

Baker College

School of Occupational Therapy

**Occupational Therapy
Assistant**



**2023-2024
Program Handbook**

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PART I

INTRODUCTION

This handbook contains information regarding the academic policies and procedures that govern the Baker College Health Science programs. Students will read this handbook and keep it with their school records for easy reference. By signing the Acknowledgement located at the end of the handbook, students acknowledge that they have read this handbook and understand the material presented. Students are encouraged to review the [Baker College Student Handbook](#) for detailed information on all Baker College policies.

THE PHILOSOPHY OF BAKER COLLEGE OF HEALTH SCIENCE PROGRAMS

The College of Health Science is committed to excellence through quality academic programs. This is accomplished by providing real-world laboratory and clinical experiences, professionally relevant resources and highly qualified faculty. Our success is evident and transparent as our graduates routinely exceed the national average pass rate on standardized certification exams.

MISSION

The mission of the College of Health Science, through a career focus, is to support the individuals and initiatives of Baker College healthcare programs with the common goal to develop quality, professional and compassionate graduates.

VISION

The College of Health Science aspires to:

1. Strive for excellence in the scientific, professional and humanistic aspects of each chosen profession.
2. Practice in a manner consistent with accepted, evidence-based guidelines, centered on quality, client and community relationships.
3. Modify practices and educational outcomes in response to changing trends in health professions.
4. Uphold high standards of academic performance.
5. Support the mission of Baker College through interaction with the greater community.
6. Adapt programs to meet professional and employer expectations.
7. Promote the value of lifelong learning for faculty, staff and graduates.
8. Foster open and collaborative relationships with other disciplines within and beyond health sciences.

ACADEMIC ADVISING

Health Science students may receive advising from **OneStop**. Once accepted, students may receive guidance from a program official. Any students with program specific questions are encouraged to seek out a program official.

CLASS SCHEDULES

The College reserves the right to change course schedules and/or cancel courses. Should it be necessary to change schedules, students will be notified via Baker email, mail or telephone. Students should check the Baker College Student Handbook on policies related to inclement weather. Additional information will be provided by the campus program official as necessary.

ATTENDANCE

Professional programs at Baker College are demanding and require students to be focused and committed. Important material is gleaned from each academic experience; therefore, regular attendance is crucial to student success. Students are expected to attend and be responsible for content presented in didactic, laboratory and work experiences. Many hours of self-directed study and preparation are required each week. Students are expected to be on time. Tardiness is considered unprofessional behavior.

Students are expected to make the appropriate and necessary arrangements in their work schedule and personal life as needed to meet the program requirements. If an unavoidable absence due to such events as illness or family emergency occurs, students must submit appropriate documentation. Reference the Baker College Student Handbook Attendance Policy for more information.

Attendance at Work Experiences, Clinical Internships or Fieldwork Experiences

Work experiences are based on site availability and determined by the College. If the student does not accept the work experience assigned to them, the College is not obligated to seek an alternative site. Work experiences may require attendance up to 40 hours per week. Inability to perform at a full-time status may prevent the student from obtaining work experience placement. In the event the student is offered employment while participating in the work experience, a program official must be notified. Hours worked as a paid employee cannot be applied to work experience hours.

Students will abide by the following guidelines:

- Students will attend all scheduled sessions during the semester and will report all absences or tardiness to the work experience site and program official prior to scheduled start time. Students will not leave the work experience setting during their assigned hours unless they have followed appropriate work experience and program policy. Additional documentation may be required per program policy. Excessive absences, tardiness or unauthorized schedule changes may be grounds for withdrawal from the work experience.
- Students will not arrange clinical site placement unless instructed to do so by program officials.
- Students will accommodate didactic and work experience schedules that may follow a non-traditional format. This may include evenings, weekends and holidays.

- Students will arrive at the work experience setting at least 15 minutes before their scheduled time.
- In the event Baker College closes (power outage, weather, etc.), students will report to their work experience unless travel conditions are unsafe. If travel conditions are unsafe, the student must inform the program official and work experience supervisor of the circumstances that prevented attendance. Reference the Baker College Student Handbook Inclement Weather Procedures for more information.
- Any change in a student's schedule must be approved by a program official and work experience supervisor. The student is responsible to notify a program official promptly of any such change.
- Students must request time off for personal days, vacation or interviews. These events must be previously approved by a program official and work experience supervisor.

