

# University of Central Arkansas



## Doctor of Occupational Therapy



## Student Handbook





## Doctor of Occupational Therapy Student Handbook

This handbook is intended to help you progress through the educational program by providing information you will need to know about the courses, schedules, fieldwork, doctoral capstone, other requirements and related activities. Read the handbook carefully; it contains information you will need throughout the academic program. Please retain it with your records, as you will be expected to comply with its contents throughout your occupational therapy studies.

Additional official UCA publications you need as a UCA student are:

[The University of Central Arkansas Graduate Bulletin](#)

[UCA Police Department Policies and Regulations](#)

[UCA Student Handbook and Daily Planner](#)

University of Central Arkansas  
Department of Occupational Therapy  
201 Donaghey Avenue  
Conway, Arkansas 72035  
Phone 501-450-5017 Fax 501-450-5568

## DOCTOR OF OCCUPATIONAL THERAPY

### *Accreditation, Certification and Practice Eligibility*

University of Central Arkansas Department of Occupational Therapy entry-level doctoral degree program is fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). The entry-level occupational therapy doctoral degree program 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](http://www.acoteonline.org). Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Individuals with a felony conviction are urged to immediately contact the National Board for Certification in Occupational Therapy (NBCOT) for regulations regarding your specific circumstance, and procedures to follow to determine your eligibility to practice. All requests for early determination of practice eligibility are held in strictest confidence by the NBCOT.

Students must complete 24 weeks of Level II fieldwork as well as an individual 14-week capstone experience within 12 months following the completion of the didactic portion of the program. The doctoral capstone experience must be started after completion of all coursework and Level II fieldwork as well as completion of preparatory activities defined in 2018 ACOTE OTD Standard D.1.3.

ACOTE  
6116 Executive Boulevard, Suite  
200, North Bethesda, MD 20852-  
4929  
Phone: (301) 652-AOTA  
[www.acoteonline.org](http://www.acoteonline.org)

NBCOT  
One Bank Street, Suite 300  
Gaithersburg, MD 20878  
Phone: (301) 990-7979  
Fax: (301) 869-8492  
[www.nbcot.org](http://www.nbcot.org)

Arkansas State Medical Board  
1401 West Capitol Ave., Ste. 340  
Little Rock, AR 72201-2936  
Phone (501) 296-1802  
[www.armedicalboard.org](http://www.armedicalboard.org)

## Faculty and Staff

Administration			
<a href="#">Tina A. Mankey, EdD, OTR/L</a> Chair/Program Director	DHSC 305	501-450-5565	<a href="mailto:tinam@uca.edu">tinam@uca.edu</a>
<a href="#">Lorrie A. George-Paschal, PhD, OTR/L, ATP</a> Research Coordinator	DHSC 303	501-450-5564	<a href="mailto:lorrieg@uca.edu">lorrieg@uca.edu</a>
<a href="#">Chris Ryan, OTD, OTR/L</a> Doctoral Capstone Coordinator	DHSC 308D	501-852-0248	<a href="mailto:cryan@uca.edu">cryan@uca.edu</a>
<a href="#">Brittany Saviers, PhD, OTR/L</a> Academic Fieldwork Coordinator	DHSC 101	501-852-0984	<a href="mailto:bbrown@uca.edu">bbrown@uca.edu</a>
Faculty			
<a href="#">Deborah Gangluff, ScD., OTR/L</a>			



**Innovation:** promotes creativity and innovation in education, practice, and scholarship to achieve professional excellence.

**Relationship:** prioritizes professional, collaborative, and intentional *relationships* with community partners, students, and inter/intradisciplinary colleagues.

**Excellence:** understands that perfection is not readily attainable but aspires for excellence by doing ordinary things extraordinarily well.

**Leadership:**



# CURRICULUM

## Program Goals

### Overarching Student Outcome

Graduates will have a solid foundation in the history and trends of the profession and will value the use of occupation as means and ends to improve the quality of the client's participation in work, play/leisure, activities of daily living, instrumental activities of daily living and social participation.

