Occupational Therapy Assistant Student Handbook
(ASSOCIATE IN APPLIED SCIENCE/OCCUPATIONAL THERAPY ASSISTANT)

FALL 2016
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Welcome</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Certification</td>
<td>2</td>
</tr>
<tr>
<td>Collegewide Accreditation</td>
<td>2</td>
</tr>
<tr>
<td>OTA Program NBCOT Pass Rates</td>
<td>3</td>
</tr>
<tr>
<td>Licensure</td>
<td>4</td>
</tr>
<tr>
<td>Vision Statement (Healthcare Science)</td>
<td>4</td>
</tr>
<tr>
<td>Mission Statement (Healthcare Science)</td>
<td>4</td>
</tr>
<tr>
<td>Program Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>OTA Program Goals</td>
<td>5</td>
</tr>
<tr>
<td>Curriculum Design</td>
<td>5</td>
</tr>
<tr>
<td>Admission and Progression Requirements</td>
<td>7</td>
</tr>
<tr>
<td>OTA Program Website</td>
<td>7</td>
</tr>
<tr>
<td>Program Curriculum</td>
<td>9</td>
</tr>
<tr>
<td>OTA Program Yearly Enrollment/Retention/Graduation Data</td>
<td>11</td>
</tr>
<tr>
<td>Requirements for Fieldwork Experience</td>
<td>12</td>
</tr>
<tr>
<td>OTA Student Health Requirements</td>
<td>13</td>
</tr>
<tr>
<td>Partial Listing of Essential Job Functions and Professional Behaviors for the Occupational Therapy Assistant</td>
<td>14</td>
</tr>
<tr>
<td>Risks for Health Care Providers</td>
<td>14</td>
</tr>
<tr>
<td>Health Services</td>
<td>14</td>
</tr>
<tr>
<td>Student Professionalism and Ethics/HIPAA</td>
<td>15</td>
</tr>
<tr>
<td>Student Dress Code</td>
<td>15</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>16</td>
</tr>
<tr>
<td>OTA Laboratory Use</td>
<td>16</td>
</tr>
<tr>
<td>Student Evaluation and Grading - Classroom and FW</td>
<td>17</td>
</tr>
<tr>
<td>Confidentiality/Social Networking</td>
<td>17</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>18</td>
</tr>
<tr>
<td>Records</td>
<td>18</td>
</tr>
<tr>
<td>Attendance</td>
<td>18</td>
</tr>
<tr>
<td>Student Advisement and Counseling</td>
<td>18</td>
</tr>
<tr>
<td>Students With Disabilities</td>
<td>19</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>19</td>
</tr>
<tr>
<td>Student Employment</td>
<td>19</td>
</tr>
<tr>
<td>Dismissal from the Program</td>
<td>19</td>
</tr>
<tr>
<td>Withdrawal from the Program</td>
<td>19</td>
</tr>
<tr>
<td>Student Organization</td>
<td>20</td>
</tr>
<tr>
<td>Student Incident Report</td>
<td>20</td>
</tr>
<tr>
<td>Professional Organizations</td>
<td>20</td>
</tr>
<tr>
<td>Graduation</td>
<td>20</td>
</tr>
<tr>
<td>Graduate Follow-Up</td>
<td>20</td>
</tr>
<tr>
<td>Employment Outlook</td>
<td>21</td>
</tr>
<tr>
<td>OTA Department Telephone Number</td>
<td>21</td>
</tr>
<tr>
<td>Student Contract for Fieldwork</td>
<td>23</td>
</tr>
</tbody>
</table>
Welcome

Welcome to Lehigh Carbon Community College and the Occupational Therapy Assistant program. You have chosen a challenging, rewarding, and evolving profession. You will learn education is a lifelong process.

This OTA Student Handbook contains information that affects only students in the OTA program. The information contained within the OTA Student Handbook reflects current policies and, in some instances, may be subject to modification. This is a supplement to the LCCC Student Handbook. Each student should become familiar with the contents of both the LCCC Student Handbook and the OTA Student Handbook.

The OTA faculty look forward to assisting you in meeting your personal and educational goals and objectives. The philosophy of the OTA faculty is the education of colleagues, rather than just the instructing of students. We hope you find this process as exciting, enlightening, and fulfilling as we do.
Introduction

OTA ACCREDITATION:

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the:

American Occupational Therapy Association
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
PHONE: 301-652-AOTA
www.aota.org

Accreditation Council for O.T. Education
Accreditation Department
American Occupational Therapy Assoc., Inc.
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
www.acoteonline.org

Graduates of this program are prepared for entry-level employment as occupational therapy assistants and are eligible to sit for the national certification examination for the occupational therapy assistant administered by:

National Board for Certification in Occupational Therapy (NBCOT)
12 South Summit Avenue, Suite 100
Gaithersburg, MD 20877-4150
Phone: 301-990-7979
www.nbcot.org

Program results from NBCOT can be found online at https://secure.nbct.org/data/schoolstats.aspx.

After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Pennsylvania requires licensure in order to practice; however, licenses are usually based on the results of the NBCOT Certification Examination.

Certification

The national certification exam is given by the National Board for Certification in Occupational Therapy (NBCOT). Local centers offer on-demand testing. The graduate schedules a test date and takes the test on computer. The NBCOT has specific regulations for individuals who have been convicted of a felony, or have a criminal record. Prior to applying for the Occupational Therapy program, the prospective candidate should contact the National Board for Certification in Occupational Therapy concerning regulations and eligibility to sit for the National Certification exam. A criminal record or felony conviction may affect a student’s eligibility to enroll in the OTA program, sit for the certification exam or attain a state license. Each student is responsible for all application and examination fees for the NBCOT examination, and state license.

Collegewide Accreditation

LCCC is accredited by the Middle States Commission on Higher Education and, as an institution of higher education, assumes responsibility for the OTA program including appointment of faculty, student admission course content and coordination of FW clinicals.

