

**PERFORMANCE EVALUATION IN
LEVEL II FIELDWORK**
PROCEDURE FOR ADDRESSING PERFORMANCE DEFICITS

It is the policy of USC Chan, in collaboration with affiliating fieldwork sites, to handle performance deficits during a Level II Fieldwork experience in the following manner:

- A. Each student should receive formal feedback about his/her performance during Level II Fieldwork. The following schedule may help **identify and address** performance deficits early in the experience, and facilitate the timely development of additional objectives/plan for those students.
1. **4-week Evaluation:** This brief tool is used in preparation for the midterm evaluation. The form is intended to be filled out by the FWE. However, it has been found to be helpful for the student to complete the form as well in order to reflect on his/her progress, and review it with the FWE. **If significant performance deficits are identified at this time the student and/or FWE should contact the AFWC.**
 2. **Midterm Evaluation:** For the midterm evaluation, it is recommended that both the student and FWE complete the evaluation, and review it together. At that time, any discrepancy in perception of performance can be addressed. If using the AOTA FWPE, a score of 90 or greater is considered satisfactory at midterm. **If significant performance deficits are identified at this time the student and/or FWE should contact the AFWC.**
 3. **8 or 9 week interim evaluation (if significant performance issues have been identified):** The purpose of an interim evaluation is to evaluate progress toward resolution of previously identified performance deficits, and to monitor status of ongoing deficits that require continued remediation.
 4. **Final Evaluation:** As with the midterm evaluation, the final evaluation should be completed by both the student and the FWE, and reviewed together. When using the AOTA FWPE, a score of 122 is the minimum required for passing the fieldwork experience, and the student must also receive a score of at least 3 on the first three evaluation items.



B. Observations of any of the following student behaviors during the fieldwork experience may assist the fieldwork educator in identifying performance deficits:

1. A significant percentage of unsatisfactory or low scores on the AOTA FWPE at the midterm evaluation.
2. Behaviors that put self, co-workers, and/or clients at risk.
3. Significant deficits in developing skills for assessing and implementing treatment.
4. Failure to adhere to site-specific requirements, policies and procedures.

C. If a student's performance is determined to be deficient or failing **at any time during the fieldwork experience**, the fieldwork educator and/or student will notify the AFWC. Ongoing communication between the site, the student, and the AFWC is essential during this process. Following a discussion regarding the student's status, the following option(s) may be offered to the student:

1. The student will continue the fieldwork experience. There is no guarantee of the outcome. Possible outcomes include:
 - i. The student will correct deficiencies and successfully complete the fieldwork experience. A learning and/or behavioral contract may be utilized to facilitate this process, with all parties agreeing to the expectations.
 - ii. The student continues, but does not achieve a passing score despite remediation efforts. The student would receive a grade of "no credit" (NC) for the fieldwork experience.
2. The student may withdraw from the fieldwork experience immediately. The student must log on to their registration page and indicate that he/she is withdrawing from the course. Depending on the date of withdrawal from the course the student will receive a grade of "W" or "NC". The Level II fieldwork experience will have to be repeated.
3. The fieldwork site may request that the academic program withdraw the student from the fieldwork experience. In accordance with the terms of the affiliation agreement (contract) between the site and the academic program, the facility may be required to state their reasons for the request in writing. If the academic program withdraws the student from the fieldwork experience, the student's fieldwork will end at that time, and a grade of "W" or "NC" will be given for the course. The Level II fieldwork experience will have to be repeated.

- D. If the student's fieldwork experience results in an unsuccessful outcome, the student will meet with the AFWC to reflect on the experience and develop a remediation plan to address concerns which lead to early termination **OR** failure. The student will complete the agreed upon remediation process prior to attempting another Level II fieldwork. This may include additional clinical experience in the specific area of practice, reading, and/or other strategies. When the remediation process is successfully completed, the student will be scheduled for another Level II fieldwork experience according to the academic program's course registration requirements (i.e., semester registration deadlines) and the student handbook.

If a student fails or withdraws (due to failing performance) from two Level II fieldwork experiences, the student will not be permitted to repeat Level II fieldwork again, will be ineligible for credentialing by NBCOT, and not permitted to practice occupational therapy.