LEAVE OF ABSENCE

All time missed shall be made up under guidelines set by both the program and clinical site.

Military Leave - Students are allowed to make up any missed time due to military duties.

Bereavement - Students who are absent from a clinical internship as a result of the death of a member of the immediate family will, upon notification and approval of the clinical instructor, will be entitled to release time not to exceed three (3) regularly scheduled days of clinical. Hours and/or competencies missed will be completed at a later date. Immediate family is herein defined as follows:

- Spouse ➤ Sibling
- Child ➤ Grandparent
- Parent ➤ Grandchild

Upon authorization from program officials and/or clinical instructor, bereavement leave may be granted for deceased persons not listed above.

OUTSIDE OBLIGATIONS

Completion of program requirements is demanding and it is recommended students limit outside employment and other obligations. Conflicts with other obligations are not considered sufficient reasons for changes in course schedules, academic or clinical assignments.

PREGNANCY

Should any student suspect pregnancy, they are encouraged to report it immediately to a program official. This is voluntary on the part of the student. However, failure on the part of the student to notify a program official, in writing, of an existing pregnancy, shall absolve both the College and the clinical education center of any responsibility from an assignment to a potentially hazardous environment.

PROFESSIONALISM

Students will abide by the ethics and standards within their chosen career field throughout the program. This includes personal conduct, professional attitude, appropriate dress and the confidentiality of student, client and patient information. Any breach of these standards may result in dismissal from the program.

PROFESSIONAL CONDUCT

Students will adhere to the code of conduct/ethics outlined by the professional standards for each program. Students will address their instructors (didactic and clinical) using honorifics such as Dr., Mr., Mrs., Ms. or Miss at all times while in the program, unless otherwise instructed. See Baker College Students Handbook for additional professional conduct policies.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

HIPAA training will be provided to all undergraduate students in HSC 1010. Individual clinical agencies may also require students to participate and complete HIPAA training as it relates to that facility. Violation of HIPAA policies may result in expulsion from Baker College and/or civil or legal actions against the student.

CONFIDENTIALITY

The principle of confidentiality is one of the central, ethical responsibilities of all health professionals and will apply in all circumstances. Confidentiality regarding HIV/HBV status of students, faculty and staff shall be strictly maintained pursuant to federal and state laws. Confidentiality regarding patient care and information must be strictly upheld. Individual clinical sites may require students and faculty to sign confidentiality statements. Breach of confidentiality policies may result in student failure of the clinical experience, failure of the course or expulsion from Baker College.

SOCIAL MEDIA

Students will abstain from using personal cell phones, electronic devices and computers to take photographs or access social media while in a clinical or laboratory setting. The use of cell phones in the work experience setting may be prohibited by program officials and work experience site policies. Unauthorized use may result in dismissal from the work experience. Students must adhere to the Baker College social networking policy as stated in the Baker College Student Handbook.

ETHICAL CARE RESPONSIBILITIES

Students will provide quality and dignified health care to every patient regardless of their social status, race, ethnic background or diagnosis. Students will apply legal and ethical principles to the caring practice of their chosen field in a culturally diverse society. Client confidentiality is an essential element of ethical care.

APPEARANCE

Professional appearance may require a specified uniform. Student appearance should not be visually distracting or disruptive to the educational or clinical practice experience.

- Students will refrain from wearing low-cut tops and clothing that reveals trunk skin or under clothing when standing or sitting.
- Closed-toe shoes are required for laboratory and clinical settings.
- Hair, sideburns, facial hair and nails are to be neat, clean and trimmed to a length that will not interfere with safety and performance of skills.
- Attempts will be made to cover visible tattoos.
- Facial piercing jewelry may not be allowed in laboratory and clinical settings.
- Students will limit or avoid the use of perfumes, colognes, lotions or other products due to sensitivities and possible triggering of respiratory reactions. Students will not smell of smoke.
- Students will practice proper personal hygiene.
- Students will wear a form of identification at all times within the clinical environment.

If students do not meet the appearance expectations, they may be sent home at the discretion of the work experience supervisor or the program official. Students sent home due to inappropriate appearance are responsible to make up the time missed. See program specific information for more detailed requirements.