OTA Fall 2016
LEHIGH CARBON COMMUNITY COLLEGE
OTA Program

NBCOT Pass Rates

<table>
<thead>
<tr>
<th>Year (Jan.-Dec.)</th>
<th>Number of Graduates</th>
<th>Pass Rate of LCCC 1st Time Takers of Exam</th>
<th>Pass Rate of National Average 1st Time Takers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>13 May graduates</td>
<td>100%</td>
<td>13 took test</td>
</tr>
<tr>
<td>2006</td>
<td>8 May graduates</td>
<td>100%</td>
<td>8 took test</td>
</tr>
<tr>
<td>2007</td>
<td>12 May graduates</td>
<td>91.6%</td>
<td>12 took test</td>
</tr>
<tr>
<td>2008</td>
<td>13 May graduates</td>
<td>84.6%</td>
<td>13 took test</td>
</tr>
<tr>
<td></td>
<td>1 August graduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>21 May graduates</td>
<td>91.3%</td>
<td>23 took test</td>
</tr>
<tr>
<td></td>
<td>2 August graduates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>16 May graduates</td>
<td>93.7%</td>
<td>16 took test</td>
</tr>
<tr>
<td></td>
<td>1 August graduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 December graduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>22 May graduates</td>
<td>95.6%</td>
<td>23 took test</td>
</tr>
<tr>
<td></td>
<td>1 August graduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>23 May graduates</td>
<td>91.6%</td>
<td>24 took test</td>
</tr>
<tr>
<td></td>
<td>2 August graduates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Beginning in 2013, the program’s passing percent data is calculated on the number of new graduates (NG) who passed the NBCOT exam regardless of the number of attempts during the testing year to meet ACOTE’s reporting standard. New graduates are candidates testing within one year of graduation, regardless of the number of attempts on the examination.

<table>
<thead>
<tr>
<th>Year (Jan.-Dec.)</th>
<th>Total No. NG Testing</th>
<th>Total # NG Failing</th>
<th>Total # NG Passing (Pass Rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>19</td>
<td>1</td>
<td>18 (95%)</td>
</tr>
<tr>
<td>2014</td>
<td>30</td>
<td>0</td>
<td>30 (100%)</td>
</tr>
<tr>
<td>2015</td>
<td>24</td>
<td>1</td>
<td>23 (96%)</td>
</tr>
</tbody>
</table>
Licensure

Many states require the COTA to apply for a permanent license if the COTA intends to practice in their state. The graduate should contact each individual state capital's department of licensing for specifics.

Occupational therapy assistants working in PA are required to be licensed by the Commonwealth of PA:

State Board of Occupational Therapy Education and Licensure
P.O. Box 2649
Harrisburg, PA 17105-2649.
Phone: 717-783-1389
Fax: 717-787-7769
Website: www.dos.state.pa.us

After graduation the student may apply for temporary licensure. After successful completion of the NBCOT examination, the student must apply for a permanent license.

Vision Statement (Healthcare Science)

To be a recognized leader in preparing the highest quality health care professionals in the global community.

Mission Statement (Healthcare Science)

The mission of the Occupational Therapy Assistant program at Lehigh Carbon Community College is congruent with the mission and philosophy of LCCC. The college's mission is to respond to the community by providing affordable, accessible, and high-quality education. The OTA program's mission supports the college’s mission by providing the community with highly qualified OTA graduates prepared to serve the community while keeping student costs to a minimum.

The Occupational Therapy Assistant program at Lehigh Carbon Community College strives to foster high academic standards by providing the students with current didactic and comprehensive classroom and fieldwork experiences. The Occupational Therapy Assistant program is dedicated to the preparation of graduates who are competent in entry-level skills, and able to carry out the responsibilities of the occupational therapy assistant in a culturally sensitive and ethical manner. These responsibilities include compassion and respect for the client, health care providers, and self. The program is designed to promote competency in the field of occupational therapy assistant by promoting the importance of lifelong learning, providing the opportunity to obtain employment and career advancement and contribute and serve the health and wellness needs of the individual, community, and larger society.

Program Philosophy

The philosophical foundation of the Occupational Therapy Assistant program is consistent with the mission and guiding principles of Lehigh Carbon Community College. It is based on the philosophical concepts of the occupational therapy profession. The concepts include viewing individuals holistically, with intrinsic motivation to adapt to and interact with their environment, and to engage in occupation.

The Occupational Therapy Assistant program is designed to educate students to be facilitators who can assist individuals both with prevention of disease and maintaining and restoring wellness. Learning is structured around the fundamental belief that human beings desire to engage in meaningful life tasks. At the core of the occupational therapy philosophy is the consideration of the engagement in areas of occupation as they relate to the individual's lifestyle choices, contexts, performance abilities, and state of well-being.
The occupational therapy education at Lehigh Carbon Community College is based on the belief that education prepares the graduate to provide competent, quality health care and prevention services while viewing the role of the occupational therapy assistant as a valuable contributing member of the health care team.

Educational components include an understanding of normal function, encompassing an occupational therapy theoretical base, the occupational therapy process, the application of occupation/purposeful activity, technical skills, professional behaviors, and ethics. Each individual is viewed as having inherent worth deserving of dignity and self-respect.

The educational philosophy also recognizes the intrinsic capabilities and needs each learner brings to the educational setting. To address the wide variety of learning styles, experiences are provided in the affective, cognitive, and psychomotor domains; additionally social, technological, and spiritual components are included. Participatory learning experiences are stressed, an opportunity is provided to develop the following: problem-solving abilities, critical thinking, creativity, self-evaluation, and development of occupational therapy behaviors. The educational process builds the framework for continued learning through the inclusion of current literature and practice trends in the field of occupational therapy to ensure competent occupational therapy assistants to serve the needs of the individual, community, and larger society.

**OTA Program Goals**

1. Prepare competent, entry level occupational therapy assistants.
2. Maintain academic excellence so that LCCC OTA graduates will successfully pass the NBCOT examination.

**Curriculum Design**

The Occupational Therapy Assistant program has a planned curriculum which is based on developmental adult learning models and the belief that learning is aided by presenting general information before specific, basic before complex, concrete concepts before abstract and normal conditions before abnormal conditions. It is also believed that people learn through building on individual experiences and the development of self-responsibility.

The course sequence is designed to provide an integrated education in the biological, humanities, behavioral, and social sciences, with emphasis on areas of occupational performance, contexts, and the holistic health of the individual, community, and society throughout the life span.

The process of learning is more effective when the whole is initially introduced as being made up of its parts. The parts can then be separated from the whole and studied in detail. As learning builds the parts become integrated and viewed as the complex whole, with relationships and interactions understood. The occupational therapy process of assessment/evaluation, intervention planning, implementation, review/reevaluation and the development of outcomes are threads appearing throughout the curriculum building toward entry-level competency.
The general objectives of the program curriculum are:

1. To prepare competent graduates who successfully pass the National Certification exam, and provide the occupational therapy assistant services expected of an entry-level occupational therapy assistant.
   a. Assist in management of delivery of occupational therapy as a member of the health care team in a variety of settings.
      (1) Assist the occupational therapist in the process of assessment and evaluation.
      (2) Assist the occupational therapist in the process of treatment/intervention planning.
      (3) Assist the occupational therapist in the implementation of treatment/intervention.
      (4) Assist the occupational therapist in reassessing a client recommending program changes and advocating for client services.
   b. Utilize the COTA/OTR supervision process, professional and educational resources to improve and increase knowledge and professional techniques in order to function effectively as a certified Occupational Therapy Assistant.
   c. Demonstrate a professional manner, abiding by the policies and procedures of the facility, and the ethics of the occupational therapy profession.
   d. Contribute to the health needs of individuals, communities, and society as a whole, by assisting in community wellness and prevention programs.

