 **POLK STATE COLLEGE**

 **OTA Program**

**STUDENT PERFORMANCE EVALUATION**

**Level I Fieldwork**

**Description:**

This evaluation identifies and assesses the tasks/skills that the student needs to exhibit by the end of the affiliation. The evaluation consists of 40 specific behaviors/skills, which are grouped in 4 different sections:

 Professional Attitude and Behavior

 Safety

 Communication and Interpersonal Skills

 Performance

Each section has an allocated space for comments/recommendations.

The following 5 point rating scale is used to rate student’s performance on each specific behavior/skill. The instructor/supervisor needs to enter the appropriate score for each item in the adjacent column. The subtotals for each area of performance are entered on the designated slot. All the subtotals are then added and the final score entered in the allocated slot. The potential total value of the evaluation is **200 points.**

**(N/A) Not Applicable –** Behavior/skill was not observed, or not indicated/appropriate for the

setting.

**(1) Poor –** Student requires assistance/reminders from the supervisor 50-75% of the time to

perform task.

**(2) Fair –** Requires assistance/reminders from the supervisor 25-50% of the time to perform

 task.

**(3) Average** – Performs task accurately with occasional assistance/reminders from supervisor.

**(4) Good** – Performs task consistently without assistance/reminders from the supervisor.

**(5) Excellent** – Performs task consistently without assistance/reminders from the supervisor

and demonstrates skills beyond what is expected.

The supervisor/instructor needs to submit the evaluation to the Academic Fieldwork Coordinator within a week after the evaluation is completed. The form may be delivered to the AFWC by the student, or it may be mailed to:

 Saritza Guzmán-Sardina, MEd, OTR/L

 Polk State College Station #16

 999 Avenue H, NE

 Winter Haven, FL 33881-4299

 **POLK STATE COLLEGE**

 **OTA Program**

**STUDENT PERFORMANCE EVALUATION**

**Level I Fieldwork**

|  |  |
| --- | --- |
| **Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date Eval Completed**  **Midterm: Final:** |
| **Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Credentials (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Facility’s Name/Address:** |
| **Dates of Fieldwork: From \_\_\_\_\_\_\_\_\_To \_\_\_\_\_\_\_\_\_\_** | **Course: 🞎 OTH 1800 Psych/Non-Trad**  **⌧ OTH 1802 Phys Dys** |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **BEHAVIORS/SKILLS** | MidtermScore | Final Score |
| **I. PROFESSIONAL ATTITUDE AND BEHAVIOR** |  |  |
| 1. Complies with the facility’s dress codes.
 |  |  |
| 1. Complies with policies, procedures, and rules of the facility
 |  |  |
| 1. Demonstrates good attendance and punctuality.
 |  |  |
| 1. Able to adjust to unscheduled changes in daily assignments.
 |  |  |
| 1. Able to accept constructive criticism and change behavior accordingly.
 |  |  |
| 1. Assumes responsibility for personal/professional behavior and growth.
 |  |  |
| 1. Attentive to tasks being observed.
 |  |  |
| 1. Maintains confidentiality.
 |  |  |
| 1. Completes tasks efficiently and in a timely manner.
 |  |  |
| 1. Demonstrates efficient organizational skills.
 |  |  |
|  **Sub-Total**  |  |  |

|  |
| --- |
| **Comments/Recommendations:** |

|  |  |  |
| --- | --- | --- |
| **BEHAVIORS/SKILLS** | MidtermScore | Final Score |
| **II. COMMUNICATION AND INTERPERSONAL SKILLS** |  |  |
| 1. Verbal and non-verbal communication is appropriate to situation and setting (facial expressions, gestures, posture).
 |  |  |
| 1. Displays respect toward staff, clients, equipment, supplies, etc.
 |  |  |
| 1. Therapeutic use of self - Communicates and interacts appropriately and effectively with client and others.
 |  |  |
| 1. Deals with personal/professional frustrations appropriately.
 |  |  |
| 1. Sets limits in response to undesirable behavior from clients.
 |  |  |
| 1. Observes and participates responsibly during patient interactions, meetings, activities…
 |  |  |
|  **Sub-Total**  |  |  |

