

Northland Community and Technical College
Occupational Therapy Assistant Program
Level I Fieldwork Student Evaluation

Rate the student on each of the following performance factors using the following scale:

Unsatisfactory	Student performance is below standards. Used when there is a concern about performance
Improvement Needed	Student performance is occasionally below standards, student makes effort to incorporate feedback
Satisfactory	Student performance consistently meets expectations of facility
Above average	Student performance occasionally exceeds expectations of facility
Outstanding	Student performs consistently beyond expectations of facility.

Performance	Unsatisfactory	Improvement needed	Satisfactory	Above Average	Outstanding
Time management skills, organization Consider: Arrives on time, sets priorities, follows through with responsibilities, meets deadlines, and makes constructive use of unscheduled time.					
Initiative, motivation Consider: Seeks out opportunities from a variety of sources, seeks out information regarding facility and services provided, performs consistent work behaviors including preparedness, dependability, and work site maintenance.					
Use of safety precautions Consider: Adheres to infection control standards, universal precautions and awareness of contraindications in interactions with individuals, adheres to work site policy regarding use of modalities, sharps and equipment, immediately reports to supervisor any observed unsafe activity					
Personal Presentation Consider: Adheres to facility dress code, clothing clean, neat and repaired, jewelry and nails adhere to facility policy; clothing appropriate to facility; considerate of others sensitivity to odors.					
Written communication skills Consider: Demonstrates writing ability to meet standards of department, completes written assignments using appropriate terminology, all written documentation legible with correct spelling, punctuation and grammar.					
Interpersonal skills Consider: Displays cooperation, tact, empathy, and flexibility when relating to others, displays an approachable demeanor, respects others and their space/belongings in shared office and work area, and establishes rapport with individuals and facility staff.					
Verbal Communication skills Consider: Uses a non-threatening, accepting approach when interacting with individuals, demonstrates congruency between actions and words, contributes ideas/observations regarding individuals with supervisor, shares relevant information, asks appropriate questions, expresses self clearly and concisely, discusses behavioral observations of interventions.					

Performance	Unsatisfactory	Improvement needed	Satisfactory	Above Average	Outstanding
Respect for Diversity Consider: Displays positive respectful attitude toward individuals and facility personnel, recognizes individual's prevailing norms and the social conditions affecting beliefs about life, mental health and physical health, and suggests occupations that incorporate individual's values and beliefs.					
Ethical Behavior Consider: Conducts self ethically and with appropriate boundaries, follows confidentiality policy, protects written documentation, discusses client information privately on a need to know basis, is familiar with policies and procedures related to specific work site.					
Standards of Practice Consider: Displays and communicates the roles of OT and OTA, clearly explains the purpose of occupational therapy, explains the concept of occupation and the occupational therapy process, can articulate or describe the frame of reference/theory used to guide the intervention in the setting.					
Values and Attitudes Consider: Displays empathy, respect, nonjudgmental, fair, truth, collaboration, encourages independence.					
Intervention Process: Consider: Provides treatment according to the treatment plan developed by the clinician, identifies main therapeutic characteristics of activity, able to state primary rational for use of activity with patient or group, ability to develop a treatment plan based on patient goals and evaluation data, ability to identify when the use of adaptive equipment/materials/skills is appropriate or not, and understands the reasons for recommendation/use for adaptive equipment/materials/skills and can articulate/document reasons for it.					
Receives and responds to feedback Consider: Accepts constructive criticism, displays an active and positive attitude evidenced by body language and use of voice, verbalizes understanding of feedback, and demonstrates change in behavior that shows an understanding of feedback and movement towards acquiring professional behaviors.					

Each “Improvement Needed” or “Unsatisfactory” should be documented with examples and if possible recommendations for improvement in those areas. Students will meet with their academic instructor for the areas needing improvement and create an action plan incorporating the suggestions.

1. Area in need of improvement or unsatisfactory:

a. Example:

b. Recommendation:

2. Area in need of improvement or unsatisfactory:

a. Example:

b. Recommendation:

July 2013

Overall Evaluation Comments/Suggestions:

Student: _____

Supervisor: _____

Facility: _____

Fieldwork Dates _____ to _____

Practice area: _____

Hours Completed _____

Client age range _____

Placement # _____ of _____

Requirements for passing:

- No more than one item below “Improvement Needed” OR No more than two items below “Satisfactory”

() Pass () Fail

Student Signature/Date

Supervisor Signature/Date

Please review with students and give them a copy of the evaluation.

Please email/fax/mail a copy of the evaluation with signatures to:

Kara Welke, OTA Academic Fieldwork Coordinator

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