requirements that students need to complete before participating in fieldwork to ensure readiness to undertake Level I and Level II fieldwork placements. Students are responsible for knowing about and completing by posted deadlines, all requirements and pre-requisites of both CSU-OT and specific fieldwork sites prior to placement. Please see the information below that is intended to guide your preparation for upcoming fieldwork placements during the occupational therapy professional program.

### Requirements for Enrolling in Fieldwork - Good Academic Standing

As a condition for placement at a fieldwork site, students are expected:

- To be in good academic standing as indicated by a cumulative GPA of 3.0 or above;
- To have taken and have earned grades of C or higher in all required courses in their programs of study; and
- To have no outstanding incomplete grades.

Students who do not meet these requirements may have their fieldwork placements postponed or cancelled. Written approval of the Department Head/Program Director is required for students to proceed with a fieldwork placement who have not met the above requirements. The decision regarding placement is made in consultation with the academic fieldwork coordinator (AFWC), the student's advisor and/or instructors of courses in which the student's grade was below a B (3.0).

### Professional Behavior

Students who are on Departmental Probation and/or have demonstrated significant unresolved problems with professional behavior may not be placed at a fieldwork site without written approval by the Department Head/Program Director. The decision regarding placement is made in collaboration with the AFWC, the student's advisor and/or other faculty who have identified professional behavior concerns.

### Student Professional Liability Insurance

Students are required to carry professional liability insurance when engaged in any fieldwork experience. Liability coverage is provided by the university and paid for by student fees on a yearly basis. Students are responsible for providing evidence of the CSU professional liability insurance to each fieldwork site prior to starting the placement. A copy of the professional liability insurance is accessible to the student via Canvas.

### Student Health Insurance

CSU requires all students to carry health insurance (http://graduateschool.colostate.edu/current-students/student-resources/health-insurance/index.aspx). Student health insurance is available through CSU Hartshorn Health Services (http://www.health.colostate.edu/).

### Worker's Compensation

Students must be registered for a fieldwork course (OT686, OT687 or OT688) to receive worker’s compensation coverage that is provided under CSU’s policy. All placements must be confirmed with specific dates prior to starting for workers’ compensation to be in effect. Students who are not officially registered for an occupational therapy fieldwork course will be given notice to register immediately or the placement will be discontinued or cancelled until registered appropriately. CSU has limitations for workers’ compensation coverage if a student receives any type of remuneration from a fieldwork facility. This may include, but is not limited to, stipends, room, board, parking, and meal vouchers.

### CSU Canvas and E*Value

Canvas is the title of CSU’s web-based coursework platform that supports on- and off-campus teaching and learning. In OT686, OT687 and OT688 Canvas allows enrolled students to have continuous connection with student peers and the AFWC, access to fieldwork resources, Level I and II forms, and fieldwork-related assignments.

The E*Value is a multi-faceted database website students can access on-campus or remotely through CSU-OT's fieldwork website as well as on Canvas. E*Value provides students with a comprehensive listing of all active fieldwork sites, including important information about each site. It is a useful tool and resource for students to see where they might be able to do placements, and learn about the characteristics and prerequisites of the setting. E*Value has copies of Student Evaluation of Fieldwork Experience (SEFWE) and Fieldwork Experience Assessment Tool (FEAT) from previous students who have completed placements. The SEFWEs and FEATs provide students with information about the role of occupational therapy, client population, characteristics of the setting and fieldwork educators that can guide Level I and II fieldwork selection. E*Value will prompt you and your fieldwork educator to do the midterm and final student evaluation process. Students will upload health and immunization records into E*Value as required by fieldwork sites.

### Overview of Fieldwork Prerequisites

Fieldwork sites have prerequisites for students to participate in educational programs. Students work with the Fieldwork Office staff to verify compliance with the fieldwork site prerequisites prior to starting fieldwork. See the E*Value web site to check for your fieldwork site prerequisites prior to starting each placement.