SMOKING

Tobacco and smoking-related products are defined as any type of tobacco product or product intended to mimic tobacco products or the smoking or vaping of any other substances. This includes but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, bidis and hookahs.

- Students will abide by the Baker College Smoking Policy. Reference the Baker College Student Handbook Smoking Policy for more information.
- Work experience sites may have additional guidelines the student must adhere to during the work experience.
- If students smell like smoke, they may be dismissed from the work experience for the day and will be required to make up the absence.

EMAIL COMMUNICATIONS

Faculty and staff at Baker College will only accept and respond to email communications generated from a Baker College email. Students will have a Baker College Email Account and are responsible for checking on a daily basis for important communications, updates and course changes.

CRIMINAL HISTORY AND BACKGROUND REQUIREMENTS

A criminal background check may be required prior to entering the professional track and/or work experience portion of the program. A report from state, federal and sexual offender databases may be required by clinical sites. Students having certain felony convictions or misdemeanors are not allowed in the clinical settings by law; therefore, students will not be allowed to enter the clinical environment. Credentialing bodies may prohibit individuals with certain criminal histories from taking a licensure exam. Students are urged to research their ability to become licensed in their chosen profession prior to applying to the program.

IMMUNIZATION REQUIREMENTS

Students may be required to provide proof of immunizations, boosters and/or titers, current TB test results and other screenings pertinent to their chosen profession. Effective January 2022, students in limited enrollment programs and open enrollment health science programs with clinical/work experience components in healthcare settings are required to have the COVID vaccination. Immunization requirements must align with specific clinical/work experience site policies.

Students are financially responsible for all immunizations, tests and titers needed for program requirements.

- [Baker College Health Information Form](#), which includes emergency contact information and affirmation that the student's immunizations are complete.
- *Tuberculosis Testing*: T.B. skin test, serological test or chest x-ray results must be submitted on an annual basis. Students will not have active or communicable tuberculosis. (documented 2-step once and then standard TB test annually as applicable to the individual student)
- *Varicella-Zoster Testing*: Provide documentation to verify immune status via serologic testing or documentation of immunization.
- *Measles, Mumps and Rubella Immunization*: Students born after December 3, 1956 will submit a valid immunization record documenting administration of this required immunization (MMR) and/or verification of immune status for measles and rubella via serologic testing. Boosters and/or titers may be required.
- *Tetanus/Diphtheria/Pertussis Immunization*: Students will submit a valid immunization record documenting a primary series and booster dose (Tdap) within the previous ten (10) years.
- *Hepatitis B Immunization Series*: Students will submit documentation of having received or in the process of receiving the Hepatitis B immunization series. A lack of the Hepatitis B series may prevent students from access to some clinical site placement.
- *Influenza Vaccine*: Most clinical locations require students to obtain an annual flu vaccine. This requirement will be enforced to enable students at Baker College to be placed in clinical rotations. Failure to meet this requirement may result in loss of clinical placement and failure to meet course objectives.
- Some clinical agencies may have additional health requirements for students other than those listed in this handbook. Students will be notified of those facilities requiring additional immunization/vaccines prior to the practicum start date.

Immunization Exemption

If certain immunizations conflict with the religious beliefs of students or are medically contraindicated, students should submit a statement of the same to the campus Program Director. Students should also submit a valid immunization record of other administered immunizations.

Clinical affiliates may refuse students who do not have all current immunizations. This may affect clinical assignments and could result in the inability to complete the program.

HEALTH INSURANCE

Students enrolled in the College of Health Science must have health insurance during the time in which they are in any clinical/work/fieldwork experiences. Students are responsible for all associated costs for health insurance. Please go to: <https://www.healthcare.gov/> for more information on securing health insurance.

BASIC LIFE SUPPORT (BLS) CERTIFICATION REQUIREMENTS

Students may be required to obtain and maintain Basic Life Support (BLS) for Healthcare Providers certification from the American Heart Association. Students may be required to provide their clinical facility with a current BLS certificate when requested.

PROFESSIONAL LIABILITY

Professional liability insurance covering students during the Baker College academic related clinical experiences will be provided by the College. This does not prevent students from obtaining their own professional liability insurance if they choose to do so. Students are responsible for all costs associated with background, drug screens, immunizations, health insurance, BLS certification and all other items or services required by the work experience site.