|  |
| --- |
| **Comments/Recommendations:** |

|  |  |  |
| --- | --- | --- |
| **BEHAVIORS/SKILLS** | MidtermScore | Final Score |
| III. SAFETY  |  |  |
| 1. Maintains a safe environment for others and complies with safety procedures when dealing with clients.
 |  |  |
| 1. Educates clients, staff, and caregivers as needed on safety issues.
 |  |  |
| 1. Obtains assistance as needed to maintain client’s safety.
 |  |  |
| 1. Utilizes appropriate body mechanics.
 |  |  |
|  **Sub-Total**  |  |  |

|  |
| --- |
| **Comments/Recommendations:** |

|  |  |  |
| --- | --- | --- |
| **BEHAVIORS/SKILLS** | MidtermScore | Final Score |
| **IV. PERFORMANCE** |  |  |
| 1. Describes the role of the clinical site within the community and within the continuum of care.
 |  |  |
| 1. Able to explain the philosophy and mission of the facility or department.
 |  |  |
| 1. Identifies/ describes accurately the organizational and operational aspects of the facility.
 |  |  |
| 1. Identifies/describes members of the interdisciplinary team and their roles.
 |  |  |
| 1. Explains accurately the referral process for clients.
 |  |  |
| 1. Describes the billing and reimbursement process of the department.
 |  |  |
| 1. Identifies the frames of reference or theoretical models utilized to guide patient care.
 |  |  |
| 1. Describes the budgeting process of the department.
 |  |  |
| 1. Describes accurately the process and rationale for staffing patterns of the department.
 |  |  |
| 1. Explains the Quality Assurance process for the department.
 |  |  |
| 1. Describes how cultural diversity is addressed in client’s evaluation/treatment process.
 |  |  |
| 1. Explains the content and utilization of the medical record.
 |  |  |
| 1. Identifies methods of documentation and guidelines for entering data in the medical record.
 |  |  |
| 1. Identifies the legal/ethical issues pertaining documentation and confidentiality.
 |  |  |
| 1. Describes how patient’s rights advocacy is practiced within the department and the facility.
 |  |  |
| 1. Identifies and describes evaluation tools and treatment approaches utilized with clients.
 |  |  |
| 1. Identifies diagnosis and conditions treated at the clinical site.
 |  |  |
| 1. Demonstrates understanding of professional standards and codes of ethics.
 |  |  |
| 1. Identifies critical data during observation of clients and during meetings with supervisor.
 |  |  |
| 1. Demonstrates adequate written and verbal reporting skills.
 |  |  |
|  **Sub-Total**  |  |  |

|  |
| --- |
| **Comments/Recommendations:** |

CALCULATION OF SCORES

**Instructions:**

1. Enter N/A is you have not observed the behavior/skill of if the student was not given with the opportunity to engage in the behavior/skill. For each section, enter the sum of the scores of the items that were rated, over the number of items rated (fraction format). For instance, if you rated 8 out of 10 items in Section I, and the sum of the scores was 30, you will enter the score as 30/40. Do not include items rated with N/A.
2. Repeat step #1 for each section of the form.
3. Add the scores of the four sections and enter the total score, also in a fraction format, in the pertinent slot below.
4. Divide the numerator by the denominator then multiply by 100 to get the percentage.

Sample: Total score =180/200 = .90 x 100 = 90%

|  |  |
| --- | --- |
| **Sections** | **Scores** |
| **I. Professional Attitude and Behavior** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **II. Communication and Interpersonal Skills** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **III. Safety** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **IV. Performance** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Total Score =** | **\_\_\_\_/\_\_\_\_ = \_\_\_\_\_\_%** |