

Laredo College
HEALTH SCIENCES DIVISION
OCCUPATIONAL THERAPY ASSISTANT PROGRAM



STUDENT HANDBOOK
2022– 2023
ACADEMIC YEAR

FOREWORD

This handbook has been designed to serve as a guide for the student during the Occupational Therapy Assistant (OTA) Program. It provides information regarding procedures and general practices to be followed while attending Laredo College. The **OTA Program Student Handbook** should assist you towards your goal of becoming an occupational therapy assistant based on the OTA program curriculum.

Each student will be held responsible for all parts of the Student Handbook and the **Laredo College Student Handbook** available at www.laredo.edu.

According to Federal law, information regarding a student's record cannot be released without the student's participation and/or consent. Only information considered "Public Information" is available to outside sources under certain circumstances. Please help us protect the security of your records by having your picture identification available when you come to the office for assistance.

Thank you for your cooperation.

Disclaimer

Due to the changing COVID-19 guidelines, Laredo College Health and Safety Protocols are subject to change at any given time. Your instructor will inform you of any modifications as needed.

TABLE OF CONTENTS

Welcome

Disclaimer	7
Equal Opportunity Statement	8
Non-Discrimination on the Basis of Disability	8
Title IX	8

General Program Information	9
Accreditation	9
Mission	9
Occupational Therapy Philosophy Statement	9
LC Vision Statement	10

Organizational Chart	11
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About the Program	12
Faculty	12
Instructor Availability	12
Academic Advisement and Counseling	12
Academic Counseling	12
Academic Advising	12
Evaluation	12
Facilities for Instruction	12
Clinical Affiliates	13
Program Requirements	13
Student Responsibility	14
Falsification of Information	14
Criminal Background Record	14
Pregnancy	15
Substance Abuse Procedure	15
Felony Conviction and Eligibility for Certification and Credentialing	15
Educational Costs	15
Student Liability Insurance	16
Student Records and Privacy	16
Student Records and Privacy During Clinical Affiliations	17
HIPAA	17
Clinical Affiliations	18

General Procedures	
Transportation	21
Use of Electronic Devices	21
Social Media	21
Emergency Messages	21
Laboratory Practices	22
Patient Simulators	22
Videotaping, Audio taping, and Photographing of Students	22
Orientation Procedure for New and Returning Students	22
Student Occupational Therapy Assistant Club	23
Promotion/Progression	24
Transferring OTA Students from another OTA Program	25
Policy on Withdrawal and Continuance after Withdrawal Policies	26
Policy on Incomplete	26
Dismissal Policies	27
Academic Failure	28
Re-admission or Re-application into the Program	29
Continuance after Academic Failure	29
Student Complaints- Informal Process	30
Student Complaints- Formal Process	30
Complaints Against Program Faculty, Students, or Program Graduates	30
Professional Standards, Code of Ethics, and Code of Conduct	32
Professional Behaviors	32
Professionalism in Occupational Therapy	33
Core Values	33
Code of Ethics	33
Code of Conduct	33
Academic Dishonesty	34
Disciplinary Action	34
Grading System	36
Method for Assessment	36
Assignments	36
Exam Schedule	36
Computer-based Examination and/or Quizzes	36

Exam, Lab Practical Exams, Skills Checkouts, and Quizzes	37
Review of Examination	38
Make-up Assignments/ Quizzes	38
Make-up Test/Final	38
Make-up Lab Practical	38
Final Exam	38
Comprehensive Exam	38
Student Meetings to Discuss Progress	39
Departmental Procedure for Appeal of a Grade	39
Referral for Tutoring	39
Remediation	39

Attendance

Class	41
Clinical	41

OTA Program Dress Code

Classroom Attire	42
Laboratory Attire	42
Clinical Attire	42
Other Dress Code Requirements	42

Clinical Education

Verification of Documents	44
Student Liability Insurance	45
Conduct	45
Confidential Information	46
Clinical Orientation	46
Clinical Sight Assignments	46
In-services	47
Student Responsibility for Clinical Education	47
Student Transportation	47
Travel, Housing, and Other Expenses	47
Structure of Clinical Education	47
Student Supervision	47
Obtaining Patient Informed Consent	47
Evaluation of Student Clinical Skills	47
Student Evaluation of Clinical Experiences	48
Clinical Education Attendance	48
Clinical Education Absences	49
Clinical Education Tardiness	49
Clinical Education Lunch and Work Breaks	49

Clinical Dress Code	49
Course Completion	50
Health and Safety	52
Campus Safety	52
Disabilities	52
Occupational Exposure to Infectious Agents	52
Student Health	52
Pregnant Students	52
Incident Report	53
Graduation	54
OTA Program Completion	54
Job Placement	54
APPENDICIES	56
Appendix A- OTA Program Degree Plan	56
Appendix B- New or Returning Student Orientation Form	57
Appendix C- AOTA Code of Ethics and Ethics Standards (2020)	59
Appendix D- Continuation Application	70
Appendix E- Learning Contract	72
Appendix F- Instructor/Student Conference	73
Appendix G- Remediation Tutorial Agreement	74
Appendix H- Weekly Clinical Summary Report and Timesheet	76
Appendix I-Documentation Form	78
Appendix J- Important Phone Numbers	80
Appendix K- Review of Records Form	81
Appendix K- Release of Records Form	81
Appendix K- Release of Liability Form	81
Appendix K- Lab Treatment Consent Form	81
Appendix K- Consent to Videotape, Audiotape, and Photograph	82
Appendix K- Student Acknowledgement Form	82
Appendix K- Technical Performance Standards Form	83
Appendix M- Technical Performance Standards	84

Welcome

The faculty and staff of the Laredo College Occupational Therapy Assistant Program would like to welcome you. You have chosen to embark on a career that is both challenging and gratifying. The faculty is here to help you reach your goal. They will help you build a foundation that will serve you for the rest of your therapy career. Our desire is for you to be successful in all of your endeavors.

The Occupational Therapy Assistant (OTA) must adhere to high standards and ethics while providing quality patient care. It is through your education and training as an OTA student that you will develop these attributes. Consequently, these principles will develop into the code by which every individual in the occupational therapy profession abides in delivering quality health care.

This handbook serves as a reference for the student to use during their enrollment in the Occupational Therapy Assistant (OTHA) Program. This document contains general information about the program and policies and procedures applicable to students in the program. These rules and procedures are mandated by each Health Sciences Division curriculum degree guide. It should be used as a supplement to the [Laredo College \(LC\) Student Handbook](#) and [LC Catalog](#). The student is responsible for the information it contains. Please refer to the handbook at the beginning of each semester.

Please read this entire document. Sign the final page of this document indicating that you have read, understood, and were given an opportunity to inquire about the content contained within.

Good luck to each of you as you embark on your new career. If we can assist you further, please let us know. We are here to support you in your endeavors.

Best Regards,

Lorinda Harris

Lorinda Harris COTA, MOT
Interim OTA Program Director

DISCLAIMER

The Occupational Therapy Assistant Program reserves the right to withdraw and make changes at any time to courses, course fees, calendar, curriculum, progression requirements, and any other requirement affecting students, as may be required by federal, state, board of trustees, administrative, and/or student needs each year. Changes will become effective whenever the proper authorities so determine and will apply to both prospective student and those already enrolled; however, they will not increase the overall program length unless directed by the Accreditation Council for Occupational Therapy Education (ACOTE®); however, due to unusual circumstances the length of the program may be extended.

In any case where there is a conflict between the published [Laredo College Catalog](#), [LC Student Handbook](#), and the Occupational Therapy Assistant Program Student Handbook, interpretation of the conflict must be channeled through the Occupational Therapy Assistant Program Director, the appropriate person of authority. An interpretation of said procedure and/or requirement will be requested of this person. Once an interpretation has been rendered, the procedure and/or requirement will remain in force, be altered, or eliminated as dictated by the interpretation.

Student questions regarding the curriculum or clinical practice while in the Occupational Therapy Assistant Program can be viewed as the procedures and guidelines listed in the LC Student Handbook.

The Occupational Therapy Assistant Program at Laredo College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org.

EQUAL OPPORTUNITY POLICY

Laredo College adheres to the [Equal Educational Opportunity](#) Policy as stated in the current LC Manual of policy.

NON-DISCRIMINATION ON THE BASIS OF DISABILITY

Laredo College adheres to the [Non-Discrimination on the basis of Disability](#) statement outlined in the LC Manual of Policy.

Qualified applicants with disabilities are encouraged to apply to the OTA program. Health Sciences programs establish technical standards and essential functions to ensure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to meet technical standards and essential functions, which include minimum physical abilities requirements, for the OTA program. It is the responsibility of the student to contact the [Special Services Center](#) if they feel they cannot meet one or more of the technical standards listed. If an applicant or student is unable to meet all of the outlined standards, they may be withdrawn from the program.

TITLE IX

To comply with legislative requirements for institutions receiving federal funds, Laredo College has established specific policies and procedures to address compliance with Title IX of the Higher Education Amendments of 1972 (20 U.S.C., Section 1681 *et seq.* (Title IX)) which prohibits discrimination on the basis of sex in education programs or activities. Furthermore, sexual assault, dating violence, domestic violence, stalking and sexual harassment, are a form of sex discrimination which is prohibited by Title IX.

Laredo College complies with the legislative requirements with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), The Violence Against Women Act 2013 (VAWA) and the Campus Sexual Violence Elimination Act of 2013 (Campus Save). Any individual who has a complaint regarding Title IX prohibited behaviors needs to contact the Title IX Officer to address this complaint.

These policies and procedures apply to all students and employees at Laredo College.

Please contact the Title IX Coordinator if you have any questions regarding the process for filing or investigating complaints of discrimination. A victim of discrimination or harassment is encouraged to use the college's internal complaint process. Persons who believe they have been discriminated against or harassed may seek assistance from government agencies including the U.S. Department of Education, Office of Civil Rights.

We have adopted [STOP!T](#), a technology platform that will help mitigate, deter, and control harmful and inappropriate behavior as well as help create a positive and safe learning environments for our campus community. [STOP!T](#) will be an integral part of our effort to deter and mitigate risks associated with sexual harassment and assault, Title IX, the Clery Act, hazing, violence, and other threats to student safety. Use access code *Palominos* to activate the [STOP!T](#) web app.

In addition, Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. § 1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex-including pregnancy and parental status – in educational programs and activities.

For more information, please go to [Know Your Rights Pregnant or Parenting? Title IX Protects you from Discrimination at School.](#)

GENERAL PROGRAM INFORMATION

Accreditation

Laredo College Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). ACOTE accreditation is significant to student because ACOTE is the only organization recognized by the U.S. Department of Education (USDE) and the Council of Higher Education (CHEA) to accredit entry-level programs in occupational therapy education, including occupational therapy assistant. Graduation from an ACOTE accredited program ensures that the program graduate is competent to provide safe and proficient patient care and to be eligible to sit for the National Board for Certification in Occupational Therapy examination. The next ACOTE accreditation for the LC OTA program is scheduled for 2027-2028.

Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org.

Laredo College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award the associate degree. The educational programs and courses are approved by the [Texas Higher Education Coordinating Board](#).

Upon successful completion of all requirements for the OTA program, the student is awarded an Associate of Applied Science Degree.

Laredo College and Occupational Therapy Mission

The OTA program mission corresponds with the mission of Laredo College, which is “*Laredo College is a learner-centered institution that transforming students’ lives through educational programs and services to fulfill the dynamic needs of its local, regional, and global community.*”

The Laredo College Occupational Therapy Assistant program is committed to providing educational services that focus on the needs of the community and its citizens. We offer a specialized curriculum focused on the development of the lifespan to meet these needs. It is our desire to prepare competent entry-level practitioners who will serve the local, regional and international community and its citizens with this commitment. The goal of the program is to graduate students who can adapt to the growing changes within the profession of occupational therapy as well as the anticipated unknown delivery of services in healthcare.

Occupational Therapy Philosophy Statement

"Occupational therapy (OT) education prepares occupational therapy practitioners to address the occupational needs of individuals, groups, communities, and populations. The education process includes academic and experiential components (fieldwork, capstone, continuing education). The philosophy of occupational therapy education parallels the philosophy of occupational therapy yet remains distinctly concerned with beliefs about knowledge, learning and teaching" (AOTA, 2018).

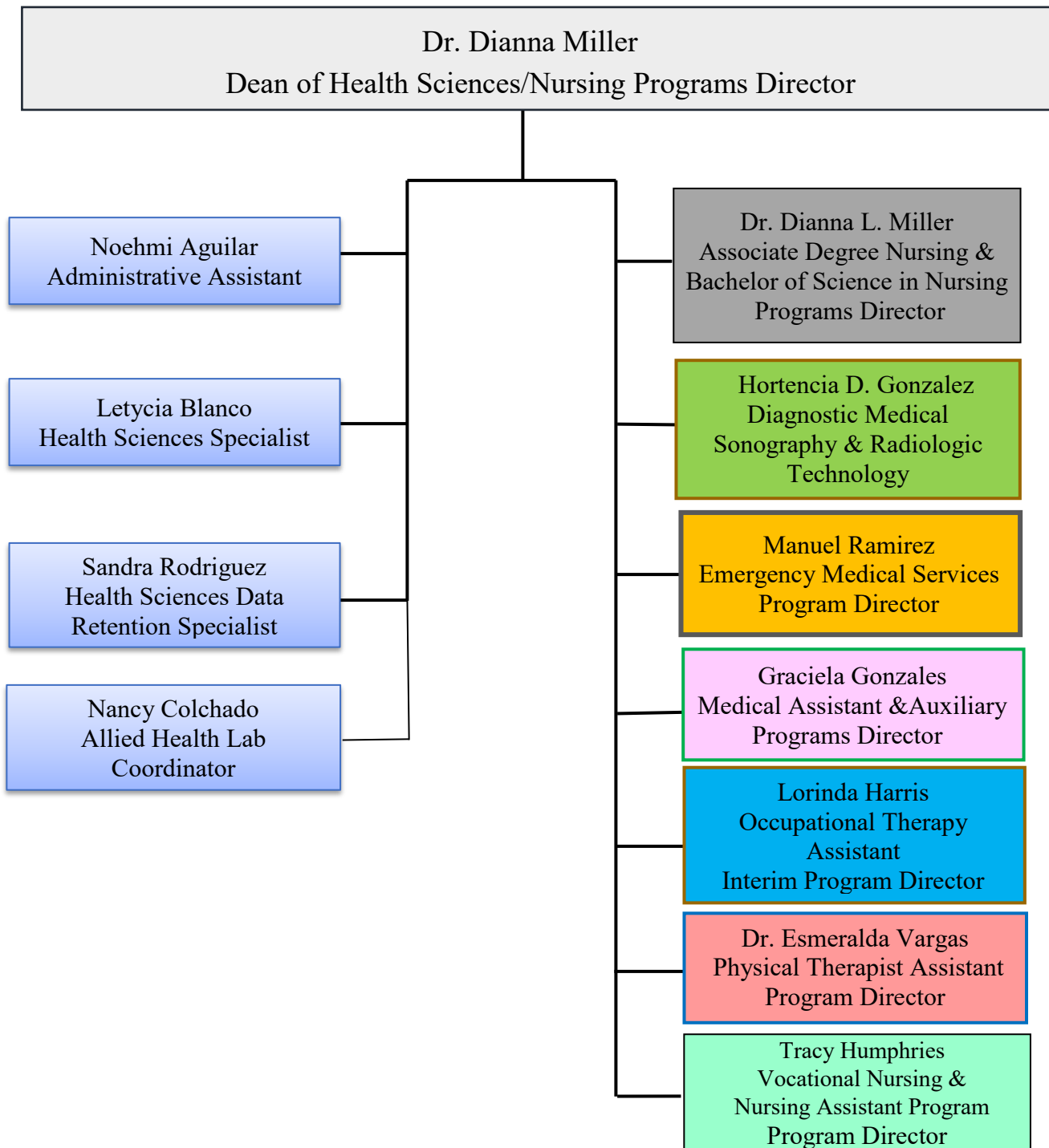
Learning is a life-long process promoting competence through entry-level, post-professional and continuing education. Occupational therapy educators use active learning that engages the learner in a collaborative process building on prior knowledge and experience and integrating professional academic knowledge, experiential learning, clinical reasoning, and self-reflection. *Educators strive to empower students to fulfill their educational goals through the learning process.*

The occupational therapy educational process prepares practitioners to function effectively in dynamic environments of a diverse and multicultural society.

Laredo College Vision Statement

Laredo College aspires to cultivate a learning, teaching, and working environment that facilitates student success and promotes institutional excellence.

HEALTH SCIENCES DIVISION ORGANIZATIONAL CHART 2022-2023



About the Program

For the most recent National Board for Certification in Occupational Therapy Examination pass rates, please click [here](#). In 2020, the NBCOT pass rates were 73%. Graduation rates vary year to year. Reasons for exiting the program include academic performance and other personal reasons. Mailed and phone surveys of graduates indicate that all have jobs within six months of obtaining a permanent license, supporting what has been reflected in the Laredo and South Texas job market for many years.

Faculty

Lorinda Harris, COTA, MOT
Interim OTA Program Director
Office: COHS B306
Phone: 956.794.4909
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Academic Fieldwork Coordinator
Office: COHS B304
Phone:
Email:

Instructor Availability

Occupational therapy faculty is available for students according to office hours posted on the instructor's door schedule. The student should make an appointment with the individual instructor for academic counseling or student concerns.

Academic Advisement and Counseling

The Laredo College Counseling Center offers a wide variety of counseling services to the student on academic matters, career development and personal matters. Faculty members may refer students to the counseling center. Occupational therapy faculty will provide academic advisement for occupational therapy courses.

Academic Counseling

OTA faculty provides counseling for individual occupational therapy program courses. Students who are high risk for academic failure should schedule a meeting with the faculty member for academic counseling. An online counseling form will be initiated and a plan for success developed by the student and the faculty member. It is the student's responsibility to meet with the faculty member and fulfill the requirements of the contract/plan of action.

Academic Advising

Semester-long academic advising is available to all students in the Ruben M. Garcia Allied Health Building. Students are encouraged to contact an advisor to receive information regarding Laredo College services, discuss academic/clinical goals, and update degree plans.

Evaluation

A systemic evaluation of faculty members and students is required using the Laredo College Student Evaluation of faculty/course. In addition, the Occupational Therapy Assistant Department Faculty Evaluation of Student performance theory and clinical evaluations will be performed.

Facilities for Instruction

The liberal arts and science courses are taught at the Laredo College Fort McIntosh and South campuses. The Occupational Therapy Assistant program didactic courses are taught at the Laredo College South Campus College of Health Sciences.

Clinical Affiliates

Clinical education training for the Occupational Therapy Assistant Program student is provided at various local and out-of-town facilities. These facilities are traditional and non-traditional clinical sites.

Program Requirements

Student must be college ready as per [Texas Success Initiative \(TSI\) requirements](#).