ESTIMATE OF FEES

Item or Service	Average Range of Fees
Background Check – Required. Based on the number of counties of residence.	\$20 - \$50
Drug Screening – If required by a clinical site.	\$25 - \$50
Fingerprinting – If required by a clinical site.	\$68 - \$100
Immunizations/Titers – Required. Varies by student’s past immunization history.	Varies
Immunization Tracking – Required.	\$15 - 25
COVID vaccination - Required (Effective January 2022)	Varies
Clinical Placement Service – If required by Program or Clinical Site.	\$10 - \$25
Standardized Assessment Exam – Required.	\$85 - \$125
Basic Life Support/CPR/First Aid training - Required	\$50 - \$125
Other program associated costs – Varies by program.	Varies

Item or Service varies by program and/or clinical site

TRANSPORTATION

Work experiences occur at a variety of health care facilities that may be an extended distance from home or campus. Some clinical sites may be further than 100 miles away. Relocation may be necessary. Reliable transportation is necessary to assure prompt arrival and attendance. Students will have a backup solution planned in advance in the event their primary mode of transportation fails. If an overnight stay is required for a work experience, the cost will be at the student's expense.

BLOOD BORNE PATHOGENS (BBP)

BBP Training will be given to each student based on program requirements. Reinforcement of the BBP training will be incorporated into lab and other selected courses. All students, faculty and staff have the responsibility to maintain and share the current knowledge regarding these guidelines. See program specific information for procedure to complete this requirement.

LATEX ALLERGIES

The goal of the College of Health Science is to provide a latex safe environment for workers and students. However, because latex can be found in a variety of products (erasers, wallpaper, paint, computer terminals, etc.), it is impossible to ensure a latex free environment. Students with a history of latex allergies or students with a history of allergic reactions should notify their instructors in laboratory courses where latex exposure may occur. If students suspect that they are experiencing a latex allergy while attending Baker College, they should notify the instructor as well as their Program Director. Students with latex allergies should consult with their personal health care provider regarding the impact of this allergy on health careers and treatment options.

Baker College will make all reasonable accommodations to provide latex free products for students who request them.

AFFECTIVE, COGNITIVE and PSYCHOMOTOR DOMAIN REQUIREMENTS

The curricula leading to a degree from the College of Health Science requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential knowledge, skills and functions. Combinations of cognitive, affective, psychomotor, physical and social abilities are required to acquire the knowledge and skills needed to perform the varied roles in healthcare. In addition to being essential to the successful completion of the requirements of a degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

The following motor, sensory, communication and intellectual requirements comprise the attributes a student must possess to meet program outcomes. See program specific information for more detailed requirements.

Affective Domain

- The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Capacity to demonstrate ethical behavior, including adherence to the code of conduct of your profession, as well as applicable laws and regulations governing the healthcare profession.

Cognitive Domain

- Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze and synthesize material in a timely manner.
- Ability to think critically, prioritize, organize, utilize time management and demonstrate problem-solving skills.

Psychomotor Domain

- Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.
- Capacity for the development of a mature, compassionate, respectful, sensitive and effective therapeutic relationship with patients and their families, including sufficient emotional and intellectual capacity to exercise good judgment and complete patient care responsibilities promptly and professionally.

Communication

- Ability to effectively communicate in English through speech, hearing, reading, writing and computer literacy using accurate and appropriate terminology with classmates, faculty, patients, their families, members of the healthcare team and individuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- Students with hearing or speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other communication aids may be appropriate if the intermediary functions only as an information conduit and does not serve integrative or interpretive functions.

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

Students seeking disability accommodations should contact the College Campus Department of Disability Services. The Department of Disability Services will determine a student's eligibility for accommodations and will recommend appropriate accommodations and services.

LIMITED ENROLLMENT APPLICATION AND SELECTION PROCESS

Full acceptance into the professional track of some programs is limited due to clinical or work site availability. Students compete to earn acceptance into these programs. All students having successfully completed the conditional acceptance requirements are eligible to apply. Admittance criteria for all limited enrollment health science programs feature a common set of prerequisite courses prior to acceptance to their selected program. Students have the opportunity to apply to multiple limited enrollment programs due to the common set of required courses used for the selection process.

