

Which Way is Up?

Traditional and Emerging Methods for Communication Between Schools and Sites

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Objectives

1. FW Educators and Site Coordinators will be able to describe rationale behind communication processes and requests.
2. FW Educators and Site Coordinators will identify reasons for database use in the placement process, as demonstrated through two examples: Exaat and CORE ELMS
3. Academic Fieldwork Coordinators will identify both successes and gaps in communication with sites.
4. Through collaboration and based on attendee feedback and group discussion, Academic FW Coordinators will determine best practices going forward for communication between sites and schools.

Information Exchange

School Collects from Site:

- Slot/Reservation Requests
- FE Credentials/Contact Info
- Student Progress
- Student Evaluations

School/Student Provides to Site:

- Student Profile
- Student Compliance Info
- FE Certificates

Why Do Schools Need So Much Information?

- Compliance with Accrediting Bodies – Accreditation Council for OT Education (ACOTE), Institutional Accreditors

- E.g. C.1.2: “Document the criteria and process for selecting fieldwork sites, to include maintaining memoranda of understanding, complying with all site requirements, maintaining site objectives and site data, and communicating this information to students.”
 - Reservation Process/Slot Requests
 - AOTA Site Data Form
 - Site Specific Learning Objectives
 - SEFWE

ACOTE E.g. continued

C.1.4. - “Ensure that the ratio of fieldwork educators to students enables proper supervision and the ability to provide frequent assessment of student progress in achieving stated fieldwork objectives. “

C.1.14. – “...supervised by currently licensed or otherwise regulated OT or OTA...minimum of 1 year full-time...”

- SEFWE
- AOTA Site Data Form
- Routine Check-In
- FE Data Collection/Credentials

C.1.15. - “Document a mechanism for evaluating the effectiveness of supervision (e.g., student evaluation of fieldwork) and for providing resources for enhancing supervision (e.g., materials on supervisory skills, continuing education opportunities, articles on theory and practice).”

- SEFWE
- Fieldwork Manual
- FW Conference

“Traditional” Methods of Information Exchange

- Slot Requests: Phone, Paper Form (mailed or faxed), or Email
- Student Packet: Snail Mail, Email, Fax
- Evaluation Forms (FWPE, SEFWE, FW 1): – Snail Mail (with packet) or email

Paper vs. Electronic

Paper

The good...

- Tangible
- Permanent
- Familiar

Not as good...

- Not “green”
- Manual completion
- Slow

Electronic

The good...

- Fast
- Stores and manipulates data
- Accessible – anytime, anywhere

Not as good...

- Learning curve
- Multiple systems to learn
- Impersonal

Group Discussion and Collaboration

- What is your preferred method of communication with the academic institution? Please explain why?
- Have you interacted with a school's database system? If so, describe your experience. How have you participated in this form of communication (ie. Have you responded to slot requests through the database link; received student profiles; completed evaluation forms, etc.)?
- If applicable, what do you *like* about working with databases? What do you *dislike* about database interaction?
- Any ideas on how we can further enhance school <> site communication?

Database Examples – Current Status

At Present:

- West Coast: CORE ELMS
- University of St. Augustine: Exxat
- USC: File Maker > Exxat
- Cal State Dominguez Hills: “custom build”
- Samuel Merritt: Exxat
- Dominican University: E-Value
- San Jose State: File Maker Pro

Coming soon!

- American Career College – Exxat
- Grossmont – Exxat
- Loma Linda - Exxat

Others include:

- E-Value
- FW Clerk
- Typhon
- Acadaware
- FW Manager

Let's Look at One System: Exxat

- Purchased by school
- Email sent to site through Exxat which includes a link to the system
- No login or account required by the site

Search Inbox (Ctrl+E)





















Arrange By: Date

Newest on top



Today

-  **Samuel Merritt University** 3:07 PM  
Samuel Merritt University Placement Notification - Test Studen...
-  **Samuel Merritt University** 3:05 PM  
Samuel Merritt University- Fieldwork Level I & Fieldwork Level ...
-  **Samuel Merritt University** 3:04 PM  
Samuel Merritt University- Fieldwork Level I & Fieldwork Level ...
-  **Samuel Merritt University** 3:03 PM  
Samuel Merritt University- Fieldwork Level I & Fieldwork Level ...
-  **Samuel Merritt University** 3:02 PM  
Samuel Merritt University- Fieldwork Level I & Fieldwork Level ...
-  **Bond III** 11:02 AM  



Samuel Merritt University OT Internship Placement Request

Hello Leah,

We are reaching out again to request occupational therapy fieldwork placements for Level I in 2017 and Level II in 2018/2019. Please click on the link below to indicate how many students you can take.