Once a student has been accepted into the program, the student must provide the following documents and immunizations:

1. Immunization records, including:
 - TB skin test (annual) or chest x-ray results (every 5 years)
 - TB 2-step varies per facility. Students must abide by facility requirements.
 - Influenza vaccine (seasonal and annual)
 - One dose of Tetanus-Diphtheria and Pertussis (TDaP) every ten years. Booster will be accepted if the original TDaP is on file.
 - Hepatitis B (HepB) 3 dose vaccine series or positive titer prior to direct patient contact. If the titer is negative, the student will be required a booster with a follow up titer. Heplisav-B (2 dose) will be accepted.
 - MMR (Measles, Mumps, Rubella)- 2 doses or positive titer. If the titer is negative, the student will be required a booster with a follow up titer.
 - Varicella (2 doses) or positive titer. Physician validated record of Varicella disease (chicken pox) will be accepted. If unable to provide proof, 2 dose Varicella or positive titer will be required.
 - Bacterial Meningitis - Legislative Bill 1107 requires that all college students must receive the vaccine by 2012 (see Laredo College catalog for bacterial meningitis criteria).
 - Hepatitis A (HepA) 3 dose vaccine series or positive titer prior to direct patient contact. If the titer is negative, the student will be required a booster with a follow up titer.
2. Negative (clear- should have no criminal record) criminal background check completed. Students will be provided the login information to obtain a background check through contracted criminal background providers. ***Students must maintain a clear criminal background check to remain enrolled in the program.***
3. Negative 10 panel drug screen completed annually completed through the contracted drug screen provider.
4. A complete physical examination annually.
5. Submit evidence of current basic CPR certification for health care professionals approved by the American Heart Association BLS Health Care Provider. Certification must remain current for the duration of the program.
6. Purchase and maintain current student liability insurance (fees are paid with registration on an annual basis).
7. Due to the frequent changes in COVID variants resulting in frequent changes in protocols, students must abide by both the Laredo College and facility health and safety protocols for COVID.

****Failure to submit documentation or as deemed necessary may result in the clinical site(s) refusing placement to a student who does not provide the requested records.***

*****The student is responsible to create a compliance tracker account with the contracted provider (students will be provided information once accepted into the program). The student will assume responsibility for the costs of the account, immunizations, criminal background check, drug test and medical services.***

******As changes in policy are received from the Center for Disease Control (CDC), these changes will be incorporated into the Program's requirements. It is the students' responsibility to provide documentation and to adhere to all of the above health requirements.***

STUDENT RESPONSIBILITIES

1. It is the student's responsibility to keep admission requirements up to date and submit pending requirements in a timely manner. Failure to do so may keep the student from attending clinical sites.
2. It is expected that the student report to the health care facilities physically and mentally fit. When it is determined that the student's condition jeopardizes the welfare of clients, staff, other students or themselves, the student will not be allowed to remain and will have the day recorded as an absence. The student will not earn clinical points or be given an alternative assignment. In addition, this may jeopardize the students standing in the program.
3. At any time during the program, the student may be required to supply a physicians' statement regarding the student's physical and/or emotional fitness to continue in the program. If the student is found to be unfit physically or emotionally, a Health Sciences Committee will meet to review the case individually and render a decision. The Committee's decision will be forwarded to the Program Director.
4. If a medical/surgical condition occurs during the course of the student's enrollment that warrants the prescription of a controlled substance by a licensed medical practitioner, the student must obtain a release form by the physician, who initiated the prescription. A Faculty Committee will review the release form and the admission request. The committee will then render a decision about the student's ability to participate in clinical.

FALSIFICATION OF INFORMATION

Students, who were previously enrolled in any Health Sciences program(s) at Laredo College OR at any other college or university, must have exited in good standing in order for their application to be considered. **Falsification of information will jeopardize admission or continuation in the program.**

Students are required to attest to the following statement: *"I understand that falsifying **any** information on the OTA Program application or while in the program will jeopardize my admission or standing in the Health Sciences Programs"*.

A student who has been found to falsify information on the Occupational Therapy Assistant Program Health Sciences Application will be automatically dismissed from the OTA program with no opportunity to re-apply to the OTA program.

Criminal Background Record

Standard HR.1.20 of the Joint Commission required that criminal background checks be conducted on all categories of health care providers including students and volunteers. Health care institutions where students take required or elective clinical rotations require students to present evidence that a viable background check has been completed by their respective health school; in specific cases, the health care institution may conduct their own criminal background check (Joint Commission of Accredited Healthcare Organizations, www.jointcommission.org).

The Occupational Therapy Assistant Program is required to obtain a criminal background record on an **annual** basis for any student who may be placed in a clinical site that involves working with the care of the elderly, the care of children, and the care of the client in a mental health facility. All students must submit a **clear** background check through approved contracted criminal background providers to be considered eligible for acceptance and continuation in the Occupational Therapy Assistant Program. Additional background checks may be required by the clinical site. The student is responsible for obtaining requested information and any additional fees. The student is hereby informed that if they do not agree to the background check and does not agree to release it to the clinical site, the clinical site may conduct the background inquiry directly. The clinical site may refuse placement to a student who does not provide the requested records or who has a record of prior criminal conduct. Students must attend clinicals in order to meet the accreditation requirements. Therefore, students who are not permitted to attend a clinical site must "withdraw" from the program. Students who are asked to not return to a clinical site are subject to removal from the program.

Pregnancy and Breastfeeding

A pregnant student is required to meet all course/program outcomes including attendance. As a point of information, the pregnant or breastfeeding student is reminded of the many contaminants present in the clinical area(s) that could adversely affect the fetus. It is advisable for the student to contact her obstetrician, once the pregnancy has been confirmed, and the pediatrician about breastfeeding to ensure that there are no medical concerns/limitations. If medical concerns/limitations occur, it is recommended that the student contact the Special Services Department currently located at the Ft. McIntosh Campus Lerma-Peña room 250 or at the Billy Hall Student Center room A132 at the LC South Campus or call 956.721.5137.

Substance Abuse Procedure

The substance abuse policy will follow the procedure as stated in the current Laredo College's catalog. In addition, students may be subject to random drug screening by an institution or clinical facility where they are being trained. A positive drug screen for illegal substances, are grounds for dismissal from the Occupational Therapy Assistant Program.

Felony Conviction and Eligibility for Certification and Credentialing

Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the graduate will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT Certification Examination or attain state licensure.

It is the student's responsibility to contact the [Executive Council for Physical Therapy and Occupational Therapy Examiners](#) for questions regarding eligibility for licensure or [National Board for Certification in Occupational Therapy](#) for certification questions.

Educational Costs

The tuition and fee schedule for the occupational therapy assistant student is the same as for regular college students. See the current college catalog to determine [fees](#). Students are charged tuition and fees based on their residency classifications at the time of registration. The [tuition and fee](#) schedules are based on semester hours.

Additional expenses for occupational therapy assistant students include the purchase of uniforms (polo shirt and khaki pants, scrubs, appropriate footwear), liability insurance, and an ID tag. TB skin test, background checks, drug screen, immunizations, a physical exam, CPR certification and compliance tracker fees are at the student's expense. This estimated cost for in-district students is approximately \$6200 but can vary depending on the requirements for the year.

Student Liability Insurance

Student liability insurance is required for all occupational therapy assistant students enrolled at Laredo College. The [fee](#) is payable at the time of registration.

Laredo College carries a blanket student liability insurance policy on occupational therapy assistant students while performing assigned duties as a Laredo College student. The policy covers an academic school year. If the student enters or re-enters the program in the spring semester, the fee must be paid. The student will have to pay the full fee each fall semester.

Student Records and Privacy

The Student is responsible for providing current address, telephone numbers, and email address to the instructor, Program Director and to the college. This is necessary for notification of family in case of emergency or in the event the instructor needs to contact the student regarding classes, labs or clinical.

By signing the Health Sciences Division OTA Program disclosure form (refer to *Review of Records Form* following Appendices page 80), the student voluntarily agrees to allow full disclosure of personally identifiable information to accrediting agencies to fulfill accreditation requirements, admission committees, and academic advisors. This task does not require prior written consent from the student.

Provisions will be made to ensure protection of records against invasion of privacy.

FERPA is an acronym for the [Family Educational Rights and Privacy Act](#) (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also referred to as the "Buckley Amendment," in 1974. FERPA conditions federal educational funding on providing student access to, and maintaining the privacy of, education records. Faculty, staff, administrators and other College officials are required by FERPA to treat education records in a legally specified manner. The rights under FERPA apply to all individuals that submit an admissions application to Laredo College

Dissemination of Information to Students

- When a student is in attendance at LC, the student exercises the rights under FERPA. In elementary and secondary schools, those rights are exercised by the parent. However, if a student is in a secondary school and begins attending a postsecondary institution FERPA rights transfer to the student.

- Faculty and staff may not provide information to parents, spouses, or others who may call and ask for information about a student. If there is no written waiver by the student or the student is not a dependent, disclosure even to a parent can be unlawful. In addition, faculty and staff will require a waiver if the student requests another person to attend conferences. The conference discussion will be directed to the student and the guest will be an observer during the interactions.

Directory Information only from the Admissions and Registration Center

In accordance with the provisions of FERPA, LC has the right to provide "directory information" without the student's written consent. LC currently defines "directory information" to mean the following:

- Student name, address and phone (if any),
- Major Field of study
- Dates of attendance
- Degrees and awards received
- Student Classification
- Enrollment status (i.e., full-time, part-time)
- Name of the most recent previous educational institution attended

If a student does not want directory information released, the student must complete a **Request to Withhold Student Directory Information Form**. The form is valid until the student gives LC a statement in writing that the student wishes to have their directory information released.

All student records are archived according to facility policy and will be kept in a locked file in the Occupational Therapy Assistant Department Office. Official student records are located at the Registrar's Office.

Documents included in the occupational therapy assistant student's records are:

1. Admission data
2. Transcripts
3. Clinical Evaluation Tools
4. Anecdotal Notes
5. Specific information regarding the individual student
6. Instructor/Student Conferences
7. Tutorial/remediation

Provisions will be made for the protection of records against loss/destruction and/or invasion of privacy. Records are kept for three years in the Occupational Therapy Assistant Department and shredded thereafter.

Student Records and Privacy during Clinical Affiliations

Clinical coordinators of education and clinical instructors will have access to student directory information. They will also be informed whether the student's health information documents have been submitted and satisfy LC requirements as required for placement of students at clinical affiliation sites. The health information verified by the Academic Fieldwork Coordinator may include, but is not limited to:

- Student name, address, and phone
- Current CPR certification
- Current immunizations
- Negative TB skin test or chest x-ray
- Physical Exam
- Drug test results
- Criminal background check results
- Student liability insurance
- Negative COVID-19 test(s)

Provisions will be made to ensure protection of records against invasion of privacy according to clinical facility policy.

**** HIPAA The Occupational Therapy Assistant Program students will abide by the [Health Insurance Portability and Accountability Act \(HIPAA\)](#) to safeguard the confidentiality of client health record information.**

Clinical Affiliations

Clinical education training for the Occupational Therapy Assistant Program student is provided at various local and out-of-town facilities, including:

1st Choice Therapy
619 E. Calton Road, Ste. 3
Laredo, Texas 78041
956.722.3377

5 Star Therapy
6550 Springfield Ave., Ste. 101
Laredo, Texas 78045
956.763.7963

Aptus Therapy
2610 Cornerstone Blvd.
Edinburg, Texas, 78539
956.668.1818

Aveanna Health Care/Epic Pediatric Therapy
1505 Calle del Norte
Laredo Texas, 78041
956.722.6275

Border Region Behavioral Health Center
1500 Pappas Street
Laredo, Texas 78041
956.794.3064

BrightStar Care
615A Gale Street,
Laredo, Texas 78041
956.712.9988

Camilo Prada Child Development Center
5500 South Zapata Hwy.
Laredo, Texas 78040
956.794.4561

Century Rehab
2550 Zacatecas Drive
860.773.4488
3333 Bob Rogers Drive
830.213.8138
Eagle Pass, Texas 78852

Children's Advocacy Center of Laredo
111 N. Merida Drive
Laredo, Texas 78046
956.712.1840

Community Action Corporation of South Texas
Project Ninos
5709 Springfield
Laredo, Texas 78041
956.728.1769

Corpus Christi Rehabilitation Hospital
5726 Esplanade Drive
Corpus Christi, Texas 78414
956.721.5101

Doctors Hospital
10700 McPherson Road
Laredo, Texas 78045
956.523.2001

Esmeralda's Adult Daycare
1320 Lafayette Street
Laredo Texas, 78041
956.728.7298

Falcon Lake Nursing Home
200 Carla Street
Zapata, Texas 78076
956.765.3040

Fiesta Adult Day Care
6508 North Bartlett Ave., Ste. A
Laredo, Texas 78041
956.722.0159

Harlingen C.I.S.D.
1409 E. Harriston
Harlingen, Texas 78550
956.424.3445

Health Success Rehabilitation
729 North 77th Sunshine Strip
Harlingen, Texas 78553
956.421.4667

Jischke Gymnastics
8510 Las Cruces Drive, Ste. 5
Laredo, Texas 78045
956.795.1880

Kidz Prep Academy
3351 Clark Blvd.
Laredo, Texas 78041
956.516.7292

Kindred Rehab Services, Inc.
Dba RehabCare
680 South Fourth Street
Louisville, Kentucky 40202
502.596.4871

Laredo Autism Center and Kids Rehab
2110 Lomas del Sur Blvd.
Laredo, Texas 78046
956.712.9111

Laredo Independent School District
1702 Houston Street
Laredo, Texas 78040
956.723.1400

Laredo Kids Advance Therapy
1319 E. Hillside Road
Laredo, Texas 78041
956.723.6600

Laredo Medical Center
1700 E Saunders Street
Laredo, Texas 78041
956.796.5000

Laredo Rehabilitation Hospital
2005 E. Bustamante Street
Laredo, Texas 78041
956.764.8555

Laredo Specialty Hospital
2005 E. Bustamante Street
Laredo, Texas 78041
956.764.8300

Laredo Stroke Support Group
3408 Frost Street
Laredo, Texas 78043
956.775.5774

Mercy Kids Rehab Brownsville
871 Old Alice Road, Ste. 600
Brownsville, Texas 78520
956.541.2102

Mercy Kids Rehab Laredo
2335 E. Saunders, Suite #3 and
3507 Loop 20, Suite #7A
Laredo, Texas 78041
956.791.4800

Mission Regional Medical Center
900 South Bryan Road
Mission, Texas 78572
956.323.9103

Motion 3 Rehab
905 E. Los Ebanos Blvd., Ste. C
Brownsville, Texas 78520
956.455.1869

PILLAR
1403 N. Seymour Avenue
Laredo, Texas 78040
956.723.7457

Rio Rehab for Children
5346 E. US Hwy. 8, Ste. 2 Bldg.-A
Rio Grande City, Texas 78582
956.317.1282

Ruthe B. Cowl Rehabilitation Center
1220 N. Malinche Ave.
Laredo, Texas 78043
956.722.2431

San Antonio State Hospital
6711 South New Braunfels, Ste 100
San Antonio, Texas 78223
210.531.7711

SavaSeniorCare dba Retama Manor West/South
One Ravinia Drive, Ste. 1500
Atlanta, Georgia 30346
978.443.7000

Therapy Solutions of Laredo
2 Lindenwood Drive
Laredo, Texas 78045
956.712.2800

Total Body Rehab
416 Grosbeak Street
Laredo, Texas 78045
956.744.8764

United Independent School District
201 Lindenwood Drive
Laredo, Texas 78045
956.473.6219

Webb County Freedom Riders
466 Falcon Drive

Laredo Texas 78045
956.602.5958

Zapata Rehabilitation Center
2113 US 83
Zapata, Texas 78076
956.765.1277

General Procedures

Transportation

Students are responsible for their own transportation to and from class, the clinical facilities, and other designated areas.

Use of Electronic Devices

The student in the OTA Program will abide by the LC policy on the *Use of Electronic Devices* as stated in the current LC Student Handbook. "... Unless prior authorization is obtained from the instructor, the use of electronic devices is expressly prohibited in classrooms, laboratories and clinical settings. Certain violations of this policy may be excused in the case of emergencies or other extenuating circumstances provided that prior approval is obtained from the instructor."

Emergency use of phone or other electronic devices should be discussed with the clinical instructor first. Students abusing the use of cell phones will be sent home for the day at the discretion of clinical instructor and the student will need to make up those hours prior to the end of the clinical experience. Non-compliance with this policy during classroom or clinical activities will be considered a violation and lead to disciplinary action.

Social Media

1. OTA Program students should not discuss any private confidential information about patients, clinical facility staff, and faculty and fellow students in any form of social media. The [Health Insurance Portability and Accountability Act \(HIPAA\)](#) and [the Family Educational Rights and Privacy Act \(FERPA\)](#) guidelines are to be maintained at all times during classroom and clinical course activities.
2. If the student violates the rights of patient/client privacy via electronic device, they will be dismissed from the program due to violation of HIPAA, the Occupational Therapy Code of Ethics, and the OTA Student Code of Conduct without an opportunity to re-apply to the OTA program.
3. If the student violates the rights of a student's privacy via electronic device, they will be dismissed from the program due to violation of FERPA, the Occupational Therapy Code of Ethics, and the OTA Student Code of Conduct without an opportunity to re-apply to the OTA program.
4. Use of social media, including texting, emailing, and social networking (platforms included but not limited to Facebook, Instagram, Snapchat, WhatsApp, Remind, GroupMe, Twitter, Blogs, and YouTube) during class and clinical hours is prohibited (see Use of Electronic Device Policy). Inappropriate use of social media by an OTA Program student will be considered a violation and will be subject to disciplinary action.
5. All social media pages will be administered entirely by the designated employee of the Laredo College Public Relations Office.
6. The uploading, downloading and distribution of unauthorized pictures, videos and course materials are strictly prohibited without express written permission of the faculty and other persons concerned, and will be administered entirely by the designated employee of the Laredo College Public Relations Office.
7. Sharing of sensitive and confidential information is protected under HIPAA and FERPA whether conferred through face-to-face communication channels, social media sites, or college communication modes such as Canvas. Students violating **HIPAA** and/or **FERPA** will be dismissed from the program without an opportunity to re-apply to the OTA program.

Emergency Messages

The student should notify the family that in case of an emergency (during class or clinical), to call the Health Sciences Division office at 956.721.5262. Class or clinical will not be interrupted unless it is an emergency. The caller must be identified and state the emergency.

Laboratory Practices

Laboratory activities required OTA students to work closely with lab partners of the same or opposite gender for practice sessions and/or lab practical's. Close contact between students will be required during practice of data collection skills and therapy interventions (i.e. palpation of anatomy, bed positioning, etc.) in preparation for clinical practice. Instructors will ensure students take the appropriate measures to promote privacy. Students displaying inappropriate behavior during situations where contact is close will not be tolerated and are at risk for dismissal from the program. Each student is responsible for reporting inappropriate behavior to the lab instructor and/or OTA Program Director.

Part of the laboratory experience requires students to serve as mock patients for instructors and fellow students. Instructors will ensure that laboratory equipment is safe prior to use. Students are required to adhere to safe behavior while using equipment during laboratory activities. Equipment can be used by students only under the supervision of the OTA faculty. Students must promptly report any malfunctioning equipment to OTA faculty as soon as it becomes evident. All measures shall be taken to protect the health and welfare of students and faculty participating in laboratory sessions.

Open laboratory hours will also be available for student practice during which a faculty member will be available for supervision.

Patient Simulators

Patients or patient simulators may participate during didactic or laboratory activities in the academic setting to enhance the student educational experience. Patients or patient simulators must sign a consent form agreeing to voluntarily participate in these activities.

The OTA Program students will abide by the [Health Insurance Portability and Accountability Act \(HIPAA\)](#) to safeguard the confidentiality of health information obtained from patients. All information obtained from the patient or patient simulator is confidential. Patient information should only be discussed with the program faculty in a private venue.

Videotaping, Audiotaping, and Photographing of Students

The use of electronic equipment capable of capturing still or moving images in **any location** where individuals may reasonably expect a right to privacy **is not authorized** on College District premises. Noncompliance with these provisions shall be considered a violation of Board adopted policy and shall warrant appropriate disciplinary action.

