

# OZARKS TECHNICAL COMMUNITY COLLEGE

## OCCUPATIONAL THERAPY ASSISTANT PROGRAM

### FW 1.5 Student Roles & Responsibilities

#### FW 1.5.5 Fieldwork Attendance & Hour Requirements

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##### Hour requirements

During OTA 285 Practicum III and OTA 286 Practicum IV, students will participate in **8 weeks** of clinical education during each rotation, consistent with **full time work**. This is determined by the site's definition of "full-time" or schedule of the supervisor with variances occurring between sites and may result in a maximum of 48 hours per week of required attendance. Clinical hours may include but not limited to Monday-Friday 6:30am-7:00pm and may also include weekends. In the event that the primary supervisor cannot provide adequate amount of hours for the experience per week or circumstances cause the student to work less, students are encouraged to seek additional supervision or experiences within the site to stay current with a timely completion of the scheduled fieldwork. **Students should obtain an average of 35 hours per week, (with a maximum of 48 hours per week)**. Otherwise, additional time may be added to the end of the clinical experience to achieve the average number of needed hours. Hours will be monitored by the AFWC.

##### Attendance

Attendance is a major indicator of professional behavior. Within the health care environment, employers expect punctual and consistently present employees. It is important to be present to provide continuity of care for the patient/clients. It is also important for all team members to be present to share in the responsibilities each day. Students are expected to maintain the highest professional and ethical standards, which include appropriate completion of required clinical hours and documentation for clinical time and experience. Regular attendance is considered essential for student success and is mandatory during all clinical education courses.

Students are obligated to follow attendance policies as prescribed by the OTA program and by their fieldwork site. Specific fieldwork attendance schedules are determined by the participating fieldwork site and not the OTC calendar. *Site work schedules may supersede OTC scheduled holidays or breaks, including Spring Break week or the break between scheduled fieldwork experiences #285 and #286 in the event of extending fieldwork to cover required hours.*

All practicum experiences have a **mandatory** attendance policy. The Academic Fieldwork Coordinator and the Clinical Supervisor will make a determination of action for any fieldwork hours missed due to absence, tardiness, or otherwise inability to meet minimum average hours needed per clinical. If required to complete missed hours, the student will be responsible for payment of any associated fees or salaries related to rescheduling.

Students should be aware that clinical sites may have attendance policies that vary from the policy outlined in the OTA program. *Students should expect to follow the most restrictive policy provided.*

##### Clinical Absences

Students are allowed ONE clinical absence per clinical rotation without penalty or need for make-up of those hours. If an extended period of absence is needed, this will be addressed on a case by case basis and arranged with the Academic Fieldwork Coordinator in advance. If a student is utilizing the ONE absence without penalty, the student must still follow all correct site and AFWC notification protocol.

If a student must be absent from clinical, they **MUST** follow proper call-in procedures for their given facility. The student must **ALSO** contact the Academic Fieldwork Coordinator via email or Remind message. Notification of absence must take place at least 30 minutes prior to the start of the clinical day.

If a student does not attend clinical and does not follow the proper procedure for call-in to program faculty as well as the clinical site, this will be classified as a 'no call, no show,' and will result in automatic disciplinary

action. After the first offense, a meeting will occur with the student and necessary program faculty and result in written warning. If a second offense occurs, the student may be dismissed from the program. Facilities have the right to ask for dismissal of any student who fails to adhere to attendance policies.

A student shall NOT request time off from their clinical site without prior approval from the Academic Fieldwork Coordinator.

### **Clinical Tardies**

If a student reports to the clinical site more than 5 minutes late but less than 30 minutes late, the student will be counted tardy for the day. If the student is over 30 minutes late, it will be counted as a clinical absence. Three occurrences of tardies will be counted as one absence.

### **Make-up of Hours**

Students who miss more than one scheduled work day of a clinical rotation will be required to make-up the hours missed by the end of the rotation. This could be accomplished by adding additional hours to the work day, the work week (working weekends), or adding days/hours to the end of the clinical.

### **Follow-up Days**

Round-table discussions and/or call back meetings may be held at the end of OTA 211, OTA 241, OTA 285 and OTA 286. Attendance at these meetings is **mandatory**. Failure to attend this in-person activity may impact the student's final grade. Students are required to bring requested assignments and documentation to this meeting. Students who are unable to attend the callback session due to making up clinical hours should make alternate arrangements with the Academic Fieldwork Coordinator as soon as possible.

### **Weather Related Absences**

While students are on clinical, they must follow the attendance policies for their given site. In the event of an OTC cancellation due to weather, students must still report to clinical if their site is open. However, if a student feels that their safety will be compromised by travel, the student must follow all call-in/notification procedures to notify their site and the Academic Fieldwork Coordinator of their absence. The student will be responsible for the make-up of missed hours.

In the instance of a student's clinical site being a school system, if that school system cancels school for any reason, the student **MUST** notify the Academic Fieldwork Coordinator via email. The student must also communicate with their clinical supervisor in order to create a plan for the missed hours (continuing education courses, working on given projects/research at home, etc). Students must also be aware that some school systems will utilize Telehealth for snow day treatments.

### **Definitions**

**Clinical Attendance:** student being present for the entire clinical day/event as scheduled. This may include day or evening hours, weekends, and holidays.

**Clinical Absence:** student not being present within the designated start day/time of the clinical rotation.

**Tardy:** student not being present within 5 minutes of the start time, or the student not being present within 5 minutes after any lunch or break time.

**No Call, No Show:** student is not present at the clinical site as scheduled and has not followed the program specific procedure for notification of clinical absence.

**Extended Period of Absence:** 2 or more clinical absences within one clinical rotation.