2. To prepare graduates who participate in the profession's organizational activities and society.
   a. Utilize effective verbal and nonverbal communication skills.
   b. Develop self-confidence and accountability to assume professional behaviors.
   c. Recognize education is a lifelong commitment for continued personal and professional development.
   d. Practice within the ethical parameters of the occupational therapy profession.
   e. Take an active role in student and professional organizations.

3. To recognize individual differences and develop positive qualities from this awareness.
   a. Demonstrate a holistic awareness of each individual and appreciate individual differences in adaptive responses.
   b. Integrate learning when caring for individuals with diverse cultural, socioeconomic, and environmental needs.
   c. Collaborate with other health care providers to enhance occupational therapy services.

Admission and Progression Requirements

General admission to Lehigh Carbon Community College is through the Admissions Office. Specific requirements for admission into the Occupational Therapy Assistant program include:

1. Official high school transcript or GED on file in the Admissions Office.
2. If applicable, official transcripts of all postsecondary education on file in the Admissions Office. Anatomy and physiology courses are to have been taken no more than 7 years prior to the first OTA course. All courses applicable to the OTA program must have a grade of C or higher.
3. Completed Lehigh Carbon Community College assessment tests or notice of test waived due to previous college work. If a student assessment scores indicate Math 100, Fundamentals of Bio105, Fundamentals of reading/writing, these course must be completed before applying to the program.
4. Documentation of completion of two personal visits to different occupational therapy departments/settings/facilities for a minimum of 10 hours, to observe occupational therapy treatment sessions.
5. Once all of the above requirements have been completed, the applicant will be contacted to schedule an appointment at the LCCC Testing Center to complete a self-assessment essay.

The applicant will receive points for the self-assessment essay, and previous college course completion. A sample of the points form is on file in the OTA program coordinator's office.

Any student having a history of any criminal record, or felony conviction must contact AOTA (www.aota.org) and the National Board for Certification in Occupational Therapy (www.nbcot.org) prior to scheduling an interview appointment as this may affect admission. A student applying for or in the OTA program who has a criminal record may be denied fieldwork placement at the request of the fieldwork facility. This may limit a student's FW choices and ability to progress through the OTA program.

It is to be understood that Technical and Professional level occupational therapy educational programs are two distinct paths of study leading to complementary, but different practice roles.

Therefore:

1. all professional level occupational therapy students applying for admission to technical level occupational therapy programs,
2. all technical level occupational therapy students applying to professional level occupational therapy programs, and
3. all occupational therapy students wishing to move within the same occupational educational level but between institutions

are subject to individual college requirements and articulation policies. Students cannot assume automatic transfer of credits or preference in admissions.

The Program Directors Council of AOTA supports the above statement and requests that it be widely disseminated to the educational community, OT practitioners, and all those who advise OT students.

Once admitted students will be required to complete an annual health record, FBI finger printing, child abuse clearances and other screenings. All costs for these tests / screenings are the responsibility of the student (see requirements for fieldwork experience). Additional costs for the OTA program include: textbooks, lab supplies, transportation, fieldwork materials, and professional dress.

OTA Program Website

Additional details regarding admission and registration is also available on the general college website (https://www.lccc.edu/academics/school-healthcare-sciences/occupational-therapy-assistant-aas).
Progression

1. All OTA courses including prerequisite courses are to be taken in sequence.

2. The student must earn a "C" or better in all OTA program courses, maintain a cumulative minimum grade point average of 2.3 in OTA courses. The student must successfully pass all FW Level I experiences with a passing grade and have permission of the OTA faculty to be eligible for the Fieldwork Level II portion of the program (OTA 240).

3. Once a student begins the OTA courses the student will be required to complete the OTA academic program with in a three year time frame. The student will be expected to follow the full-time, or the part-time course sequencing identified with a minimum of 2 OTA courses taken each semester.

4. All OTA students are required to have completed their Level II Fieldwork course within 18 months from their last academic OTA course.

5. The student may repeat only one OTA course if the student does not receive a successful grade. If the student is unsuccessful with two courses, he/she will be dismissed from the program.

6. A student may repeat only one unsuccessful FW I experience while in the program. Failure of a future FW I after already repeating a FW I is cause for dismissal from the program. Student may repeat only one unsuccessful FW II rotation. A second failed FW II is caused for dismissal from the program.

7. Students selecting the three year track for the OTA courses will be required to successfully retake and pass the lab practical portions of each class during their final academic semester. This is to ensure the student remains current regarding the material and skills covered during previous semesters. Audit of previous courses may be required by the instructor and will be discussed individually.

Readmission

The student who has withdrawn from the program, failed an OTA course or received less than a "C" in an OTA program course, who wishes to be readmitted at a later date must apply for readmission through the Admissions Office. Requirements will be the requirements at the time of readmission.

Readmission will be based on academic performance, involvement in the profession or a related profession, as well as successful performance of practical exams covering previously completed OTA course materials, completion of an activity analysis or special FW Level I requirements, and space availability. The student should contact the OTA program coordinator and the admissions department regarding program readmission. Readmission is not guaranteed.

Academic Honesty

Academic dishonesty will result in removal from OTA program and inability to reapply.

Class Schedule

The OTA courses have been arranged to provide days off, in which the student will be required to participate in Fieldwork Level I. Fieldwork scheduling regarding dates/location is not guaranteed. Students will be assigned by the instructor. Generally, OTA courses for each semester will require that the students enrolled in OTA courses only attend classes three days a week on campus. If the student is enrolled in general studies courses, the student may need to attend classes on campus 3-5 days per week. Students who have a relative in the OTA program will be required to attend separate lab sections.
### Program Curriculum
Lehigh Carbon Community College
Occupational Therapy Assistant Program
(Full Time*)

<table>
<thead>
<tr>
<th>FIRST SEMESTER/FALL</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 163 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 140 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105 College English I</td>
<td>3</td>
</tr>
<tr>
<td>OTA 101 Introduction to Occupational Therapy</td>
<td>3</td>
</tr>
<tr>
<td>OTA 103 Therapeutic Media</td>
<td>3.5</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>16.5</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND SEMESTER/SPRING</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 164 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PSY 145 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>OTA 110 Intervention in Occupational Therapy</td>
<td>3.5</td>
</tr>
<tr>
<td>OTA 116 Principles of Treatment in Adult/Geriatric Rehab</td>
<td>3.5</td>
</tr>
<tr>
<td>OTA 205 Medical Conditions</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD SEMESTER/FALL</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 150 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 106 College English II</td>
<td>3</td>
</tr>
<tr>
<td>OTA 211 Occupational Therapy in Mental Health</td>
<td>4</td>
</tr>
<tr>
<td>OTA 217 Principles of Treatment in Adult/Pediatric Rehab</td>
<td>4</td>
</tr>
<tr>
<td>OTA 223 Therapeutic Adaptations/Techniques in OT</td>
<td>3</td>
</tr>
<tr>
<td>OTA 229 Supervision in Occupational Therapy</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOURTH SEMESTER/SPRING</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 240 Fieldwork Experience</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>64.5</strong></td>
</tr>
</tbody>
</table>

Students are to refer to the college catalog for specifics on course pre and corequisites.