Videotaping, audio taping or photographing of student may be required while enrolled in the OTA program for instructional purposes. Students must agree and sign the consent for participation in these activities while in the Program (see page *Videotaping, Audio taping, Photographing of Students* consent form, page 81).

Orientation Procedure for New and Returning Students

The objectives for the orientation of new or returning OTA students are as follows:

1. Provide the new or returning student with an opportunity to become familiar with the philosophy, administration, and organization of the Laredo College's Occupational Therapy Assistant Program.
2. Provide the new or returning student with an overview of the course curriculum and procedures.
3. Identify the responsibilities of the new or returning student in the classroom and clinical areas in accordance with the philosophy and procedures of Laredo College and the Occupational Therapy Assistant Department.
4. Attendance for orientation is **MANDATORY** for all new and returning students.

Procedure

Students are informed via email of the day and time of orientation; therefore, email addresses **MUST** be current and active.

Responsibilities

The Program Director/Faculty will:

1. Welcome the new student.
2. Introduce the faculty and the clerical staff.
3. Describe the Organizational Chart of the Occupational Therapy Assistant Department and the Laredo College Administration.
4. Present the Mission/Philosophy, Program Goals, expected Student Outcomes, and Program Outcomes of the Occupational Therapy Assistant Program.
5. Present and review the Occupational Therapy Licensure laws and statement of eligibility requirement by the Texas Board of Physical Therapy and Occupational Therapy Examiners (ECPTOTE).
6. Discuss Scholarship availability.
7. Discuss the Comprehensive Examination in the Capstone course.
8. Review the Student Handbook and Procedures.
9. Present and review requirements for:
 - a. Updating address, etc.
 - b. Scheduling
 - c. Maintaining Current Immunization Records
 - d. CPR certification requirements
 - e. Annual Criminal Background Checks

The OTA faculty will:

1. Discuss the purpose and functions of the class lab and the computer lab.
2. Explain scheduling and the hours of operation.

The OTA program students will:

1. Complete the program orientation form found in appendix B no later than the end of the first official week of school.

The Student Occupational Therapy Assistant Club Representative(s) will:

1. Discuss the purpose and goals of the OTA club (SOTA).
2. Explain activities.

Student Occupational Therapy Assistant Club (SOTA)

The Student Occupational Therapy Assistant Club (SOTA) is an active part of the college and the community. The SOTA club activities include workshops, guest speakers, community service projects and participation in local and state conferences on a wide variety of OT topics. These activities provide an opportunity to network with other OTA students as well as representatives from many hospitals and organizations. The members will be required to have membership in the [Texas Occupational Therapy Association \(TOTA\)](#).

Communication between the organizations occurs through meetings. Membership dues consist of a small fee established by the organization. Students are also encouraged to become student members of the [American Occupational Therapy Association \(AOTA\)](#). Membership dues consist of a reduced student fee established by the professional organization.

Promotion/Progression

To progress within the Occupational Therapy Assistant Program, the student will:

1. Complete the courses within the OTHA curriculum plan as outlined in the Degree Plan. A student deviating from the OTHA curriculum sequence as printed may not be able to progress and may be unable to complete the program during the intended time period.
2. Maintain a grade of "C" or above in all program curriculum (didactic, skills, fieldwork components) and prerequisite courses for a student to be able to progress in the program.
3. Achieve the minimum course requirements (didactic, skills, fieldwork components) identified in each OTHA course according to the instruction and clinical objectives for that course. All assignments made in conjunction with each course must be fulfilled as assigned.
4. Complete all required examinations, lab practical's quizzes at the time scheduled, except under extenuating circumstances (i.e. hospitalization, family emergency, etc.).
5. Successfully complete laboratory practical exams and the safety components with a grade of 70% or better. Students will be given **two** opportunities to pass a practical exam. The maximum score on a second opportunity will be a 70%. Skills re-test will occur at the discretion of the instructor (the student is provided sufficient time to practice the skill). A student who does not pass the second attempt with a "70" will result in academic failure of the course. A student who does not show up for a scheduled skilled check off will receive a score of a "zero" for the skill and may result in academic failure of the course and dismissal from the program.
6. Students are required to complete skills competencies in specific courses and demonstrate competency through safe and effective performance of the required skill prior to completion of a course. Students must receive a minimal score of 70% for all skill competencies to be considered as possessing safe behavior and skills to progress to subsequent course or clinical rotation.
7. Clinical education requirements must be completed satisfactorily according to course requirements. All excused absences must be made up before the end of the semester. If a student does not earn the minimum requirement from the fieldwork educator's student performance evaluation form/tool in any clinical rotation (includes Levels I and II), the student will automatically fail the course and may not continue through the progression of the program. Students will need to meet with the program director to discuss options for returning to the OTA program.
8. A capstone course is taught in the last semester, OTHA 2330. This course has been designed to consolidate a student's educational experience. A comprehensive final will determine the student's outcome of the course and the program. The student must successfully complete the comprehensive final with a 75% or better. The student will be given a maximum of three (3) opportunities. Any student who does not meet this requirement will receive a grade of "F" and will not be eligible for graduation. The expected outcome of the student is to successfully complete the Capstone course that consolidates the program's didactic and clinical experience with a 75% or better.
9. Attend instructor conferences to discuss observations made by program faculty and clinical instructors. These conferences will be recorded in the student's records. Remediation plans will be developed and agreed upon. If needed, the student will be counseled by the LC counseling department as recommended by the OTA Program faculty.

10. Abide by the code of conduct and the [**American Occupational Therapy Association \(AOTA\) Occupational Therapy Code of Ethics and Ethics Standards \(2020\)**](#) stated in this handbook both in the classroom and clinical site(s). Unacceptable personal conduct may result in complaints by faculty members or clinical agency members. The OTA Program faculty will review such complaints. Failure to comply with the code of conduct and/or [**American Occupational Therapy Association \(AOTA\) Occupational Therapy Code of Ethics and Ethics Standards \(2020\)**](#) may prevent the student from progressing within the OTA Program or may result in dismissal from the program.
11. If unacceptable professional and/or personal conduct at a clinical site results in the agency's request to remove the student from that facility, the student will be unable to fulfill the requirements for that clinical rotation, and may serve as grounds for dismissal from the OTA program due to academic failure.

Transferring OTA students from another OTA program

Students requesting credit for previous coursework must submit an official transcript from the educational institution to the Laredo College Admissions Office. The Curriculum, Advising and Program Planning Specialist will review all submitted transcripts and set course equivalencies, according to State regulated standards, for all previous non-OTA coursework. Any course that is listed as equivalent will be accepted as having completed that course within the OTA curriculum. When necessary, The Curriculum, Advising and Program Planning Specialist will consult with a counselor or academic and career advisor to assist with the determination.

In order for a student to request a transfer to Laredo College Occupational Therapy Assistant Program from an OTA Program at another institution, the following criteria must be met:

1. A student requesting to transfer into the LC Occupational Therapy Assistant program from another institution must make an appointment with the OTA Program Director.
2. The student has a one-year limit from the time they last took courses in the prior program to request admittance in the LC OTA program.
3. The student must meet the scholastic requirements outline in the **LC Catalog** that governs eligibility of the applicant for admission to the college.
4. The student must submit a completed Occupational Therapy Assistant Program application and an official transcript from the transferring institution.
5. A letter of good standing from the Program Director of the transferring institution must also be included with the application. If the student is unable to obtain a letter of good standing, their application will not be considered.
6. A complete description of OTA courses taken must be provided.
7. The student must have earned at least a "C" in all transfer courses and shall demonstrate competency by testing and passing (70% or greater) all of the transferring academic and clinical OTHA courses.
8. All OTA coursework and clinical training transferred to LC has to coincide or match with the respective time frame of the Laredo College OTA curriculum, listed in Appendix A of the OTA student handbook.
9. Admission to the OTA program is contingent on space availability, OTA Program Director approval, and only as authorized by the Accreditation Council for Occupational Therapy Education (ACOTE), the OTA Program's accrediting agency.
10. All students must adhere to the OTA requirements that are in effect at the time they enter the program.

Policy on Withdrawal and Continuance after Withdrawal Policies

Students are responsible for the withdrawal policies stated in the **Laredo College Catalog**, and the **Laredo College Student Handbook**. A student who withdraws from an OTA Program course(s) for the first time due to circumstances unrelated to grades must consult with the Program Director **before** dropping any course in the OTA curriculum. The following policies are applicable for withdrawal from the OTA program:

1. If a student withdraws from the OTA program for any reason, they must meet with the Program Director within 48 hours to complete a student exit report. The student will receive a copy of this report upon request which details re-admittance or re-application eligibility (*see Re-admission Policy*). The original will be kept in the student's file.
2. The student must submit a formal letter explaining the reason(s) for the withdrawal and a plan of action for future success to the Program Director. Failure to comply with this procedure can result in the withdrawal being deemed an academic failure and therefore would need to re-apply to the program according to the application process outlined in the **LC Catalog** and the **OTA Student Handbook**.
3. If a student withdraws from an OTHA course while enrolled in the program, all concurrent OTHA courses must be withdrawn as well. Those courses may not be taken independently of one another. Consequently, the student will not be able to enroll in the next semester of the program. Circumstances of the withdrawal will affect whether the student can return without reapplying.
4. If a student withdraws from the OTA program due to catastrophic reasons (personal illness, military call of duty, leave of absence, etc.) they may request to continue in that program **one-time** (*see Re-admission Policy*).
5. A student withdrawing from an OTA Program course based on a failing course average will constitute academic failure and therefore would need to re-apply to the program according to the application process outlined in the **LC Catalog** and the **OTA Student Handbook**.
6. If a student chose to withdraw from the OTA program, **it is the responsibility of the student to officially withdraw from the course(s)** in the Office of the Registrar, Lerma-Peña 160. This will prevent the student from receiving an "F" on the transcript for the course in progress at the time of withdrawal.
7. The student must meet with the Program Director within 48 hours after withdrawal for an exit conference.

Policy on Incomplete

Incomplete (I*) is a temporary grade that indicates that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work that has been delayed on account of illness, other emergency, or authorized absence.

A grade of "I" (Incomplete) will be granted only in extraordinary circumstances including but not limited to verifiable serious illness, death in the immediate family, extenuating circumstances, etc. When the "I" grade is reported to the Registration Center, the instructor must sign a form indicating the work which must be completed by the student. Students have a maximum of four months to complete the work. At the discretion of the instructor, the time limit may be less than four months due to the circumstances of the situation. It is the responsibility of the student to make arrangements with the instructor and within the time limit. Once the work is successfully completed within the specified time grade requirements, the instructor will prepare the appropriate paperwork to change the "I" grade to the appropriate grade and the student's grade point average will be re-calculated. If the work is not satisfactorily completed within the specified time, the "I" grade will remain on the transcript and will be computed as an "F" grade.

In order for the student to be eligible for an incomplete, the student must be passing the course with a "C" or greater in the completed course work. A student would not be able to progress with the program until the terms of the "incomplete" have been met and an official grade has been earned for the course. This may delay the timely progression of the student through the OTA program.

Students who properly withdraw from courses and students whose instructor drops any students who have not attended at least one class day will receive a grade of "W" for such courses through the time designated by the academic calendar.

Dismissal Policies

The following are grounds for dismissal from the OTA Program:

1. If a student receives a grade less than a "C" in any OTA curriculum course, or a score less than 75% in the comprehensive final exam of the capstone course, the student will not be able to continue with program courses.
 - a. Students not fulfilling this criterion in the final capstone course, OTHA 2330 Workplace Skills for the OTA, will not be eligible to graduate on time and the student will be dismissed from the program due to academic failure. The student would need to reapply to the program.
2. SKILLS:
If a student does not successfully pass laboratory practical exams and its safety components with a grade of 70% or better. Students will be given **two** opportunities to pass a practical exam. The maximum score on a second opportunity will be a 70%. A student who does not pass the second attempt with a "70" will result in academic failure of the course.
3. SKILLS:
If a student does not demonstrate skills competency through safe and effective performance of the required skill.
4. LEVEL I FIELDWORK:
If a student does not earn a minimum of a "C" from the fieldwork educator's student performance evaluation form/tool in **any** level I clinical rotation), the student will automatically fail the course and will not continue through the progression of the program. The student will need to meet with the program director to discuss options for returning to the OTA program.
5. LEVEL II FIELDWORK:
A student needs to meet the following criteria on the final evaluation for their Level II fieldwork: All items must be scored to receive for a Pass on the FWPE for OTAS
 - A sum score of 91 or higher will be required to receive a Pass on the FWPE for OTAS
 - A score of 3 or higher on the items
 - # 1 (Adheres to the American Occupational Therapy Association's Code of Ethics and all federal, state, and facility regulations),
 - # 2 (Adheres to safety regulations and reports/documents incidents appropriately), and
 - # 3 (Ensures the safety of self and others during all fieldwork related activities by anticipating potentially unsafe situations and taking steps to prevent accidents)will all be required to receive a Pass on the FWPE for OTAS
Scores of 1 on any of the items is not allowed to receive a Pass on the FWPE for OTAS.
6. If a student violates the Student Code of Conduct as listed in the **LC Student Handbook** or the **OTA Student Handbook**.
7. Behavioral problems will not be tolerated and are grounds for dismissal. This may prevent the student from re-applying or being re-admitted to the LC Occupational Therapy Assistant Program.
8. The student has on-campus absences exceeding the criteria as stated in the **CC Student Handbook** or does not meet the **100% attendance required of a Clinical Rotation**.
9. A student fails to abide by safety precautions as delineated in course requirements.

10. A student fails to abide by ethical requirements as delineated in the [American Occupational Therapy Association \(AOTA\) Occupational Therapy Code of Ethics and Ethics Standards \(2020\)](#).
11. The clinical agency refuses to allow the student either attend and/or return to the clinical site.
12. Any breach of a client's right of confidentiality or privacy by written or spoken form including copying of client medical records by hand or electronic methods.
13. Confirmed positive drug test.
14. Abandonment of client(s).
15. Academic Dishonesty.
16. Failure to maintain a negative background check while in the OTA program.
17. The student fails to meet any of the conditions of a probation contract during or after a probation period.
18. A student who has been found to have falsified information on the Occupational Therapy Assistant Program Application will be automatically dismissed from the OTA program with no opportunity to re-apply.
19. The student must meet with the Program Director within 48 hours to complete a student exit conference.

Academic Failure

If a student fails one or more OTHA courses from the program, the student will meet with the Program Director within 48 hours to complete a student exit report. The student may be eligible to re-enter the program without re-applying if space is available (see *Continuance after Academic Failure*).

1. If a student fails one or more OTHA courses (does not apply to level II fieldwork), a notation will be made on the student exit report and any specific requirements for re-entry will be noted. The student must meet the following
 - a. A request to continue in the program must be provided in writing by the agreed upon date with the program director. Failure to respond in writing and/or complete the learning contract forfeits the opportunity to proceed with the continuation process.
 - b. If more than a year has transpired since failure from the program, the student must submit a new application for consideration into the program (See Re-application into the program below.)
 - c. In order to continue in the program, the student must have passed all program courses completed prior to withdrawing with a grade of "C" or better. The student must re-test in **all** program courses, including clinical courses, completed prior to failing the program and pass with a minimum of 75% prior to re-admission.
 - d. All students must adhere to the requirements that are in effect at the time they continue in the program.
2. If a student misses the "one-year" window to re-admit, the student must re-apply to the program, complete all requirements as a new applicant.
3. Being a prior student in the OTA program does not grant the student additional points toward application into the next class, nor does it guarantee the re-applicant admission into the program.
4. If a student is re-admitted as a new student after the one-year mark, the student must re-take all OTHA courses.
5. If a student does not earn a minimum of a "C" from the fieldwork educator's student performance evaluation form/tool in **any** clinical rotation (includes levels I and II), the student will automatically fail the course and may not continue through the progression of the program. Student will need to meet with the program director to discuss options for returning to the OTA program.

6. For Level II Fieldwork the following applies:
 - A sum score of "91" or higher will be required to receive a Pass on the FWPE for OTAS
 - A score of 3 or higher on the items
 - a. # 1 (Adheres to the American Occupational Therapy Association's Code of Ethics and all federal, state, and facility regulations),
 - b. # 2 (Adheres to safety regulations and reports/documents incidents appropriately), and
 - c. # 3 (Ensures the safety of self and others during all fieldwork related activities by anticipating potentially unsafe situations and taking steps to prevent accidents) will all be required to receive a Pass on the FWPE for OTAS
7. Students not fulfilling the criteria for the capstone course, OTHA 2330 Workplace Skills for the OTA, will be granted **one** opportunity to retake the course during the following semester. If a student is unable to complete the course, on the second opportunity, with a grade of "C" or better and score a 75% in the comprehensive exam of the course, the student will be dismissed from the program due to academic failure. The student would need to reapply to the program.

Re-Admission or Re-Application into Program

The student who withdraws from the OTA Program for **catastrophic reasons** may request to continue in the OTA program **one-time**.

1. If a student withdraws from the OTA program and is eligible to re-enter the program the following year, a notation will be made on the student exit report and any specific requirements for re-entry will be noted.
 - a. A request to continue in the program must be provided in writing to the program director no later than the date agreed upon. If a letter is not submitted, it will be automatically assumed that the student is not interested in continuing.
 - b. If more than a year has transpired since withdrawing from the program, the student must submit a new application for consideration into the program (See #2-4 below)
 - c. In order to continue in the program, the student must have passed all program courses and skills testing completed prior to withdrawing with a grade of "C" or better. Student must **re-test in all program courses and skills components** completed prior to withdrawing from the program and pass prior to re-admission.
 - d. All students must adhere to the requirements that are in effect at the time they continue in the program.
2. If a student misses the "one-year" window to re-admit, the student must re-apply to the program, complete any specific requirements and go through the selection process to gain a position with the new class.
3. Being a prior student in the OTA program does not grant the student additional points toward application into the next class, nor does it guarantee the re-applicant admission into the program.
4. If a student is re-admitted as a new student after the one-year mark, the student must re-take all OTHA courses.

Continuance after Academic Failure

1. The student who is dismissed from the OTA Program due to academic failure may request to continue in the program **one time (does not apply to clinical or Capstone courses)**.
2. A student enrolled in the OTA Program will be allowed to **repeat only once**. A student may repeat the same OTHA course that was failed **only once**. A student who fails an OTHA course on the second attempt or fails an additional OTHA course **will not be eligible for continuation** and will be dismissed from the OTA Program with academic failure. The student will not be allowed to re-apply to the OTA program in the future.
3. A request to continue in the program must be submitted in writing to the OTA Program Director as specified on the student exit conference form.

4. Failure to complete the learning contract forfeits the opportunity to proceed with the continuation process.
5. The student must have completed all previous OTA program courses and skills testing, prior to withdrawing, with a grade of "C" or better.
6. The student must meet with the OTA Program Director to sign a Learning Contract delineating remediation requirement that the student must complete based on identified academic weaknesses.
7. Students will not be required to repeat OTHA course(s) that were completed successfully. However, students must re-test all program courses (comprehensive exam), including skills testing prior to failing the program and pass with a minimum of 75% prior to re-admission (written examination and/or physical performance of skills). Should the student score below a 75%, they would be required to take the course over.
8. Returning students must adhere to the continuation requirements put into place in order to progress in the OTA Program.
9. Returning to the program is contingent on completion of remediation requirements.
10. The student eligible for "**continuation**" must enroll in the OTA Program Course within **12 months** of the course failure. If more than one year has transpired since exiting the program due to academic failure, the student must re-apply to the program, complete any specific requirements if applicable, and go through the selection process to gain a position with the new class.
11. All required documentation (immunizations, CPR, negative drug test, cleared criminal background, etc.) check must be submitted prior to re-enrolling in an OTA Program course.

