

## Chapter III

### OT STUFF FROM A TO Z

#### **Address Change**

All students should inform the School of any changes in their local, other/temporary, or permanent address or telephone number. A local or other/temporary address is where a student can be contacted immediately. For example, a student's residence while attending the University would be considered a local address whereas his or her residence in another state for an 10-week fieldwork experience would be considered an other/temporary address. A permanent address is the location that a student identifies as his or her primary residence, although he or she may not be living there while attending the University. For example, some students consider their parents' address as their permanent address. In most circumstances, a local or other/temporary address is the same as a permanent address. The School will use, as appropriate, either the local or temporary address for all School correspondence and telephone calls. Note: Pacific University will use a student's permanent address to mail grade reports, academic status correspondence, and W-2 forms unless a student requests otherwise. Please contact the Registrar's office for further information.

As soon as possible, students should submit address and telephone number changes to the School administrative assistants, using the form entitled "Change/Addition of Address" (see Chapter VII Appendixes).+ All address changes submitted to the School will automatically be submitted to the University Registrar's office.

#### **Access to Office Equipment:**

All School office equipment (e.g., computers, telephones, and copy machine) is for staff and faculty use only and may not be utilized by students unless specific permission is granted.

#### **Administrative Service Requests by Students**

The School's administrative assistants manage the day-to-day functioning of the School and, in collaboration with the faculty, serve to facilitate each student's educational process. To this end, many of the services provided by the School are coordinated by the administrative assistants. For example, students may request such services as: (a) checking out a camcorder to use for a School assignment, (b) copying handouts for a course (with faculty permission), or (c) checking out an OT evaluation tool.

All such services provided by the School require use of the form entitled "Student Work Request" (see Chapter VII Appendixes) Note: This form, as well as many others, can be obtained from the OT administrative office. In some cases, as determined by the administrative assistant, a student's request may require the signature of a faculty member. Students are advised to plan ahead and submit all

requests at least 3 days prior to the date when the item is needed. Students should submit completed forms to the administrative assistants.

### **Audiovisual Equipment**

**School of OT** Televisions, VHS video cassette recorders (VCR), stereo receivers, tapedecks, CD players, and a microcassette transcriber are available for use within the School and students are welcome to utilize the equipment. Please be aware, however, that any equipment may be "requisitioned" for use during a class—consequently, you may be unexpectedly interrupted. When using any audiovisual equipment, students should ensure that the equipment is ready for the next person to use by returning all equipment (including audio- or videotapes) to its designated area and turning off all power to the equipment.

The School also provides some VHS camcorders for check-out by students. To do so, please contact the administrative assistants in the School administrative office. Check-out of School camcorders is on a first-come, first-serve basis and camcorders may be checked out for one business day—thus, all camcorders are due back to the School administrative office by 9:00 a.m. the following business day (if camcorders are checked out on Friday, they are due back by 9:00 a.m. on Monday). Students wishing to use a camcorder for a course assignment may also do so through the UIS Office (see below).

**Pacific University** The University Information Services (UIS) Office also has audiovisual equipment available for use by students. As the availability of equipment at the School is limited (see above), students are encouraged to make arrangements through the UIS Office. Further information can be obtained by contacting the UIS Office or accessing the Pacific University website at [www.pacificu.edu](http://www.pacificu.edu).

### **Awards**

The School of Occupational Therapy presents the following awards at graduation each year: Valedictorian award; Director's award; Special Recognition award; and the Alumni Outstanding Graduate Award.

### **Bicycles**

The College of Health Professions provides bicycle racks in the bicycle storage area on the east side of the building.

### **Boxer Cards**

Students will be issued a Boxer Card during orientation. This card serves as your student ID, library card, fieldwork ID, and must be worn at all times while in Health Professions Campus buildings. It also provides access to the doors along the east stairwell, and access to the building after normal business hours. This card is almost as important as your driver's license. Please handle it with appropriate caution. For replacement cards you would contact Campus Public Safety.