The student will not be eligible for a scheduled course without the necessary prerequisites.

**Grading Scale**

- A = 95 – 100
- A- = 93 – 94.9
- B+ = 90 – 92.9
- B = 86 – 89.9
- B- = 83 – 85.9
- C+ = 79 – 82.9
- C = 75 – 78.9
- C- = 73 – 74.9
- D = 68 – 72.9
- F = 67.9 and below

A "C-" and below will not be accepted as a passing course grade for any class.

OTA Fall 2016
Lehigh Carbon Community College

OCCUPATIONAL THERAPY ASSISTANT PROGRAM
(Part Time*)

FIRST SEMESTER/FALL
OTA 101  Introduction to Occupational Therapy  3
OTA 103  Therapeutic Media I  3.5

SECOND SEMESTER/SPRING
OTA 110  Intervention in Occupational Therapy  3.5
OTA 116  Principles of Treatment in Adult/Geriatric Rehab  3.5

THIRD SEMESTER/FALL
OTA 211  Occupational Therapy in Mental Health  4
OTA 217  Principles of Treatment in Adult/Pediatric Rehab  4

FOURTH SEMESTER/SPRING
OTA 205  Medical Conditions  3

FIFTH SEMESTER/FALL
OTA 223  Therapeutic Adaptations/Techniques in Occupational Therapy  3
OTA 229  Supervision in Occupational Therapy  2

SIXTH SEMESTER/SPRING
OTA 240  Fieldwork Experience  12

This sequence is for the part-time student who has completed the general studies courses before beginning the Occupational Therapy Assistant program.

Students are to refer to the college catalog for specifics on course pre and corequisites.

The student will not be eligible for a scheduled course without the necessary prerequisites.

Grading Scale

A  =  95 – 100
A-  =  93 – 94.9
B+  =  90 – 92.9
B   =  86 – 89.9
B-  =  83 – 85.9
C+  =  79 – 82.9
C   =  75 – 78.9
C-  =  73 – 74.9
D   =  68 – 72.9
F   =  67.9 and below

A "C-" and below will not be accepted as a passing course grade.
### OTA Program

#### Yearly Enrollment/Retention/Graduation Data

<table>
<thead>
<tr>
<th>Year</th>
<th>Admitted to OTA (continuing after 3rd week drop)</th>
<th>Completed Introduction to OTA Course</th>
<th>Students Who Selected 3-Year Plan After Intro*</th>
<th>OTA Graduates</th>
<th>Retention % Graduated of Admitted Cohort in 2-Year Track + Admitted</th>
<th>Retention % Graduated of Cohort Who Completed 1st Semester OTA Course in 2-Year Track + Intro.</th>
<th>Retention Students Continuing in OT &amp; Graduated in 2-Year &amp; 3-Year Track + Admitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>16</td>
<td>15 Retention 93.7% (1 counted as transfer)</td>
<td>1</td>
<td>11 (2004)</td>
<td>68.7%</td>
<td>73%</td>
<td>12 (2004)</td>
</tr>
<tr>
<td>2003</td>
<td>17</td>
<td>15 Retention 88% (1 counted as transfer)</td>
<td>1</td>
<td>13 (2005)</td>
<td>76.4%</td>
<td>86%</td>
<td>13 (2005)</td>
</tr>
<tr>
<td>2004</td>
<td>19 (total)</td>
<td>19 Retention 100% (1 counted as transfer after completed course)</td>
<td>5</td>
<td>8 (2006)</td>
<td>42%</td>
<td>42%</td>
<td>19 (2006)</td>
</tr>
<tr>
<td>2005</td>
<td>19 (total)</td>
<td>16 Retention 84%</td>
<td>4</td>
<td>12 (2007)</td>
<td>63.1%</td>
<td>75%</td>
<td>12 (2007)</td>
</tr>
<tr>
<td>2007</td>
<td>29 (total)</td>
<td>25 Retention 86%</td>
<td>5</td>
<td>23 (2009)</td>
<td>79%</td>
<td>92%</td>
<td>23 (2009)</td>
</tr>
<tr>
<td>2009</td>
<td>28 (total)</td>
<td>24 Retention 85%</td>
<td>2</td>
<td>18 (2011)</td>
<td>64%</td>
<td>75%</td>
<td>18 (2011)</td>
</tr>
<tr>
<td>2010</td>
<td>30 (total)</td>
<td>29 Retention 96%</td>
<td>3</td>
<td>25 (2012)</td>
<td>83%</td>
<td>86%</td>
<td>25 (2012)</td>
</tr>
<tr>
<td>2011</td>
<td>27 (total)</td>
<td>26 Retention 96%</td>
<td>5</td>
<td>22 (2013)</td>
<td>81%</td>
<td>84%</td>
<td>22 (2013)</td>
</tr>
<tr>
<td>2012</td>
<td>27 (total)</td>
<td>27 Retention 100%</td>
<td>2</td>
<td>25 (2014)</td>
<td>92%</td>
<td>92%</td>
<td>25 (2014)</td>
</tr>
<tr>
<td>2014</td>
<td>29</td>
<td>28 Retention 100%</td>
<td>0</td>
<td>27 (2016)</td>
<td>96%</td>
<td>96%</td>
<td>27 (2016)</td>
</tr>
<tr>
<td>2015</td>
<td>25</td>
<td>24 Retention 96%</td>
<td>Data not available</td>
<td>Data not available</td>
<td>Data not available</td>
<td>Data not available</td>
<td>Data not available</td>
</tr>
<tr>
<td>2016</td>
<td>28</td>
<td>28 Retention 100%</td>
<td>Data not available</td>
<td>Data not available</td>
<td>Data not available</td>
<td>Data not available</td>
<td>Data not available</td>
</tr>
</tbody>
</table>

* Data not available for years 2015 and 2016.
**Requirements for Fieldwork Experience**

Student will be required to use certifiedbackground.com for tracking all student required documents. (Please review the Admission and Progression section of the OTA Handbook for information on the impact a criminal record may have on participation in the required fieldwork.)