### Student Expenses for Fieldwork

Students are responsible for all fieldwork-related expenses. These expenses include, but are not limited to, university tuition and fees during the semester(s) in which students are enrolled in fieldwork courses; housing and travel expenses, including mileage; and costs related to fieldwork site prerequisites, which include, but are not limited to: criminal background checks, drug screens, immunizations, professional liability insurance, certifications in Basic Life Support (BLS) &/or Cardiopulmonary Resuscitation (CPR), and commuting expenses. When students are completing Level II
OCCUPATIONAL THERAPY DEPARTMENT POLICIES AND PROCEDURES FOR FIELDWORK

fieldwork and are not registered for any additional courses, some university student fees may be reduced. Students continue to pay the college technology and department program fee throughout the 6 semesters of the program.

### Criminal Background Check (CBC)

CSU OT Department requires all students to obtain a criminal background check (CBC) through the CSU vendor, American Databank (ADB), once each year occurring early in the fall semester. The initial CBC will check your background for the last 7 years based upon all addresses where you lived and all names used during that time period. Successive background checks will be abbreviated to reflect only the time since the initial or previous check, which is no more than one year. The cost of the successive CBCs should be less than the initial check, based upon number of addresses lived and names used since the previous check. Students will pay ADB directly for the associated costs and sign a release of information authorizing CSU to receive a copy of the results and share with the fieldwork site. If a student lived internationally additional fees and procedures will be needed to obtain a CBC from the international address.

- Starting July 10, you will be able to go into OT686 Canvas to access the ADB web site to set up an account and request an initial criminal background check (fee $49.95), the ADB web site provides directions. Please contact American DataBank at 1-800-200-0853 or support@americandatabank.com with any questions about the process.

You will need to complete an initial criminal background check through American DataBank (ADB) by July 20.

- Some fieldwork sites will require CBCs more often than CSU OT, prior to the start of a fieldwork placement. Students will be expected to comply with all fieldwork site pre-requisites and pay related costs.
- If the CBC is run by the fieldwork site, the student may be charged. For example, if a student does a fieldwork at a Colorado public school, the CBC is run through the Colorado Department of Education (CDE). The CDE check is a one-time only process, including fingerprinting, and is paid for by the student. The Fieldwork Office has forms available to complete the CDE process if needed.
- If a student is denied placement by a site on the basis of CBC results, the Fieldwork Office will make every effort to secure a new placement for the student. However, results of the CBC or pre-requisite health tests may also result in an inability to place a student in any fieldwork site. All reasonable efforts will be made to recruit fieldwork for each student. If you anticipate problems, please contact the AFWC immediately.
- The National Board for Certification in Occupational Therapy (NBCOT) provides an Early Determination Review. The early determination process costs $100 and it will let you know if you will be eligible to take the NBCOT Certification Exam and practice as an OT after graduating. The web site to learn about the review and apply for it is [http://www.nbcot.org/early-determination](http://www.nbcot.org/early-determination). I want you to be able to make an informed decision about going to OT school based upon the NBCOT Early Determination Review that will allow you to fulfill your goals of becoming an OT.

### Fieldwork Prerequisites (Immunizations/Health/Student Records)

Fieldwork sites have prerequisites for students to participate in educational programs. Students are required to provide immunization/health records prior to starting the program. By signing this voluntary consent form below, you provide authorization to the CSU OT Department to share records as required by scheduled fieldwork placements. Depending upon fieldwork site requirements, the CSU OT Department will complete Attestation Forms on your behalf using your immunization/health/CBC records. All records are confidential and are stored in the secured CSU-vendor American DataBank (ADB) and E*Value web sites. Student records are available only to authorized Fieldwork Office staff.

You will need to complete all prerequisites below and upload documentation into E*Value by July 20.

- Starting July 10, you will be able to visit OT686 Canvas to access the link to E*Value to upload your health records.
- The departmental and fieldwork forms are located on the department website, [http://www.ot.chhs.colostate.edu/students/fieldwork.aspx](http://www.ot.chhs.colostate.edu/students/fieldwork.aspx)