*Specifically, program graduates will:*

1. Demonstrate behaviors consistent with the Core Values and Attitudes of Occupational Therapy Practice within all professional relationships.
2. Demonstrate understanding of the history of the profession, its present scope, and provide leadership in advocating for future potential.
3. Implement the Occupational Therapy Process to clients across the lifespan and in a variety of practice settings utilizing evidence-based approaches, and appropriate application of occupational therapy theories and frames of reference.
4. Effectively work in and provide leadership for inter-professional teams and families to assure that interventions are holistic and relevant.
5. Document accurately and promptly interventions according to organizational and regulatory policies and requirements.
6. Analyze the health care system environment, identify issues that impact practice and client health and well-being, and advocate in appropriate venues for both the profession and its clients.
7. Independently utilize technologies and other resources to support practice, research, and service.
8. Recognize the need to and independently maintain professional competency in relation to the scope of the occupational therapy profession as well as in their selected advance practice area.
9. Understand the role of the OTA in service delivery; supervise and appropriately delegate tasks to OTAs and other support personnel.
10. Comply with all aspects of the Occupational Therapy Code of Ethics and jurisdictional practice requirements.
11. Apply knowledge and skills necessary to educate, develop programs and policies, lead, and administer occupational therapy programming for individuals, groups, organizations, and populations.
12. Demonstrate advanced clinical skills acquired from didactic and fieldwork experiences for those with occupational needs.
13. Evaluate existing research and participate in collaborative research and scholarly activities for theory development and contribution to the knowledge base of the profession.

## Curriculum Sequence

Department of Occupational Therapy Occupational Therapy Doctorate Curriculum		
	<i>Course Credits</i>	<i>Total Credit Hours</i>
<u>Fall I</u>		17
OTHY 6323 Professional Foundations of Occupational Therapy	3	
OTHY 6324 Art & Science of Occupation	3	
OTHY 6110 Doctoral Seminar I - Service Learning	1	
OTHY 6403 Applied Human Anatomy	4	
OTHY 6303 Human Movement and Performance	3	
OTHY 6317 Research	3	
<u>Spring I</u>		15
OTHY 6404 Occupational Therapy Assessments	4	
OTHY 6326 Conditions Influencing Occupational Performance	3	
OTHY 6120 Doctoral Seminar II - Introduction to Capstone	1	
OTHY 6355 Applied Neuroscience	3	
OTHY 6307 Theories in Occupational Therapy	3	
OTHY 6102 Level I Fieldwork - Occupational Therapy Process	1	
<u>Summer I</u>		12
OTHY 6112 Level I FW Analysis of Human Occupational Performance	1	
OTHY 6321 Administration & Management	3	
OTHY 6438 Documentation of the Occupational Therapy Process	4	
OTHY 6190 Formative Competency	1	
OTHY 7317 Applied Research I	3	
<u>Fall II</u>		15
OTHY 6510 Holistic Interventions - Birth to Young Adult	5	
OTHY 6511 Holistic Interventions - Adult to End of Life	5	
OTHY 7318 Applied Research II	3	
OTHY 6103 Level I Fieldwork - Evaluation & Intervention	1	
OTHY 6104 Level II Fieldwork Seminar	1	
<u>Spring II</u>		7
OTHY 6V51* Level II Fieldwork - Rotation I	6	
OTHY 6V71** Level II Fieldwork - Rotation II	1	

Summer II

Department of Occupational Therapy  
Occupational Therapy Doctorate Curriculum

	<i>Course Credits</i>	<i>Total Credit Hours</i>
<u>Fall III</u>		12
OTHY 7311 Leadership & Communication in Healthcare	3	
OTHY 6310 Occupational Therapist as an Educator	3	
OTHY 7320 Contemporary Issues and Advocacy in Occupational Therapy	3	
OTHY 7310 Doctoral Seminar III – Planning & Development	3	
<u>Spring III</u>		15
OTHY 7330 Occupational Therapy Practice for Children, Youth and Families	3	
OTHY 7340 Occupational Therapy in Rehabilitation and Disability	3	
OTHY 7360 Advanced Occupational Therapy Practice in Mental Health	3	
OTHY 7220 Transition to Practice	2	
OTHY 7V50*** Doctoral		



