



### New Preceptor Orientation

Welcome to your new role as preceptor! We would like to thank you for your participation in the Fieldwork Program at the University of Toronto, Department of Occupational Science and Occupational Therapy (OS&OT). Your involvement and interest in clinical education are most appreciated. Our clinical partnerships are integral to the competency development of our student occupational therapists. Over half of the instructional hours in our MScOT programme are fieldwork hours. That means that preceptors, like you, are key instructors within this programme! Your contributions will positively impact practice of future occupational therapists. Your role as a preceptor is invaluable and we hope you will find this experience to be a rewarding one.

Here is an example of what one occupational therapist said about her preceptor role: *"Through labs, lectures, and student placements I have enjoyed the exchange of ideas between emerging and experienced clinicians. My own clinical skills have improved through students' questioning, and their curiosity. Students push me to think outside the box, to listen to and strive for new ideas, to stay passionate, and to serve clients using the best practice knowledge available. My hope with every student is that I make myself progressively unnecessary to them, and that they learn not to be a mirror image of me, but to create their own therapeutic style."* (Cara Kircher, Toronto Rehab, UHN)

Another OT preceptor in a private practice setting said this after supervising a MScOT U of T student: *"Having V. as my student was an educational experience for me as it allowed me to reflect deeper on my practice and teaching style. I firmly believe that having V. as a student has made me a better teacher and clinician."* (OT at CBI Health)

The following CAOT article (**'10 reasons for you to make students an offer they can't refuse!'**) further highlights the many advantages of being a fieldwork educator:

<https://www.caot.ca/default.asp?pageid=584>

**Both CAOT and COTO have documents that will assist you in your new role as preceptor.**

**Professional Responsibility in Fieldwork Education in Occupational Therapy** is a position statement by CAOT which reminds us of our professional responsibility to engage and support entry-level OT fieldwork education. It provides recommendations to OTs, and the connection of this responsibility with the OT Profile of Practice. The link to this important document is: <http://www.caot.ca/pdfs/positionstate/fieldwork.pdf>

**COTO's Standards For The Supervision of Students and Occupational Therapy Assistants** is your resource from the College which provides the minimum expectations of occupational therapists when providing supervision to students. The link to this important document is: <https://www.coto.org/standards-and-resources/resources/standard-for-the-supervision-of-students-and-occupational-therapy-assistants-2023>

It is also advised that you review the **Responsibilities of Fieldwork Education Partners** document which is taken from the Canadian Guidelines for Fieldwork Education in Occupational Therapy (found at <http://www.acotup-acpue.ca/PDFs/2012%20CGFEOT%20-%20English.pdf> ). This document was created by the Academic OT Fieldwork Coordinators across Canada and outlines the expectations of students, fieldwork educators (preceptors and site fieldwork coordinator, as applicable), and the university fieldwork coordinator/professor to ensure excellent learning opportunities and an optimum environment for learning. This document can be located at: <http://ot.utoronto.ca/current/fieldwork/fieldwork-manual-index/canadian-guidelines/section-2/>

You may also wish to locate information about the **Department of OS&OT's curriculum** to assist you in planning for the upcoming placement. This will provide you with information about what courses students have taken prior to their placement with you. The link to this information is; <http://ot.utoronto.ca/current/calendar/>

Undoubtedly, your clinical experience will be a tremendous resource to students. And while you may reflect on your own experiences from fieldwork education to inform your approach to fieldwork education, there are many resources available to you through the Department's website; the Occupational Science and Occupational Therapy Fieldwork Resource Manual (which is also available in hard copy and can be obtained by emailing [ot.clined@utoronto.ca](mailto:ot.clined@utoronto.ca) and requesting a copy), online pre-placement webcasts designed for each fieldwork placement, as well as a variety of articles and other documents, such as those listed in greater detail below. These are designed to provide you with helpful information as you embark on your new role as preceptor. Links to these can be located on the Department's website. Please see the information in the boxes below.

Our **Departmental website** is a portal to numerous resources. It can be located via the following link; <http://ot.utoronto.ca/>. Information specific to the Fieldwork Supervision is found here: <http://ot.utoronto.ca/clinical-community-alumni/clinical-community/fieldwork-supervision/>. The OS&OT Educational Conceptual Framework (ECF) is a document that was created to outline the why and how of the MScOT curriculum that is used to educate students to become occupational therapists. In addition to providing a framework for teaching and learning, the document provides a guide for the renewal of both academic and fieldwork course content and teaching processes. This document can be found here: <http://ot.utoronto.ca/clinical-community-alumni/clinical-community/fieldwork-supervision/> under 'Fieldwork Guidelines, Standards, and Resources'.

You will find comprehensive materials related to the Fieldwork Program in the Department of OS&OT's **Fieldwork Resource Manual**. An electronic version is available to you by following this link; <http://ot.utoronto.ca/current/fieldwork-manual-index/>

The document, **Instructions on Evaluation of Fieldwork Placement**, will introduce you to the Competency Based Fieldwork Evaluation for Occupational Therapy (CBFE-OT) that is used by the Department of OS&OT at the University of Toronto and by universities across Canada. Information on student attendance at Fieldwork is also contained here. You may also request to view the updated course outline from your student to review specific fieldwork objectives and other pertinent fieldwork related information. This document can be located at; <http://ot.utoronto.ca/clinical-community-alumni/clinical-community/fieldwork-supervision/>

Your student will have a copy of the Competency Based Fieldwork Evaluation for Occupational Therapists as a required textbook should you need to reference it. The following articles provide an overview to the CBFE-OT and an enhanced description of learning objectives by competency: <http://www.caot.ca/otnow/nov11/teaching.pdf> and <http://ot.utoronto.ca/clinical-community-alumni/clinical-community/fieldwork-supervision/> (under Information – Course Objectives and/or Course Outlines).