The first two semesters require the following courses:

FIRST SEMESTER		
Course Code	Course Title	Credit Hours
COM 1010	Composition and Critical Thinking I	3
HSC 1010	Introduction to Health Professions	2
*BIO 1210	Human Anatomy & Physiology I	3
*BIO 1211	Human Anatomy & Physiology I Lab	1
ELECTIVE	General Education Elective	3
MTH 1010	Quantitative Literacy I	3
Total Credits – First Semester		15
SECOND SEMESTER		
Course Code	Course Title	Credit Hours
COM 1020	Composition and Critical Thinking II	3
PSY 2050	Self and Society	3
*BIO 1220	Human Anatomy and Physiology II	3
*BIO 1221	Human Anatomy and Physiology II Lab	1
*BIO 2150	Pathophysiology	3
Total Credits – Second Semester		13
*Indicates courses used for selection with equal weighting		
Total Credits Required for Application to Limited Enrollment Program		28

*The Veterinary Technology program will register for an alternate Anatomy and Physiology course sequence. Student selection is based on the following criteria.

Criterion I

Required, Non-Weighted Courses:

- Required prior to program application and acceptance
- Hold no weight in the GPA calculation for admittance
- Must be satisfactorily completed with a grade of a C (2.0) or better
- HSC 1010 must be completed with a grade of a B- (2.7) or better

Required, Weighted Courses:

- Required prior to program application and acceptance
- Provides significant prerequisite knowledge and skills and therefore holds weight in the GPA calculations for admittance
- Must be satisfactorily completed with a grade of a B- (2.7) or better
 - BIO 1210 Anatomy & Physiology I 3 credits
 - BIO 1211 Anatomy & Physiology I Lab 1 credit
 - BIO 1220 Anatomy & Physiology II 3 credits
 - BIO 1221 Anatomy & Physiology II Lab 1 credit
 - BIO 2150 Pathophysiology 3 credits

*As noted, students interested in the Veterinary Technology program will enroll in an alternate Anatomy and Physiology course sequence.

Criterion II

Entrance Exam Score: Limited Enrollment programs require applicants to take an assessment test chosen by the College. Students are allowed to test one time per application period. Admission points will be added based on the highest score attained. Exam results are valid for 1 year.

Should two or more students obtain the same points during the selection process and are competing for the last available open seat in the program, students will be selected based on the highest overall GPA.

Reapplication after Non-Acceptance

Students reapplying to a program will complete the program application process including submitting a new application.

Reentry after Voluntary Withdrawal

Students previously awarded a seat in a Limited Enrollment program but voluntarily withdrew due to non-academic reasons, will provide verifiable documentation of mitigating circumstances to be eligible for reentry to the program. Voluntary withdrawal for non-academic reasons will only be approved one time. The Program Director and the Dean must approve program withdrawals to be eligible for reentry. Students may be required to audit previously completed core/major courses in sequence with a cohort. Students are responsible for any associated cost.

ACADEMIC CORRECTIVE ACTION PROCESS

Students who demonstrate unsatisfactory achievement of didactic or clinical performance levels and skills necessary to meet program outcomes will enter the academic corrective action process. This is a graduated process.

1. *Documented Verbal Warning*: A meeting with program officials. This meeting will detail the academic issue and review expectations. If satisfactory progress is not attained after the specified timeframe, students enter Program Academic Probation status.
2. *Program Academic Probation/Written Warning*: A meeting with program officials and the Director of Student Affairs and/or the Dean. This meeting will detail the consequences of failure to make measurable progress or an occurrence of a new or additional concern. A Learning Contract will be created that details the expectations, the method used to evaluate the student's progress and the timeframe for reevaluation. In the event students have not made significant progress or if an additional academic or performance issue is identified, students will undergo a Sanctions Review by an academic committee.
3. *Sanctions Review*: A formal meeting with program officials, the Director of Student Affairs and/or the Dean will be conducted. This meeting will detail the failure to progress and result in a decision by the Sanctions Review Committee. Where program dismissal is the resulting sanction, the decision is final and not eligible for appeal.

