

POLK STATE COLLEGE
Checklist for Occupational Therapy Observation Hours

This form was designed to guide the students towards meaningful experiences while observing in the Occupational Therapy Department. It will remain **active** for a maximum of **three** years from the date of receipt, after which you will have to redo the observation hours and submit a new completed form.

Applicant's Name:	_____
Name and address of Facility:	_____
Facility's Phone Number:	_____
Observation Dates:	_____
Total Number of Hours Completed:	_____
OTR/COTA Name:	_____
OTR/COTA signature:	_____
License #:	_____

After completion of the observation hours in the OT department, the student will be able to:

Tasks	Check
1. Explain what occupational therapy is.	
2. Describe the role of the OTR.	
3. Describe the role of the COTA.	
4. Identify at least 4 differences in role delineation between an OTR and COTA:	
5. Identify at least 4 characteristics needed to be an effective OTR/COTA	
6. Identify at least 4 specialties within OT practice:	
7. Identify population and diagnosis served by OT:	
8. Identify at least 4 settings of practice:	
9. Explain what Managed Care is and how it affects OT practice	
10. Identify specific activities and equipment used by OT	
11. Identify other professionals working with OT and describe the differences/similarities from/with OT	
12. Explain the role of the OTR/COTA within the interdisciplinary team	
13. Explain the difference between Occupational Therapy, Physical Therapy, and Speech Therapy.	
14. Explain the payment sources for OT services.	
15. Identify referral sources for OT.	

Enter checkmark on this form. Type responses on a separate sheet of paper and submit with this form. Information above is subject to verification.

Student's Signature

Date

Polk State College

Occupational Therapy Assistant Program

I. Procedures for Observation Hours

1. Observation hours are required to help you gain insight into the profession of occupational therapy, and to ensure that this career meets your expectations and needs.
2. You need to complete 20 hours of observation under the supervision of an occupational therapist or a certified occupational therapist assistant. You may complete these hours in the same site, or distribute them between 2 sites.
3. A separate “Checklist for OT Observation Hours Form” needs to be completed for each clinical site.

II. Where to go for observation hours?

1. You may complete observation hours in any facility offering occupational therapy services. The following sample of places offering OT services are found in the phonebook under the categories of:
 - a) Occupational Therapy/Therapists
 - b) Hospitals
 - c) Nursing Homes
 - d) Rehab Centers
 - e) Schools System
 - f) Orthopedic Clinics
 - g) Sports Clinics
 - h) Mental Health Clinics
2. Call the site and set up an appointment to meet with the therapist, to ensure feasibility of observation at that particular facility.
3. Find out what your duties will be, and your supervisor’s expectations.
4. Remember to adhere to the facility’s policies and procedures.
5. You need to comply with the facility rules and regulations concerning dress code, behavior, and confidentiality.
6. Please, keep your appointments/schedules as planned by your supervisor. Also, make sure to notify your supervisor 24 hours in advance, if there is a need to cancel or reschedule your itinerary

III. How to Complete the Form

1. You need to discuss the content of this form during the first meeting with your supervisor to ensure exposure to appropriate experiences.
2. You are responsible for checking off the tasks items after completion.
3. Ensure to post the dates of all the days of observation hours.
4. Type all the information.
5. Upon completion of your observation hours, have your supervisor review and sign the “Checklist for OT Observation Hours.”

6. Forms will be disqualified if they are not filled out completely, or are missing the answers to the questions, or contain information that might be construed as fraudulent.
7. The content of this form is subject to verification.