Other important links within the Occupational Science and Occupational Therapy Fieldwork Resource Manual can be easily accessed below:

**Personal Learning Objectives:** Useful information if you have questions related to the personal learning objectives to be established by the students during the fieldwork placement. <http://ot.utoronto.ca/current/fieldwork-manual-index/mscot-curriculum-and-fieldwork-program/> (under Fieldwork Evaluation – Personal Learning Objectives)

**Student Accident/Injury Insurance While on Fieldwork:** Detailed information if you have questions about how to address a student accident or injury while on placement with you. <http://ot.utoronto.ca/current/fieldwork-manual-index/contracts-and-insurance/>

**Issues Arising During Fieldwork Placement:** Important information if you have concerns related to the performance of a student placement or there is a risk of student failure. <http://ot.utoronto.ca/current/fieldwork-manual-index/mscot-curriculum-and-fieldwork-program/>

(under Fieldwork Evaluation) and <http://ot.utoronto.ca/wp-content/uploads/2015/06/fieldwork-issue-chart.pdf> **Your On-site Fieldwork Coordinator is a valuable resource at your facility**

Each facility has a fieldwork coordinator; someone at the site who acts as a resource for you as a preceptor, for the students at your site, and for us at the university. He/she is the main link between the facility and the university. The on-site fieldwork coordinator submits placement offers to the university on behalf of the OT's at the facility and ensures that all facility information available to the students is up to date. The on-site fieldwork coordinator is familiar with the MScOT curriculum and fieldwork policies and procedures. In most cases, he/she has extensive experience as a preceptor and can provide tips and advice for you in your new role as preceptor. On-site fieldwork coordinators are expected to become involved when there are issues around student performance so please remember to consult your site fieldwork coordinator if you are concerned about your student's performance.

#### **Student Orientation to the site/facility learning program:**

Each fieldwork site provides the university with a completed Fieldwork Site Profile (FS-PRO) that outlines learning opportunities, resources, and procedures at their facility. Students are required to read this information (and any other information provided to the university by the facility) prior to the beginning of the placement. You should ask your onsite fieldwork coordinator for a copy of the FS-PRO for your site and any other information given to the university to understand what your student knows about your facility prior to his/her arrival. Students are sometimes also asked to do online modules prior to attending a facility in order to speed up onsite orientation. Your site Fieldwork Coordinator may have an existing on-site orientation program. Familiarize yourself with what may be covered in the onsite orientation by your colleague(s) (if applicable) to complement the unique aspects of your clinical/placement area.

Suggested **Orientation** items may include but are not limited to;

- *Physical environment – including staff bathrooms; cafeteria/food court; unit layout; student work space*
- *Patient rooms – call bell system; bed controls/features; staff assistance procedures*
- *Safety procedures – code overview and response; client falls and associated procedures; restraint policies*
- *Dress code*
- *Work hours; notification of unexpected absence (student or preceptor)*
- *Chart organization and review*
- *Documentation – processes; reporting (paper vs. online); policies; accepted format(s) (SOAP, etc.);*
- *OT “Department” – location of assessment tools; intervention activities; intervention space*
- *Interprofessional team members and introductions*
- *Interprofessional rounds*
- *Routine meetings that can be scheduled into their placement, as appropriate*
- *Relevant policies and procedures (organizational, professional)*
- *Plan for preferred feedback (in the moment, established review meetings; giving and receiving feedback)*
- *Infection Prevention And Control (IPAC) practices at your organization*
- *Discussion of preferred learning and teaching styles* *cont'd →*
- *Organizational website and online learning materials/resources for staff*
- *Discussion of previous placement experiences and curriculum*
- *Other items to consider can include: Expectations (Preceptor, Site, Fieldwork Level); Learning Objectives discussion; Student Project discussion*

## Other Helpful Resources

There are exceptional free resources for preceptors in the Preceptor Education Program (PEP) online self-directed modules as well as the Preceptor Development Initiative. Links to these helpful resources follow:

<http://www.preceptor.ca/> and <http://www.practiceeducation.ca/>. Modules include subjects such as giving and receiving feedback, fostering clinical reasoning, dealing with conflict, developing learning objectives, and many other helpful topics.

Thank you for your involvement in the Fieldwork program at the University of Toronto. We look forward to our future partnership! We hope that you will find this experience rewarding and that it may have a positive impact on your practice and growth as an occupational therapist. Your involvement in fieldwork is one of the many ways to enable you to achieve a Status/Adjunct faculty appointment with University of Toronto. That is, taking at least one student a year on a placement will support your eligibility for a Status/Adjunct faculty appointment.

Applications are received each year from November to January. Please visit:

<http://aca.med.utoronto.ca/node/35> for details.

If you have any questions or concerns, don't hesitate to be in touch as we are happy to assist you.

Sincerely,

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