All students may be expected to drive up to one hour each way if necessary to ensure fieldwork placement and availability of fieldwork sites. Students are not remunerated for their FW experiences.

All fieldwork experiences must take priority; students are to arrange their schedules accordingly. Two level II FW sites will be arranged and assigned by the OTA faculty. Changes in FW II sites will not be made once the selection and scheduling has been completed. A limited number of part time FW II sites may be available. A student who needs to complete FW II on a part time basis must discuss this request well in advance of their final academic semester. Part time FW II must be completed at a minimum of 50% of the required weekly hours.

Successful completion of all fieldwork experience in the semester assigned is required for a passing grade. FW I visits must be completed before the week of final exams. Students will be assigned to fieldwork sites by the OTA faculty. Students may repeat only one unsuccessful FW I experience while in the program and will receive no higher than a C grade for the course in which the student must repeat the FW I. If the student declines to accept the scheduled FW I or II placement, it will be counted as an unsuccessful FW experience. Level I FW cannot be substituted for any part of a level II FW. Students, who have been employed, volunteered, a patient, or have a relative working or attending a FW site in any capacity, will not be assigned to the facility. Students must notify the instructor if their status changes regarding any FW placements. A student who has any concerns regarding the FW or an assignment must schedule a formal office appointment to discuss the matter. Casual in class conversation is not appropriate to discuss the seriousness of FW or FW expectations.

**OTA students prior to any Level I fieldwork experience are required to:**

1. Have uploaded to certifiedbackground.com a complete record of all health requirements.
2. Achieve current health care provider cardiac life support (CPR) Level C certificate to include adult, infant, child, one and two rescuer. Certification is the student's responsibility to achieve.
3. Professional dress and white lab jacket (per LCCC dress code) and obtain college photo ID.
4. Assume transportation to all agencies and clinical assignments. Submit driving record evaluation for occasional transport of clients when necessary.
5. Demonstrate an understanding of the FW Level I expectations, objectives, and evaluation process, as well as an awareness of the facility assigned. Be prepared to actively participate in client treatment utilizing the skills covered in the OTA courses.
6. Have in your possession an upload to castlebranch.com, completed PA criminal history, and child abuse forms, and completed FBI clearance fingerprinting. Please bring copies/originals to your FW site as the supervisor may request to see these.
7. All students will observe/demonstrate professional behavior, ethics, confidentiality, HIPAA, and standard precautions.
8. Complete drug screening as required.
9. Purchase professional mal-practice insurance and show proof of personal health insurance.

**OTA students prior to any Level II fieldwork experience are required to:**

1. Have uploaded to castlebranch.com a record of completed health requirements.
2. Professional dress (per LCCC dress code) and have college photo ID.
3. Achieve current health care provider cardiac life support (CPR) Level C certificate to include adult, infant, and child one and two rescuer. Certification is the student's responsibility to achieve.
4. Assume transportation to all agencies and clinical assignments.
5. Successfully complete all academic courses required in the program and the OTA specific courses with a GPA of 2.3 or higher.
6. Have permission of the program coordinator. Prior to scheduling and while on FW demonstrate professional behavior, ethics, confidentiality, HIPAA, and standard precautions.
7. Attend the required FW II preparation meetings and complete the necessary paperwork.
8. Purchase professional mal-practice insurance and show proof of personal health insurance.
9. Have completed PA criminal history and child abuse forms, FBI forms, drug screening and other forms as needed uploaded to certifiedbackground.com with acceptable results per the state requirements. Any changes in the student status must be reported to the OTA faculty.

**OTA students on Level II Fieldwork are required to:**

1. Participate in the FW experience on the days assigned by the college and the clinical fieldwork site. On occasion, this may include some evenings, weekends, and holidays.
2. Make up any and all missed days at the discretion of the college and the clinical fieldwork site. If there is inclement weather, the student is to follow the agency policy regarding staff attendance; however the student must make their own decision regarding safety in commuting to the facility.
3. Attend and participate in all the senior seminars scheduled periodically in the OTA 240 course.
4. Participate in and be evaluated by the FW site using the AOTA Fieldwork Performance Evaluation. Demonstrate and follow professional behaviors including: ethics, HIPAA, confidentiality, LCCC dress code, and safety policies and procedures at all times. Any student who does not follow safety, ethics, or HIPAA policies will be dismissed from the clinical fieldwork site. A FW site can request the removal of a student at any time for the above violations.
5. Notify OTA faculty of any changes in the student’s criminal clearances, insurance, or health status.

**OTA Student Health Requirements**

The student is required to complete the following health requirements on an annual basis prior to fall classes. No student will be permitted to report to a clinical fieldwork agency until all health requirements are complete. All student health information must be uploaded into castlebranch.com.

1. Complete physical examination by physician (annually and approximately within 6 months prior to Fieldwork Level II experience).
2. Immunization with blood titer testing required.
   a. Rubella (titer)
   b. Measles (titer)
   c. Mumps (titer)
   d. Tetanus booster within the last 7-8 years.
   e. Chicken Pox (titer)
3. Hepatitis B Vaccine series of immunizations. Student must note the date each immunization is given.
4. Tuberculin test, 2 step (annually and approximately within six months prior to Fieldwork Level II Experience).
5. Hepatitis B antigen test
6. Drug screening
7. Additional immunizations may be required by specific fieldwork sites. (Flu, etc.)
8. CPR certification (must be American Heart Association Healthcare Provider level or American Red Cross CPR for the Professional Rescuer)
Partial Listing of Essential Job Functions and Professional Behaviors for the Occupational Therapy Assistant

1. Communicate effectively verbally and in writing to the client, health care staff, fellow students, and faculty.
2. Document findings of assessments clearly utilizing correct grammar.
3. Accurately make observations of patients.
4. Independently, organize, gather, assimilate information from charts, reports, computer data, and presentations in which only an outline is provided.
5. Understand, remember, and safely follow directions for multi-step procedures.
6. Utilize the decision-making and problem solving process in selecting treatment.
7. Explain process of treatment to patient.
8. Recognize and respond appropriately to verbal and nonverbal communication.
9. Work equally in group assignments.
10. Demonstrate safe clinical judgment for the client and health care workers.
11. Treat clients while maintaining a safe environment including: the clinic, client rooms, client units (locked and unlocked) community settings.
12. Physical activities of lifting up to 50 lbs., carrying, pushing, kneeling, grasping, crawling, stooping, reaching, manual dexterity, standing and walking for up to two hours at a time.
13. Utilize time management to include scheduling client care, meetings, and classroom responsibilities for full participation.
14. Demonstrate the ability to respond to a variety of behaviors in manner that will de-escalate, or redirect an individual to complete a task.
15. Utilize standard (universal) precautions, follow HIPAA regulations, and demonstrate professional and ethical behavior at all times.

