

Student Authorization to Release Records

Colorado State University Occupational Therapy Policies And Procedures For Fieldwork

There are a number of requirements that students need to complete before participating in fieldwork to ensure readiness to undertake Level I and Level II fieldwork placements. Students are responsible for knowing about and completing by posted deadlines, all requirements and prerequisites of both CSU-OT and specific fieldwork sites prior to starting the placement. Please see the information below that is intended to guide your preparation for upcoming fieldwork placements during the occupational therapy professional program.

REQUIREMENTS FOR ENROLLING IN FIELDWORK - GOOD ACADEMIC STANDING

As a condition for placement at a fieldwork site, students are expected:

- To be in good academic standing as indicated by a cumulative GPA of 3.0 or above;
- To have taken and have earned grades of C or higher in all required courses in their programs of study; and
- To have no outstanding incomplete grades.

Students who do not meet these requirements may have their fieldwork placements postponed or cancelled. Written approval of the Department Head/Program Director is required for students to proceed with a fieldwork placement who have not met the above requirements. The decision regarding placement is made in consultation with the academic fieldwork coordinator (AFWC), the student's advisor and/or instructors of courses in which the student's grade was below a B (3.0).

PROFESSIONALISM

Students who are on departmental probation and/or have demonstrated significant unresolved problems with professionalism may not be placed at a fieldwork site without written approval by the Department Head/ Program Director. The decision regarding placement is made in collaboration with the AFWC, the student's advisor and/or other faculty who have identified professionalism concerns.

STUDENT PROFESSIONAL LIABILITY INSURANCE

Students are required to carry professional liability insurance when engaged in any fieldwork experience. Liability coverage is provided by the university and paid for by student fees on a yearly basis. Students are responsible for providing evidence of the CSU professional liability insurance to each fieldwork site prior to starting the placement. A copy of the professional liability insurance is accessible to the student via Canvas.

STUDENT HEALTH INSURANCE

CSU requires all students to carry health insurance. Student health insurance is available at [CSU Health Network](#)

WORKER'S COMPENSATION

Students must be registered for a fieldwork course (OT686, OT687 or OT688) to receive worker's compensation coverage that is provided under CSU's policy. All placements must be confirmed with specific dates prior to starting for workers' compensation to be in effect. Students who are not officially registered for an occupational therapy fieldwork course will be given notice to register immediately or the placement will be discontinued or cancelled until registered appropriately. CSU has limitations for workers' compensation coverage if a student receives any type of remuneration from a fieldwork facility. This may include, but is not limited to, stipends, room, board, parking, and meal vouchers.

CSU CANVAS AND E*VALUE

Canvas is the title of CSU's web-based coursework platform that supports on- and off-campus teaching and learning. In OT686, OT687 and OT688 Canvas allows enrolled students to have continuous connection with student peers and the academic fieldwork coordinator (AFWC), access to fieldwork resources, Level I and II forms, and fieldwork-related assignments. Starting [July 29](#), you will be able to visit OT686 Canvas.

The E*Value is a multi-faceted database website students can access on-campus or remotely through CSU-OT's fieldwork website as well as on Canvas. Early July, students will receive an invitation to create an account on E*Value to upload all health and immunization records to be completed by [August 1](#). Please communicate with [Debi Krogh-Michna](#) or 970-491-6254 if you have questions or concerns. Check your junk folder in case it does not go into your inbox. E*Value provides students with a comprehensive listing of all active fieldwork sites, including important information about each site. It is a useful tool and resource for students to see where they might be able to do placements, and learn about the characteristics and prerequisites of the setting. E*Value has copies of Student Evaluation of Fieldwork Experience (SEFWE) and Fieldwork Experience Assessment Tool (FEAT) from previous students who have completed placements. The SEFWEs and FEATs provide students with information about the role of occupational therapy, client population, characteristics of the setting and fieldwork educators that can guide Level I and II fieldwork selection. E*Value will prompt you and your fieldwork educator to do the midterm and final student evaluation process.