<i>Number</i>	<i>Course Title</i>	<i>Credits</i>	<i>Course Description</i>	<i>Hours</i>
OTHY 6355	Applied Neuroscience	3	<i>A study of the development, structure, and function of the human nervous system as well as the sequelae of neurological insult or injury.</i>	
OTHY 6307	Theories in Occupational Therapy	3	<i>In depth study, analysis, synthesis of evidence, and case-based application of theories used to support occupational therapy practice.</i>	
OTHY 6102	Level I Fieldwork - OT Process	1	<i>Application of professional skills and foundational components of the occupational therapy process with a focus on the social and psychological aspects that influence engagement in occupation within a practice setting.</i>	
Summer 1				12
OTHY 6112	Level I Fieldwork Analysis of Human Occupational Performance	1	<i>Application of professional skills and components of the occupational therapy process under the supervision of an occupational therapy practitioner.</i>	
OTHY 6321	Administration and Management	3	<i>Theoretical and practical application of management principles in the provision of occupational therapy services including evaluation and application of strategies to address internal and external influences on practice.</i>	
OTHY 6438	Documentation of the Occupational Therapy Process	4	<i>Synthesis of comprehensive evaluation data to establish client-centered, occupation-based, and outcome-focused intervention plans for clients across the lifespan. Prerequisite: Successful completion of previous courses in program sequence.</i>	
OTHY 6190	Formative Competency	1	<i>Formative evaluation of knowledge, skills, and judgment in applying the occupational therapy process with a client. Includes professional portfolio mid-review.</i>	
OTHY 7317	Applied Research I	3	<i>Mentored participation in a scholarly project that may be used to evaluate practice, service delivery, and/or professional issues. Includes but is not limited to: design, data collection, data analysis, and dissemination. This is the first course in a series of three designed to address the interrelationship among theory, research, and practice. Students will design a theory based research proposal of importance to the field of occupational therapy.</i>	
Fall 2				









Doctoral Capstone and Fieldwork Experiences

Policies and Procedures

Doctoral Capstone and Fieldwork Manuals are available via the UCA website at <https://uca.edu/ot/>

## ACADEMIC POLICIES

### Academic Integrity

Behavioral choices of occupational therapists, including occupational therapy students, must be guided by the Code of Ethics of the American Occupational Therapy Association. Moreover, all UCA students are expected to abide by the rules and regulations of the university as outlined in the UCA Student Handbook. You are encouraged to carefully review the [AOTA Code of Ethics and Ethics \(2020\)](#). Any form of academic misconduct is viewed very seriously by the faculty in the Department of Occupational Therapy. The public's trust in you as a practitioner in health care requires behavior that is above reproach. Acceptance of that responsibility as a student is an essential component of your development as an ethical practitioner. Furthermore, you should know that at the present time the program is required to report any disciplinary action toward you during your education. Our program abides by the [UCA Board Policy 709 – Academic Integrity](#).

As a guide for your personal behavior, you are strongly advised to refrain from any behavior that meets the definition of, or which gives the appearance of academic misconduct. Further, the [AOTA Code of Ethics and Ethics Standards \(2020\)](#) charges practitioners to report instances in which they observe occupational therapists or other professionals engaging in unethical behavior. It is therefore expected that you will report to your faculty advisor or the department chairperson any instances in which you observe unethical or academically dishonest behaviors. Failure to do so constitutes an ethical violation on your part. The Arkansas State Medical Board Occupational Therapy Examining Committee has adopted the statement on ethics of the American Occupational Therapy Association as the standard of ethical practice for Occupational Therapists and Occupational Therapy Assistants licensed in the state of Arkansas.

### Program Progression Policies

#### *Course Sequencing and Interruption of Studies*

Accreditation of the program is based on a curriculum designed to prepare therapists for entry level practice. The UCA Doctor of Occupational Therapy curriculum is based on a developmental progression of knowledge and skill acquisition. Therefore, progression in occupational therapy is contingent upon taking courses in the prescribed sequence. If a student is unable to complete a course in sequence for any reason



required cumulative GPA of 3.0 or above in a timely manner. All Level II fieldwork and the doctoral capstone must be completed within an established timeframe.

