UF OT LEVEL II FIELDWORK: SPECIFIC BEHAVIORAL OBJECTIVES

DATA GATHERING
1. Gathers necessary pre-test information or materials before interviewing or testing patient/client.
   a. Identifies necessary pre-test information.
   b. Identifies sources of pertinent information.
   c. Records pertinent information gathered.

2. Selects evaluations and/or tools, which are appropriate to the patient/client.
   a. Recognizes evaluative needs of patient/client.
   b. Identifies available evaluation procedures that will elicit desired information.
   c. Selects most appropriate evaluative technique.
   d. Discusses rational for selection with supervisor.

3. Administers test/interview evaluation in a climate appropriate to the patient’s/client’s disability, age and personality.
   a. States environmental factors and/or patient related behaviors affecting evaluation.
   b. Selects testing area conducive to eliciting the best response.

4. Administers test/interview/evaluation correctly, according to standardized or recommended technique.
   a. Discusses evaluation procedures with supervisor.
   b. Conducts interview-evaluation with client/patient according to recommended technique.
   c. Explains purpose of evaluation procedures to patient.
   d. Records results of evaluation accurately.

5. Demonstrates competence in evaluation techniques/tests by adapting method to elicit data when standardized or recommended technique is not possible.
   a. Identifies need to adapt evaluation.
   b. States possible alternatives to standardized procedures.
   c. Modifies approach based on patient response to situation.
   d. States in report any possible influence of adaption on results.

6. Obtains additional or supplementary information from appropriate persons and available records.
   a. Determines needed supplementary information.
   b. Identifies resource persons/records.
   c. Consults with resource persons.
   d. Records obtained data.

7. Assesses patient’s/client’s physical, social and emotional needs.
   a. Recognizes the importance of assessment of the patient as a whole.
   b. Records information gained from interview/evaluation.
   c. Formulates patient’s strengths/weaknesses.
   d. Prioritizes patient’s needs with patient’s goals when possible.
TREATMENT PLANNING

8. Defines problem areas for treatment using information from interviews and observations as well as data from appropriate tests.
   a. Analyses information obtained from evaluations/interviews/observation of patient.
   b. Ranks problems according to priority and time frame.
   c. Records and reports defined problem area.
   d. Discusses problem areas with patient and records feedback.
   e. Re-evaluates problem list at appropriate intervals.

9. Determine long-term treatment goals in accordance with probable discharge situation.
   a. Communicates with team regarding possible length of treatment.
   b. Identifies and lists available resources that are appropriate to the social, economic and functional level of the patient.
   c. Participates with interdisciplinary team in discharge planning.
   d. Differentiates between long-term and short-term goals appropriate to the treatment setting.

10. Develops treatment plan with patient.
    a. Discusses treatment goals and techniques with patient and family if present.

11. Guides patient’s/client’s selection of appropriate activities to lead achievement.
    a. States the purpose of the selected activity to the supervisor and later to the patient.
    b. Presents patient a list of selected activities, which will lead to goal achievement.

12. Demonstrates ability to establish treatment priorities.
    a. Lists goals in order of importance.

13. Presents several alternatives or solutions to problems.
    a. Re-states problem areas.
    b. Lists alternative solutions.
    c. Applies alternatives to patient treatment.

14. Coordinates schedule with patient/client, other staff and agencies.
    a. Utilizes available information to schedule treatment time.
    b. Resolves schedule conflict.
    c. Consults with patient and other disciplines to coordinate scheduling or schedule changes.

15. Adheres to precautions.
    a. Recognizes patient’s current health status.
    b. Recognizes side effects of medication.
    c. Reports unusual occurrences to appropriate personnel, following necessary recommendation.
    d. Verbalizes knowledge of appropriate emergency procedures.
    e. Takes appropriate action in emergencies.
    f. Adheres to safety regulations maintaining Occupational “Safety and Health Association Standards”.
    g. Identifies risks related to diagnosis and treatment.
    h. Recognizes physical limitations and practices proper body mechanics.

16. Arranges equipment and materials according to treatment purpose.
    a. Prepare area in advance, if necessary.
    b. Returns equipment to designated storage area.
17. Positions patient/client comfortably and appropriately.
   a. Assesses treatment environment according to patient’s physical needs.
   b. Applies knowledge of body mechanics.
   c. Positions patient appropriately according to treatment session goal.

