

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. recognized evaluative needs of patient/client.
 - a. Identifies available evaluation procedures that will elicit desired information.
 - b. Selects most appropriate evaluative technique.
 - c. Discusses rationale 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 adaptation 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.
 - b. Obtains informed consent for treatment.

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 patient 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.
23. Establishes and maintains therapeutic relationship with patient/client.
 - 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.
 - c. Prepares patient for termination of treatment.
 - 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.