It is expected the student will complete Level II Fieldwork in 24 weeks and continue with the curriculum sequence. However, if the student does not successfully complete all Level II Fieldwork then a) they have 12 months to successfully complete the experiences and b) the student's anticipated graduation date will be delayed 12 months (moving the student to the next cohort of students). It is expected the student will complete the doctoral capstone in 14 weeks. However, if the student does not successfully complete the doctoral capstone in that timeframe, the student will have up to 12 months once the Capstone has begun to successfully finish.

Additionally, students must meet all of the university requirements for graduation. Read the UCA Graduate Bulletin <http://uca.edu/gbulletin/>, visit the UCA website, and become familiar with the contents, requirements, and deadlines for the awarding of degrees. Each student is responsible for ensuring he/she has met all university requirements for graduation.

All candidates are required to make formal application for the graduate degree and graduation by the



the students' personal and professional development.

Each student will be advised by assigned faculty advisor according to progression in the program. The purpose of the advisement is to encourage the development of professional behaviors and successful progression in coursework, fieldwork and doctoral capstone experiences.

Advisors will follow the guidelines for advisement as outlined:

First Year (Fall) – Assigned faculty advisor will communicate via email with positive feedback regarding coursework and professional behavior. Individual meetings should take place to address any concern or at the student's request.

(Spring) – Assigned faculty advisor will meet with each student and complete the Attitude/Behavior Checklist on the student's performance during their first year in the program.

Second Year (Fall) - Assigned faculty advisor will meet with each student and complete the Attitude/Behavior Checklist on the student's performance from last meeting and as preparation for Level I Fieldwork.

(Spring) – Students on Level II Fieldwork

Third Year (Fall/Spring) – Advising moves to the assigned Doctoral Capstone Faculty Mentor as the last year of the program involves individual mentorship and advising for the Doctoral Capstone experience. This will include the completion of the Attitude/Behavior Checklist prior to the start of the experience (March/April).

Any concern or issue regarding professional behavior or participation in courses should be addressed by the course faculty during the semester in which it occurs. Thorough documentation of the meeting or ing the semester in

[Student Handbook](#)  
[Student Health](#)  
[The Writing Center](#)

Student Support Groups, Programs, and Services  
Articles and Research on Issues Related to Student Success

## Accommodations

The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this Act due to a disability, please contact the Office of Accessibility Resources and Services (OARS), 450-3613.

Occupational therapy practitioners are required to demonstrate competency while working under a variety of conditions (noisy treatment areas, time restrictions, individuals with varying levels of physical abilities, etc.) and as such the UCA Doctor of Occupational Therapy prog3(rs)-6( )T/F4 /P #MCID 12>> BDC q0.00000912 0

# PROFESSIONAL AND ETHICAL BEHAVIOR

You are now entering a professional community. This means that you will be developing the values, attitudes and behaviors of an occupational therapist, as well as gaining the knowledge and skills needed to become a qualified occupational therapy practitioner. While in classes or on fieldwork or community assignments, you are to communicate, through your language, behavior and appearance, respect for colleagues, instructors, clients, supervisors and the general public.

## Professional and Ethical Misconduct Policy and Procedures

The purpose of this policy is to address professional and ethical behavior not addressed by other university or college policies. This policy does not address academic performance or misconduct issues.

### *Standards of Professional and Ethical Conduct*

To ensure that the highest standards of professional and ethical conduct are promoted and supported in the Department of Occupational Therapy, students must adhere to the prescribed professional and ethical standards of the profession. The [AOTA Code of Ethics](#) describes the principles used to promote and maintain high standards of conduct within the profession.

