

## Confirmation of Understanding of Student Responsibilities Form



### Confirmation of Understanding of Student Responsibilities While on 'Out-of-Catchment' Placement

**Rationale:** *The opportunity to participate in a fieldwork placement outside of the University of Toronto 'catchment area' is a privilege that brings about responsibilities on behalf of the student that has been granted this opportunity. As in all placements, the student is not only representing themselves but also the profession of Occupational Therapy and the University of Toronto. However, out-of-catchment placements may present special challenges. This form is to ensure clarity around the expectations of and supports for students who are granted such privileges.*

My signature below indicates that while I am on my 'out-of-catchment' Fieldwork Placement,

From \_\_\_\_\_ to \_\_\_\_\_  
(Start date of placement) (End date of placement)

At \_\_\_\_\_  
(Name of facility)

I understand that I am representing the University of Toronto and the profession of Occupational Therapy and agree to:

- Abide by the CAOT and COTO Codes of Ethics, (as outlined in the Fieldwork Resource Manual)
- Abide by the University of Toronto Professional Standards for Occupational Therapy Students and the Occupational Science and Occupational Therapy Student Code of Conduct
- Abide by the rules and expectations of the facility to which I am going regarding things such as dress code, placement hours, days of work, and any pre-determined fees.
- Abide by local holiday and work schedules, not those of my home city/province/country.
- Demonstrate cultural and ethnic sensitivity in conduct and communication (see COTO guidelines on Communication and Professional Behaviour).
- Attend placement for the full expected number of hours for the placement period as outlined by the University of Toronto, or notify the university immediately of any circumstances that may affect this.
- Make the University of Toronto Fieldwork Coordinator aware, in a timely fashion, of actual or potential areas of difficulty or conflict with the facility and/or preceptor.
- Make contact with the University of Toronto Fieldwork Coordinator upon arrival at the location of the placement to indicate safe arrival; at mid-term to give a brief update on the placement to that point; and upon return to home to indicate safe return.
- Remind the preceptor of the opportunity to contact the University of Toronto Fieldwork Coordinator regarding any issues that need clarification and provide contact information as required.
- Ensure that the preceptor fully understands the University of Toronto evaluation process and carries it out, both at mid-term and at the end of the placement.

***In addition to this form, students who are going on international placements must provide proof of having attended the University of Toronto 'Safety Abroad' session by either signing in during the session or by completing the Safety Abroad tutorial and providing the completion certificate to the OT office.***

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

Signature of Student: \_\_\_\_\_

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