There will be other essential job functions specific to each type of occupational therapy setting.

Risks for Health Care Providers

When performing essential functions, depending upon the areas assigned, potential risks include:

- Confined to small spaces, and locked units
- Cuts and punctures (sharps precautions)
- Slippery surfaces
- Physically demanding tasks
- Biological hazards
- Assault/battery
- Operating machinery

Health Services

The college provides services to assist students in maintaining their physical and mental health. The college’s policies will be followed in the event an OTA student is injured while on campus or in a college-sponsored activity. See the LCCC Student Handbook for further information.

An injury or illness occurring in one of the cooperating agencies while the student is involved in a fieldwork experience must be reported immediately to the fieldwork supervisor. This person will assess the situation and will decide whether to send the student home, or if necessary, take the student to the emergency room for immediate medical care. The financial responsibility for incurred health care is the responsibility of the student unless it is covered by the student accident policy of the college. An incident report must be filed with the OTA department at Lehigh Carbon Community College. It is required that the student carry health insurance.
Student Professionalism and Ethics/HIPAA

Students are to demonstrate professional behavior while on campus interacting with faculty and fellow students, and on FW I sites. The student is expected to be in the classroom and at the fieldwork site on time. If a student is going to be late or unable to attend class the student must contact the faculty for that class. Students are not to interrupt a class that is in session in which they are not enrolled. The student is expected to schedule a formal office appointment to discuss making up the missed material.

If a student is going to be late to a FW site, the student must contact the FW site and notify the supervisor in advance. The student will be expected to reschedule the appointment for a time that is convenient to the FW center.

Smoking is not permitted within the fieldwork sites. Personal phone calls are not permitted at the fieldwork site without permission of the fieldwork supervisor. Student cell phones should be turned off. It is not acceptable for a student to be using a cell phone during patient contact time.

While providing patient care students are required to follow LCCC and agency policies regarding the use of transfer belts, eye protection, gloving, and other standard precautions. Patient confidentiality and HIPAA regulations must be followed at all times. Students will be asked to share reports about their fieldwork experiences; however, no patients/clients are to be identified by name either in writing or verbally in the classroom. HIPAA violations are a serious matter for both the fieldwork site and the college. HIPAA violations will result in dismissal from the program. HIPAA regulations require that no identifying information be shared regarding the clients in any setting. This includes the client’s name, date of birth, medical record number, address, photographs, insurance numbers, social security numbers, etc. For the full list of HIPAA regulations refer to the AOTA web site - HIPAA Guidelines for Fieldwork.

If there is a change in your criminal record or child abuse clearance, you must report this information to the OTA program coordinator.

Student Dress Code

The student is to dress professionally following LCCC OTA dress code. Student must also comply with individual FW site requirements. A white lab jacket is to be worn in physical rehabilitation settings if it is required by the agency. The LCCC photo ID must be clearly visible and attached above the waist. See chart below for specifics. A student dressed inappropriately for FW I for FW II may be dismissed from the FW site. Any student given a warning regarding professional dress will not be permitted to continue the FW until proper dress is demonstrated. The student's grade will also be adversely affected.

Hair that is shoulder length must be pulled back and arranged to be off the face. No unnatural hair colors are permitted. Facial hair must be short and neatly trimmed or shaved. Cosmetics should be used with moderation. Minimal use of perfume/cologne is recommended, as many patients are sensitive to airborne chemicals. Finger nails are to be neat, clean, and short, nail polish is discouraged.
<table>
<thead>
<tr>
<th><strong>DRESS CODE</strong></th>
<th><strong>Required/Appropriate</strong></th>
<th><strong>Not Acceptable</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pants</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue, black, brown, or kaki colored dress slacks (not too low on hips, when you bend in these pants your undergarments or skin must not show).</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jeans, sweat pants or baggy pants with multiple large pockets, capri or short length pants.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Skirts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solid color same as pants, must be below the knee in length and allow for movement during pt. treatment.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Skirts above the knee, light colors, or tight fitting.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Shirts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short or long sleeved polo type shirts with a collar in solid colors, and only a few buttons in the front at the top. Turtleneck shirts may be worn under the polo shirts in colder weather.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>T-shirts, sleeveless shirts, shirts with logos, tight shirts, short shirts that do not tuck fully into the pants, and shirts that are low cut.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shoes must be low heeled and closed toes with backs. Clean plain sneakers are acceptable. Socks must be worn.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sandals of any type, clog type shoes, heels greater than 1 inch.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Undergarments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Underwear, panties, brassiere (required).</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Underwear that shows through clothing.</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Jewelry / Tattoos / Head Wear</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small post earrings or hoops. Tongue rings and other facial piercing must be removed.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Watch that is waterproof.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Large hoops, multiple body piercing, long necklaces</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tattoos must be covered.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hats, baseball caps, and other head wear.</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Students are expected to follow the LCCC dress code even on days that the facility designates as dress down days.

**Sexual Harassment**

Sexual harassment is a concern both for the student and the patient. LCCC policy and the policy of AOTA code of ethics will be followed. (Refer to LCCC’s current student handbook.)

If a student has concerns about sexual harassment on the LCCC campus, contact the LCCC Ombudsman. While on fieldwork, please direct your concerns to the immediate supervisor or next in the chain of command. The OTA program coordinator may also be notified.

**OTA Laboratory Use**

The OTA laboratory is open for student use. The student is encouraged to use the laboratory to increase his/her knowledge base and practice skills. No equipment or materials are to be removed from the laboratory. While the student is in the lab utilizing or handling potentially hazardous materials, the student must follow the LCCC safety policy regarding eye protection and gloves. It is the students’ responsibility to maintain an organized, safe, and neat lab. Open lab schedules will be posted. Students are not to interrupt classes that are in session, but are to use the open lab times to review and practice with the lab materials.
Student Evaluation and Grading - Classroom and FW

Student grades will be determined by a variety of factors including objective tests, laboratory practical exams, written assignments, and class participation. The objective tests are constructed to measure the student’s ability to assimilate knowledge to provide safe care. The written assignments integrate theory and clinical practice. Class participation encourages reinforcement of information, problem solving, decision making, and leadership ability. The clinical fieldwork performance will be evaluated based on integration of theoretical knowledge and successful completion of behavioral objectives. The student must demonstrate both satisfactory theoretical, clinical knowledge, and performance to receive a passing grade in the course. Students may be given a make-up test per the instructor’s discretion; however, the student will receive no higher than a C grade.