### *Professional and Ethical Misconduct Definition*

Professional Misconduct is defined as behavior that violates professional or ethical standards for the profession for which a student is preparing. The term includes, but is not limited to, misconduct that



determines that there is no reasonable basis to believe that the student engaged in professional or ethical misconduct, the student will be notified and the matter will be dismissed. If the department chairperson determines there is a reasonable basis for believing that the student engaged in professional or ethical misconduct, the department chairperson shall determine the appropriate sanction(s) and shall take whatever steps are useful to that end. If the student complies with the terms and conditions of the sanction(s), no further action against the student will be taken and the matter will be closed.

4. If the student feels the decision of the department chairperson/coordinator was arbitrary and capricious, he/she may seek an appeal through the Dean of the College of Health and Behavioral Sciences.

#### Student Expectations in the Doctor of Occupational Therapy program:

- 1.

sensitive to differences among cultures, generations, and work environments as to what is acceptable attire and appearance. This means that attire in classes and practice settings may be required to be different from what one would wear in an outing with friends or family. You are expected to dress neatly and appear well groomed. Appropriate apparel is expected at all times.

#### *Expected Site Visit/Practice Setting Apparel*

- Business casual slacks (Slacks should be well fitted. Baggy or tight fitting slacks are not acceptable. If slacks have belt loops, then a belt is required.) The waist band of the slacks should approximate the person's waist.
- purple solid color polo shirt (tucked in)
- hose/socks
- closed toe, flat shoes, preferably with rubber soles for safety
- name tag
- long hair pulled back (for safety)
- white lab coat (when applicable)
- if the polo shirt/business casual slacks is not appropriate for the setting, students should dress modestly (no low cut tops or shirts, no tank tops/string straps, no tops that show undergarments, no tops that show the stomach/low back area, shorts should be knee length, no tight fitting clothing, and no clothing with holes)

#### DO NOT attend service learning, field trips, fieldwork, or capstone experiences with:

- long fingernails, bright nail polish
- heavy perfume
- excessive make up or jewelry
- chewing gum
- visible body piercing/jewelry
- visible tattoos
- high heels

Failure to follow these guidelines will result in your being excused from the field trip, site/fieldwork location, service learning, and/or capstone experience with a 0 grade for the corresponding assignment or experience.

#### *Classroom and Laboratory Apparel*

Conservative classroom apparel is expected. While many classes are conducted in an informal environment, please refrain from wearing provocative attire in the classroom. Students may be required to wear conservative shorts and halter or bathing suit tops during specified laboratory sessions on campus (during manual muscle testing, etc.).

#### 6. Purchase your own and retain textbooks

Faculty members are careful to choose textbooks that are necessary for courses, and will serve as references well into the future. Your textbooks will serve as excellent resources for fieldwork experiences and in your studies for the NBC1 0 0 1 144.02 376.dn4(a)-4(re)-4(on)-2(us)-6(c)-4(fottaci(ion))TJETQ

## Grievances

The UCA Department of Occupational Therapy strives to provide an environment of mutual respect, cooperation, and understanding. Notwithstanding this commitment, problems and concerns sometimes

Assessment – Professional Behavior

The

report an incident to the Academic Fieldwork Coordinator or Doctoral Capstone Coordinator (as appropriate). Behaviors reported to the occupational therapy faculty

## Professional Activities











immediately – these policies require a little planning ahead.

*Job Reference/Scholarship Reference Requests*

The Department of Occupational Therapy faculty and staff are committed to your goals. Faculty provide references and recommendation letters as a favor to students provided proper etiquette is followed.

1. Ask faculty for their permission before adding them to your reference contact list. The preferred method of asking for permission is face-to-face; however, mail or e-mail may be used. Using social media is not appropriate.
2. Be sure to ask faculty how they wish to be contacted. Ask them to provide the name, credentials, title, address (mail or e-mail) and/or phone number they prefer you use.
- 3.

## HEALTH AND SAFETY

## LABORATORY REGULATIONS

### *Lab Use*

Available for use during regular office hours 8:00am - 4:30pm for practice of skills associated with laboratory experiences. Study sessions should occur in the Torreyson Library, in areas designated for group or individual study.