18. Explains to patient/client what he will be doing and why, modifying plan, if possible according to client’s reaction.

19. Intervenes at signs of fatigue or frustration, if appropriate.
   a. Differentiates between true fatigue and manipulation.
   b. Recognizes appropriate level of fatigue or frustration for individual patient.
   c. Demonstrates awareness of precautions when monitoring signs of fatigue.

20. Uses praise or other reinforcements to encourage appropriate behavior.
   a. Identifies potential reinforcers for individual consumer.
   b. Utilizes these appropriately in treatment.

21. Sets appropriate limits in response to undesirable physical or social behavior.
   a. Recognizes which behaviors are appropriate and inappropriate within a given setting.
   b. Assists pettiest in differentiating appropriate and inappropriate behavior.
   c. Sets effective limits on behavior.

22. Selects or modifies available treatment environment to support patient’s/client’s best performance.
   a. Identifies possible distracting factors in environment and removes factors before treatment, when possible.
   b. Adapts treatment to variables in the environment.

   a. Defines therapeutic relationship with supervisor.
   b. Adjust approach to patient’s needs.
   c. Interacts with patient in a manner, which facilitates the treatment process.

24. Takes initiative to re-evaluate patient’s/client’s status at appropriate intervals.
   a. Records changes in status indicative of need for program or environmental changes.

25. Demonstrates awareness of the patient’s/client’s status by making program changes in response to changes in the patient/client or his environment.

26. Informs and/or prepares the patient/client for programs or treatment changes.

27. Plans for patient’s/client’s discharge in adequate time.
   a. Consults with others to determine date of discharge.
   b. Recognizes when treatment should be terminated.
   c. Conducts pre-discharge evaluation, if indicated.
   d. Plans for home program, if necessary.
   e. Identifies need for community referral.
   f. Explains home programs to patient’s family member or significant other.

28. Demonstrates ability to terminate treatment appropriately.
   a. Recognizes when treatment goals have been met.
   b. Recommends appropriate action to supervisor.
   d. Informs other disciplines and referring physician of impending termination.
29. Evaluates the effectiveness of treatment procedure used.
   a. Evaluates treatment progress weekly.
   b. Determines if treatment procedures are meeting goals.

30. Is alert to the needs of the total patient/client group.
   a. Chooses media, which will not disrupt other treatments taking place.
   b. Acquaints self with treatment goals and precautions for all patients being seen concurrently.
   c. Assists other staff members when need arises.
   d. Implements group activities compatible with individual needs.

31. Collaborates with others in promoting an atmosphere, which will support the health and independent functioning of the patient/client.

32. Considers the patient’s/client’s post-discharge program in relation to the treatment center and/or community resources.

33. Deals effectively with a variety of disability and age groups.
   a. Identifies need for follow-up treatment.
   b. Identifies need for community referral
   c. Acquaints self with available community resources.

COMMUNICATION SKILLS
34. Uses professional judgment in selecting, interpreting and reporting data.
   a. Chooses appropriate data for reporting.
   b. Identifies appropriate staff to be informed of patient’s status.
   c. Protects patient’s right to privacy.
   d. Reports data in an objective manner.

35. Substantiates statements with data from evaluation, observations and interview.
   a. Justifies all summarizing and subjective statements with qualifying objective information.
   b. Verifies observations with staff.

36. Communicates effectively with staff and other persons.
   a. Identifies communication methods and channels available.
   b. Provides feedback to staff on an ongoing basis.
   c. Establishes and maintains appropriate inter-disciplinary dialogues.

37. Communicates effectively with patients/clients
   a. Identifies patient’s level of understanding and communication,
   b. Converse with patient at a level he understands.
   c. Seeks information from Speech Pathology and Neuropathology when appropriate.

38. Presents oral reports in appropriate form, content and manner.
   a. Presents oral reports in an organized manner.
   b. Selects information that has value to the listener.

