



# Fieldwork Information and Agreement Form

## School of Occupational Therapy

Otago Polytechnic

0800 800 583

Fieldwork is a significant part of the Bachelor of Occupational Therapy programme. In order to graduate and be eligible to seek registration from the Occupational Therapy Board of New Zealand (OTBNZ) a student must complete **1000** hours of fieldwork spread across the three years of the programme. The school must ensure that you are fit to practice before you can proceed to fieldwork. Students need to declare any physical or mental health concerns, criminal convictions, and or difficulties with communication.

There are **five** fieldwork placements embedded within the Otago Polytechnic Occupational Therapy Bachelor's programme. Students are required to travel throughout New Zealand for three of these placements, in order to gain a breadth of fieldwork practice experience (**Fieldwork 2 and Fieldwork 5 are local**). All fieldwork placements must be passed.

### Fieldwork Agreement

I am aware that (*please tick the boxes*):

- I must declare any health (physical or mental) or other concerns that might impact on my 'fitness to practice' whilst on fieldwork to the Fieldwork Co-ordinator, before each placement is allocated.
- The School reserves the right to ask for evidence of my 'fitness to practice' if they believe this is warranted.
- An MRSA check is mandatory for some placements and the results will be shared as necessary with appropriate health professionals at your placement.
- Otago Polytechnic is required to hold your Immunisation Status and results will be shared as necessary with appropriate health professionals at your placement. Failure to provide your immunity status will result in you not being allowed to attend fieldwork and this will potentially compromise the completion of the programme.
- If I have any competence, conduct or disciplinary actions being investigated against me I must declare these to the Fieldwork Co-ordinator.
- A Vulnerable Children's Act check including a Police Vet will occur at the commencement of the programme.
- If I have a criminal conviction at the time of enrolment or gain one whilst enrolled in the programme I must inform the school of this immediately as there will be an impact on my fieldwork placements.
- I must inform the school of any communication issues, i.e. if English is my second language, if I have difficulties with oral or written communication.
- I must expect to travel** for three out of the five fieldwork placements. Only in **extreme circumstances** will I be able to apply for priority to a geographical area. Each priority will be evaluated by the Fieldwork Team on an individual basis.
- All** fieldwork placements will be sourced by the Fieldwork Team only. Family, friend or myself are prohibited from seeking fieldwork placement for my training.
- All** costs associated with fieldwork placements (travel, accommodation, uniform etc) is my responsibility to cover.
- If due to exceptional circumstances I need to withdraw from a fieldwork placement I may only withdraw from a placement **once** for this to be counted as a first attempt. Any further withdrawals will be seen as a **FAIL** result.

**I accept the conditions outlined above and agree to undertake the fieldwork placements I am allocated.**

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

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

For further information students can refer to:

- The Occupational Therapy Board of NZ website [www.otboard.org.nz](http://www.otboard.org.nz)
- The Health Practitioners Competence Assurance Act 2003 page 19 <http://www.health.govt.nz/our-work/regulation-health-and-disability-system/health-practitioners-competence-assurance-act> &/or Contact the School of Occupational Therapy to discuss any concerns. Please make contact via the Otago Polytechnic website or phone 0800 762 786.