Student Authorization to Release Records Colorado State University Occupational Therapy Policies And Procedures For Fieldwork

OVERVIEW OF FIELDWORK PREREQUISITES

Fieldwork sites have prerequisites for students to participate in educational programs. Students work with the fieldwork program assistant to verify compliance with the fieldwork site prerequisites prior to starting fieldwork. See the E*Value web site to check for your fieldwork site prerequisites prior to starting each placement. Additional health and immunization records required by fieldwork sites must be uploaded into E*Value before the start of fieldwork.

STUDENT EXPENSES FOR FIELDWORK

Students are responsible for all fieldwork-related expenses. These expenses include, but are not limited to, university tuition and fees during the semester(s) in which students are enrolled in fieldwork courses; housing and travel expenses, including mileage; and costs related to fieldwork site prerequisites, which include, but are not limited to: criminal background checks, drug screens, immunizations, professional liability insurance, E*Value, certifications in Basic Life Support (BLS), and commuting expenses. When students are completing Level II fieldwork and are not registered for any additional CSU courses, some university student fees may be reduced. Students continue to pay the College technology and department program fee throughout the six semesters of the program.

CRIMINAL BACKGROUND CHECK (CBC)

CSU OT Department requires all students to obtain a criminal background check (CBC) through the CSU vendor, CastleBranch once each year occurring early in the fall semester. The initial CBC will check your background for the last 7 years based upon all addresses where you lived and all names used during that time period. Successive background checks will be abbreviated to reflect only the time since the initial or previous check, which is no more than one year. The cost of the successive CBCs should be less than the initial check, based upon number of addresses lived and names used since the previous check. Students will pay CastleBranch directly for the associated costs and sign a release of information authorizing CSU to receive a copy of the results and share with the fieldwork site. If a student lived internationally additional fees and procedures will be needed to obtain a CBC from the international address.

- Starting **July 6**, you will be able to go the CastleBranch website to set up an account and request an initial criminal background check, the CastleBranch web site provides directions. **You will need to complete an initial criminal background check through CastleBranch by August 1.** [CastleBranch student link:](#)
- Some fieldwork sites will require CBCs more often than CSU OT, prior to the start of a fieldwork placement. Students will be expected to comply with all fieldwork site pre-requisites and pay related costs. If the CBC is run by the fieldwork site, the student may be charged.
- If a student is denied placement by a site on the basis of CBC results, the Fieldwork Office will make every effort to secure a new placement for the student. However, results of the CBC or prerequisite health tests may also result in an inability to place a student in any fieldwork site. All reasonable efforts will be made to recruit fieldwork for each student. If you anticipate problems, please contact the AFWC immediately.
- The National Board for Certification in Occupational Therapy (NBCOT) provides an [Early Determination Review](#). The early determination process will let you know if you will be eligible to take the NBCOT Certification Exam and practice as an OT after graduating. I want you to be able to make an informed decision about going to OT school based upon the NBCOT Early Determination Review that will allow you to fulfill your goals of becoming an OT.

FIELDWORK PREREQUISITES (IMMUNIZATIONS/HEALTH/STUDENT RECORDS)

FIELDWORK SITES HAVE PREREQUISITES FOR STUDENTS TO PARTICIPATE IN EDUCATIONAL PROGRAMS. STUDENTS ARE REQUIRED TO PROVIDE IMMUNIZATION/HEALTH RECORDS PRIOR TO STARTING THE PROGRAM. BY SIGNING THIS [voluntary consent form](#) YOU PROVIDE AUTHORIZATION TO THE CSU OT DEPARTMENT TO SHARE RECORDS AS REQUIRED BY SCHEDULED FIELDWORK PLACEMENTS. DEPENDING UPON FIELDWORK SITE REQUIREMENTS, THE CSU OT DEPARTMENT WILL COMPLETE ATTESTATION FORMS ON YOUR BEHALF USING YOUR IMMUNIZATION/HEALTH/CBC RECORDS. ALL RECORDS ARE CONFIDENTIAL AND ARE STORED IN THE SECURED CSU-VENDOR CASTLEBRANCH AND E*VALUE WEB SITES. STUDENT RECORDS ARE AVAILABLE ONLY TO AUTHORIZED FIELDWORK OFFICE STAFF. **STARTING JULY 6 YOU WILL HAVE ACCESS TO E*VALUE TO UPLOAD ALL PREREQUISITES LISTED BELOW, ALL PREREQUISITES MUST BE UPLOADED BY AUGUST 1.**