39. Produces written reports according to requirements of the facility.
   a. Follows established format for initial contact note, daily notes, evaluation summary, discharge summary, rounds report, and outpatient reports.
   b. Submits legible reports.
   c. Completes work in a timely fashion.
40. Recognizes and utilizes non-verbal communication.
   a. Demonstrates knowledge of body language and non-verbal communication.
   b. Responds to non-verbal communication.
   c. Effectively uses non-verbal communication.

PROFESSIONAL CHARACTERISTICS

41. Prepares daily work program for self, scheduling appropriate amount of time for preparation and completion of tasks.
   a. Identifies meetings, activities, and tasks to be attended to each day.
   b. Sets realistic priorities for responsibilities.
   c. Allots time for all activities on a daily schedule, to be reviewed at supervisor’s discretion.

42. Maintains working area in a manner conducive to efficiency and safety.
   a. Follows written safety precautions.
   b. Reports potential safety hazards to supervisor.
   c. Clears/cleans area after each treatment.
   d. Contributes to cleanliness of total work area.
   e. Suggests alternatives to increase program efficiency.
   f. Uses tools and materials appropriately.

43. Shares responsibility in maintaining proper level of supply inventory.
   a. Reports to supervisor when supplies are low.
   b. Suggests new equipment/supplies to supervisor.
   c. Assists, as requested, in ordering supplies, equipment.

44. Assumes authority appropriately.
   a. Recognizes which decisions require approval before being implemented.
   b. Initiates contacts with other professionals in order to clarify patient’s treatment program.
   c. Acts in an authoritative manner when necessary.

45. Adjusts pace to program requirements.
   a. Schedules work day to get things accomplished in order of priority.
   b. Adjust daily schedule to allow for last minute changes in plan.
   c. Utilizes non-treatment time for patient related activities and professional development (education, reading).

46. Asks appropriate questions when in doubt.
   a. Seeks guidance prior to doing unfamiliar procedures.
   b. Seeks opinions of staff for on-the-spot problems.
   c. Initiates discussions with supervisor about unfamiliar areas.

47. Modifies behavior accordingly, in response to supervision.
   a. Listens to constructive criticism.
   b. Offers own viewpoint about behavior.
   c. Responds to supervisor’s suggestions.
   d. Requests information, suggestions, resources from supervisor.

48. Works appropriately with persons of varied racial, ethnic, and sociological backgrounds.
   a. Recognizes differences in lifestyle and value systems between self and patient/staff.
   b. Designs treatment, which utilizes the lifestyle and values of the patient.
   c. Elicits the participation of the patient/staff in designing treatment to fit consumer’s background.
   d. Discusses with supervisor, frustrations or apprehensions related to working with patients/staff of a different racial, ethnic or sociological background.
49. Handles frustrations appropriately.
   a. Conducts work without the interference of personal or professional frustrations.
   b. Verbalizes professional frustrations to immediate supervisor.
   c. Requests assistance from supervisor to handle personal frustration, if indicated.
   d. Recognizes interferences of personal or professional frustrations with work performance.
   e. Acknowledge supervisor's indication that personal or professional frustrations are interfering with student's work.

50. Recognizes own strengths and weaknesses.
   a. Verbalizes own strengths and weaknesses to supervisor.
   b. Requests feedback concerning own strengths and weaknesses, when in doubt.

51. Demonstrates active interest in areas other than occupational therapy.
   a. Consults other health care services in relation to assigned patients.
   b. Seeks information about function and organization of other health care services.
   c. Visits other health care facilities, when appropriate.
   d. Attends relevant lectures/seminars, as responsibilities allow.
   e. Reads relevant health care literature.

52. Improves level of skills and knowledge, by independently participating in learning experience.
   a. Attends available lectures/seminars/workshops as responsibilities permit.
   b. Reads occupational therapy literature and/or literature related to fieldwork.
   c. Questions supervisor and appropriate others about observations, demonstrations, and lectures.
   d. Practices new skills.

53. Interprets occupational therapy to other according to their level of interest and understanding.
   a. Assesses level of interest and understanding of others.
   b. Answers questions clearly and concisely.
   c. Speaks enthusiastically.

54. Demonstrates ability to supervise staff/volunteers/Level 1 students.
   a. Assigns tasks/responsibilities to appropriate persons.
   b. Gives information clearly and concisely, at an appropriate level of understanding.
   c. Follows up on assignments, until completed.