Student Complaints – Informal Process

The Program adheres to the [Student Complaints Policy](#) FLD(Local) as stated in the LC Manual of Policy. If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the program director at Level One. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Student Complaints – Formal Process

Laredo College has a formal process to address student complaints which have not been resolved through the established Laredo College Student Complaints Informal Process. Students who wish to file a formal complaint must follow the Laredo College [Student Complaints Policy](#) FLD(Local) outlined in the LC Manual of Policy.

Complaints against Program Faculty, Students or Program Graduates

Community members may submit concerns or complaints about Laredo College's Health Science Program, faculty, students or program graduates. Comments must be submitted by completing the Complaint Referral Form available by [clicking here](#). Completed forms should be emailed to the Program Director at jodie.sandel@laredo.edu.

The OTA Program Director and faculty will review and investigate all complaints made against the Program, faculty, a student or graduate, and will address the concerns and identify methods to resolve the issue. If the issue is not resolved, then the complaint should proceed with the appropriate chain of command:

1. Program Director
2. Health Sciences Academic Committee
3. Dean of Health Sciences
4. Provost/Vice President of Academic Affairs

Records of the complaint forms will be kept for three years in a locked file in the Occupational Therapy Assistant Department Office.

PROFESSIONAL STANDARDS, CODE OF CONDUCT, AND CODE OF ETHICS

Professional standards and ethics define behavior that applies values and moral standards to activities within a profession. One of the goals of the OTA Program is to assist students to become safe, professional, and ethical clinicians.

This goal is fulfilled by holding the student accountable for safe behaviors and by establishing a code of ethics and conduct along with professional standards of behavior that will help the student meet the criteria expected by the profession.

As a student at Laredo College, the OTA student will abide by and follow the [Occupational Therapy Code of Ethics and Standards of Conduct](#) and the [Laredo College Code of Student Conduct](#).

Professional Behaviors

1. **Critical Thinking:** the ability to question logically; identify, generate, and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information.
2. **Communication:** the ability to communicate effectively (i.e. verbal communication, nonverbal communication, reading, writing, and listening) for varied audiences and purposes.
3. **Problem-Solving:** the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
4. **Interpersonal Skills:** the ability to interact effectively with other students, patients, families, colleagues, and other health care professionals, and the community and the community in a culturally aware manner.
5. **Responsibility:** the ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community, and social responsibilities.
6. **Professionalism:** the ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Occupational Therapy profession.
7. **Use of Constructive Feedback:** the ability to seek out and identify high-quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.
8. **Effective Use of Time and Resources:** the ability to manage time and resources effectively to obtain the maximum possible benefit.
9. **Stress Management:** the ability to identify sources of stress and to develop and implement effective coping behaviors; this applies for interactions for: self, patients/clients and their families, members of the health care team and in work life scenarios.
10. **Commitment to Learning:** the ability to self-direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.

Adapted from May W., Kontney, L., Iglarsh, A. Professional Behaviors for the 21st century 2009-2010. Retrieved from <http://www.marquette.edu/physical-therapy/documents/ProfessionalBehaviors.pdf>.

Professionalism in Occupational Therapy: Core Values

The student in the program will abide by the seven core values which are required for success in practice as an occupational therapy assistant. Students will participate in self-assessment, peer assessment and receive faculty feedback over the course of the technical phase of the program. This will promote student awareness about the core values needed to be integrated for success in the classroom and clinical setting in preparation for transition into the workforce. Failure to adhere to the core values may result in disciplinary action, including probation or dismissal from the program.

Code of Ethics

Students in the OTA program are expected to abide by the [Occupational Therapy Code of Ethics and Ethics Standards \(2020\)](#), adopted by the American Occupational Therapy Association (*refer to Appendix C*) in the classroom, on campus, during campus activities and at fieldwork sites.

Code of Conduct

Students enrolled in the OTA Program are expected to conduct themselves in a professional manner with peers, faculty, fieldwork educators, guest speakers, and LC personnel. All program students will adhere to the ["Code of Conduct and Discipline"](#) as outlined in the LC Student Handbook and the [Occupational Therapy Code of Ethics and Ethics Standards, 2020](#) adopted by the American Occupational Therapy Association while on campus and at a clinical site. An environment of acceptable behavior and conduct is required in the academic and clinical environment to ensure the health and safety of all individuals involved in the health care process.

Infractions of the Code of Student Conduct include the following but are not limited to:

1. Any student deemed impaired by reason of mental, physical health, exhaustion, alcohol, or other mind-altering drugs that could expose clients, the public, students, and faculty unnecessarily to risk of harm.
2. Conducts which may defame, deceive, defraud, or injure clients, the public, clinical facilities, personnel, other students, and faculty.
3. Failure to care adequately for clients or to conform to minimum standards of acceptable practice under the supervision of the faculty, or designee of the facility.
4. Aiding another student in deceiving or attempting to deceive the faculty or other students in obtaining an exam, quiz, assignment and/or presentation.
5. Deceiving or attempting to deceive other students and/or fieldwork educators during clinical rotations.
6. Damaging or destroying school/clinical property or equipment or removing property or equipment from campus or a clinical site.
7. Using profane language or gestures.
8. Disrupting instruction by the use of cell phones and/or pagers, habitually late, or absent from class or clinical.
9. Demonstrating poor coping mechanisms or becoming confrontational during the instructional process.
10. Assault.
11. Refusing to adhere to the specified dress code.
12. Refusing to abide by the code of ethics.
13. Demonstrating behaviors that could be categorized as harassment.

14. It is grounds for dismissal from the OTA program if a student's conduct is such that a clinical agency refuses to allow the student to attend and/or return to the clinical site.
15. In view of the significance of the confidentiality issue and the issue of the protection of client's rights, any student found breaching the client's right of confidentiality will be dismissed from the OTA Program. Copying and/or discussing client medical records are unacceptable and may be cause for dismissal from the OTA Program.
16. A student who exposes a client or other person to risk of harm may be dismissed from the class. The student will receive a written warning and a Health Sciences Division Committee will review the incident. The committee will evaluate the seriousness of the incident and recommend further action to the Program Director.
17. Possession or use of alcohol or drugs before class, during class or during a clinical rotation is prohibited. *Students may be subject to random drug screening by an institutional or clinical facility where they are being trained.*
18. Laredo College has a specific policy which is in compliance with Texas Senate Bill 11, for those licensed to carry concealed handguns. Please review ["Campus Carry"](#).

Infraction of the code of conduct whether it occurs in the campus classroom or at a clinical site will result in disciplinary action.

Academic Dishonesty

The student in the OTA Program will abide by the LC academic dishonesty policy as stated in the current **LC catalog**. Any student found guilty of dishonesty while in the academic (classroom) and/or clinical affiliation is subject to dismissal from the OTA Program.

Disciplinary Action

The disciplinary action process includes:

1. Warning: the instructor or program director will refer student to counseling services. The instructor or program director will provide the student with a verbal or written warning as to their status.
 - a. The instructor will counsel the student to identify the problem and make recommendations for improvement.
 - b. The student will develop a plan of action with the instructor that includes an acceptable timeframe to correct the problem.
 - c. The instructor will monitor the compliance of the plan.
 - d. This step may be skipped at the discretion of the instructor or PD.
2. Conference: the instructor or program director meets with the student in a formal conference.
 - a. The instructor completes an instructor/student conference form that documents the performance deficit, remediation requirements, action plan, and timeframe for completion.
 - b. Failure to comply with the terms in the conference plan may result in the student being placed on probation or dismissed from the OTA Program.
3. Probation: this is a trial period in which the student must improve or be dismissed from the program.
 - a. The student may be placed on probation for the following reasons, but are not limited to:
 - i. Failure to comply with the terms outlined in the conference report
 - ii. Unsatisfactory academic performance
 - iii. Unsatisfactory clinical performance
 - iv. Unprofessional, unethical or unsafe behavior in the academic or clinical setting
 - v. Unsatisfactory attendance or punctuality
 - b. The student will meet with the instructor and program director to complete a probation contract listing the expectations that must be followed during the probationary period.

4. Dismissal: the student may be dismissed from the OTA program for the following reasons, but are not limited to:
- a. The student fails to meet any of the conditions of the probation contract during or after the probation period
 - b. Criteria listed under Dismissal Policies in the OTA Student Handbook
 - c. The nature of the event is so severe that calls for the immediate dismissal of the student from the OTA program
 - d. If the event occurred after the last day to withdraw from a course, the student will receive a grade of "F"
 - e. The student continues to demonstrate unsatisfactory academic or clinical performance patterns (initially addressed) without modification of behavior after feedback

Failure to comply with the plan may result in dismissal from the OTA Program and the student would be required to re-apply to the program if applicable.

GRADING SYSTEM

A minimum grade of "C" is required to progress through the OTA curriculum. The grading system for OTHA classroom (didactic) and clinical courses will adhere to the following formula:

89.5 to 100 = A
79.5 to 89.4 = B
69.5 to 79.4 = C
59.5 to 69.4 = D
0 to 59.4 = F

The educational process in the OTA Program courses consists of both classroom and clinical work. Since the ability to function in both areas is essential to an occupational therapy assistant, OTA students are required to maintain a satisfactory grade ("C" or better) in both didactic and clinical practice in order to progress through the OTA curriculum.

Methods for Assessment

Various assessment tools will be utilized to assist the instructor in determining whether the student is progressing towards achievement of course objectives. The assessment tools may consist of any of the following: exams (computer-based or written), lab practical's (skills performance), quizzes, written assignments, oral presentations, individual or group projects, case reports or case studies.

Assignments

All required work must be submitted on time. Acceptance of late work, to include penalty points, will be at the discretion of the course instructor. Accepted late assignments will be assessed penalty points including holidays and weekends.

Exam Schedule

The student will be provided with the course syllabus containing a schedule of dates for written exams, practical evaluation, and major assignments or projects that occur during the semester. It is the student's responsibility to plan and prepare accordingly for exams as per the class schedule. Unit exams will be scheduled in advance to correlate with the completion of a portion of the content.

A student must communicate with the course instructor if the student is unable to take an exam. A written, verifiable excuse or documentation of the circumstances for missing the exam must be provided. The type of documentation will be at the discretion of the course instructor. If there is no communication prior to the administration of the exam, a zero will be recorded. The type/format of make-up exams administered will be at the discretion of the course instructor (i.e. essay, etc.).

Computer-based Examination and/or Quizzes

The following examination policy and procedures are in addition to the procedures in the current LC catalog.

1. All personal belongings are to be placed in a designated area prior to the exam, including all electronic devices e.g. cell phones, smart phones, electronic tablets, PDA's, smart watches etc.
2. The instructor will determine what additional aids may be used during the examination (e.g. paper, pencil, and pen).
5. Examinations and/or Quizzes will be proctored.
6. Students may not leave the computer room once the examination has begun without the approval of the instructor.
7. Students found cheating will be given a zero for the examination (*refer to Dismissal Policy Section*).

8. Times and dates for review of examinations will be announced. If the instructor reviews the exam immediately after the exam with students, the exam grade is not final until the instructor reviews the exam statistics.
9. The computer-generated student's response report is the official document when assigning a student's examination score.
10. In the event a student is unable to take an exam at the scheduled time, they must notify the course instructor prior to the time of the exam. Failure to do so will result in a score of zero for the exam. The instructor will determine the type of Make-Up Examination. The student must take the Make-Up exam within seven (7) calendar days of the original exam date.
11. No examination grades will be dropped when determining the Final Grade.
12. A basic calculator may be used during an examination. Personal digital assistant (PDA) or cellular phone calculators are not permitted during an examination. The computer drop-down calculator may be used at the discretion of the instructor.
13. Exams/Quizzes may be paper-based at the faculty's discretion.
14. The exam results will be posted within 72 hours after the date of the exam. Official grades will be on the student's transcript and can be accessed on-line via campus website.
15. No food or beverages are allowed in computer lab.
16. Students arriving late to an exam will have the time remaining from the scheduled start time of the exam to complete their exam.
17. No phones, smart phones or smart watches are allowed while taking an exam.
18. A student who is testing from a computer outside of the approved LC computer labs must do a complete scan of their environment. This includes the area above, below, to the right and left, behind the computer, the floor and the ceiling. Students who fail to do a proper environmental scan will receive an automatic "0" for the exam. No makeup exam will be provided. Failure to abide by proper environmental scan rules will result in disciplinary action and may serve as grounds for dismissal from the OTA program.

Exams, Lab Practical Exams, Skill Checkouts, and Quizzes

In order to progress through the OTHA curriculum and promote success in OTA courses, **students must pass with a grade of 70% or better (does not include Capstone course)**. All written or computerized assessments are the property of LC OTA Program and will not be retained by the students. Faculty will retain exams for the duration that the student is enrolled in the OTA Program, which will then be shredded once that timeframe is completed.

Laboratory practical exams determine whether a student demonstrates satisfactory performance in knowledge, skill, and safety to provide a treatment. Students must pass with a grade of 70% or better and successfully complete the safety components of the practical. Students will be given **two** opportunities to pass a practical exam. Student can receive a maximum of a 70% on a second attempt. Students failing the second practical attempt will result in academic failure of the course.

Students are required to complete a skills checkout in specific courses and demonstrate competency through safe and effective performance of the required skill prior to completion of a course. Students must complete self and peer assessments prior to completing a skills checkout. Students must receive an approved "check" score for all skills checkouts, including safety components, to be considered as possessing safe behaviors and skills in order to progress to a subsequent course or clinical rotation. Students will be given **two** opportunities to pass a skill check out. Students failing the second skills check out attempt will result in academic failure of the course. A student who does not show up for a scheduled skilled check off will receive a score of a "zero" for the skill and may result in academic failure of the course and dismissal from the program.

The grading and administration of quizzes will be determined by the course instructor. The student is advised to acquaint themselves with the material covered on the quiz as it may help prepare the student for the next exam.

Review of Examination

Students will be provided an opportunity to review exams after all students have completed the exam. The student may not take notes, photograph, tape record or retain a copy of the exam. Any student found violating this procedure, may jeopardize their standing within the OTA Program.

Make-Up Assignments/Quizzes

Students are responsible for making arrangements with the instructors to make-up assignments. The instructor will identify in the course syllabus if any penalty will be assessed in the make-up process.

Quizzes are given at the discretion of the instructor. **There will be no make-up for quizzes,** regardless of the circumstances, with a grade of zero recorded for missed quizzes.

Make-Up Test/Final

Students must take all examinations and final examinations at the times scheduled. Final examinations will be given on time as scheduled by the Office of the Senior Vice President of Academic and Student Affairs.

Only students with excused absences will be allowed to make up an examination, and a written request must be submitted to the instructor upon returning to class explaining why the student failed to take the test. The student should expect to take the exam the day they return to the course.

Make-Up Lab Practical

Make-up of a lab practical will be allowed only when the student presents an excused absence. The student must submit a written request to the instructor explaining why the student failed to take the lab practical. The student is responsible for submitting a request the first day upon returning to class for a date to make-up the lab practical. The instructor will establish the date for the lab practical.

Final Exams

A comprehensive final exam for each course will be administered during the final week of every semester. The course syllabus will indicate the percentage weight of the comprehensive final exam. Standard final exam percentage weights range from 25% - 75%.

Comprehensive Exam

The student will be required to complete a computer-based comprehensive exam as part of the OTA Curriculum. The exam must be completed with a score of 75% or better prior to completion of the Capstone course of the OTA Program. The student will have three opportunities to successfully complete the comprehensive exam. The student must obtain the required score as outlined in the course syllabus to complete all course requirements and be eligible for graduation. The comprehensive final examination will be scheduled according to the schedule printed by the Office of the Provost/Vice President of Academic Affairs.

The student is required to pay the required fees and may be made over the internet at the designated website.

Student Meetings to Discuss Progress

Students will be scheduled, at midterm and the end of the semester, to meet individually and in private with the course instructor(s) and/or program director to discuss progress in OTA courses or for counseling. All instructor/student conferences will remain confidential (*refer to Appendix F*).

Departmental Procedure for Appeal of a Grade

Grade determination and the awarding of a final grade in a course is the responsibility of the instructor. Final grade reports will be available to the student online through LC PASPort within a reasonable time following the end of the course.

A student who wishes to question the final grade earned in a course or a grade earned in a class activity should follow the [Official LC Online Catalog for Appeal of Grade Process](#):

Appeal of Grade Process:

A student who wishes to question the final grade earned in a course or class activity should first discuss the situation with the instructor who issued the grade. If the issue is not resolved, the student should contact the appropriate Department Chairperson and the Health Sciences Academic Committee to request a review of the grade.

If the student is not satisfied with the decision, the student may contact the appropriate Dean of Instruction for assistance related to the grade appeal. Established departmental procedures will be utilized to resolve student grade appeals. After all other avenues have been exhausted, the student may request a review of the grade by the Office of Senior Vice President of Academic and Student Affairs. Student grades are an academic matter; therefore, there is no further appeal beyond the Office of the Provost/Vice President of Academic Affairs.

Students have two weeks (10 working days) after a final course grade is issued to appeal it. Students have one week (five working days) after an activity grade is issued to appeal it. Exceptions require the approval of the Provost/Vice President of Academic Affairs.

Referral for Tutoring

Students whose exam scores consistently fall below the minimum passing grade requirement may be required to attend iPass sessions at the discretion of the instructor. It is the student's responsibility to:

1. Schedule and meet with the course instructor after reviewing the exam within 24 hours of receiving the grade. Should the student's exam score fall below the minimum pass grade requirement.
2. Complete a remediation/tutorial agreement with the faculty member within the designated time prior to the next scheduled exam (*refer to Appendix G*). To verify that all remediation is complete, proper documentation must be provided to the instructor.
3. Successfully implement the remediation/ tutorial agreement within the designated time and prior to the next exam.

Remediation

The remediation/tutoring assignments may consist of any or all of the following:

1. A review session (notification of location designated by the instructor)
2. Assignment as designated by the instructor.
3. Computer assignments
4. Peer assessment
5. iPass
6. Library resource assignments

Students who do not comply will not be allowed to sit for the next scheduled exam and a zero will be recorded for that exam. It is the student's responsibility to meet with the faculty.

ATTENDANCE

Class

Students are responsible for the attendance policies stated in the [LC College Catalog](#) and course syllabi where applicable. Students are expected to have regular and **punctual** attendance at all classes and laboratory periods on a regular basis. Classes start promptly and tardiness is unacceptable. Consistently entering or leaving the room when lecture or a presentation has begun is disruptive and reflects disregard towards others. Tardiness and absences will reflect on the final grade for professionalism. Students who demonstrate consistent and/or habitual tardiness and/or absences will result in disciplinary action.

It is the student's responsibility to contact the instructor prior to the start of class if circumstances beyond the student's control arise that will result in tardiness or will prevent attendance. A student who is habitually late to class or clinical will be counseled. Being habitually absent or tardy may have a negative impact on the student's final grade or may be grounds for dismissal from the OTA program. Excuses relayed through another student will not be accepted and will be considered unexcused.

Instructors will keep an accurate record of each student's attendance and may provide an opportunity for a student who presents a reasonable excuse for an absence to make up work that was missed. The student is responsible for obtaining missed material when absent from class/lab.

A student who offers no explanation for an absence will have that absence classified as unexcused with a grade of **zero** awarded for any test, assignment or laboratory work which occurs or is due during such absence with no opportunity to make up work that was missed. Specific attendance policies for the OTA classes, labs, and clinicals are explained in the syllabus for each course. Refer to course syllabus.