A letter grade is used by the college. Grades shall be given a letter value and quality points as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>96 – 100</td>
</tr>
<tr>
<td>A-</td>
<td>93 – 95.9</td>
</tr>
<tr>
<td>B+</td>
<td>90 – 92.9</td>
</tr>
<tr>
<td>B</td>
<td>86 – 89.9</td>
</tr>
<tr>
<td>B-</td>
<td>83 – 85.9</td>
</tr>
<tr>
<td>C+</td>
<td>79 – 82.9</td>
</tr>
<tr>
<td>C</td>
<td>75 – 78.9</td>
</tr>
<tr>
<td>C-</td>
<td>73 – 74.9</td>
</tr>
<tr>
<td>D</td>
<td>68 – 72.9</td>
</tr>
<tr>
<td>F</td>
<td>67.9 and below</td>
</tr>
</tbody>
</table>

Students are required to take the test on the day the test is given in class. Those students taking their test in the Testing Center must take it the same day and time as those in class. The instructor has the option to set the penalty for taking a late test or for late written materials.

FW I and FW II: A student may receive an unsuccessful FW score for any of the following reasons: unsafe client interaction, violation of ethics, HIPAA and confidentiality, not completing the required skills with a passing score on the evaluation, incomplete submission of the required FW hours, declining to accept an assigned FW placement, or unprofessional behavior as identified by the site.

For Level II Fieldwork, the student must successfully complete both fieldwork experiences for a passing grade. The student does have the option of withdrawing at the midterm point in each rotation if the student has been notified of a failing score. The student must then schedule a meeting with the program coordinator to discuss future eligibility for Fieldwork Level II, if appropriate. A student may repeat only one unsuccessful FW II rotation; a second unsuccessful FW II rotation will result in dismissal from the program.

Confidentiality/Social Networking

All OTA students are to adhere to HIPAA regulations at all times on FW. No identifying information regarding a client is to be removed from a facility or discussed with any individuals outside of the FW site, this includes using social networking. Consequences for violations to HIPAA regulations are severe; a student will be dismissed from the program if HIPAA regulations are violated.

The names of FW supervisors, comments or criticism about a clinical FW site, or information about what you are doing at a particular FW site is not to be posted on Facebook, Twitter, YouTube or other public social network sites. Discussing where you are on a FW may also be problematic as it will not offer you privacy from clients, patients and staff. Think carefully before posting any comments on a social networking site.

Student or OTA faculty pictures, videos, or audio taping during classroom activities, OTA club activities, or FW are not permissible without the written permission of the instructor, each individual student, and the facility. This includes uploading any such material onto social networking sites.

OTA Fall 2016
**Academic Honesty**

LCCC expects that work produced by students will represent their personal effort. Instructors expect that all students will actively and equally participate in group assignments. The college policies will be followed. See the LCCC Student Handbook "Violation of Academic Honesty."

Students are not to share work that is to be completed as individual assignments. Any student that provides copies of his/her work to another student, or copies another student's work and submits it as their own, will be in violation of academic honesty and will be dismissed from the program.

**Records**

The student will maintain his/her own record of their own performance in the clinical fieldwork site. This will assist the student to effectively self-evaluate in the clinical fieldwork area. Fieldwork Level I and II evaluations are submitted to the program coordinator and the individual course instructor. These evaluations are kept in the student's file throughout their participation in the program.

**Attendance**

The student is required to attend all classes, clinical fieldwork experiences, and laboratories. An attendance record will be maintained. If a lecture, fieldwork clinical experience, or laboratory is missed, it is the responsibility of the student to contact the instructor in advance and schedule a make-up appointment. The faculty reserves the right, in the presence of absenteeism, to determine if the student is to be permitted to continue in the program.

If absence from class or laboratory is unavoidable, the student must notify the instructor. If there is to be an absence from the clinical fieldwork experience, the instructor and the clinical fieldwork supervisor must be notified. Two or more absences or tardiness will adversely affect the final course grade, lowering it one full grade.

**Student Advisement and Counseling**

OTA students are to meet formally with an OTA faculty each semester to discuss the course selection for the next semester. Formal meetings are also an opportunity to discuss any concerns a student or faculty member may have. The OTA faculty will be available to each student to serve in an advisement capacity. The student is encouraged to discuss any problems affecting academic or clinical fieldwork performance. The OTA faculty may also request that a student discuss academic or clinical fieldwork performance. Confidentiality will be maintained in accordance with the Student Bill of Rights. Referrals may be made to other sources for assistance, should the student and OTA faculty feel a specialized approach is necessary. The student is responsible for submitting documentation to the OTA faculty regarding academic accommodations related to a disability at the beginning of each semester.

Students are encouraged to use LCCC counseling services, and the services available in the Educational Services Department. The LCCC Student Handbook has additional information about these services.

An OTA faculty advisor signature is required before registering for any OTA courses for full-time and part-time students. **Registration for OTA course sections** will be based on a lottery system. Students will draw a number at random, and register based on the number they have selected. Specific lab sections cannot be requested or reserved in advance.
**Students with Disabilities**

If a student has a disability, early contact with the instructor is important such that alternatives can be discussed and arranged to meet the student's special need. It is the student's responsibility to schedule a meeting with the instructor as soon as possible after the class has begun.

**Disability Support Services**

The Office of Disability Support Services coordinates appropriate accommodations in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The office staff assists qualified students in accessing an equal opportunity to participate in the college's programs and services. It is the responsibility of the student to make their needs known to the Disability Support Services. Students requesting accommodations must present appropriate documentation of the disability from a qualified medical doctor or psychologist indicting the nature and extent of the disability and recommendations for accommodations to the office for Disability Support Services. Accommodations requested by the student must be reasonable. The accommodation must be an alternate way of displaying, conveying, or communicating knowledge or mastery of an objective in the course. An accommodation cannot lower the standards or change the objectives of the program or course.

SH 150J
610-799-1190 (V) ● 610-799-1154 (V)
610-799-1792 (TTY.TTD)
Adaptive Computer Technology (located in Computer Commons—SH 150-M)

**Student Employment**

The student must set priorities. The work schedule must not interfere with class or clinical fieldwork schedule.

During OTA 240 students are encouraged not to maintain employment Monday through Friday which may in any way interfere with the student's ability to completely participate in their FW Level II experience and requirements. These requirements may include homework assignments, and additional late day meetings/visitations as established by the fieldwork site and the academic program. If a student needs to participate in FW Level II on a part-time basis, the student must speak to an OTA faculty member well in advance of the last academic semester so possible options can be explored.