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008 require Colorado State University to provide academic adjustments or accommodations for students with documented disabilities. Students seeking academic adjustment or accommodations must self-identify with Student Disability Center (SDC). Students may:

- Email Rose Kreston, the Director of RDS, for consultation at: rose.kreston@colostate.edu
- Call for an appointment with a SDC counselor at: 970-491-6385; or
- Stop in at SDC offices at The Institute for Learning and Teaching (TILT) Building room 121 on-campus.

After meeting with RDS staff, and based on their recommendations, students are encouraged to meet with the Alison Herman, AFWC, to discuss what reasonable accommodations are needed and to develop a plan to implement these accommodations. If desired by the student, Alison will work collaboratively with the student and fieldwork educator to discuss essential functions for a student therapist at the fieldwork site, student learning needs, and if applicable, any safety concerns related to the disability during the process of implementing the accommodations that are needed. The request for accommodation should be made in a timely manner for each fieldwork placement.

Student Authorization to Release Records
Colorado State University Occupational Therapy Policies And Procedures For Fieldwork

**STANDARD PRECAUTION AND HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)
EXAMS**

Students are required to complete quizzes on OSHA Bloodborne Pathogens and the Health Insurance Portability and Accountability Act (HIPAA) through the CastleBranch web link. Your ability to access information on Canvas about fieldwork will be restricted until you pass both quizzes. You will need a perfect score on both quizzes in order to participate in the fall OT686A fieldwork selection process. There is a HIPAA and OSHA online training to prepare for the quizzes. **Starting July 6, you will be able to go the CastleBranch website to complete the OSHA/HIPAA quizzes;** the link is posted on the CSU OT Fieldwork website. **The deadline for completion is August 1.**

Student Authorization to Release Records
Colorado State University Occupational Therapy Policies And Procedures For Fieldwork

Student Informed Consent to Release Background Information and Education Records to Fieldwork Sites

- CSU OT will obtain background screening reports on you for the purpose of facilitating your OT education, and for no other purpose.
- CSU OT will comply with all applicable local, state, and federal laws and regulations relating to the use of the background information, including all equal employment opportunity laws and the adverse action notification requirements of the Fair Credit Reporting Act (FCRA).
- The student understands that all users of background screening reports must comply with the Fair Credit Reporting Act (FCRA). We acknowledge receipt of the FCRA "Notice to Users" document published by the Consumer Financial Protection Bureau (a copy of which is available on CastleBranch website and in particular the adverse action notification requirements described therein).
- The student further understands that background screening reports prepared by CastleBranch reflect the date the report was completed. An updated report with currently available information can be ordered from CastleBranch if there is a change in background information such as expungements, sealed records, etc.
- Pursuant to the [Family Educational Rights and Privacy Act \(FERPA\)](#), student education records are, with certain exceptions, held confidential by CSU OT. By signing below, the student provides consent and authorizes the CSU OT Department to share background information and education records as may be reasonably required to facilitate scheduled fieldwork placements.
- If you have any questions, please contact **Alison Herman**, DHSc, MPH, OTR/L, Academic Fieldwork Coordinator at Alison.Herman@Colostate.edu, 970-491-5593, or **Debi Krogh-Michna**, Fieldwork Program Assistant at Deborah.Krogh-Michna@Colostate.edu, 970-491-6254.

Notice of Policies and Procedures:

I, _____ (print name) have read the above information and voluntarily consent to all obligations above.

Signature: _____ Date: _____

IF THIS FORM IS COMPLETED AND DISTRIBUTED ELECTRONICALLY – A "TYPED NAME" IS ACCEPTABLE FOR THE SIGNATURE.