**SHAWNEE COMMUNITY COLLEGE OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

**JOB SHADOWING AGREEMENT AND ACKNOWLEDGMENT**



Purpose: Because of the technical nature of the Occupational Therapist Assistant Program, the Shawnee Community College Occupational Therapy Assistant Program faculty feel that it is imperative that students entering this program know the nature and scope of the demands of this career field. Due to the vast array of settings in the occupational therapy field, we require a hybrid job shadowing experience split between in-person shadowing and virtual experiences. This is to ensure each student understands every type of setting occupational therapy offers. It is critical that anyone entering the program understands what occupational therapy is, the types of settings which you will be learning about, and the complexity of the program you are entering. It will be required for you to have your job shadowing hours completed no later than the date of the OTA Program orientation. You can bring any submissions on this date, or submit any completions via email. These submissions can be made at any time throughout the summer. This form must be completed to begin the OTA Program. There will be copies available to complete at orientation if you do not have access to a printer. You are urged to begin completing these hours immediately upon receiving your acceptance into the program. Signing this form acts as an agreement that you understand this is a full-time program which includes both coursework and clinicals. You will have clinical experiences throughout the program which are to be completed in each semester and require travel. In the final semester, the clinicals will be full-time, five days per week. It is also an agreement that you understand the nature and concepts of the scope of occupational therapy practice. Please see the reverse side of this form for full instructions for your virtual and in-person job shadowing requirements.

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In-Person Job Shadowing Instructions**

You must individually obtain your job shadowing sites. I have attached a list of some facilities who take job shadowing students. You are welcome to inquire at any facility of your choice to see if they will take a job shadowing student. You must observe a minimum of two different practice settings as part of this job shadowing experience. You must observe a minimum of 4 hours per setting, which is a total of 8 hours of in-person observations. You are permitted to observe at the same facility if multiple settings are offered, but you must observe in each individual setting for 4 hours. You are expected to behave professionally and follow any rules implemented by the facility and the clinical supervisor. There are many facilities which will require proof of vaccinations, TB test, background checks, etc. which we are also requiring for the program. It would benefit you to begin getting this information immediately. If there are any professional behavior issues, or if you do not follow the facility rules, you can be dismissed from the facility. If this occurs, you can be denied acceptance into the program. Unprofessional behavior will not be tolerated within our program. You have a goal to observe professionals in multiple settings and their capacity to work with clinical application and reasoning, as well as learning professional behaviors such as client interaction, communication, motivation, empathy, professionalism, and timeliness. You must have the clinical supervisor sign off on the attached time sheet. You must complete every aspect of the time sheet.

**Virtual Job Shadowing Assignment Instructions:**

Please note there are 10 total writing components required to complete this aspect of the assignment, along with completion of the time log.

Attach a typed 75-word minimum summary for EACH of the nine videos linked in the PowerPoint presentation. Please note, the 75-word minimum will not include the length, author, or title of the video if they are included in the summary.

On the Job Shadow Time Log you must complete the following components for each video:

* Length of Video
* Author of Video
* Video Title

Aside from the requirements for the videos, you must end with a separate reflection on what occupational therapy means to you. This summary has a word requirement of 200-words minimum and 500-words maximum. This summary can include, but is not limited to, things you have learned throughout your job shadowing experiences, why you have chosen this career path, and if you have any personal ties to occupational therapy.

**General Instructions:**

The completion of 8 job shadowing hours in two settings, completed time log, reflection, nine video summaries, and the signed agreement are due no later than the date of the OTA Program orientation. This is required to begin your courses within this program. You will not be permitted to start your course work until these requirements are submitted in their entirety. Any courses and course work you miss until the requirements are submitted will be counted as unexcused absences. Please see the student handbook for any polices related to unexcused absences.

Upon completion, you are encouraged to submit this to the OTA Academic Fieldwork Coordinator, Rachael Trotter, at rachaelt@shawneecc.edu as opposed to waiting until the orientation date to avoid forgetting it. You can email documents, PDFs, or pictures of any of the assignments due as long as they are visible.

Please feel free to reach out to me with any questions or concerns by email at rachaelt@shawneecc.edu.

POTENTIAL JOB SHADOWING SITES

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| **SITE** | **LOCATION** | **CONTACT** |
| BAPTIST HEALTH HOSPITAL | PADUCAH, KY | ANDREA WILLIAMS: STUDENT COORDINATOR - ANDREA.WILLIAMS@BHSI.COM |
| DELTA SOUTH | SIKESTON, MO | MACKENZIE STURGEON, COTA |
| FERRELL HOSPITAL | ELDORADO, IL | THERAPY DEPT. |
| HAMILTON MEMORIAL HOSPITAL | MCLEANSBORO, IL | STACY WEBB, COTA |
| HEARTLAND REGIONAL MEDICAL CENTER | MARION, IL | ERIN WALL: HR |
| JOYNER THERAPY SERVICES | HARRISBURG, IL & MARION, IL | MEGAN ROBERSHAW: DIRECTOR - RDOT\_ROBERSHAWJOYNERTHERAPYSERVICES.COM |
| LOURDES MERCY HEALTH HOSPITAL | PADUCAH, KY | THERAPY DEPT. |
| MARSHALL BROWNING HOSPITAL | DUQUOIN, IL | HEATHER RICHLMAN: DIRECTOR - HEATHER.RICHELMAN@MBHDQ.COM |
| ORTHOPAEDIC CENTER OF SOUTHERN ILLINOIS | MT. VERNON, IL | KIM RUBENACKER: OTR - KIMR@OCOSI.ORG |
| PARKWAY MANOR: LIBERTY VILLAGE | MARION, IL | CRYSTAL RAY: STUDENT COORDINATOR - CRYSTAL.RAY@AEGISTHERAPIES |
| SOUTHERN ILLINOIS HEALTHCARE | MULTIPLE FACILITIES | SHELBY BAGGETT: STUDENT COORDINATOR - SHELBY.BAGETT@SIH.NET |
| SSM HEALTH: GOOD SAMARTIAN HOSPITAL | MT. VERNON HOSPITAL | THERAPY DEPT. |
| ST FRANCIS MEDICAL CENTER | CAPE GIRARDEAU, MO | BRENT ESSNER: OTR - BESSNER@SFMC.NET |