**Dismissal from the Program**

Dismissal is based upon student academic achievement, and clinical fieldwork performance. An incomplete (I), withdrawal (W), withdrawal failing (Y), or a failing (F) grade will be given depending on the time within the semester the dismissal takes place, and the circumstances surrounding the dismissal. (See the catalog for additional information.) A student who has failed two OTA courses, or a FW I, or FW II experience two times, will be dismissed from the OTA program and must reapply to the program. An unacceptable FBI, criminal record, child abuse clearance, drug screening results that falls outside the guidelines of the law, as set forth by the Commonwealth of PA, unprofessional behavior, or a violation of HIPAA regulations will result in dismissal from the program.

**Withdrawal from the Program**

A student wishing to withdraw from the program is requested to have a conference with the program coordinator and sign the necessary forms as needed by the Enrollment Services Office.
**Student Organization**

The LCCC Occupational Therapy Assistant club provides an opportunity for the student to maintain high standards and responsible citizenship, provide community service, increase self-direction and self-awareness, develop leadership qualities and fellowship, foster cooperative spirit, promote, maintain, and elevate the morale of the OTA students, and promote insight to ethical issues. As a result of this experience, it is hoped that the students will continue their interest in and their contribution to the changing health care scene through their membership in the American Occupational Therapy Association and/or the Pennsylvania Occupational Therapy Association.

In addition to the OTA club, LCCC offers many opportunities for student involvement in the activities of cultural, social, and religious groups on campus. Students are encouraged to take an active role in LCCC activities to broaden their educational experiences. Refer to LCCC Student Handbook for further information.

**Student Incident Report**

Students are required to complete an incident report if they are involved in any situation in which another individual incurs an injury while interacting with the student. The supervisor at an assigned FW site may require use of a specific facility form. The student and FW site supervisor will notify the program coordinator as deemed necessary.

**Professional Organizations**

1. **American Occupational Therapy Association, Inc. (AOTA):**  
   4720 Montgomery Lane, Suite 200  
   Bethesda, MD 20814-3449  
   Phone: 1-800-SAY-AOTA  
   www.aota.org  
   Students may join the national association for a reduced student rate. All members of AOTA receive the American Occupational Therapy Journal, additional publications, discounts to workshops and conferences, and access to the AOTA member services online.

2. **Pennsylvania Occupational Therapy Association (POTA):**  
   Phone: 1-800-URI-POTA  
   http://pota.site-ym.com  
   Students may join POTA for a reduced student rate. All members receive the POTA newsletter and discounts to workshops and conferences.

3. **National Board for Certification in Occupational Therapy (NBCOT)**  
   800 South Frederick Avenue, Suite 200  
   Gaithersburg, MD 20877-4150  
   301-990-7979  
   www.NBCOT.org

**Graduation**

Student must make formal application for graduation on the form provided by the college prior to the date stipulated on the college calendar.
**Graduate Follow-Up**

The College Placement Office and the Occupational Therapy Assistant program should be informed of changes in: name, address, place of employment. The OTA program is required to gather data at intervals following graduation. It is important these forms be completed and returned to the OTA program. Graduate Outcome Surveys are completed online by graduates every few years with the data reviewed by the program coordinator. This provides ongoing information to modify the curriculum as necessary.

**Employment Outlook**

OTA graduates of LCCC are recruited for employment opportunities throughout the state of Pennsylvania and the Northeast region. In the local area competition for job openings varies with some graduates needing to start work on a part-time basis until full-time openings become available. Graduates who relocate outside the local area generally find favorable employment opportunities.

**OTA Department Telephone Number**

The student can reach OTA faculty or leave a message at 610-799-1548 or 610-799-1031. The secretary of Academic Services can relay a message to part-time faculty via the faculty mailboxes. The secretary can be reached at 610-799-1101, or the student can contact the college switchboard operator at 610-799-2121.
Student Contract for Fieldwork

I _______________________________ agree to the following requirements:

1. I will submit and keep updated health requirements and clearance forms and notify the OTA faculty if my status changes. I will notify the OTA faculty of any criminal record and will provide a hard copy of the criminal record findings.

2. I will schedule my FW visit at the convenience of the clinical supervisor since their primary responsibilities are related to the clients.

3. I will arrive on time for and stay for the duration of the scheduled visit as client treatments are on a scheduled basis, and I am a guest in the facility.

4. I will know and understand the specific objectives of each fieldwork. If I need clarification regarding the objectives or information regarding the facility I will take the initiative to seek clarification in advance of my arrival at the FW site. I will be prepared to demonstrate the skills I have learned in the classroom.

5. I will follow the directions of the FW supervisor. If the supervisor states that I am to observe or assist for a particular treatment, I will follow that directive. I will not respond to client's requests independently, as I do not know their medical treatments, until I have discussed the client with the supervisor. I must remember that the supervisor has the primary responsibility for, and knowledge of the client.

6. I will relate to the FW supervisor, fellow students, and OTA faculty in a professional and courteous manner, respecting their experience and professional responsibilities. I will not photograph, audio tape, or video tape any portion of the classroom or fieldwork experiences unless I have advance written permission of the OTA faculty, clients, staff, and all members involved in the activity. I will not copy any fellow student’s work and submit it as my own.

7. I understand that fieldwork experience level I and II is a requirement of the American Occupational Therapy Association Standards of Education. Failure to satisfactorily complete the fieldwork constitutes a grade of F for the course.

8. I understand that I may withdraw from a course; however, readmittance into the program is not guaranteed.

9. I understand that my instructors and fieldwork supervisors will monitor my professional behaviors. If at any time I demonstrate unsafe patient interaction or unacceptable professional behavior, I may be dismissed from the program. A violation of HIPAA will result in dismissal.

10. I understand that I may not complete a FW at a facility in which I have been employed, volunteered, a patient, or have a relative employed or attending. I understand that I am responsible for notifying the faculty of any change in my status.

11. I understand that I will be assigned to fieldwork sites by the OTA faculty. If I decline to accept my scheduled FW placements, I understand that this will be viewed as an unsuccessful FW. I realize this will impact my course grade and I may not be rescheduled and will be unable to successfully complete the course requirements.

Date: __________________________  __________________________________________

Student

__________________________ __________________________________________

Instructor OTA Program Coordinator

PERM15E-tt (7/28/16)
I have received, read, understand, and will adhere to all the contents of the OTA Student Handbook.

Print Name: ______________________________________________

Signature: ________________________________________________

Date: ____________________________________________________

Semester: __________________________________________________