May be available after hours with special permission but must be arranged with faculty supervision. The kitchen or lab areas may not be used for eating lunches or for breaks. After each class, students and faculty are responsible for cleanup of any area (i.e. washing surfaces, stowing items in their proper place, running dishwasher, emptying the washer and dryer after use, etc.)

Permission must be granted for use of the lab facilities for special events, such as parties, potlucks, etc. To receive permission at least one individual must be designated and responsible for thoroughly cleaning the area after the event. See Dr. Ishee for permission to use the facilities; *no other person is authorized to give permission* to use the facilities for these purposes.

### *Equipment/Supplies*

Equipment and supplies are not available for loan or personal use. Students are to follow the equipment and supply checkout procedure when items are needed for study and course assignments. Students are not allowed to remove equipment or supplies from the department unless authorized by a faculty member only.

Equipment or supplies are to be used only for the purposes for which they were designed.

Clean and replace all supplies and tools immediately after use.

Report broken items or any equipment malfunctions to the department staff.

Put your name on all personal equipment or materials that you may bring in to the department.

### *Cleaning/Storing Supplies and Equipment*

Unfinished projects should be stored in areas designated by instructors.

Clean up work area and equipment after each use.

Do not store personal items in the department.

### *Lockers*

Lockers are located in the DHSC 309 rest rooms. See Mrs. Orton for locker availability.

Register your locker number with the administrative assistant and provide the department with an extra key or the combination being used.

All lockers of non-returning program participants must be cleaned and left empty prior to leaving for fieldwork.

Persons using lockers will be responsible for any costs incurred in having locks removed.

## GENERAL INFORMATION

### *Contact Information Updates*

The Department of Occupational Therapy Administrative Specialist (DHSC 300) maintains occupational therapy student records. The department will use the information within eValue so please keep your eValue account updated and current. All changes must also be reported to the Office of the Registrar to be recognized by the University.

### *Communication*

Occasionally the department will need to contact you at times other than class time. For this reason, it is essential to provide a current local address, telephone, email address, as well as name changes to the departmental administrative assistant. If/when you have a change in this information, please promptly provide the new information so that records can be updated.

### *Electronic Communication*

UCA faculty and staff are provided with email accounts for the purpose of conducting official business related to academic and/or administrative functions to accomplish tasks consistent with the university's mission. Because email is an effective way to disseminate information of importance, relevance and

The occupational therapy classrooms and labs will remain well equipped, well-kept and clean if each student does his/her share. Clean and return equipment when you use it, wipe up spills, etc. In other words, take pride in your department. When guests tour the department, it is important that it reflect the professional nature of the program.

### *Personal Items*

7s/F4 10.92443.35 709.56 Tmond return

# EMERGENCY PROCEDURES SUMMARY DOYNE HEALTH SCIENCES (DHSC)

The image shows a digital interface for emergency procedures, divided into several sections:

- General Information:**
  - In the event of an alarm or official notice to evacuate the building, use the nearest exit and mainway.
  - Take keys and cell phone with you if possible.
  - Secure offices if possible.
  - Remain calm and listen to instructions.
  - Do not use elevators.
  - Do not re-enter the building until instructed to do so.
  - Do not block the exits.
  - Do not touch or disturb anything.
- Power Outage:**
  - Turn off and unplug computers.
  - Do not touch or disturb anything.
  - Do not touch or disturb anything.
- Bomb Threat:**
  - Evaluate the danger to the building and its occupants.
  - Report unusual objects to UCA PD, but do not touch them.
- Fire:**
  - Stay away from windows.
  - Fire doors in hallway should be closed.
  - Remain in a safe area.
  - Do not touch or disturb anything.







deadline. The final immunization is given 5 months after the second one. It should be noted that many health care facilities require Hep B immunizations for students and employees.

Measles, Mumps, & Rubella (MMR) – 2 MMR vaccines or positive antibody titer.

UCA contracts with clinical sites for placement of students. The clinical sites have specific-site requirements and the final determination about acceptance of students for placement into the facilities. The clinical sites, for example, may decline to accept a student for placement at their facilities based upon site



First aid kits are located in Doyme Health Science Center, Suite 100 and 300 and in all OT labs in the Prince Center. Students may request band aids, gauze, antibiotic ointment, ace wraps, etc. from the OT Department for any minor injuries that occur while participating in school related activities.

