



University of British Columbia
Department of Occupational Science & Occupational Therapy

International Placements

Policy

1. To be considered for a placement outside Canada, students must submit an application by May 30th for approval by the Occupational Therapy faculty at the June faculty meeting. Prior to making a recommendation this committee will require the student to demonstrate the following:
 - a) satisfactory academic performance (normally a minimum of a B+ average),
 - b) successful completion of previous placements,
 - c) the skills to represent themselves in a highly professional manner and to act as an ambassador for the Department of Occupational Science and Occupational Therapy (OSOT), i.e. strong interpersonal skills, including tact and diplomacy, good coping strategies for dealing with stressful situations and well developed judgment skills as demonstrated throughout the course and as documented on previous performance evaluations.
 - d) an awareness of potential cultural differences in the proposed host country, and
 - e) an appropriate response to a case study question.
2. Students applying for an international placement must agree to:
 - a) choose one of the placement sessions FW #4, or 5, for the international placement.
3. A student will be granted no more than one international placement throughout the fieldwork program.

Procedure

1. By May 30th of the preceding year before the applicable fieldwork block the student must request, in writing to the Fieldwork Coordinator, her/his wish to complete a fieldwork experience outside of Canada. The letter should state:
 - the country of desired destination, indicating a sensitivity to the cultural and social environment.
 - why you would like to do an international placement in that country.
 - the placement session for completing with experience.
 2. The Fieldwork Coordinator will assess the suitability of the request based on the above criteria and present the request to the OT faculty for consideration. The student will be advised in writing that s/he may seek an international placement, or that the above criteria are not satisfied.
- If approved and seeking a placement in a **developed** country:
3. The student will contact the National OT Association of the country (member country of WFOT) in which s/he wishes to complete her/his fieldwork. In addition to the information required in letters of introduction sent to Canadian facilities (see student manual) the following should be included in the correspondence:
 - i) permission has been granted from UBC Department of Occupational Science and Occupational Therapy to investigate the possibility of completing fieldwork in that country,
 - ii) reasons for seeking fieldwork in that country,
 - iii) dates and length of placement, and
 - iv) a request for a list of universities or facilities to contact for fieldwork opportunities.



4. The student should try to secure a placement by September 30th at the latest.
 5. The student is responsible for the determination and timely fulfillment of all requirements necessary for entry into that country, i.e. student visa, medical preparation and coverage, financial obligations, liability insurance.
 6. The student provides all the necessary contact information to the UBC AFC so that continued correspondence with the facility can take place to ensure requirements of the facility and the UBC - OT Department fieldwork program are met.
 7. The Academic Fieldwork Coordinator, Department of Occupational Science and Occupational Therapy, requires the following information from facilities outside of Canada agreeing to supervise of UBC OT students:
 - i) a description of the OT program/service (where the fieldwork will be completed),
 - ii) a plan for student orientation to the facility and OT program,
 - iii) student objectives for the service on which the fieldwork is to be completed,
 - iv) description of staffing patterns and hours of work to ensure continued student supervision should absence occur, and
 - v) evidence of affiliation and accreditation with university OT program in area.
 8. Students must have liability insurance for facilities that require it. If a facility does not require liability insurance, a student need only provide the Department of OSOT with a copy of correspondence saying so.
 9. Upon receipt of the above documentation, the Fieldwork Coordinator will forward to the facility:
 - i) a letter of confirmation for the placement,
 - ii) an outline of the curriculum,
 - iii) the expectations for student performance,
 - iv) policies related to:
 - a) student assignments in clinical settings,
 - b) time loss,
 - c) failure during a placement,
 - v) student and facility evaluation form, and
 - vi) two copies of an affiliation agreement (International form).
 10. The fieldwork coordinator sends 2 copies of the "International" affiliation agreement to the facility with a request that one copy be signed and returned.
 11. Student begins fieldwork (take UBC student manual).
Should concerns arise during the placement a representative from the fieldwork facility and/or the student are to contact the Fieldwork Coordinator or the Department Head.
- If approved and seeking a placement in a **developing** country:
Meetings are set up by the AFC to present the possible partner countries/facilities where UBC has a set relationship and affiliation agreement. Students will be assigned to one of the placement options.