In recognition of the importance of regular attendance, the college does not allow any *cuts* on the part of students, nor does it allow instructors to give *walks* or dismiss classes early, except after completion of a major examination or, in some cases, completion of a laboratory experiment. Instructors will pace instruction to regular class attendance, not allowing students who do not attend regularly to slow the pace of the class.

Clinical

Refer to attendance policy under Clinical Education in this handbook.

OTA PROGRAM DRESS CODE

All OTA students will be governed by the current dress policy to demonstrate professionalism in the classroom, laboratory and at off campus sites. This procedure is periodically reviewed and revised by the OTA program faculty.

Classroom Attire

While on campus, the student is required to adhere to the OTA Program student uniform dress requirement which consists of student appropriate scrub sets or a polo shirt, khaki pants, closed-toe shoes (i.e. tennis shoes, black or brown shoes) and a watch with a second hand or digital watch allowing timing of seconds must be worn. Classroom attire is at the discretion of the instructor.

Laboratory Attire

Both male and female students will be required to wear designated OTA T-shirts and exercise pants or shorts with elastic waist bands with thigh-length "bike shorts" underneath. Females may use a sports bra, halter-top, or bathing suit top underneath the T-shirt.

Clinical Attire

Students are expected to wear a professional uniform as defined by the clinical site. Students must have a valid name tag/id on at all times during their clinical rotation schedule. Any student who is found not wearing their valid student id are subject to disciplinary action (See Disciplinary Action, page 31) in the clinical handbook. In order to protect the health and welfare of students participating in clinical experiences, students are required to use PPE during clinical activities (refer to Laredo College Health Protocols, Appendix K).

Other Dress Code Requirements

All OTA students are required to adhere to the following Dress Code requirements while on campus (see Clinical Education for facility dress code requirements):

Personal Appearance

1. Good personal hygiene via daily bathing, use of deodorant, regular shampooing of and brushing of teeth.
2. Hair should be neat, clean, and should not interfere with performance of duties.
Shoulder length hair or hair that is longer must be tied back. The instructor must approve hair accessories.
3. Nails should be short and clean. Nail polish, if worn, should be clear or neutral in color. Artificial nails are not permitted.
4. Make-up should be worn in good taste. Only moderate application is allowed.
5. No offensive perfume or cologne.
6. Tattoos or any body decorations should not be visible.
7. OTA student uniform that is clean and wrinkle-free; consists of a polo shirt and khaki pants; no denim jeans allowed. During the clinical rotation, students are expected to wear the facility's uniform.
8. White undershirt (T-shirt) is allowed under the polo shirt.
9. Shoes should be closed-toe, clean, and polished. No open-toe shoes, sandals or clogs.

Jewelry

1. Stud earrings only, no hoops, loops or drop earrings; no more than one earring per ear. Earrings must be worn in the EAR LOBE only. Visible pierced jewelry other than the earlobe IS NOT ALLOWED.
2. Jewelry should not interfere with performance of duties. No more than one ring may be worn on each hand. Only one unobtrusive chain necklace is allowed.
3. A wrist watch with a second hand or digital watch allowing timing of seconds must be worn.

CLINICAL EDUCATION

The OTA Program curriculum at Laredo College provides the student with a minimum of two full-time general clinical experiences during the second year of the program. The student is assigned to a clinical instructor who is a registered occupational therapist (OTR) or occupational therapy assistant (OTA or COTA) and is an employee of the facility and ultimately responsible for the care of their patients when a student is involved in that particular patient's care.

Verification of Documents

Prior to the clinical experience, the student must have documented proof of the following:

1. Immunization records, including:
 - TB skin test (annual) or chest x-ray results (every 5 years)
 - TB 2-step varies per facility. Students must abide by facility requirements.
 - Influenza vaccine (seasonal and annual)
 - One dose of Tetanus-Diphtheria and Pertussis (TDaP) every ten years. Booster will be accepted if the original TDaP is on file.
 - Hepatitis B (HepB) 3 dose vaccine series or positive titer prior to direct patient contact. If the titer is negative, the student will be required a booster with a follow up titer. Heplisav-B (2 dose) will be accepted.
 - MMR (Measles, Mumps, Rubella)- 2 doses or positive titer. If the titer is negative, the student will be required a booster with a follow up titer.
 - Varicella (2 doses) or positive titer. Physician validated record of Varicella disease (chicken pox) will be accepted. If unable to provide proof, 2 dose Varicella or positive titer will be required.
 - Bacterial Meningitis - Legislative Bill 1107 requires that all college students must receive the vaccine by 2012 (see Laredo College catalog for bacterial meningitis criteria).
 - Hepatitis A (HepA) 3 dose vaccine series or positive titer prior to direct patient contact. If the titer is negative, the student will be required a booster with a follow up titer.
2. Negative (clear- should have no criminal record) criminal background check completed. Students will be provided the login information to obtain a background check through contracted criminal background providers. ***A record of any criminal conduct while in the program must be disclosed to the Program Director immediately. Students must maintain a clear criminal background check to remain enrolled in the program.***
3. Negative 10 panel drug screen completed annually completed through the contracted drug screen provider.
4. A complete physical examination annually.
5. Submit evidence of current basic CPR certification for health care professionals approved by the American Heart Association BLS Health Care Provider. Certification must remain current for the duration of the program.
6. Purchase and maintain current student liability insurance (fees are paid with registration on an annual basis).
8. Due to the frequent changes in COVID variants resulting in frequent changes in protocols, students must abide by both the Laredo College and facility health and safety protocols for COVID.

****Failure to submit documentation or as deemed necessary may result in the clinical site(s) refusing placement to a student who does not provide the requested records.***

*****The student is responsible to create a compliance tracker account. The student will assume responsibility for the costs of the account, immunizations, criminal background check, drug test and medical services.***

****** As changes in policy are received from the Center for Disease Control (CDC), these changes will be incorporated into the Program's requirements. It is the students' responsibility to provide documentation and to adhere to all of the above health requirements.***

******At the discretion of certain clinical sites, the student may be required to provide physical documentation to said clinical sites prior to the start of the clinical experience. Program Directors/Instructors will provide direction regarding submission of documents and time frames.***

The following documents may be required for submission by the student to the clinical site:

- **A negative criminal background check completed through an alternate background company and/or the local sheriff's office**
- **Negative drug screen**
- **Immunization records**
- **COVID-19 test(s)**

Failure to submit documentation as deemed necessary, the clinical site(s) may refuse placement to a student who does not provide the requested records. Student is subject to dismissal from the program if clinical site refuses to host student for clinicals.

Student Liability Insurance

All OTA students are required to purchase professional liability insurance before being allowed onto the clinical site. This insurance fee is included in the tuition fees for the fall semester courses.

Conduct

Students are expected to conduct themselves in a professional manner with peers, faculty, fieldwork educators, and guest speakers. The student must be aware of and abide by the facility's policies and procedures; American Occupational Therapy Association (AOTA) [Occupational Therapy Code of Ethics and Ethics Standards \(2020\)](#); the OTA Program policies and procedures; and the [LC Student Handbook](#). The clinical site reserves the right to refuse admission to any student who is involved in any activity not considered legal, professional, ethical or conducive to proper patient care. If the student is asked to leave the clinical for just cause, and this is substantiated by the Academic Fieldwork Coordinator (AFWC)/Program Director after further investigation, the student will result in academic failure of the course and be dismissed from the program.

Students will adhere to the following:

1. Students will always conduct themselves in a professional manner. Unwarranted conversation, giggling, excessive noise, inappropriate laughter, dirty jokes, gossip and loitering are unprofessional behavior that will not be tolerated.
2. Students will not discuss personal problems with patients or staff.
3. Students will not engage in conversations with staff or fellow students within the patient's hearing range that is not intended for the patient to hear.
4. Student cell phone use in the clinical setting is prohibited (see [Use of Electronic Devices](#) policy) unless required by the facility. Electronic devices should only be used during a scheduled break (lunch period). Emergency use of phone or other electronic devices should be discussed with the clinical instructor first.
5. Students will not chew gum or eat/drink in front of patients.
6. The student must provide the clinical instructor with current emergency telephone numbers and home telephone numbers.

7. The student will always remain busy while in clinic via direct patient care, observing treatment by another discipline, observing a new treatment technique, etc.
8. The student will not leave the clinic area without permission from the clinical instructor, nor leave early for lunch or at the end of the day.
9. If the clinical instructor (preceptor) must leave early or is absent, it is the student's responsibility to determine who will substitute for the clinical instructor and relay this information to their faculty member. **Only licensed personnel may supervise a student, NOT a tech or aide.**
10. The student will not discuss other patients, personnel, or clinical sites.
11. The student will be courteous to patients and staff, conducting themselves in a professional manner at all times.
12. The student will not become personally involved with a patient.
13. The student will not become personally involved with clinical staff members during the length of the clinical rotation, including after hours.
14. The student will direct any concerns or issues with the faculty member or Program Director related to the clinical facility or clinical instructor.
15. The student will abide by the Laredo College Health and Safety protocols for the use of personal protective equipment (PPE). If the college requires more stringent protocols than the facility, the student will abide by the Laredo College protocols. If the clinical facility has more stringent protocols than the college, the student will abide by the facility's protocols.

Confidential Information

The Occupational Therapy Assistant Program students will abide by [the Health Insurance Portability and Accountability Act \(HIPAA\)](#) to safeguard the confidentiality of health record information. All hospital and clinic records are confidential and any requests for information concerning a patient should be referred to the clinical instructor. Patient information should only be discussed with the clinical instructor in a private venue.

Students are reminded not to discuss fellow classmates' performance nor criticize previous clinical sites or clinical instructors with individuals at the current clinical site. Failure to abide by confidentiality will result in disciplinary action.

Clinical Orientation

The student in the OTA Program is required to attend a mandatory orientation of the clinical facility annually (Laredo Medical Center and Doctor's Hospital). Failure to attend will preclude a student from attending any clinical rotation. An accurate record of a student's attendance will be maintained.

The AFWC will conduct a student orientation prior to the start of the clinical rotation to review identified skills for mastery, course syllabus, and grading criteria.

Clinical Site Assignments

The OTA Program strives to provide the student with general clinical experiences. The AFWC will assign a student to a clinical education site based on the type of clinical setting needed to fulfill skill requirements based on clinical education course objectives. Students' input concerning the type of setting that interests them is welcomed, however not guaranteed. The OTA Program Academic Fieldwork Coordinator makes the ultimate decision regarding placement.

In-services

Students are required to provide a short in-service to the therapy or facility staff during their affiliations. Students will be provided with details in the respective clinical course syllabus.

Student Responsibility for Clinical Education

Student Transportation

The student is expected to provide their own transportation to and from the clinical site and is expected to report on time to the appropriate assigned agency. Student is to provide their own transportation to and from facility and between facilities as applicable. **Transportation with any fieldwork educator is not allowed.**

Travel, Housing and Other Expenses

The student may be assigned a clinical site affiliate based out-of-town. All costs incurred during the clinical education experience (i.e. gas, lodging, meals, etc.) are the student's responsibility. There is no guarantee that the student will be placed in local clinical site affiliates for those who live outside of the Webb County district.

Structure of Clinical Education

Each of the clinical rotation courses consists of specific objectives and competency requirements that are to be met by each student. The overall structure of the program's clinical education component reflects progression of required competencies. The student must demonstrate mastery of the minimum number of skills required for each clinical education experience in order to progress to the next level within the OTA Program.

Student Supervision

Students will complete two level II clinical experiences. A fieldwork educator (FWE) will be assigned to each student and will be responsible for student supervision, which may include reviewing the facility's safety policies prior to the start of each experience, scheduling student hours, data collection, patient treatment interventions, and assessment of clinical skills. The student will report directly to the FWE. The AFWC will conduct regular site visits or make phone calls to consult with the clinical instructor and the student regarding student progress and problems.

Obtaining Patient Informed Consent

Prior to initiating an occupational therapy procedure with a patient, a student will introduce themselves as an student OTA, give an explanation of the treatment or data collection technique that will be performed and obtain the patient's consent. A patient has the right to decline receiving treatment by the student.

Evaluation of Student Clinical Skills

If a student does not earn a minimum of a "C" from the fieldwork educator's student performance evaluation form/tool in any clinical rotation (includes levels I and II), the student will automatically fail the course and may not continue through the progression of the program. The student must meet the guidelines on the AOTA Performance Evaluation Tool set forth by AOTA in order to progress. Refer to dismissal policies for Level II expectations. Student will need to meet with the program director to discuss options for returning to the OTA program.

The student will be required to purchase the AOTA Fieldwork Performance Evaluation form for each level II clinical rotation. It is the student's responsibility to review each item and skill they will be evaluated from. The student will provide the form to their FWE for review the necessary skills for entry-level practice. The clinical facility will provide the student with opportunities to complete the required skills and will assess the student based on entry-level practice (Refer to the *AOTA FWPE* for the definition of entry-level).

The assessment will be based from the criteria described in the *AOTA FWPE* clinical assessment tool and from facility-specific guidelines.

At the end of the level II clinical rotation, the student must demonstrate a minimum score of a "3" in the Fundamentals of Practice Section of the AOTA Fieldwork Performance Evaluation form in order to pass fieldwork as well as a final score of a "91". A student who does not demonstrate safety and ethics under Fundamentals of Practice will result in academic failure of the course and dismissal from the program. The student will not qualify for graduation (*see Re-Admission/Re-Application section*) and is not eligible to reapply to the OTA program.

If the student does meet the Fundamentals of Practice but does not achieve the minimum score of "91" on the AOTA Fieldwork Performance Evaluation form, the student will fail the clinical course and cannot progress through the program. If the student wishes to continue, the student will need to re-apply to the OTA Program.

It is the student's responsibility to ensure that all required skills are completed by the end of the clinical experience.

To ensure that the student achieves the required skills, weekly meetings between the student and the FWE will be required to identify the required skills to be addressed and to arrange for opportunities to work on those skills. A completed summary of the student's weekly progress will be submitted to the AFWC on a weekly basis (*refer to Appendix H*). The AFWC will also monitor student clinical progress via telephone and/or email as needed and will conduct midterm site visits. **Final clinical rotation grades will be determined by the AFWC based on grading criteria listed in the course syllabus.**

Students who demonstrate poor performance on any critical element within the AOTA FWPE tool, or who require clinical remediation may:

1. Be counseled and receive a written evaluation of the behavior that delineates corrective measures in the Learning Contract.
2. The student will develop a plan of action according to the Learning Contract and is obligated to meet outcomes by the date established between the AFWC and the student.
3. The AFWC reserves the right to provide an assignment, tutoring or other strategies as designated by the instructor. It is the student's responsibility to meet the requirements of the AFWC.

Student Evaluation of Clinical Experience

The student will also assess their clinical experience at the conclusion of the clinical affiliation using the Student Evaluation of Fieldwork Experience form (SEFWE). This data will aid the OTA Program faculty in assessing the clinical site and the FWE. After the completion of the last clinical education course, terminal objectives are evaluated to assess final competency and entry-level skills. Students will be required to fill out an evaluation of the FWE and the clinical site through web-based platform.

Clinical Education Attendance

In order to meet accreditation requirements, 100% attendance is required in all clinical affiliations. Students must remember that completion of required objectives and competencies must be met while the assigned fieldwork educator is on duty. The OTA student shall abide by the clinical facility's hours of operation. The OTA student is expected to arrive 15 minutes early to their facility and are dismissed only by the FWE.

Clinical Education Absences

Students are required to complete the clinical day as described in the course schedule book. Leaving a clinical site early is unacceptable and the time missed will have to be made up. If a student is unable to attend their clinical rotation, ***the student must contact the Fieldwork Educator immediately of their absence. The Academic Fieldwork Coordinator must be notified of the absence a minimum of one hour before scheduled time.***

If absent, failure to contact the clinical instructors and the AFWC prior to the scheduled clinical affiliation time constitutes an unexcused absence. Telephone numbers of the OTA faculty (*see Important Phone Numbers Appendix I*) and clinical affiliate departments are included in this Handbook (See Clinical Affiliates).

All missed clinical hours/days (excused/unexcused) must be made up before final grades are submitted to the registrar. For each unexcused absence (student fails to call and notify the AFWC and Fieldwork Educator), a grade of zero will result for that day. All absences must be made up before final grades are turned in for the respective semester. Failure to make up missed clinical time by the end of the semester will result in **academic failure of the course and the student will earn a grade of an "F".**

Clinical Education Tardiness

Habitual tardiness will not be tolerated under any circumstances. Tardiness is defined as "not being at your assigned area as scheduled." A student who is habitually late will be counseled by the AFWC and/or the Program Director. OTA students are expected to be at their assigned clinical site at the time designated by OTA Program faculty or facility FWE.

If unavoidable circumstances arise resulting in tardiness, **the student is responsible for contacting both the FWE and AFWC prior to the scheduled clinical time.** Telephone numbers of the OTA faculty (*see Important Phone Numbers, Appendix I*).

Clinical Education Lunch and Work Breaks

Lunch breaks are to be scheduled according to facility protocol, which may consist of 30 minutes to an hour for lunch.

A work break is a privilege and should not be abused. The student should not arrive at the clinical site and then take a break. The student should only take a break according to facility protocol and with proper authorization from the clinical instructor. Scheduled breaks are 15-minutes long. Students should not be fraternizing with other staff members. Students are expected to make their own lunch accommodations.

Clinical Dress Code

For clinical rotation, the students must adhere to the same OTA Program Dress Code and Other Dress Code requirements or, if required by the clinical site, purchase uniforms (scrubs) through local commercial uniform providers. The student is responsible for all costs of purchasing the uniforms. The student must wear their identification tag at all times. A client, family member, supervisor or other discipline staff members must be able to identify the individual as a student.

A student found non-compliant with the rules of dress in a clinical setting may be sent home and receive an unsatisfactory grade until the situation is rectified.

All OTA students are required to adhere to the same dress code while on campus or at a clinical facility:

Personal Appearance

1. OTA program approved uniform.
2. Closed toe athletic shoes that are clean, neat polished condition and are conservative in style.
3. No jewelry except for a watch with a second hand and a wedding band.
4. All piercings must be removed.
5. Tattoos and passion marks will be covered completely.
6. LC clinical badge will be worn at eye level, from distracting stickers, pins, etc. Photo ID must be updated, legible and visible at all times. If LC badge is cracked, broken or lost, the student must replace if immediately.
7. Good personal hygiene via daily bathing, use of deodorant, regular shampooing of hair, and brushing of teeth.
8. Hair should be neat, clean, and should not interfere with performance of duties. Long hair or hair that is longer must be tied back. Hair color must be of natural tones.
9. Facial hair including mustache and beards must be short and neatly trimmed and maintained.
10. No caps, hats or head covering or sunglasses are allowed (except for approved departments and for those work for religious and/or medical purposes).
11. Fingernails should be clean, short, neatly trimmed, and filed to avoid harming patients or other employees. Some facilities do not allow nail polish or artificial nails. Students are expected to abide by the facility policies and procedures.
12. Refer to OTA Fieldwork Site Rules and Policies manual for additional requirements.

Course Completion

In order to progress to the last clinical rotation, the student must have demonstrated competency in OTHA 1161/1162/1163 Clinical Rotation I with a minimum of a "C". Level II fieldwork requires a minimum of 16 weeks' full-time. Level I fieldwork is not substituted for any part of Level II fieldwork.

