

DO THIS

- be open-minded
- ask lots of questions, keep open body language, smile
- be prepared to use the framework
- make a calendar of due dates
- talk with supervisor
- be flexible
- be over-prepared
- be an active learner
- speak appropriately and respectfully
- be on time
- show compassion and enthusiasm for patients
- take initiative and work hard
- come up with your own ideas
- take responsibility for looking up new methods of treatment
- be conscious of patient's comfort and discomfort and seek to allay their fears to make them feel more comfortable to build rapport
- be safe
- complete assignments
- introduce yourself to those around you (physicians, nursing staff, other therapists, and patient/family)
- be prepared to look things up you don't know
- say when you need help right away
- be direct with your supervisor
- apply what your fieldwork supervisor teaches you
- keep personal calls for break
- know facility's expectations
- remain professional at all times
- be honest with patient, staff, and self
- have good attitude
- make fieldwork the top priority
- advocate for yourself
- work with other disciplines
- write down names of diseases, tx, etc. to look up at the end of the day
- follow safety rules
- take time to relax each day
- leave cell phone in bag/car
- go the extra mile to learn more
- observe other disciplines to get a more well- rounded picture of what patients experience
- complete paperwork in a timely or early manner
- be grateful for your supervisor
- come to work well groomed
- document effectively
- supervise COTAs accordingly
- send thank- you note to your CI
- identify any additional accommodations you need
- give fieldwork educator feedback about fieldwork experience
- when you don't know something, look it up
- respect confidentiality
- care more about your experience than FW educator does
- stay in OT scope of practice
- respect supervisor's authority
- follow HIPAA guidelines
- budget time
- stay professionals even when it feels like you are working with friends
- ask for feedback
- lock brakes on wheelchairs
- wear a watch
- know how to describe OT to population working with
- want to learn
- be flexible
- keep positive attitude
- contribute in team meetings
- find new learning experiences
- ask questions,
- be respectful, accountable, prepared
- follow the rules
- use client- centered approaches
- use evidence- based practice
- finish responsibilities before leaving at end of day
- watch other OT's for ideas
- be a good listener
- know facilities policies and expectations
- have open communication
- respond positively to feedback
- arrive on time
- communicate well with other health professionals, clients, and families
- dress appropriately

DON'T DO THAT

- arrive later than the fieldwork educator
- make “friends” with coworkers
- forget precautions
- use your cell phone for a clock or any other purpose
- expect to have holidays off
- be disrespectful
- be high maintenance
- be unethical
- have a negative attitude
- be passive
- show your skin
- date someone at your fieldwork site
- practice outside the OTPF scope
- perform OT services if there is not an OTR in the building
- be a jerk
- refer to yourself as “Doctor”
- perform surgery
- talk about your supervisor
- break HIPAA
- lie
- call Dennis in the middle of the night crying
- transfer a patient without locking the wheelchair (if they are in a w/c)
- talk about your patient with your friends at the bar on Friday night
- sign paperwork on a patient you have never seen
- be close-minded or not open to new things
- act improperly
- call out the supervisor in front of clients
- invite your supervisor or patients or anyone else at the fieldwork site to go to Church, Mosque, Synagogue, or drumming circle with you
- go to the bathroom too much
- badmouth your school
- wait until the last minute to complete assignments
- stay up too late
- wear excessive jewelry or perfume
- remain introverted
- be afraid to ask questions
- complain
- be shy and unwilling to ask questions
- come unprepared
- give up
- take criticism personally
- be unfriendly towards clients and staff
- swear loudly and colorfully when someone runs over your foot.
- show disinterest with body posture, facial expressions, tone of voice, lack of eye contact
- unable to follow basic rules
- keep doing things your way, and not way that supervisor showed you
- think the day is done when you leave facility
- say you didn't want to work with this population
- rely on fieldwork educators for all intervention ideas
- act superior to fieldwork employees and clients
- expect to be told all the answers
- study for NBCOT on fieldwork time
- park in inappropriate areas
- be judgmental
- drop a patient
- drink more than one alcoholic beverage if in that situation
- wear uncomfortable shoes
- explain OT as “kind of like PT”
- act like a know- it- all
- let other things in your life affect your work and concentration
- be afraid to touch the patient
- talk about the patient like he or she is not there
- exclude patient's family from treatment session
- refer to an OTA as “my COTA”
- be late or absent
- put patients in a safety risk
- discuss fieldwork on facebook or any other social network site