Students will be given appropriate accommodations for any known allergies, e.g., latex, nuts, milk, etc. and will not be penalized in anyway.

### BLOOD BORNE PATHOGENS/BIOHAZARDS

All occupational therapy students are informed of the risks of becoming infected by blood borne pathogens by the department during the first year of newly matriculated students.

### USE AND AVAILABILITY OF PROTECTIVE GEAR

If there is any risk of bodily fluids or biohazardous material touching the skin, the individual should be properly protected with a barrier such as gloves, gowns or masks. Gowns, gloves, protective eye wear, face masks and caps, as well as receptacles for sharps and biohazards, are stored in the Gross Anatomy Lab, DHSC, Room 153 (in Cabinet #3).

### INSURANCE ISSUES

Professional liability insurance is provided by the University of Central Arkansas for occupational therapy students as they participate in educational activities related to courses in which they are enrolled. While on campus, students are responsible for their own medical expenses and are encouraged to purchase healthcare insurance, although the Student Health Service is available on campus to treat minor injuries and illnesses.

The University of Central Arkansas Department of Occupational Therapy has memorandums of understanding with some fieldwork sites that require students to be covered by medical insurance while on Level II assignments.

### HAND WASHING PROCEDURES

When to wash your hands:

As you touch people, surfaces and objects throughout the day, you accumulate germs on your hands. In turn, you can infect yourself with these germs by touching your eyes, nose or mouth. Although it's impossible to keep your hands germ-free, washing your hands frequently can help limit the transfer of bacteria, viruses and other microbes.

Always wash your hands before:

- Preparing food
- Eating
- Treating wounds or giving medicine
- Touching a sick or injured person
- Inserting or removing contact lenses

Always wash your hands after:

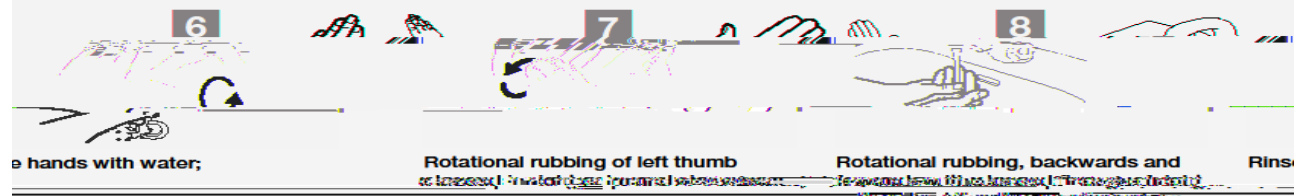
- Preparing food, especially raw meat or poultry
- Using the toilet
- Changing a diaper



# How to - and wash?

USE HAND RUB - WASH HANDS WHEN VIVIDLY SOILED OTHERWISE

Duration of the entire procedure: 40-60 seconds



**Patient Safety**  
A World Alliance for Safer Health Care

**SAVE LIVES**  
Clean Your Hands



**World Health Organization**

### HOUSEKEEPING POLICY

Following use of labs, students/faculty must clean surfaces with appropriate cleaners that are located in closed cabinets throughout the OT department. Also, they must dispose of waste and materials in the appropriate receptacles. Material Safety Data Sheets (MSDS) on all chemical products can be found in the OT Department of Doyme Health Science Center, suite 300 and on the faculty and staff shared network drive. Refer to the Policies and Procedures for the Health and Safety of Clients, Students, and Faculty for additional handling and disposal of hazardous materials.

### CLIENTS, STUDENTS, AND FACULTY

In all areas used by the OT Dept., accident prevention tags shall be applied by a representative of the physical plant as a temporary means of warning others of an existing hazard, such as defective tools, equipment, etc.