Prior to the start of the first Level II clinical rotation (OTHA 2462), the student must have demonstrated competency by satisfactorily completing all of the required courses before the Summer Semester of the second year. Student competency will be demonstrated by passing all tests and lab skills with a grade of 70% or better. Students must receive a minimum score of a "70" for all skill testing to be considered as possessing safe behaviors and service competency to progress to a clinical rotation. If the student has not satisfactorily completed those requirements, the student will not be allowed to begin the clinical rotation and will result in academic failure of the course.

LEVEL I FIELDWORK:

If a student does not earn a minimum of a "C" from the fieldwork educator's student performance evaluation form/tool in **any** level I clinical rotation), the student will automatically fail the course and will not continue through the progression of the program. The student will need to meet with the program director to discuss options for returning to the OTA program.

LEVEL II FIELDWORK:

A student needs to meet the following criteria on the final evaluation for their Level II fieldwork:
All items must be scored to receive for a Pass on the FWPE for OTAS

- A sum score of 91 or higher will be required to receive a Pass on the FWPE for OTAS
 - A score of 3 or higher on the items
 - # 1 (Adheres to the American Occupational Therapy Association's Code of Ethics and all federal, state, and facility regulations),
 - # 2 (Adheres to safety regulations and reports/documents incidents appropriately), and
 - # 3 (Ensures the safety of self and others during all fieldwork related activities by anticipating potentially unsafe situations and taking steps to prevent accidents)
- will all be required to receive a Pass on the FWPE for OTAS

Scores of 1 on any of the items is not allowed to receive a Pass on the FWPE for OTAS.

If the student does not complete these requirements satisfactorily, the student will result in academic failure of the course and be dismissed from the program.

Failure to meet the fieldwork education requirements may result in the student receiving a failing grade for the fieldwork course. Should the Fieldwork Educator (FWE) have concerns in any area, the student may be required to remediate to correct identified deficiencies. Failure to observe certain "critical behaviors" may result in immediate dismissal from the fieldwork site and possible dismissal from the program. In all cases, failure to perform at a level deemed appropriate by the FWE and the AOTA FWPE tool, the student is encouraged to meet with the FWE and required to contact the AFWC. The AFWC is informed of specific areas of concern. The FWE, the AFWC, and the student collaboratively work to develop a plan of action/learning contract, which will enable the student to succeed if at all possible. Please refer to course syllabi for specific grading policies.

If a student's performance is determined to be deficient or failing at any time during the Level II fieldwork experience, the fieldwork educator must notify the Academic Fieldwork Coordinator (AFWE). If the FWE and the AFWC agree, the following alternative action will be offered to the student:

The student may correct deficiencies and successfully complete the fieldwork experience. The student may be required to continue the rotation for more than 8 weeks in order to meet the objectives at the discretion of the FWE. A student who does not complete fieldwork experience within the required 8 weeks would receive a grade of an "incomplete" for that fieldwork experience (exclusion: if the student scores less than a "3" on the Fundamentals of Practice in the AOTA FWPE tool). The experience must be completed within the timeframe allowed (*see section Policy on Incomplete*). The student would not progress to the second level fieldwork, if applicable, and/or would not progress to the capstone course. This option could prolong the process of the student's progression within the OTA program which may delay timely graduation. If the re-mediation plan is successful, the student will be placed at a fieldwork site as one becomes available.

If a student's conduct is such that a clinical agency refuses to allow the student to return to the clinical site, the student will be dismissed from the OTA program due to academic failure.

LC OTA Program faculty reserves the right to contest a student's grade. Final grades for fieldwork are determined by the Occupational Therapy Assistant Program, not by the fieldwork educator.

Students must complete all Level II fieldwork within four months following completion of the didactic portion of the program.

HEALTH AND SAFETY

Campus Safety

The Campus Police Department is located in the Henry Cuellar Protective Services Center, Room 130 and is staffed 24 hours a day/7 day a week. Students and faculty are asked to report any suspicious activity, crime or emergency occurring on campus in person at the LC Police Building or to call at 956.794-4303. Please refer to individual course syllabus regarding emergency procedures to follow when reporting a fire, injury, illness, person down, stalking, threat or assault.

LC Alert is the campus notification system that contacts students, faculty and staff via landline, cell, phone, email or text message (SMS cell phone) in the event of an emergency or campus closure. Students may register on a voluntary basis free of charge other than the standard fees associated with individual text messaging services. Refer to LC Alert on LC's website.

The student is responsible for adhering to specific safety policies set by the facility when the student is participating in off-campus laboratories, observation experiences or clinical affiliation activities. If a LC student is injured, becomes ill, or is exposed to potentially harmful substances during any of these off-campus activities, the student must follow the reporting procedure listed in the OTA Student Handbook, Incident Report: Procedure for Student Injury, Illness, Exposure to Substances (refer to page 42).

Disabilities

The student with disabilities, including learning disabilities, who wishes to request accommodations in a class, should notify the Special Services Center, Billy Hall Student Center, Room A132, or 956.721.5137. The request should be made early in the semester so that the appropriate arrangements may be made. In accordance with Federal law, a student requesting accommodations must provide documentation of their disability to the Special Services Center Counselor. For additional information, visit the Special Services Center, Billy Hall Student Center, Room A132 or 956.721.5137.

Occupational Exposure to Infectious Agents

In accordance with the [Occupational Safety and Health Administration \(OSHA\) regulations](#), the student will receive information and training regarding Blood Borne Pathogen preventive measures. The student must review the policy and procedures for infection control in each clinical facility before providing care to clients in that facility. A student exposed for whatever reason to a potentially infectious agent must contact the instructor immediately and follow the policy and procedure for infectious agent exposure.

Student Health

It is expected that the student report to the clinical sites both physically and mentally fit. A student who is identified as having a communicable disease (e.g. TB, Scabies, etc.) must be treated and obtain a release form from a U.S. licensed physician or nurse practitioner indicating that the student is non-communicable and may return to the OTA Program.

Pregnant and Breastfeeding Students

A pregnant student is required to meet all course/program outcomes including attendance. As a point of information, the pregnant or breastfeeding student is reminded of the many contaminants present in the clinical area(s) that could adversely affect the fetus. It is advisable for the student to contact her obstetrician, once the pregnancy has been confirmed, and the pediatrician about breastfeeding to ensure that there are no medical concerns/limitations.

Incident Report

Procedure for Student Injury, Illness, Exposure to Substances

If a LC student is injured, becomes ill, or is exposed to potentially harmful substances while in the role of student OTA during academic, laboratory or clinical affiliation activities, the student will:

1. Address the injury, illness, or exposure immediately and must report the injury to the instructor or clinical instructor immediately.
2. If the incident occurred on campus, the student must report to his/her personal physician, or call 911. If the incident occurred in the clinic, the student must be sent to ER or be referred to his/her personal physician.
3. Request that the supervisor call LC Risk Manager and notify them of the incident as soon as possible.
4. Complete an incident report at the clinical site.
5. Follow up with his/her physician if necessary.
6. The student must contact Laredo College's Risk Management Department and complete an accident health insurance coverage form. Primary insurance will be filed for payment and LC insurance will be filed for expenses not covered by the primary insurance.
7. If the student has no other health insurance coverage, the LC insurance will cover expenses up to \$10,000 per occurrence. LC insurance does not cover any underlying condition.
8. The student is responsible for the expenses incurred.
9. Contact Risk Management Department at 956.721.5852 for further questions.

GRADUATION

Graduation eligibility requires the student to have satisfactorily completed the prescribed curriculum requirements with grades of "70" or better in all courses listed in the OTA Program curriculum as stated in the LC Catalog. Graduate candidates must apply for graduation in the Enrollment and Registration Services Center in Billy Hall Student Center, Room 109 before or on the date specified in the college calendar to receive their LC degree. OTA graduates are awarded an Associate of Applied Science degree upon successful completion of all courses within the OTA curriculum.

"Graduates of the program will be eligible to sit for the National Certification Examination for the Occupational Therapy Assistant, administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion to this exam, the graduate will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure to practice; however, state licenses are usually based on the results of NBCOT certification examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure."

OTA PROGRAM COMPLETION

A student who successfully completes the requirements of the OTA Program curriculum as printed in the Laredo College Catalog earns an Associate of Applied Science Degree and becomes eligible to take the National Board for Certification in Occupational Therapy (NBCOT) Examination. Upon successfully passing the national exam, the graduate will be licensed to practice as an occupational therapy assistant under the supervision of a registered occupational therapist (OTR).

JOB PLACEMENT

Students can receive information about current job availability through:

1. The Employment Assistance Services in the Academic Advisement and Student Success Center located at Billy Hall Student Center, Room 131 at the South Campus.
2. Job fairs hosted by local hospitals.
3. Job fairs hosted by LC.
4. Posted employment opportunities on various Health Sciences Division bulletin boards that are received in the Health Sciences Division - Health Sciences Programs Office.

APPENDICES

APPENDICES

APPENDIX A

Occupational Therapy Assistant Degree Plan - Associate of Applied Science

(Subject to approval by the LC Curriculum Committee, LC Board of Trustees, and the Texas Higher Education Coordinating Board)

PREREQUISITES:

BIOL 2301	Anatomy & Physiology I	3
BIOL 2101	Anatomy & Physiology I Lab	1
ENGL 1301	Composition I	3
PSYC 2314	Lifespan Growth and Development.....	3
OTHA 1305	Principles of Occupational Therapy.....	3

13

FIRST FALL:

OTHA 1315	Therapeutic Use of Occupations or Activities.....	3
OTHA 1341	Occupational Performance Birth through Adolescence.....	3
OTHA 1309	Human Structure and Function in OT.....	3
OTHA 1161	Clinical I – Pediatric	1
BIOL 2302	Anatomy & Physiology II.....	3
BIOL 2102	Anatomy & Physiology II Lab.....	1

14

FIRST SPRING:

OTHA 1349	Occupational Performance in Adulthood.....	3
OTHA 1319	Therapeutic Interventions I	3
OTHA 2301	Pathophysiology in Occupational Therapy	3
OTHA 1162	Clinical – Adults (12 weeks).....	1
SOCI 1301	Introductory Sociology.....	3

13

SECOND FALL:

OTHA 1253	Occupational Performance in Elders.....	2
OTHA 2309	Mental Health in Occupational Therapy Assistant.....	3
OTHA 1163	Clinical I – Psychosocial.....	1
FINE ARTS	Language, Philosophy and Culture/Creative Arts.....	3

9

SECOND SPRING

OTHA 2462 ²	Clinical II – OTA	4
OTHA 2463 ²	Clinical III – OTA	4
OTHA 2330 ^{1,2}	Workplace Skills for the OTA (Capstone)	3

11

Total Credits 60

Note: In order for the OTA Student to remain in the OTA Program, a grade of C or better is required in all OTA courses. The program is designed to be completed in 20 months including fieldwork. The maximum allowable time to complete all graduation and fieldwork requirements is 24 months.

¹Capstone Experiences: OTHA 2330 is taught in the last semester. The learning experience in this course results in a consolidation of a student's educational experience. The student must pass their comprehensive final examination with a minimum of 75% in order to pass the course and graduate.

²The student will be required to complete a comprehensive examination with a satisfactory score prior to completion of this class.

*Must be selected from the Language, Philosophy and Culture/Creative Arts courses identified by Laredo College as satisfying THECB/SACS requirements.

**The LC OTA program utilizes web-enhanced courses and may at times offer an online course. A high-speed Internet connection is suggested for best results with your Canvas LMS online coursework. The Internet browser is an important factor in making sure that your online course works adequately during the semester. Canvas supports the last two versions of every browser release; however, we highly recommend that you update your browser's flash plug-ins and to update often your computer's browser to the latest version. To avoid technical issues, we would like to recommend that you use either Firefox, Google Chrome, or Safari.

I, undersigned, take full responsibility for completing all required courses for the Associate in Applied Science Degree in Occupational Therapy Assistant as outlined in the Associate in Applied Science Degree in Occupational Therapy Assistant Curriculum and the Laredo College catalog. I recognized that I must keep a record of those courses as they are completed. I have been provided a degree plan worksheet that lists all courses required for the program and take responsibility for verifying that they have been completed. I know that if any of the required courses have not been completed as required, I will not graduate with the class cohort I am designated to graduate with.

Student Name (Print): _____

Student signature and date: _____

APPENDIX B
LAREDO COLLEGE
ASSOCIATE OF APPLIED SCIENCE DEGREE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
NEW OR RETURNING STUDENT ORIENTATION FORM

Student Name (Print)_____

Please mark each question with the appropriate response.

Were you provided with the following?

☐Yes ☐No Organizational Charts
☐Yes ☐No Student Handbook

Were the following objectives met?

☐Yes ☐No Provided the new student with an opportunity to become familiar with the philosophy, administration, and organization of Laredo College OTA Program.

☐Yes ☐No Provided the new student with an overview of the course curriculum and procedures.

☐Yes ☐No Identified the responsibilities of the new student in the classroom and clinical areas in accordance with the mission/philosophy and procedures of Laredo College and the OTA Department.

Was the orientation completed prior to the 1st day of class? ☐Yes ☐No

Were the following activities completed by the indicated person(s)?

Program Director/Faculty

☐Yes ☐No Introduced department faculty and clerical staff

☐Yes ☐No Presented the organizational charts; philosophy and outcomes of the OTA Program, the Occupational Therapy Practice Act, the Licensure information, Comprehensive Examination, and the Awards/Scholarship.

Program Director/Faculty

- ☐Yes ☐No Review of OTA Student Handbook
- ☐Yes ☐No Forms completed
- a. Address, etc.
 - b. Scheduling
 - c. Immunization Record
 - d. CPR certification requirements
 - e. Annual Criminal Background checks

OTA Faculty

- ☐Yes ☐No Purpose and function of simulation/computer lab
- ☐Yes ☐No Schedule and hours of operation

Student Occupational Therapy Assistant Club

- ☐Yes ☐No Purpose and goals of the Association
- ☐Yes ☐No Application
- ☐Yes ☐No Explanation of Activities

Student Signature _____

Date _____

APPENDIX C
The American Occupational Therapy Association (AOTA) *Occupational Therapy Code of Ethics and Ethics Standards (2020)*

Occupational Therapy Code of Ethics (2020)

Preamble

The 2020 Occupational Therapy Code of Ethics (the Code) of the American Occupational Therapy Association (AOTA) is designed to reflect the dynamic nature of the occupational therapy profession, the evolving health care environment, and emerging technologies that can present potential ethical concerns in practice, research, education, and policy. AOTA members are committed to promoting inclusion, participation, safety, and well-being for all recipients of service in various stages of life, health, and illness and to empowering all beneficiaries of service to meet their occupational needs. Recipients of services may be persons, groups, families, organizations, communities, or populations (AOTA, 2020).

The Code is an AOTA Official Document and a public statement tailored to address the most prevalent ethical concerns of the occupational therapy profession. It sets forth Core Values and outlines Standards of Conduct the public can expect from those in the profession. The Code applies to all occupational therapy personnel¹ in all areas of occupational therapy and should be shared with relevant stakeholders to promote ethical conduct.

The Code serves two purposes:

1. It provides aspirational Core Values that guide occupational therapy personnel toward ethical courses of action in professional and volunteer roles.
2. It delineates ethical Principles and enforceable Standards of Conduct that apply to AOTA members.

Whereas the Code helps guide and define decision making parameters, ethical action goes beyond rote compliance with these Principles and is a manifestation of moral character and mindful reflection. Adherence to the Code is a commitment to benefit others, to the virtuous practice of artistry and science, to genuinely good behaviors, and to noble acts of courage. Recognizing and resolving ethical issues is a systematic process that includes analyzing the complex dynamics of situations, applying moral theories and weighing alternatives, making reasoned decisions, taking action, and reflecting on outcomes. Occupational therapy personnel are expected to abide by the Principles and Standards of Conduct within this Code. The process for addressing ethics violations by AOTA members (and associate members,² where applicable) is outlined in the Code's Enforcement Procedures (AOTA, 2019).

Although many state regulatory boards incorporate the Code or similar language regarding ethical behavior into regulations, the Code is meant to be a freestanding document that guides ethical dimensions of professional behavior, responsibility, practice, and decision making. This Code is not exhaustive; that is, the Principles and Standards of Conduct cannot address every possible situation. Therefore, before making complex ethical decisions that require further expertise, occupational therapy personnel should seek out resources to assist with resolving conflicts and ethical issues not addressed in this document. Resources can include, but are not limited to, ethics committees, organizational ethics officers or consultants, and the AOTA Ethics Commission. For a full list of AOTA ethics resources, please refer to the AOTA website at <https://www.aota.org/Practice/Ethics.aspx>. Appendix A describes the revision process for the 2020 Code. Appendix B summarizes the history of the AOTA Occupational Therapy Code of Ethics.

Core Values

The occupational therapy profession is grounded in seven longstanding Core Values: Altruism, Equality, Freedom, Justice, Dignity, Truth, and Prudence (AOTA, 1993). The seven Core Values provide a foundation to guide occupational therapy personnel in their interactions with others. These Core Values should be considered when determining the most ethical course of action (adapted from Core Values and Attitudes of Occupational Therapy Practice; AOTA, 1993):

1. Altruism indicates demonstration of unselfish concern for the welfare of others. Occupational therapy personnel reflect this concept in actions and attitudes of commitment, caring, dedication, responsiveness, and understanding.
2. Equality indicates that all persons have fundamental human rights and the right to the same opportunities. Occupational therapy personnel demonstrate this value by maintaining an attitude of fairness and impartiality and treating all persons in a way that is free of bias. Personnel should recognize their own biases and respect all persons, keeping in mind that others may have values, beliefs, or lifestyles that differ from their own. Equality applies to the professional arena as well as to recipients of occupational therapy services.
3. Freedom indicates valuing each person's right to exercise autonomy and demonstrate independence, initiative, and self-direction. A person's occupations play a major role in their development of self-direction, initiative, interdependence, and ability to adapt and relate to the world. Occupational therapy personnel affirm the autonomy of each individual to pursue goals that have personal and social meaning. Occupational therapy personnel value the service recipient's right and desire to guide interventions.

4. Justice indicates that occupational therapy personnel provide occupational therapy services for all persons in need of these services and maintain a goal directed and objective relationship with recipients of service. Justice places value on upholding moral and legal principles and on having knowledge of and respect for the legal rights of recipients of service. Occupational therapy personnel must understand and abide by local, state, and federal laws governing professional practice. Justice is the pursuit of a state in which diverse communities are inclusive and are organized and structured so that all members can function, flourish, and live a satisfactory life regardless of age, gender identity, sexual orientation, race, religion, origin, socioeconomic status, degree of ability, or any other status or attributes. Occupational therapy personnel, by virtue of the specific nature of the practice of occupational therapy, have a vested interest in social justice: addressing unjust inequities that limit opportunities for participation in society (Ashe, 2016; Braveman & Bass-Haugen, 2009). They also exhibit attitudes and actions consistent with occupational justice: full inclusion in everyday meaningful occupations for persons, groups, or populations (Scott et al., 2017).

5. Dignity indicates the importance of valuing, promoting, and preserving the inherent worth and uniqueness of each person. This value includes respecting the person's social and cultural heritage and life experiences. Exhibiting attitudes and actions of dignity requires occupational therapy personnel to act in ways consistent with cultural sensitivity, humility, and agility.

6. Truth indicates that occupational therapy personnel in all situations should be faithful to facts and reality. Truthfulness, or veracity, is demonstrated by being accountable, honest, forthright, accurate, and authentic in attitudes and actions. Occupational therapy personnel have an obligation to be truthful with themselves, recipients of service, colleagues, and society. Truth includes maintaining and upgrading professional competence and being truthful in oral, written, and electronic communications.

