information obtained / observed about a specific patient.
- Develop patient education materials on specific diseases, symptoms, and /or treatments.
- Have students write / revise the department Student Fieldwork Manual
- Perform research for a potential new program or treatment.
- Fabricate a medium to leave at the facility.
- Create a notebook of available community resources for patients.
- Present an evidenced based research article on a diagnosis / TX method utilized by the OT staff and then discuss the outcomes and alignment with clinic practice.
- Make a presentation to a support group on a topic of interest (i.e., energyconservation to a Multiple Sclerosis or Arthritis support group)
- Maintain a diagnosis notebook with commonly seen diagnoses; present on successful TX techniques utilized.
- Develop and present an in-service to the OT / Rehab Department on a topic relevant to common diagnoses treated at the facility.

Reference:

Costa, Donna M. (2015). *The Essential Guide to Occupational Therapy Fieldwork Education, 2nd Edition*. Baltimore: AOTA Press.