### **Bulletin Boards**

Bulleting boards for student use are available on the second floor across from room 244 and on the third floor in the hearth area. Sections are designated for announcements related to SOTA, jobs, current events, other notices, rent/sale, etc.

### **Class Representatives**

Each academic year, student representatives from each class shall be elected to serve as a formal liaison between each class and the School. Each representative shall be responsible for ensuring that on-going communication occurs amongst all students and between classes and to facilitate the resolution of issues that are of collective concern to students within each class. Procedures for nominations and elections, as well as additional information regarding the role and responsibilities, will be shared with students at the beginning of each academic year.

### **Computers**

Are available in the HPC and University libraries and in lab areas in the basement of Marsh Hall on the Forest Grove campus.

Computer requirements and recommendations for the School of Occupational Therapy are linked in Chapter 3 of the on-line Student Handbook .

A list of frequently asked questions is also linked in Chapter 3.

**Pacific University** Computers are available on campus for use by students. Further information regarding computer resources available at the University may be found by contacting University Information Services (UIS) or accessing the Pacific University website at [www.pacificu.edu](http://www.pacificu.edu).

### **Copying and Printing**

Coin- and card-operated copy machines are located in the HPC and University Libraries. Copy cards are available for purchase in the University bookstore located in the University Center (UC) and additional "money" may be added at the University Business Office. Additional copy machines for student use are located in the University Center. The School's office copy machine may not be used at anytime by students unless specific permission is granted by staff or faculty members.

Students receive a \$5.00 per month credit for printer useage, and black and white printouts cost \$.05 per page, color printing is \$.25 per page.

If students have written materials (e.g., handouts or articles) that may be appropriate to share with classmates, a faculty member must be contacted and permission granted to copy and distribute the materials. In many cases, to ensure that copyright laws are not violated, the student will need to seek permission from a publisher to copy the materials.

The Student Occupational Therapy Association (SOTA) is responsible for purchasing a copy card for SOTA business. Large copy orders may be requested through the University Service Center and billed directly to SOTA.

Students with accommodations that require regular photocopying of class materials will need to purchase a copy card from the library for their use related to their accommodation. Then send an email requesting reimbursement for the copy card to the administrative assistant, along with the dollar amount, date the copy card was purchased, and stating that the copy card will be used for accommodations approved by LSS (Learning Support Services).

### **Criminal Background Checks, Drug Screening, and HIPAA:**

As part of professional education, students are involved in learning activities within the community working with a variety of clients. These community learning activities occur as part of classroom activities, practicum experiences, and fieldwork rotations. Many of the community sites used for these learning activities require a criminal history check and they may also require a drug screening. Students will be required to pass a criminal history check during the first semester of the program in order to be able to participate in these learning activities, and may be required to pass a drug screening test by some of the facilities within our practicum and fieldwork programs. Evidence of criminal background check completion is provided to the facilities using the Background Verification Form (attached). Some facilities also require a Social Security Number Trace Report. This report is provided to facilities upon request (attached).

In addition to the need for these background checks for community learning experiences, please be aware that the National Board of Certification for Occupational Therapy (NBCOT) may prevent a student who has certain criminal convictions from taking the national certification examination. Passing this examination after degree completion is required to practice as an occupational therapist. If you have concerns about these background checks and screenings, it is recommended that you address them as early as possible in your OT education. If you have questions about these procedures, please direct them to your School of Occupational Therapy academic advisor.

The Health Insurance Portability and Accountability Act (HIPAA) was enacted by Congress in 1996. HIPAA guidelines legally enforce the protection of confidential information at all stages of healthcare delivery. Students are required to complete HIPAA training prior to participating in any practicum and fieldwork rotations. Training is provided in the first semester of the program. Evidence is provided to the facilities using the Background Verification Form (attached). Additional training may also be required by some facilities before beginning fieldwork.

### **Disability and Accommodations**

The professor will make reasonable accommodations for those students with documented disabilities. The Learning Support Services (LSS) is responsible for coordinating accommodations. Please contact Edna K. Gehring, Director of Learning Support Services for Students with Disabilities, at x2107, or via e-mail at [gehringe@pacificu.edu](mailto:gehringe@pacificu.edu) for further information.