7. Prudence indicates the ability to govern and discipline oneself through the use of reason. To be prudent is to value judiciousness, discretion, vigilance, moderation, care, and circumspection in the management of one's own affairs and to temper extremes, make judgments, and respond on the basis of intelligent reflection and rational thought. Prudence must be exercised in clinical and ethical reasoning, interactions with colleagues, and volunteer roles.

Principles

The Principles guide ethical decision making and inspire occupational therapy personnel to act in accordance with the highest ideals. These Principles are not hierarchically organized. At times, conflicts between competing principles must be considered in order to make ethical decisions. These Principles may need to be carefully balanced and weighed according to professional values, individual and cultural beliefs, and organizational policies.

Principle 1. Beneficence

Occupational therapy personnel shall demonstrate a concern for the well-being and safety of persons.

The Principle of *Beneficence* includes all forms of action intended to benefit other persons. The term beneficence has historically indicated acts of mercy, kindness, and charity (Beauchamp & Childress, 2019). Beneficence requires taking action to benefit others—in other words, to promote good, to prevent harm, and to remove harm (Doherty & Purtilo, 2016). Examples of Beneficence include protecting and defending the rights of others, preventing harm from occurring to others, removing conditions that will cause harm to others, offering services that benefit persons with disabilities, and acting to protect and remove persons from dangerous situations (Beauchamp & Childress, 2019).

Principle 2. Nonmaleficence

Occupational therapy personnel shall refrain from actions that cause harm.

The Principle of *Nonmaleficence* indicates that occupational therapy personnel must refrain from causing harm, injury, or wrongdoing to recipients of service. Whereas Beneficence requires taking action to incur benefit, Nonmaleficence requires avoiding actions that cause harm (Beauchamp & Childress, 2019). The Principle of Nonmaleficence also includes an obligation not to impose risks of harm even if the potential risk is without malicious or harmful intent. This Principle is often examined in the context of due care, which requires that the benefits of care outweigh and justify the risks undertaken to achieve the goals of care (Beauchamp & Childress, 2019). For example, an occupational therapy intervention might require the service recipient to invest a great deal of time and perhaps even discomfort; however, the time and discomfort are justified by potential long-term, evidence-based benefits of the treatment.

Principle 3. Autonomy

Occupational therapy personnel shall respect the right of the person to self-determination, privacy, confidentiality, and consent.

The Principle of *Autonomy* expresses the concept that occupational therapy personnel have a duty to treat the client or service recipient according to their desires, within the bounds of accepted standards of care, and to protect their confidential information. Often, respect for Autonomy is referred to as the self-determination principle. Respecting the Autonomy of service recipients acknowledges their agency, including their right to their own views and opinions and their right to make choices in regard to their own care and based on their own values and beliefs (Beauchamp & Childress, 2019). For example, persons have the right to make a determination regarding care decisions that directly affect their lives. In the event that a person lacks decision-making capacity, their Autonomy should be respected through the involvement of an authorized agent or surrogate decision maker.

Principle 4. Justice

Occupational therapy personnel shall promote equity, inclusion, and objectivity in the provision of occupational therapy services.

The Principle of *Justice* relates to the fair, equitable, and appropriate treatment of persons (Beauchamp & Childress, 2019). Occupational therapy personnel demonstrate attitudes and actions of respect, inclusion, and impartiality toward persons, groups, and populations with whom they interact, regardless of age, gender identity, sexual orientation, race, religion, origin, socioeconomic status, degree of ability, or any other status or attributes. Occupational therapy personnel also respect the applicable laws and standards related to their area of practice. Justice requires the impartial consideration and consistent observance of policies to generate unbiased decisions. For example, occupational therapy personnel work to create and uphold a society in which all persons have equitable opportunity for full inclusion in meaningful occupational engagement as an essential component of their lives.

Principle 5. Veracity

Occupational therapy personnel shall provide comprehensive, accurate, and objective information when representing the profession.

The Principle of *Veracity* refers to comprehensive, accurate, and objective transmission of information and includes fostering understanding of such information. Veracity is based on the virtues of truthfulness, candor, honesty, and respect owed to others (Beauchamp & Childress, 2019). In communicating with others, occupational therapy personnel implicitly promise to be truthful and not deceptive. For example, when entering into a therapeutic or research relationship, the service recipient or research participant has a right to accurate information. In addition, transmission of information must include means to ensure that the recipient or participant understands the information provided.

Principle 6. Fidelity

Occupational therapy personnel shall treat clients (persons, groups, or populations), colleagues, and other professionals with respect, fairness, discretion, and integrity.

The Principle of *Fidelity* refers to the duty one has to keep a commitment once it is made (Veatch et al., 2015). This commitment refers to promises made between a provider and a client, as well as maintenance of respectful collegial and organizational relationships (Doherty & Purtilo, 2016). Professional relationships are greatly influenced by the complexity of the environment in which occupational therapy personnel work. For example, occupational therapy personnel should consistently balance their duties to service recipients, students, research participants, and other professionals, as well as to organizations that may influence decision making and professional practice.

Table 1. Standards of Conduct for Occupational Therapy Personnel

Section	Standards of Conduct
<p>1. Professional Integrity, Responsibility, and Accountability: Occupational therapy personnel maintain awareness and comply with AOTA policies and Official Documents, current laws and regulations that are relevant to the profession of occupational therapy, and employer policies and procedures.</p>	<p>1A. Comply with current federal and state laws, state scope of practice guidelines, and AOTA policies and Official Documents that apply to the profession of occupational therapy. (Principle: Justice; key words: policy, procedures, rules, law, roles, scope of practice)</p> <p>1B. Abide by policies, procedures, and protocols when serving or acting on behalf of a professional organization or employer to fully and accurately represent the organization's official and authorized positions. (Principle: Fidelity; key words: policy, procedures, rules, law, roles, scope of practice)</p> <p>1C. Inform employers, employees, colleagues, students, and researchers of applicable policies, laws, and Official Documents. (Principle: Justice; key words: policy, procedures, rules, law, roles, scope of practice)</p> <p>1D. Ensure transparency when participating in a business arrangement as owner, stockholder, partner, or employee. (Principle: Justice; key words: policy, procedures, rules, law, roles, scope of practice)</p> <p>1E. Respect the practices, competencies, roles, and responsibilities of one's own and other professions to promote a collaborative environment reflective of interprofessional teams. (Principle: Fidelity; key words: policy, procedures, rules, law, roles, scope of practice, collaboration, service delivery)</p> <p>1F. Do not engage in illegal actions, whether directly or indirectly harming stakeholders in occupational therapy practice. (Principle: Justice; key words: illegal, unethical practice)</p> <p>1G. Do not engage in actions that reduce the public's trust in occupational therapy. (Principle: Fidelity; key words: illegal, unethical practice)</p> <p>1H. Report potential or known unethical or illegal actions in practice, education, or research to appropriate authorities. (Principle: Justice; key words: illegal, unethical practice) 1I. Report impaired practice to the appropriate authorities. (Principle: Nonmaleficence; key words: illegal, unethical practice)</p> <p>1J. Do not exploit human, financial, or material resources of employers for personal gain. (Principle: Fidelity; key words: exploitation, employee)</p> <p>1K. Do not exploit any relationship established as an occupational therapy practitioner, educator, or researcher to further one's own physical, emotional, financial, political, or business interests. (Principle: Nonmaleficence; key words: exploitation, academic, research)</p> <p>1L. Do not engage in conflicts of interest or conflicts of commitment in employment, volunteer roles, or research. (Principle: Fidelity; key words: conflict of interest)</p> <p>1M. Do not use one's position (e.g., employee, consultant, volunteer) or knowledge gained from that position in such a manner as to give rise to real or perceived conflict of interest among the person, the employer, other AOTA members, or other organizations. (Principle: Fidelity; key words: conflict of interest)</p>

	<p>1N. Do not barter for services when there is the potential for exploitation and conflict of interest. (Principle: Nonmaleficence; key words: conflict of interest)</p> <p>1O. Conduct and disseminate research in accordance with currently accepted ethical guidelines and standards for the protection of research participants, including informed consent and disclosure of potential risks and benefits. (Principle: Beneficence; key words: research)</p>
<p>2. Therapeutic Relationships: Occupational therapy personnel develop therapeutic relationships to promote occupational well-being in all persons, groups, organizations, and society, regardless of age, gender identity, sexual orientation, race, religion, origin, socioeconomic status, degree of ability, or any other status or attributes.</p>	<p>2A. Respect and honor the expressed wishes of recipients of service. (Principle: Autonomy; key words: relationships, clients, service recipients)</p> <p>2B. Do not inflict harm or injury to recipients of occupational therapy services, students, research participants, or employees. (Principle: Nonmaleficence; key words: relationships, clients, service recipients, students, research, employer, employee)</p> <p>2C. Do not threaten, manipulate, coerce, or deceive clients to promote compliance with occupational therapy recommendations. (Principle: Autonomy; key words: relationships, clients, service recipients)</p> <p>2D. Do not engage in sexual activity with a recipient of service, including the client's family or significant other, while a professional relationship exists. (Principle: Nonmaleficence; key words: relationships, clients, service recipients, sex)</p> <p>2E. Do not accept gifts that would unduly influence the therapeutic relationship or have the potential to blur professional boundaries, and adhere to employer policies when offered gifts. (Principle: Justice; key words: relationships, gifts, employer)</p> <p>2F. Establish a collaborative relationship with recipients of service and relevant stakeholders to promote shared decision making. (Principle: Autonomy; key words: relationships, clients, service recipients, collaboration)</p> <p>2G. Do not abandon the service recipient, and attempt to facilitate appropriate transitions when unable to provide services for any reason. (Principle: Nonmaleficence; key words: relationships, client, service recipients, abandonment)</p> <p>2H. Adhere to organizational policies when requesting an exemption from service to an individual or group because of self-identified conflict with personal, cultural, or religious values. (Principle: Fidelity; key words: relationships, client, service recipients, conflict, cultural, religious, values)</p> <p>2I. Do not engage in dual relationships or situations in which an occupational therapy professional or student is unable to maintain clear professional boundaries or objectivity. (Principle: Nonmaleficence; key words: relationships, clients, service recipients, colleagues, professional boundaries, objectivity, social media)</p> <p>2J. Proactively address workplace conflict that affects or can potentially affect professional relationships and the provision of services. (Principle: Fidelity; key words: relationships, conflict, clients, service recipients, colleagues)</p> <p>2K. Do not engage in any undue influences that may impair practice or compromise the ability to safely and competently provide occupational therapy services, education, or research. (Principle: Nonmaleficence; key words: relationships, colleagues, impair, safety, competence, client, service recipients, education, research)</p>

	<p>2L. Recognize and take appropriate action to remedy occupational therapy personnel's personal problems and limitations that might cause harm to recipients of service. (Principle: Nonmaleficence; key words: relationships, clients, service recipients, personal, safety)</p> <p>2M. Do not engage in actions or inactions that jeopardize the safety or well-being of others or team effectiveness. (Principle: Fidelity; key words: relationships, clients, service recipients, colleagues, safety, law, unethical, impaired, competence)</p>
<p>3. Documentation, Reimbursement, and Financial Matters: Occupational therapy personnel maintain complete, accurate, and timely records of all client encounters.</p>	<p>3A. Bill and collect fees justly and legally in a manner that is fair, reasonable, and commensurate with services delivered. (Principle: Justice; key words: billing, fees)</p> <p>3B. Ensure that documentation for reimbursement purposes is done in accordance with applicable laws, guidelines, and regulations. (Principle: Justice; key words: documentation, reimbursement, law)</p> <p>3C. Record and report in an accurate and timely manner and in accordance with applicable regulations all information related to professional or academic documentation and activities. (Principle: Veracity; key words: documentation, timely, accurate, law, fraud)</p> <p>3D. Do not follow arbitrary directives that compromise the rights or well-being of others, including unrealistic productivity expectations, fabrication, falsification, plagiarism of documentation, or inaccurate coding. (Principle: Nonmaleficence; key words: productivity, documentation, coding, fraud)</p>
<p>4. Service Delivery: Occupational therapy personnel strive to deliver quality services that are occupation based, client centered, safe, interactive, culturally sensitive, evidence based, and consistent with occupational therapy</p>	<p>4A. Respond to requests for occupational therapy services (e.g., referrals) in a timely manner as determined by law, regulation, or policy. (Principle: Justice; key words: occupational therapy process, referral, law)</p> <p>4B. Provide appropriate evaluation and a plan of intervention for recipients of occupational therapy services specific to their needs. (Principle: Beneficence; key words: occupational therapy process, evaluation, intervention)</p> <p>4C. Use, to the extent possible, evaluation, planning, intervention techniques, assessments, and therapeutic equipment that are evidence based, current, and within the recognized scope of occupational therapy practice. (Principle: Beneficence; key words: occupational therapy process, evaluation, intervention, evidence, scope of practice)</p> <p>4D. Obtain informed consent (written, verbal, electronic, or implied) after disclosing appropriate information and answering any questions posed by the recipient of service, qualified family member or caregiver, or research participant to ensure voluntary participation. (Principle: Autonomy; key words: occupational therapy process, informed consent)</p> <p>4E. Fully disclose the benefits, risks, and potential outcomes of any intervention; the occupational therapy personnel who will be providing the intervention; and any reasonable alternatives to the proposed intervention. (Principle: Autonomy; key words: occupational therapy process, intervention, communication, disclose, informed consent)</p> <p>4F. Describe the type and duration of occupational therapy services accurately in professional contracts, including the duties and responsibilities of all involved</p>

	<p>parties. (Principle: Veracity; key words: occupational therapy process, intervention, communication, disclose, informed consent, contracts)</p> <p>4G. Respect the client's right to refuse occupational therapy services temporarily or permanently, even when that refusal has potential to result in poor outcomes. (Principle: Autonomy; key words: occupational therapy process, refusal, intervention, service recipients)</p> <p>4H. Provide occupational therapy services, including education and training, that are within each practitioner's level of competence and scope of practice. (Principle: Beneficence; key words: occupational therapy process, services, competence, scope of practice)</p> <p>4I. Reevaluate and reassess recipients of service in a timely manner to determine whether goals are being achieved and whether intervention plans should be revised. (Principle: Beneficence; key words: occupational therapy process, reevaluation, reassess, intervention)</p> <p>4J. Terminate occupational therapy services in collaboration with the service recipient or responsible party when the services are no longer beneficial. (Principle: Beneficence; key words: occupational therapy process, termination, collaboration)</p> <p>4K. Refer to other providers when indicated by the needs of the client. (Principle: Beneficence; key words: occupational therapy process, referral, service recipients)</p> <p>4L. Provide information and resources to address barriers to access for persons in need of occupational therapy services. (Principle: Justice; key words: beneficence, advocate, access)</p> <p>4M. Report systems and policies that are discriminatory or unfairly limit or prevent access to occupational therapy. (Principle: Justice; key words: discrimination, unfair, access, social justice)</p> <p>4N. Provide professional services within the scope of occupational therapy practice during community-wide public health emergencies as directed by federal, state, and local agencies. (Principle: Beneficence; key words: disasters, emergency)</p>
<p>5. Professional Competence, Education, Supervision, and Training: Occupational therapy personnel maintain credentials, degrees, licenses, and other certifications to demonstrate their commitment to develop and maintain competent, evidence-based practice.</p>	<p>5A. Hold requisite credentials for the occupational therapy services one provides in academic, research, physical, or virtual work settings. (Principle: Justice; key words: credentials, competence)</p> <p>5B. Represent credentials, qualifications, education, experience, training, roles, duties, competence, contributions, and findings accurately in all forms of communication. (Principle: Veracity; key words: credentials, competence)</p> <p>5C. Take steps (e.g., professional development, research, supervision, training) to ensure proficiency, use careful judgment, and weigh potential for harm when generally recognized standards do not exist in emerging technology or areas of practice. (Principle: Beneficence; key words: credentials, competence)</p> <p>5D. Maintain competence by ongoing participation in professional development relevant to one's practice area. (Principle: Beneficence; key words: credentials, competence)</p> <p>5E. Take action to resolve incompetent, disruptive, unethical, illegal, or impaired practice in self or others. (Principle: Fidelity; key words: competence, law)</p>

	<p>5F. Ensure that all duties delegated to other occupational therapy personnel are congruent with their credentials, qualifications, experience, competencies, and scope of practice with respect to service delivery, supervision, fieldwork education, and research. (Principle: Beneficence; key words: supervisor, fieldwork, supervision, student)</p> <p>5G. Provide appropriate supervision in accordance with AOTA Official Documents and relevant laws, regulations, policies, procedures, standards, and guidelines. (Principle: Justice; key words: supervisor, fieldwork, supervision, student)</p> <p>5H. Be honest, fair, accurate, respectful, and timely in gathering and reporting fact-based information regarding employee job performance and student performance. (Principle: Veracity; key words: supervisor, supervision, fieldwork, performance)</p> <p>5I. Do not participate in any action resulting in unauthorized access to educational content or exams, screening and assessment tools, websites, and other copyrighted information, including but not limited to plagiarism, violation of copyright laws, and illegal sharing of resources in any form. (Principle: Justice; key words: plagiarize, student, copyright, cheating)</p> <p>5J. Provide students with access to accurate information regarding educational requirements and academic policies and procedures relative to the occupational therapy program or educational institution. (Principle: Veracity; key words: education, student)</p>
<p>6. Communication: Whether in written, verbal, electronic, or virtual communication, occupational therapy personnel uphold the highest standards of confidentiality, informed consent, autonomy, accuracy, timeliness, and record management.</p>	<p>6A. Maintain the confidentiality of all verbal, written, electronic, augmentative, and nonverbal communications in compliance with applicable laws, including all aspects of privacy laws and exceptions thereto (e.g., Health Insurance Portability and Accountability Act, Family Educational Rights and Privacy Act). (Principle: Autonomy; key words: law, autonomy, confidentiality, communication, justice)</p> <p>6B. Maintain privacy and truthfulness in delivery of occupational therapy services, whether in person or virtually. (Principle: Veracity; key words: telecommunication, telehealth, confidentiality, autonomy)</p> <p>6C. Preserve, respect, and safeguard private information about employees, colleagues, and students unless otherwise mandated or permitted by relevant laws. (Principle: Fidelity; key words: communication, confidentiality, autonomy)</p> <p>6D. Demonstrate responsible conduct, respect, and discretion when engaging in digital media and social networking, including but not limited to refraining from posting protected health or other identifying information. (Principle: Autonomy; key words: communication, confidentiality, autonomy, social media)</p> <p>6E. Facilitate comprehension and address barriers to communication (e.g., aphasia; differences in language, literacy, health literacy, or culture) with the recipient of service (or responsible party), student, or research participant. (Principle: Autonomy; key words: communication, barriers)</p> <p>6F. Do not use or participate in any form of communication that contains false, fraudulent, deceptive, misleading, or unfair statements or claims. (Principle: Veracity; key words: fraud, communication)</p>

