



## Guidelines for Fieldwork Placements with No Occupational Therapist on Site

When a student is assigned to a fieldwork site where no occupational therapist is employed an alternate supervisory model is put in place. This can include collaboration with an off-site occupational therapist and/or remote/distance supervision through electronic media (email, web based applications & videoconferencing). The student will have a day to day direct supervisor who is not an OT and then an OT who would provide supervision through the above mention methods.

**On-Site Supervisor-** will be the individual selected by the agency to be the most appropriate person for this role.

**Off-Site OT Supervisor-** may be a clinician or a manger from another agency; may be a faulty member from either UBC or another university.

Both persons assuming these roles are considered fieldwork educators. In addition to the roles and responsibilities outlined in the UBC OT Fieldwork Site Manual (2004), the following responsibilities are required:

### Responsibilities:

1. Student
  - initiate contact with On site supervisor and OT supervisor before placement to discuss objectives, timing for supervisory contact during the placement and learning opportunities
  - initiate contact with OT supervisor a minimum of once per week during the placement or more as required
  - complete the attached template as a forum for sharing OT knowledge and clinical reasoning with OT supervisor
  
2. On- Site Supervisor (fieldwork educator)
  - prepare student learning objectives in collaboration with student within the first week of placement
  - ensure OT supervisor has a copy of these objectives or can contribute to them within the second week
  - review the CBFEE-OT evaluation form with the UBC Academic Fieldwork Coordinator to ensure understanding for its completion
  - initiate contact with the OT supervisor for regular communication as needed



3. OT Supervisor (fieldwork supervisor)
  - meet with student before placement (not necessarily face-to-face)
  - connect with On-Site supervisor before placement
  - maintain communication with on-site supervisor as needed
  - evaluate the students' skills through the information provided in the attached template
  - maintain ongoing communication with the student at the agreed upon time periods or on an as needed basis most likely through electronic formats
  - if possible, one site visit during the placement to observe
  
4. Academic Fieldwork Coordinator
  - collaborate with On-site supervisor and relevant personnel prior to the placement to ensure that the purpose and expectations for the placement are clarified
  - provide all necessary documents, manuals and evaluation forms
  - ensure student, on-site supervisor and OT supervisor understand their responsibilities and have all pertinent information (contact names, numbers, email addresses of everyone involved in the process, materials, sample objectives etc.)
  - be a resource to the student, on-site supervisor and OT supervisor

Donna Drynan,  
Academic Fieldwork Coordinator  
604-822-7415  
[donna.drynan@ubc.ca](mailto:donna.drynan@ubc.ca)