WEEK 1
- Complete Orientation, Discuss Parking, Name Badge, Vandy Safe, Age Specific Competency, etc
- Observe all patients on caseload with FE
- Observe at least one patient in ST and PT, complete observation form
- Familiarize yourself with activities and tools throughout the OT gym.
- Attend Patient Care Conference (PCC)
- Actively participate in at least one treatment session of 1-2 assigned patients with guidance from FE
- Practice daily documentation of 1-2 assigned patients
- Practice weekly documentation of 1-2 assigned patients
- Develop treatment plan for 1-2 sessions for first assigned patient
- Develop and discuss next week’s treatment plans for assigned patients
- Weekly meeting with FE

WEEK 2
- Observe all patients on caseload with FE
- Observe at least one patient in ST and PT sessions, complete observation form
- Attend PCC and provide any necessary information regarding patients with assist from FE
- Plan and implement all treatment sessions for 1-2 assigned patients with close supervision from FE
- Complete daily and weekly documentation for 1-2 assigned patients with assist from FE as needed
- Observe and participate in at least one OT evaluation
- Interact/communicate with interdisciplinary team appropriately
- Practice goal writing for treatment plans for 1-2 assigned patients
- Familiarize yourself with OT Assessment materials
- Discuss picking up 3rd and 4th patient
- Weekly meeting with FE
WEEK 3
- Participate in at least one OT evaluation
- Practice using assessment tools on current patients. (ie. Goniometry, MMT, Grip/Pinch strength, 9-Hole, Box and Blocks, Jebsen, Sensation, Dynavision, CTMT, BiVABA, etc)
- Manage first and second patients, including daily tx planning, and documentation with less assist from FE
- Treatment planning and providing treatment to patients 3 and 4, with assist from FE
- Should be completing documentation on 3-4 patients
- Demonstrate understanding of billing and CBOR scoring
- Observe wheelchair clinic and facial therapist
- Report on assigned patients in PCC
- Meet with Clinical Social Worker to discuss services provided

WEEK 4
- Complete an initial OT evaluation
- Assign 5th patient and continue management of other 4 patients with assistance from FE as needed (including all documentation, education, communication with team members, PCC and family meetings, etc.)
- Should be planning treatment sessions with decreased amount of assistance from FE
- Continue working on goal writing and relating daily treatments to goals
- Observe with CDRS
- Observe in other areas of hospital if interested
- Begin discussion about in-service topic/project
- Demonstrate independence with completion of notes on time
- Determine what assessment tools need to be practiced

WEEK 5
- Manage 5-6 assigned patients with decreased input and/or assistance from FE
- Discuss patients independently at PCC
- Discuss treatment plans and set goal for completion of 2-3 90 day treatment plans by the end of field work
- Review accurate performance of assessments and identify which need more practice
- Finalize in-service/project topic and schedule it, put on calendar
WEEK 6
- Complete OT evaluation including goals, treatment planning, and areas to be addressed
- Determine areas that need to be addressed in regards to tx planning and documentation
- Manage 6-8 assigned patients
- Observe vestibular/balance patient
- Midterm evaluation
- Identify goals for upcoming weeks

WEEK 7
- Caseload up to 9-12 patients
- Complete all treatments, documentation and management needs of all patients with reducing assistance from supervisor
- Demonstrate problem solving skills and recognize when clinical assistance is needed from FE
- Demonstrate safe, evidenced based treatment approaches
- Continue to work on communication with interdisciplinary team, patients, and family members
- Identify any assessment tools that need to be reviewed and/or introduced; allow practice time and questions answered

WEEKS 8-10
- Manage up to 10-12 patients (including all documentation, education, communication with team members, PCC and family meetings, etc.)
- Observe in other areas of clinic/rehab services as time allows
- Finalize in-service/project, review with CI, and present to clinic
- Student should be operating independent of supervisor with only occasional guidance/supervision

WEEK 11
- Continue managing caseload
- Begin to transition patients back to PBP staff

WEEK 12
- Complete any unfinished documentation
- Finalize any client related details
- Complete transition of patients back to PBP staff
- Complete AOTA student evaluation of site
- Complete final evaluation
Demonstrate entry level skills for evaluation, treatment implementation and planning, communication, and professional behaviors

Please let the staff at PBP know if we can help you in the future. We enjoyed being a part of your educational experience!!!

Last edited 10/01/2015 (Valery Hanks, OTR/L)