### **E-mail**

All students are required to utilize a University E-mail account while enrolled in the School. Much communication from the School occurs via E-mail and students are expected to access their account regularly to check for messages. Only E-mail addresses assigned by the University are used by the School. If students prefer to use other E-mail services (such as AOL or Yahoo), their University E-mail must be forwarded to their preferred off-campus E-mail provider. For further information regarding how to forward University E-mail, campus locations to access E-mail (as well as the internet), and other such services provided by the University, please contact University Information Services or access the Pacific University website at [www.pacificu.edu](http://www.pacificu.edu). Please see the E-mail best practices document linked in chapter 3 of the on-line student handbook.

### **Faxes**

Students may receive faxes (facsimiles) at or send faxes to the School administrative office at (503) 352-7360. At the earliest convenience of the School staff, faxes for the students will be placed in the student's School mailbox. Students may not send faxes from the School administrative office unless related specifically to fieldwork or school assignments and permission has been granted by the appropriate School staff or faculty member. Students should contact the University mailroom for information regarding sending faxes from the University campus.

### **First Aid and Universal Precautions:**

Accidents or injuries requiring first aid care should be reported to the Administrative Assistants. First Aid supplies are stored in class and lab rooms. Blood borne pathogens exposure and more serious conditions should be treated by qualified medical personnel, if incident is a blood borne pathogen exposure, attention is needed within 2 hours. General and high risk emergency procedures should include dialing 911, and Campus Public Safety 503.352.2230 or Tuality Security 503.681.1082. Assistance with medical personnel and Campus Public Safety may direct you to the local hospital in Hillsboro (Tuality Community Hospital-one block south of the HPC), Forest Grove which is located 1809 E. Maple (503) 357-2173; or if in the Portland area, St. Vincent's Emergency Room, located at US Hwy 26 and Hwy 217 (503)-216-2361. For more detailed information regarding first aid needs, see the "Student Emergency Plan" handbook. Note: Any student having an accident or sustaining an injury should report their information on a Student Accident/Incident Analysis Report (see Chapter VII Appendixes). This form is found in the School administrative office.

### **Hours**

Entry into the Health Professions Campus building will is generally available after 7:00 a.m. on Monday-Friday. Most rooms within the School of OT will be open by 8:00 a.m. and will close between 5:00 and 6:00 p.m. Limited access will be

available on evenings, weekends, and some holidays. The HPC will close to all access at 10 p.m. Your boxer card will give you access to the building and the stairwells during limited access hours (between 5 and 10pm weekdays and weekends when prearranged with School faculty or staff and the building monitor).

**Faculty office hours** Faculty members will have designated times for when they will be available for meetings with students. These hours will be posted outside their offices, or listed on the appropriate course syllabus, or both. If a faculty member is unavailable during his or her designated time, a written message regarding your need or request should be left either in the faculty member's mailbox or in an area designated by the faculty member (e.g., on a bulletin board on the office door). Faculty members may also be contacted via voice- or E-mail to arrange specific appointments.

### **Lockers**

Lockers are located in the hallways of the HPC near the School classrooms or offices. Students will be assigned a locker at the beginning of each academic year. Use of lockers is strongly encouraged due to limited space within the School and students are requested to leave unnecessary items outside the classroom.

Directions to set locker combination:

Locker door closed:

1. Make certain the arrow key on the black knob is in the straight up position
2. Set the numbers to the code you'd like to use
3. Turn black knob to the left (arrow left)
4. Scramble numbers, by moving each of the three dials to a new number- your locker should be locked at this point. You should not be able to move the black knob to the straight up position.
5. To re-open: Set the numbers to your code- and turn arrow up- locker should be released.

### **Mail**

**Incoming** A personal mailbox is assigned to each student and is located in the hearth area outside the School of OT entrance on the east end of the third floor. Any US Postal Service mail that a student receives at the University will be placed in his or her School mailbox. As the mailboxes are used primarily for students to receive US mail, messages, and School assignments, students' mailboxes are not to be used as an additional storage area. Therefore, students are expected to keep their mailboxes clear of all unnecessary items. Students are to use faculty mailboxes in the hearth area only.