#### STUDENT IMMUNIZATION/HEALTH/RECORDS REQUIREMENTS UPLOAD INTO E*VALUE

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT (DIPHTHERIA, PERTUSSIS [WHOOPING COUGH], AND TETANUS) OR TD (TETANUS, DIPHTHERIA)</td>
<td>Varicella, Varicella Titer, or Date of Chicken Pox Documented by Medical Records</td>
</tr>
<tr>
<td>Hepatitis B (3 Shot Series)</td>
<td>OT Policies and Procedures for Fieldwork</td>
</tr>
<tr>
<td>HIB Vaccine</td>
<td>Student Information Sheet</td>
</tr>
<tr>
<td>MMR (Measles, Mumps, Rubella)</td>
<td>Resource/Equipment Use Agreement</td>
</tr>
<tr>
<td>OPV (Polio)</td>
<td>Photo Release Form</td>
</tr>
<tr>
<td>PPD (TB Test) WITHIN 12 MONTHS</td>
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</tbody>
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### Accommodations for Students with Disabilities

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008 require Colorado State University to provide academic adjustments or accommodations for students with documented disabilities. Students seeking academic adjustment or accommodations must self-identify with Resources for Disabled Students (RDS). Students may:

- Email Rose Kreston, the Director of RDS, for consultation at: rose.kreston@colostate.edu;
- Call for an appointment with a RDS counselor at: 970-491-6385; or
- Stop in at RDS offices at 100 General Services Building on-campus.

After meeting with RDS staff, and based on their recommendations, students are encouraged to meet with the Patty Stutz-Tanenbaum, Academic Fieldwork Coordinator, to discuss what reasonable accommodations are needed and to develop a plan to implement these accommodations. If desired by the student, Patty will work collaboratively with the student and fieldwork educator to discuss essential functions for a student therapist at the fieldwork site, student learning needs, and if applicable, any safety concerns related to the disability during the process of implementing the accommodations that are needed. The request for accommodation should be made in a timely manner for each fieldwork placement.

### Standard Precaution and Health Information Portability and Accountability Act (HIPAA) Exams

Students are required to complete quizzes on OSHA Bloodborne Pathogens and the Health Insurance Portability and Accountability Act (HIPAA) through the Canvas OT686 course. Your ability to access information on Canvas about fieldwork will be restricted until you pass both quizzes. You
will need a perfect score on both quizzes in order to participate in the fall OT686A fieldwork selection process. There is an Occupational Safety and Health Administration (OSHA) Regulations video which prepares you to take the examination covering the principles and procedures of Standard Precautions for infectious diseases (blood-borne pathogens), with particular attention to HIV+, Hepatitis B and Hepatitis C transmission.

### Student Informed Consent to Release Background Information and Education Records to Fieldwork Sites

- CSU OT will obtain background screening reports on you for the purpose of facilitating your OT education, and for no other purpose.
- CSU OT will comply with all applicable local, state, and federal laws and regulations relating to the use of the background information, including all equal employment opportunity laws and the adverse action notification requirements of the Fair Credit Reporting Act (FCRA).
- The student understands that all users of background screening reports must comply with the Fair Credit Reporting Act (FCRA). We acknowledge receipt of the FCRA "Notice to Users" document published by the Consumer Financial Protection Bureau (a copy of which is available on American Databank’s (ADB) website under “Legal Guidelines”) and in particular the adverse action notification requirements described therein.
- The student further understands that background screening reports prepared by ADB reflect the date the report was completed. An updated report with currently available information can be ordered from ADB if there is a change in background information such as expungements, sealed records, etc.
- Pursuant to the Family Educational Rights and Privacy Act (FERPA), student education records are, with certain exceptions, held confidential by CSU OT. By signing below, the student provides consent and authorizes the CSU OT Department to share background information and education records as may be reasonably required to facilitate scheduled fieldwork placements. For more information regarding FERPA and your education records, see [http://registrar.colostate.edu/student-resources/ferpa-student-privacy/](http://registrar.colostate.edu/student-resources/ferpa-student-privacy/)

If you have any questions, please contact Patricia Stutz-Tanenbaum, MS, OTR/L, OT Department Academic Fieldwork Coordinator at Patricia.Stutz-Tanenbaum@Colostate.edu, 970-491-7795, or Debi Krogh-Michna at Deborah.Krogh-Michna@Colostate.edu, 970-491-6254.

**Notice of Policies and Procedures:**

I ____________________________ (print name) have read the above information and voluntarily consent to all obligations above.

**Signature:** ____________________________ **Date:** ____________________________