	<p>6G. Identify and fully disclose to all appropriate persons any errors or adverse events that compromise the safety of service recipients. (Principle: Veracity; key words: truthfulness, communication, safety, clients, service recipients)</p> <p>6H. Ensure that all marketing and advertising are truthful, accurate, and carefully presented to avoid misleading recipients of service, research participants, or the public. (Principle: Veracity; key words: truthfulness, communication)</p> <p>6I. Give credit and recognition when using the ideas and work of others in written, oral, or electronic media (i.e., do not plagiarize). (Principle: Veracity; key words: truthfulness, communication, plagiarism, students)</p> <p>6J. Do not engage in verbal, physical, emotional, or sexual harassment of any individual or group. (Principle: Fidelity; key words: inappropriate communication, harassment, digital media, social media, social networking, professional civility)</p> <p>6K. Do not engage in communication that is discriminatory, derogatory, biased, intimidating, insensitive, or disrespectful or that unduly discourages others from participating in professional dialogue. (Principle: Fidelity; key words: inappropriate communication, professionalism, professional civility)</p> <p>6L. Engage in collaborative actions and communication as a member of interprofessional teams to facilitate quality care and safety for clients. (Principle: Fidelity; key words: communication, collaboration, interprofessional, professional civility, service recipients)</p>
<p>7. Professional Civility: Occupational therapy personnel conduct themselves in a civil manner during all discourse. Civility “entails honoring one’s personal values, while simultaneously listening to disparate points of view” (Kaslow & Watson, 2016, para. 1). These values include cultural sensitivity and humility.</p>	<p>7A. Treat all stakeholders professionally and equitably through constructive engagement and dialogue that is inclusive, collaborative, and respectful of diversity of thought. (Principle: Justice; key words: civility, diversity, inclusivity, equitability, respect)</p> <p>7B. Demonstrate courtesy, civility, value, and respect to persons, groups, organizations, and populations when engaging in personal, professional, or electronic communications, including all forms of social media or networking, especially when that discourse involves disagreement of opinion, disparate points of view, or differing values. (Principle: Fidelity; key words: values, respect, opinion, points of view, social media, civility)</p> <p>7C. Demonstrate a level of cultural humility, sensitivity, and agility within professional practice that promotes inclusivity and does not result in harmful actions or inactions with persons, groups, organizations, and populations from diverse backgrounds including age, gender identity, sexual orientation, race, religion, origin, socioeconomic status, degree of ability, or any other status or attributes. (Principle: Fidelity; key words: civility, cultural competence, diversity, cultural humility, cultural sensitivity)</p> <p>7D. Do not engage in actions that are uncivil, intimidating, or bullying or that contribute to violence. (Principle: Fidelity; key words: civility, intimidation, hate, violence, bullying)</p> <p>7E. Conduct professional and personal communication with colleagues, including electronic communication and social media and networking, in a manner that is free from personal attacks, threats, and attempts to defame character and credibility directed toward an individual, group, organization, or population without basis or</p>

	through manipulation of information. (Principle: Fidelity; key words: civility, culture, communication, social media, social networking, respect)
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**APPENDIX D
LAREDO COLLEGE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
CONTINUATION APPLICATION FORM**

Date: _____

NAME _____
Last First Middle Other Last Name

ADDRESS _____
Street City State

Zip Code _____
MAILING ADDRESS _____
Street City

State Zip Code _____
Telephone Number _____ Student ID _____
Area Code Phone Number

EMAIL _____ CELL PHONE _____

Emergency Contact Person _____ Phone _____

Request #	Semester	Course	Status	Reason For Withdrawal-"W"	Process
First			<input type="checkbox"/> Failure <input type="checkbox"/> "W" Grade:		May Request "Continuation"
Second			<input type="checkbox"/> Failure <input type="checkbox"/> "W" Grade:		Dismissed from Program

Applying for continuation into OTA Program:

☐ 1st Semester Course ☐ 2nd Semester Course ☐ 3rd Semester Course ☐ 4th Semester Course

A student who is dismissed from the OTA Program due to academic failure may request to continue in the program **one time**. A **"continuation"** is when a student enrolled in an OTHA course of the Occupational Therapy Assistant Program is given the opportunity to repeat an OTHA course due to academic failure.

A student enrolled in the OTA Program will be allowed to repeat **OTHA courses**. A student may repeat only once. A student who fails an OTHA course(s) on the second attempt will not be eligible for **"continuation"** and will be dismissed from the OTA Program due to academic failure and would not be able to re-apply to the OTA program.

Students must complete all OTHA courses in the required semester sequence as outlined in the Associate of Applied Science in Occupational Therapy Assistant Degree Plan. Students who fail any clinical experience are not be eligible for continuation in the program and must re-apply to the program.

A student requesting **"continuation"** must abide by the following procedures:

- ☐ The student must meet with the OTA Program Director to sign a Learning Contract delineating remediation requirement that the student must complete based on identified academic weaknesses. The student must sign the contract under the condition that they agree to the terms of the learning contract. Failure to complete the learning contract forfeits the opportunity to proceed with the continuation process.
- ☐ The student must have completed all OTA program courses prior to withdrawing with a grade of "C" or better.
- ☐ The student will not be required to repeat OTHA course(s) that were completed successfully. However, students must re-test all OTHA courses that were successfully completed prior to failing the program. The student must pass the exams with a minimum of 75% prior to re-admission (written examination and/or physical performance of skills and competencies)
- ☐ The student must adhere to the continuation requirements put in place in order to progress in the OTA Program.
- ☐ Enrollment in the program is contingent on space availability and completion of remediation requirements
- ☐ The student eligible for "**continuation**" must enroll in the OTA Program Course within **12 months** of the course failure. If more than one year has transpired since exiting the program due to academic failure, the student must re-apply to the program, complete any specific requirements if applicable, and go through the selection process to gain a position with the new class.
- ☐ Documentation of a negative criminal background must be submitted to complete the application and prior to enrolling in any OTHA course.

I. CRIMINAL BACKGROUND CHECK and DRUG SCREEN:

In order to be considered eligible for acceptance and continuation in the OTA program, all students admitted into the program shall submit a clear background check and negative drug screen approved provider.

LICENSURE REQUIREMENTS: PERSONS WITH CRIMINAL CONVICTIONS/ARREST MAY NOT BE ELIGIBLE FOR LICENSURE EXAMINATION.

Submission Date_____

Program Director_____

Date Notified Student_____

- ☐ Granted Continuation
- ☐ Learning Contract Completed

APPENDIX E

OTA Program Learning Contract

The purpose of the Learning Contract is to fulfill remediation requirements that will enhance student learning and improve the probability for academic success. Remediation requirements must be completed by the established deadline. Failure to comply with the Learning Contract will result in forfeiture of said contract and the student will be unable to progress in the OTA program.

Semester: Spring _____ Summer _____ Fall _____

Student Name: _____ Faculty Name: _____

Learning Activities:

Month	Assignment	Due Date
	Focused Review Demonstration of lab skills Other	
	Focused Review Demonstration of lab skills Other	
	Focused Review Demonstration of lab skills Other	
	Focused Review Demonstration of lab skills Other	
	Focused Review Demonstration of lab skills Other	
	Successful completion of course re-test for OTHA _____	

Due Date: _____

Student's signature _____ Date: _____

Faculty's signature _____ Date: _____

APPENDIX F

STUDENT CONFERENCE

DATE:

TO:

CC:

FROM:

RE:

The purpose of this student conference is to address the following issues:

Failure to comply with the following:

Plan of Action:

By signing this form, I, _____, acknowledge I have met with _____.

I agree to the conditions of this plan of action _____

I do not agree to the conditions of this plan of action _____

I will/have submitted my own plan of action _____ Date: _____

Student's Signature

Date

Jodie M. Sandel OTR, OTD, MOT – OTA Program Director

Date

Lorinda L. Harris, COTA, MOT – AFWC

Date

APPENDIX G
OTA Program Remediation/Tutorial Agreement

Student Name _____ Student ID # _____
Course Number _____ Exam # _____ Grade _____ Absences _____

Faculty Remediation Plan Deadline: _____

Subjects Discussed:

1. _____
2. _____
3. _____
4. _____
5. _____

Contributing Factors (Select all that apply):

_____ < 2 hrs wk on assigned readings	_____ Illness
_____ 2 - 4 hrs wk on assigned readings	_____ Family Issues
_____ 4 - 6 hrs wk on assigned readings	_____ Work Schedule > 15 hrs/wk
_____ Test Taking Skills	Other _____

Student Plan of Action:

1. _____
2. _____
3. _____
4. _____
5. _____

Student Signature _____

Date _____

Faculty Signature _____

Date _____

Remediation Completed: YES NO

Date _____

**APPENDIX H
LAREDO COLLEGE
Laredo College
Occupational Therapy Assistant Program- OTHA 2462/2463**

STUDENT/SUPERVISOR WEEKLY REVIEW

WEEK # : _____ to _____

Student: _____

FWE Name/Signature: _____

FW Site: _____

STRENGTHS:

GROWTH AREAS:

GOALS FOR NEXT WEEK:

MEETINGS, ASSIGNMENTS DUE, ETC.:

Laredo College
Occupational Therapy Assistant Program
Level I & Level II Clinical
Time Sheet

Student: Please fill out the following time sheet each day you are at your fieldwork site. You are required to have Fieldwork Educator initial after each **completed** day. Original time sheet is due at the end of each fieldwork experience (1) form per facility.

Student Name: _____ Facility Name: _____

Fieldwork Educator(s): _____ Course: OTHA: _____ Level: _____

Date	Time In	Time Out	Total Hours	FWE Signature
Week 1:				
Week 2:				
Week 3:				
Week 4:				

Week 5:				
Week 6:				
Week 7:				
Week 8:				

Make Up Dates

Date	Time In	Time Out	Total Hours	FWE Signature

***Form may change at the discretion of the Academic Fieldwork Educator**

LAREDO COLLEGE
FIELDWORK LEVEL I/II DOCUMENTATION FORM

DATE OF VISIT:	BEGIN TIME:	END TIME:
SITE NAME:	SUPERVISOR NAME:	
STUDENT NAME:		
FIELDWORK LEVEL PLACEMENT:	LEVEL I	LEVEL 2
<ul style="list-style-type: none"> <input type="radio"/> ON SITE VISIT <input type="radio"/> PHONE CONFERENCE <input type="radio"/> EMAIL (attach physical copy) 		

Describe the supervision provided to the student:

Describe present clients (diagnoses, age ranges, etc.):

Describe interactions with disciplines (intra/inter-professional), caregivers, and other:

Describe unique/special learning opportunities:

Number of clients assigned to student caseload:

Interventions utilized by student:

Student's ability to grade activities:

Quality of documentation by student:

Identify problem/s with specific examples:

Any additional comments:

Contract for competency

Expected behavior:
Steps to achieve behavior:
Resources to assist:
Date to be achieved:
Consequence/s if not achieved:

Expected behavior:
Steps to achieve behavior:
Resources to assist:
Date to be achieved:
Consequence/s if not achieved:

*Failure to achieve these goals by _____ (date) may result in failure of the fieldwork experience.

SITE SPECIFIC OBJECTIVES:

Fieldwork Educator Signature/Date

OTA Student/Date

LC Academic Fieldwork Coordinator/Date

APPENDIX J

Important Phone Numbers

Lorinda Harris, COTA, MOT
Professor of Occupational Therapy Assistant
and Interim Program Director
College of Health Sciences, Room B306
Office: 956.794.4909
lorinda.harris@laredo.edu

Health Sciences Specialist
Letycia Blanco
College of Health Sciences, Room 305
956.794.4402

Programs Secretary
Stephanie Rodriguez
Health Sciences Division –
College of Health Sciences, Room B307
Office: 956.721.5262

Campus Police
Henry Cuellar Protective Services Center,
Room 130
956.794.4303

e-Learning & Instruction Innovation Center
(e-Learning Center)
Ft. McIntosh Campus
LEAC, Room 307
956.721.5211
956.721.5880

Enrollment and Registration Services Center
Billy Hall Student Center, Room A109
956.794.4303

Financial Aid Center
Billy Hall Student Center,
Room 109
956.794.4109

Library
Zaffirini Library
Office: 956.794.4000

Learning Enrichment Center
Zaffirini Library – Upper Level
Office: 956.794.4348

Office of Student Life
Student Activities
Ft. McIntosh Campus
Kazen College Center,
Room 212
Office: 956.721.5179

Risk Management
Safety & Risk
Ft. McIntosh Campus
Building 119,
Room 118
Office: 956.721.5852

Special Services Center
Billy Hall Student Center,
Room A132
Office: 956.721.5137

APPENDIX K REVIEW OF RECORDS

I (Print Name) _____ give permission to the Health Sciences Division and Occupational Therapy Assistant Department to allow access of my records for accreditation purposes.

Student's Signature _____ PID# _____ Date _____

RELEASE OF RECORDS

I (Print Name) _____ give permission to the Health Sciences Division and Occupational Therapy Assistant Department to release personal information such as immunization record, criminal history, drug test results to the clinical facility where I will participate in clinical rotations.

Student's Signature _____ PID# _____ Date _____

RELEASE OF LIABILITY FORM

I acknowledge and understand that there may be certain risks while a student in the Health Sciences Division OTA Department at Laredo College. I agree to adhere to the safety regulations of the program to which I have been admitted. I also understand that safety precautions have been incorporated into the laboratory sessions and clinical experiences. I also agree that in the event of an accident or injury, I will in no way hold Laredo College, the Health Sciences Division, or the training facilities liable.

Student's Signature _____ PID# _____ Date _____

LAB TREATMENT CONSENT FORM

I, _____, agree to be treated by my instructors or classmates during all mock lab and treatment sessions for the duration of the program. I understand that all efforts to provide modesty and safety precautions have been incorporated into the laboratory sessions. If I feel or think that I am uncomfortable with any draping, manner of touch, or treatment, I will carefully confront my classmate about this issue. If I still do not sense that the issue is resolved by this action, I will inform my instructor. I will follow the dress code for lab and lecture according to the Dress Code guidelines listed in the OTA Student Handbook. I will notify OTA faculty of any allergies (i.e. latex, nylon fibers, cold hypersensitivity, etc.) or medical conditions prior to the start of the laboratory session.

I, _____, will follow the OTA Student Handbook Code of Conduct during all mock lab and treatment sessions. I agree to drape my classmates, guests, patients or instructors in a way that protects the modesty and safety for all "patients" treated. I will demonstrate professional behavior by practicing considerate and respectful non-verbal and verbal communication during all classroom and lab activities. I will adhere to safe behavior while using equipment during laboratory activities and will do so only under supervision of OTA faculty. I will promptly report any malfunctioning equipment to OTA faculty as soon as it becomes evident.

Student's Signature _____ PID# _____ Date _____

CONSENT TO VIDEOTAPE, AUDIOTAPE, and PHOTOGRAPH

I, _____, do hereby consent to the participation in videotaping, audiotaping, and taking of photographs by the faculty in the Occupational Therapy Assistant Program for instructional purposes. I also grant the OTA Program faculty the right to edit, use, and reuse said products for non-profit purposes (educational, public service, health awareness purposes) including use in print, on the internet, and all other forms of media. I also hereby release the OTA Program, Laredo College and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

Student's Signature _____ PID# _____ Date _____

STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

I, _____, have read and understand the content of the OTA Program Student Handbook and have been given the opportunity to inquire about the content. I agree to abide by all the policies of LC Catalog and the LC Student Handbook, of the OTA program, and of the Health Sciences Department. I understand that policies may change during the course of the two-year program and that I will abide by the changes (and will be given notice of the changes). I make a commitment to complete the program within two years.

Student's Signature _____ PID# _____ Date _____

TECHNICAL PERFORMANCE STANDARDS

I, _____, understand the attendance policy and ensure I meet all of the technical performance standards each semester throughout the program. I will immediately notify my professor should changes occur with my ability to meet the attendance policy and/or the technical performance standards.

Student's Signature _____ PID# _____ Date _____

APPENDIX L

TECHNICAL PERFORMANCE STANDARDS

The following technical performance standards and essential functions are required to successfully participate and complete the Occupational Therapy Assistant program within Laredo College Health Sciences Division. These technical performance standards are also required of the student to fulfill the responsibilities of an entry-level staff person upon graduation. All students must be able to apply the knowledge and skills necessary to function in a classroom and/or lab/clinical settings.

Technical Performance Standards:

<u>Essential Functions</u>	<u>Definitions</u>	<u>Examples</u>
Observation	Ability to participate actively in all demonstrations, laboratory exercise, and clinical experiences in the professional program component and to assess and comprehend the condition of all clients assigned. Observation may be during examination, diagnosis, and treatment that may require functional use of visual, auditory, and somatic sensations.	<ul style="list-style-type: none"> •Able to read print on LED display on therapeutic instruments for assessment and intervention. •Able to visually discriminate postural, sensorimotor, musculoskeletal, and color changes. •Recognize and interpret facial expressions and body language. •Able to assess and manipulate the environment at varied distances. •Recognize and respond to soft voices, auditory timers, patient call bells and emergency alarms. •Able to assess and monitor vital signs (e.g., blood pressure, heart rate, respiratory status, and temperature) to ensure that the client is stable for intervention.
Communication	Ability to communicate effectively in English using verbal, nonverbal, and written formats with faculty, other students, clients, families, and all members of the healthcare team.	<ul style="list-style-type: none"> •Sensitively and effectively elicit and assess verbal and non-verbal information while engaging in intervention with clients, families, and colleagues. •Recognize, interpret, and respond to non-verbal communications. •Effectively articulate verbal and written information to clients, families, staff, instructors and fellow students in both academic and clinic settings. •Demonstrate active listening skills. •Present and receive feedback in academic and clinical settings in a professional manner. •Example: Given a scenario the student may present a treatment plan with rationale and role play with documentation.
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment.	<ul style="list-style-type: none"> •Demonstrate stability, mobility, balance, strength and agility to assist and safeguard clients during transfers and daily, relevant meaningful activities. •Be able to safely lift up to 75 lbs. •Safely lift, move, adjust, transfer, or position clients and equipment using proper body mechanics. •Provide emergency treatment and follow emergency protocol both in academic and clinic settings when necessary. •Stand or sit for sufficient periods of time to actively engage in academic, lab, and clinical activities (may be up to 8 to 10- hours per day). •Demonstrate manual dexterity and coordination necessary to manipulate equipment and perform

		therapeutic procedures in such therapeutic interventions as splinting, wheelchair adjustment, feeding or orthotics and prosthetics.
Intellectual	<p>Ability to collect, interpret and integrate information and make decisions.</p> <p>Able to read and interpret the English language without assistance.</p>	<ul style="list-style-type: none"> •Read, comprehend, and retain relevant information in textbooks, class presentations, medical records and professional literature. •Integrate, retain, and synthesize information to effectively problem solve. •Exercise sound clinical judgment and complete tasks within required time limits. •Apply knowledge to both academic and clinical situations and problem solve using clinical reasoning. •Utilize effective teaching and learning techniques and test taking strategies.
Behavioral and Social Attributes	<p>Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the healthcare team.</p> <p>Able to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients.</p> <p>Possess compassion, integrity, concern for others, motivation, and demonstrate professional behaviors and strong work ethic.</p>	<ul style="list-style-type: none"> •Manage time, energy, and flexibility within heavy academic schedules and deadlines in academic, clinic and home environments. •Demonstrate flexibility during client, environmental, or situational change. •Demonstrate emotional health needed to sustain professional behavior under physical and emotional stress. •Acknowledge and respect individual values and opinions. •Demonstrate sensitivity to cultural difference within academic, clinic, and community settings. •Demonstrate a concern for others, appropriate interpersonal skills, interest and motivation. •Accept responsibility and accountability for one's own actions. •Demonstrate sound judgment in regard to safety of self and others and adhere to safety regulations throughout the occupational therapy process as appropriate to the setting and scope of practice. •Comply with the Practice Rules and Practice Act of the Texas Board of Occupational Therapy Examiners and the American Occupational Therapy Association's Standards of Practice and the Code of Ethics.

I understand the attendance policy and ensure I meet all of the technical performance standards each semester throughout the program. I will immediately notify my professor should changes occur with my ability to meet the attendance policy and/or the technical performance standards.

Print Applicant Name

Date

Applicants Signature

Date