PROFESSIONALISM

Students in the College of Health Science are subject to the Baker College Code of Conduct. Additionally, students will adhere to the code of ethics of their profession. In the event students do not meet expectations, the College of Health Science provides the following policy:

When reports of violations are received, students will be notified and will be required to attend a meeting with the Program Director to discuss the violation. The Program Director, in consultation with other faculty or College administrators when appropriate, will determine specific sanctions to be imposed. In addition to the sanctions listed in the Code of Conduct, program-specific sanctions may be imposed up to and including suspension of clinical responsibility or expulsion from Baker College. In cases of recommended expulsion, the program official will consult with the Campus President and the Dean. Where expulsion is the resulting sanction the decision is final and not eligible for appeal.

REQUIREMENTS FOR GRADUATION

Students will pass all professional track courses with the minimum grade requirement to graduate with an undergraduate from Baker College. A minimum grade of B- (2.7) is required for prerequisite Health Science Courses (BIO, HSC). A minimum grade of C (2.0) is required for general education courses. Review program specific information for minimum grade requirements of individual programs.

PART II

OCCUPATIONAL THERAPY ASSISTANT PROGRAM OVERVIEW

Occupational therapy assistants, working under the supervision of occupational therapists, provide skilled treatments to individuals across the lifespan. Treatment interventions are designed to promote successful engagement in everyday activities (occupations). These include the skills necessary for learning, social interaction and recovery from emotional, physical or cognitive limitations.

A felony conviction may affect a graduate's ability to sit for the NBCOT examination or attain state licensure.

ACCREDITATION INFORMATION

The Occupational Therapy Program and the Occupational Therapy Assistant Programs at Baker College of Owosso and Muskegon are fully accredited by:

Accreditation Council for Occupational Therapy Education (ACOTE)

6116 Executive Boulevard, Suite 200

North Bethesda, MD 20852-4929

Phone: (301) 652-6611

www.acoteonline.org

Graduates are eligible to take the national certification examination.

STATE AND NATIONAL ORGANIZATIONS

- The American Occupational Therapy Association (AOTA)
- The Michigan Occupational Therapy Association (MiOTA)

MISSION

The mission of the Occupational Therapy Assistant Program at Baker College is to provide qualified, competent, entry-level occupational therapy assistants to meet the employment expectations in the healthcare industry. Through the provision of quality classroom education, state of the art technology, clinical competency requirements and varied, practical fieldwork experiences, it is the intent of the program to adequately prepare students for the NBCOT examination and for entrance into the allied health profession as competent, certified occupational therapy assistants.

PROGRAM PHILOSOPHY

The philosophy of the Occupational Therapy Assistant Program reflects AOTA's philosophical basis. "Occupations are activities that bring meaning to the daily lives of individuals, families, communities and populations and enable them to participate in society. All individuals have an innate need and right to engage in meaningful occupations throughout their lives. Participation in these occupations influences their development, health and well-being across the lifespan. Thus, participation in meaningful occupations is a determinant of health and leads to adaptation. Occupations occur within diverse social, physical, cultural, personal, temporal and virtual contexts. The quality of occupational performance and the experience of each occupation are unique in each situation because of the dynamic relationship among factors intrinsic to the individual, the environment and contexts in which the occupation occurs and the characteristics of the occupation. The focus and outcome of occupational therapy are clients' engagement in meaningful occupations that support their participation in life situations. Occupational therapy practitioners conceptualize occupations as both a means and an end in therapy. That is, therapeutic value in occupational engagement as a change agent and engagement in occupations is also the ultimate goal of therapy. Occupational therapy is based on the belief that occupations are fundamental to health promotion and wellness, remediation or restoration, health maintenance, disease and injury prevention and compensation and adaptation. The use of occupation to promote individual, family, community and population health is the core of occupational therapy practice, education, research and advocacy." [2017]

PROGRAM OUTCOMES

- Apply ethical standards and safety guidelines during the Occupational Therapy (OT) Process.
- Apply knowledge of global practices, scientific practice, medical terminology and anatomy and physiology in order to demonstrate the basic tenets of entry-level occupational therapy practice.
- Assist in evaluation and screening processes by gathering data, administering assessments, assisting with interpretation, reporting results and collaborating with Occupational Therapists to establish goals.
- Perform interventions by planning, selecting, implementing, grading according to activity analysis, modifying intervention plans and therapeutic use of self.
- Communicate in all formats, written, oral, nonverbal and electronic, with a diverse client population, interdisciplinary team members and the public in a professional and effective manner.
- Display professional behaviors through self-responsibility, response to feedback, work behaviors, time management, interpersonal skills and cultural competence.
- Prepare to sit for the National Board for Certification in Occupational Therapy (NBCOT) exam.