Level I is 40 hours completed between May 1, 2017 and July 14, 2017 and generally scheduled to occur over 1 or 2 weeks.

Level II will be 12 weeks: Summer: June 25, 2018-September 14, 2018 and Fall: September 24, 2018-December 14, 2018 with an optional third placement Winter: January 7, 2019-March 27, 2019.

Fieldwork Level I is just around the corner. Please respond as soon as possible if you are able to take level 1 students this summer. Using the link you may offer level 1 slots even if you aren't ready yet to offer level II.

Please offer us your slots by clicking on the link or you may email us directly if you prefer. By using the link your slot is automatically entered into our database.

[Click here for Online Slot Request of FW I & FW II](#)

[Click here to download paper form FW I](#)

[Click here to download paper form FW II](#)

If you have already communicated with us and we are sending this notice in error please disregard. As ever the fieldwork team here at SMU is tremendously grateful for the service you provide for our students and our profession!

Thank you so much,

Academic Fieldwork Coordinators,

Level I


Liz Kleine, MOT, OTR/L, 510-869-6511 x 3721, (lkleine@samuelmerritt.edu)

Level II

Donna Breger Stanton, OTD, OTR/L, FAOTA, 510-869-6511 x 6743, (dbreger@samuelmerritt.edu)

Domenique Embrey, MS, OTR/L, 510-869-6511 x 5913, (dembrey@samuelmerritt.edu)

Slots

Resources: [Fieldwork II Slot Request Form](#)  [Fieldwork I Slot Request Form](#) 

Do You Have Slots To Offer For: 2017, 2018

Site Location	Response	Slot Details	Notes/Requirements
Have Slots But Location Not Listed Above / Not Sure About The Location?	+ Add Slot	N/A	N/A

[Click here to review and confirm](#)

Schedule

Session	Dates
Level I Fieldwork - Adult Physical Disabilities (Class of 2018) Class of 2018 40 hours. To be done in 1 or 2 weeks	5/1/2017 - 7/14/2017 Duration: 1.0 Weeks
Level I Fieldwork - Mental Health (class of 2018) Class of 2018 40 hours. To be done in 1 or 2 weeks	5/1/2017 - 7/14/2017 Duration: 1.0 Weeks
Level I Fieldwork - Pediatrics (optional) (Class of 2018)	5/1/2017 - 7/14/2017 Duration: 1.0 Weeks

Schedule



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Level I Fieldwork - Pediatrics (optional) (Class of 2018) Class of 2018 40 hours. To be done in 1 or 2 weeks	5/1/2017 - 7/14/2017 Duration: 1.0 Weeks
Level II Fieldwork - Summer (Class of 2018/2019) Class of 2018	6/25/2018 - 9/14/2018 Duration: 12.0 Weeks
Level II Fieldwork- Fall (Class of 2018/2019) Class of 2018	9/24/2018 - 12/14/2018 Duration: 12.0 Weeks

➤ Add Slot Details -



Note: Fields marked with asterisk (*) are required fields.

Site Name *

Site Address

Session *

Number of Students *

Setting *

Type of Supervision

Notes

Patient Population Notes

Slot Added By : Leah Pineda-Burmas

Date : N/A

Save & Close



Samuel Merritt University

11/28/2016

Samuel Merritt University Annual Slot Request Response Sum...



Samuel Merritt University

11/28/2016

Arrange By: Date

Newest on top

Today



Samuel Merritt University

3:07 PM

Samuel Merritt University Placement Notification - Test Studen...





Samuel Merritt University OT Fieldwork Placement Notification

Dear mock

This email is to notify you of the details of a Samuel Merritt University OT Student placed at your facility:

Session : **Level I Fieldwork - Adult Physical Disabilities (Class of 2018)**

Location: Aa Mock Site

Student: **Test Student16**

Email: Student16@samuelmerritt.edu

Setting: Acute Care(IP)

Dates: 05/01/2017 - 07/14/2017

Duration: 1 weeks

[Click to view Student's Bio & Documents](#)

If clicking the link above does not work, copy and paste the URL in a new browser window instead.