### GROSS ANATOMY LAB SAFETY PROCEDURES

Extra care should be utilized during dissection and the clean up procedures after dissection. Students are expected to utilize the heavy plastic garbage bags to dispose of any trash. Trash must be bagged and the open end of the bag knotted and placed in the cadaver loading area outside the lab for pick up. Human tissue that is removed from the cadavers during dissection should be placed in separate labeled plastic bags (i.e. each bag should be labeled by the cadaver number) and kept in the lab refrigerator during the dissection. In the refrigerator, there are labeled slide out trays for each cadaver bag.

The gross anatomy lab has safety equipment available to students utilizing the facility. Students should familiarize themselves with the operation of this equipment in the case that this equipment is needed while utilizing the lab. Wearing gloves, protective eyewear and lab coats are important to protect your skin and eyes from exposure to preservative chemicals present in the cadavers. Hand washing is essential to maintain personal hygiene. Eye washing equipment is located adjacent to the hand washing sinks located at each end of the lab. There is a first aid box located at the entry of the lab adjacent to the large hand washing sinks at the entrance of the lab.

Material Safety Data Sheets (MSDS) are kept up to date for all chemicals stored in the lab. MSDS sheets are organized in a binder located in the storeroom and are clearly labeled. A secondary MSDS binder is kept in the main room so that it is available to





Bailey  
Bowman  
Bradley  
Brazil (Woodson)  
Breazeale  
Breytenbach  
Bunch  
Campbell  
Cashion  
Castleberry

Anna  
Macie  
Madalynn  
Caitlyn  
Olivia  
Robyn  
Nori  
Kateland  
Alysia  
Brynn

Ashley McClain  
Brandy Pate  
Brittany Saviers  
Ashley McClain  
Lynne Hollaway  
Deborah Gangluff  
Dana Gonzales  
January Schultz  
Lorrie Paschal  
Kelly Hartwick-(L)-2

Coats  
Daugherty  
Files  
Garrett  
Harris  
Hart  
Hollaway  
Keathley  
Kemp  
Kinder  
Lambert  
Lantz

Shelby  
Lilly  
Kamryn  
Sarah  
Jillian  
Caroline  
Jacob  
Mariah  
Lauren  
Breanna  
Atlee  
Victoria

Lynne Hollaway  
Chris Ryan  
Dana Gonzales  
Deborah Gangluff  
January Schultz  
Kelly Hartwick  
Lorrie Paschal  
Brandy Pate  
Brittany Saviers  
Chris Ryan  
Dana Gonzales  
Deborah Gangluff-(D)-1e-5b

Scott  
Sides  
Smith  
Spalding  
Strayhorn  
Swaffar

Amber  
Megan  
Micah  
Stacy  
Allison  
Lauryn

Lorrie Paschal  
Ashley McClain  
Brandy Pate  
Brittany Saviers  
Chris Ryan  
Dana Gonzales

## APPENDIX B OTD Program Forms

# Attitude/Behavioral Check Sheet

Student: \_\_\_\_\_

Demonstrates awareness of personal needs and

*Professional Behavior Reporting Form*  
UCA Department of Occupational Therapy

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Observer \_\_\_\_\_

Positive / Negative (circle one)

Setting

Student Action or Behavior

Evaluator Action

*Application to Return to Coursework*  
IN THE DEPARTMENT OF OCCUPATIONAL THERAPY AT  
THE UNIVERSITY OF CENTRAL ARKANSAS

An application to return to coursework in the Department of Occupational Therapy at the University of Central Arkansas is necessary in the event that a student earns a grade of D, F, or NC in a professional (OTHY) course, or an F in a professional support class, received a semester GPA of less than 2.0 or were dismissed from the program for academic dishonesty. The student must complete all parts of this application and return the application to the department by the date designated in the attached letter in order to return to the program.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DAYTIME PHONE#: \_\_\_\_\_

Respond to the Following Questions:

1. Reason for Dismissal:
2. Please discuss the reasons why you were unable to complete coursework at the level of your potential:
3. Please discuss how you will prevent a recurrence of the present problem. What will you do differently in order to successfully perform in the course(s) in which you had difficulty?
4. Please provide any other information which you wish the faculty to consider.

I hereby certify that all information given on this Application to Return to Coursework is complete and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date