PROFESSIONAL REQUIREMENTS AND TECHNICAL SKILLS

Occupational Therapy Assistant Program, Essential Functions

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

- Effectively communicate in English, both verbally and in writing, utilizing accurate and appropriate terminology with classmates, faculty, clients, caregivers, families, members of the healthcare team and with individuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- Access information from books, reference manuals, computers and paper and electronic medical records to accurately perform job functions and duties.
- Observe clients' response before, during and after treatment in close and distant proximity to maintain client safety and assess their performance
- Perform or assist with and/or transfer, lift, move, position and manipulate the client.
- Transport heavy, wheeled equipment and clients in wheelchairs and/or stretchers.
- Demonstrate motor skills for safe and effective client-centered intervention.
- Provide assessment and treatment for clients with varied disabilities including clients who may be terminally ill, have transmittable diseases, psychiatric disorders, developmental disorders and other conditions.
- Utilize technology for coursework and client-centered interventions. Perform continuous physical work to fulfill clinical education course requirements.
- Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions, emergent demands and a distracting environment.
- Recognize potentially hazardous materials, equipment and situations and proceed safely in order to minimize risk of injury to patients, self and nearby individuals by referencing, utilizing and adhering to OSHA requirements such as MSDS (Material Safety Data Sheets) and universal precautions.
- Demonstrate critical thinking skills necessary to assess and reassess the client's occupational performance including adaptations and analysis of tasks based on best practices.
- Prioritize, organize and utilize time-management skills to fulfill clinical and course requirements.
- Adhere to HIPAA, American Occupational Therapy Association (AOTA) professional standards and Code of Ethics established by the American Occupational Therapy Association, Baker College professional conduct guidelines and clinical site policies and procedures.

LICENSURE REQUIREMENTS

Graduates of an accredited OTA program are eligible to sit for the national certification examination for the occupational therapy assistant, administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA) and may apply for licensure in the state of Michigan (and/or any other state in which the person may wish to practice). Please note that national certification and state licensure are mandatory in order to practice in Michigan.

CURRICULUM DESIGN - SEQUENCING OF COURSES

https://my.baker.edu/ICS/My_Services/Program_Information/

CLINICAL HOURS

Level I Fieldwork

Each student must complete four fieldwork experiences. The design for the Level I fieldwork experience allows for the integration of academic course work with direct application of occupational therapy principles and techniques pertaining to the clinical setting. The intended emphasis of a Level I fieldwork experience is to provide the basic acquisition of observation, professionalism and learning skills in the clinical settings. Level I Fieldwork A takes place in the fall semester and consists of 40 hours experience in a mental/psychosocial or emerging practice area. The Level I Fieldwork B experience occurs in the spring semester and consists of 40 hours in a physical dysfunction setting.

Level II Fieldwork

Each student must complete two (OTA 3710 Level II Fieldwork A and OTA 3720 II Fieldwork B, eight-week, Level II fieldwork experiences. Placement in level II fieldwork experience begins in the fall semester following the completion of academic course work. All Level II experiences must be completed within 16 months following completion of academic course work.

ACKNOWLEDGEMENT

I have read and understand the contents within the Baker College Occupational Therapy Assistant 2023-2024 Program Handbook.

I understand that I am responsible for the information it contains regarding the Occupational Therapy Assistant Program.

I further understand that it is my responsibility to contact an advisor or the Program Director if I have any questions regarding admission into, remaining in or re- entering my program.

I agree to abide by the policies and requirements as stated in this 2023-2024 handbook.

I understand that I must abide by the professional ethics and standards accepted by professionals in my career choice. Confidentiality of health care information is a must. Adherence to the dress code, personal conduct and professional attitude are professional requirements.

The policies and procedures within the Baker College Occupational Therapy Assistant Program Handbook are subject to change to better meet educational needs. Any changes will be communicated to the student. I understand that I am responsible to adapt to any changes that are made to the Program Handbook.

I understand that I may need to undergo a criminal background investigation in order to enter and complete the Occupational Therapy Assistant Program.

Print Name

Student Number

Student Signature

Date

College Representative

Date