<https://apps.exxat.com/Fusion/Account/Auto?key=58cd5674-6090-4e66-9510-9630c00b0af5&app=SMeritt-OT&link=/Utils/Gateway/Delegator>

On behalf of the Samuel Merritt University Occupational Therapy Program thank you for your collaboration and commitment to OT clinical education. Our students benefit greatly from the learning opportunities provided by your team. Please feel free to contact us at any time if you have any concerns or questions.

Thank you,

Domenique Embrey, MS, OTR/L

Academic Fieldwork Coordinator, Level II

dembrey@samuelmerritt.edu or 510-869-6511 x5913

Student Profile for Site View

Help

Print



☰ Immunization Information ▾

[\[Click here to see Immunization Information \]](#)

📄 Uploaded Documents ▾

No Document Uploaded

✎ Personal Information ▾

👤 **Student Name** : Student16, Test👤 **Preferred Name** : N/A✉ **School Email Id** : Student16@samuelmerritt.edu✉ **Personal Email Id** : student16@gmail.com🏠 **Year Enrolled** : 2013📅 **Graduating Year** : 2016🎓 **Academic Status** : Full-Time📞 **Cell Phone** : 555-555-5555📞 **Home Phone** : N/A★ **Languages Spoken** : Spanish🗨 **Personal Statement** : N/A♥ **Area of Interest** : No area of interest currently selected.

📍 Addresses ▾

🏠 **Current Address** : 2756 prospect ave , California(CA) - 91214

📖 Education History ▾

[University of California at Davis - BS]

Major:-Zoology**Notes**:-

6/4/2017 - 6/29/2017

📅 Employment History ▾

[Alta Bates Summit Medical Center-Rehab Aide - Paid]

5/1/2017 - 6/2/2017

Responsibility:- I did lots of stuff to help the patients and the therapists.

📋 Clinical Education Questionnaire ▾

📌 I feel comfortable performing/have experience with the following types of patients, disabilities, or treatment procedures:



Student Profile Documents

Student Profile

Additional Health Information

Required Documents

+ Immunization Information

Health Insurance related

- ⚙ **Health Insurance:** Policy No:012345, Provider: Kaiser, Start Date: N/A
- ⚙ **Professional liability insurance:** Policy No:3 N/A, Provider: N/A, Start Date: N/A, Expiry Date: N/A

Required Immunizations

- ⚙ **TB Skin test 1:** : Test Date: N/A, Read Date: N/A, Expiry Date: N/A, Result: Negative
- ⚙ **TB Skin test 1 positive:** : Test Date: N/A, Test Date: N/A, Expiry Date: N/A, Result: Negative
- ⚙ **TB Skin test 2(for 2 step TB test):** : Test Date: N/A, Read Date: N/A, Expiry Date: N/A, Result: Negative
- ⚙ **TB 1 Step Test (Following 2 step test):** : Test Date: N/A, Read Date: N/A, Expiry Date: N/A, Result: Negative
- ⚙ **TB QuantiFERON:** : Test Date: 3/2/2017
- ⚙ **MMR:** Dose #1: N/A, Dose #2: N/A
- ⚙ **Blood Titer:** Test Date: 5/2/2017, Result: Positive
- ⚙ **Hepatitis B (Series of 3 vaccines):**Dose #1: 1/1/2017, Dose #2: 3/2/2017, Dose #3: 6/2/2017
- ⚙ **Blood Titer:** Test Date: N/A, Result: Negative
- ⚙ **Varicella Vaccine (Chickenpox) (Series of 2 vaccines):** Dose #1: 1/2/2017, Dose #2: 6/2/2017
- ⚙ **Blood Titer:** Test Date: N/A, Result: Negative
- ⚙ **Tetanus-Diphtheria-Pertussis (Tdap) received within last 10 years:** Inoculation Date: 2/2/2010, Expiry Date: 2/2/2020
- ⚙ **Influenza vaccine:** Inoculation Date: N/A, Expiry Date: N/A
- ⚙ **CPR Expiry Date:** 9/30/2017
- ⚙ **Technical standards form:**MD Name: N/A)
- ⚙ **Notes :** N/A
- ⚙ **Last Physical Date :** 6/2/2017

Rx Preceptor/CORE ELMS

- 1) Account registration
- 2) Message center
- 3) Document library access
- 4) Fieldwork site/educator details
- 5) Site availability

Rx Preceptor/CORE ELMS

- 7) Viewing scheduled student
- 8) Viewing your requirements
- 9) Viewing student requirements and information
- 10) Completing and viewing evaluation submissions