**Outgoing** For information regarding additional postal services that are available on the University campus, please contact the University mailroom or your local Post Office or at [www.usps.com](http://www.usps.com).

### **Maintenance of Physical Space**

All areas within the School are "learning labs" and, as such, are extensively used for instructional purposes. When any area within the School (other than staff

or faculty offices) is not being used for instructional purposes, it may be utilized by students for independent study or socializing. Please be aware, however, that space within the School is limited and students are encouraged to also utilize other areas on campus. At all times, students should be aware when classes are in session and act accordingly (e.g., lowering voice volume when talking in the hallway). Further, none of the doors within the School (the exception being restrooms) should be locked by students during School weekday hours.

All areas within the School are to be kept neat and orderly at all times, particularly when leaving at the end of a class. Each student (as well as staff and faculty members) is responsible to maintain a neat and orderly environment whenever he or she is at the School or University. Procedures for maintaining the School environment will be established for each class at the beginning of the academic year and, as necessary, throughout the year.

If any liquid, food, art materials, or other such substances are spilled within any of the buildings utilized by the School, the student(s) responsible for the spill must clean it up immediately. This is not the responsibility of the custodial staff! Cleaning supplies are located in the both the ADL kitchen and class rooms—the cupboard below the sink in each of these rooms contains cleaning solutions and cloths, including a stain removal solution for use on carpet. A vacuum also is available for carpet spills from custodial staff.

**ADL room (kitchen)** The refrigerator in the kitchen may be used by students for overflow storage of lunches and snacks. Please use the refrigerators in the hearth areas first. For special occasions such as SOTA potlucks, food can be stored by students in the ADL kitchen refrigerator with permission from staff in the administrative office. All items must be labeled with a name and date. On Friday afternoon of each week, the refrigerator will be cleaned and unmarked items discarded. Rinse dishes and utensils before placing in the dishwasher. Students are not to use the laundry machines without permission from administrative staff. Please place soiled linens in the laundry hamper located in the kitchen. Each student is responsible for cleaning up after him- or herself when using the kitchen at any time. See Kitchen Policy linked in Chapter three of the on-line student handbook.

Washing machine and dryer are for school laundry items only.

### **HAZARDOUS MATERIALS:**

There are few hazardous materials used in the School of Occupational Therapy, however, materials such as solvents (possibly used in splinting), paint, and cleansers, require special handling and storage. All hazardous materials used or stored in the School of OT should be listed with the Facilities Department, and proper handling and storage instructions should be readily available to users in the Material Safety Data Sheet Manual, located in the administrative office and in the ADL lab, Room 244. Please refer to the instructions your “Student Emergency Plan” handbook.

**Meals**

There will be two refrigerators and two microwaves available in the student hearth area adjacent to the student mailbox area on the east end of the third floor. There will also be a dining area on the ground floor and student hearth areas on each of the floors 2-5, take advantage of opportunities to mix and mingle with your fellow health profession students. There is also a 5<sup>th</sup> floor lounge in Room 502 for student use, as well as the 8<sup>th</sup> Avenue Café on the first floor. Please keep these facilities clean and tidy as they also serve students of other schools.

**Messages**

All messages to students, either from the University or the School, will be placed in their mailboxes at the earliest convenience of the University or School staff. The School telephone number, (503) 352-7268, may be used for those students who need to leave an emergency telephone number with someone (e.g., day care provider, school district, spouse, partner, or children). Students may only receive emergency messages through the School telephone number. (See section entitled "Telephones" for further details.)

**Parking**

Parking around the HPC is significantly limited and so you are encouraged to carpool, use TriMet public transportation, bicycle, or walk. Subsidized TriMet passes will be offered at reasonable rates. Parking will be available, but most of the lots and spaces available to students will be several blocks or more away from the HPC. Please be considerate of the residents of the local neighborhoods and carefully observe rules for on-street parking to avoid ticketing or towing of your vehicle. Also, please do not use Tuality Community Hospital parking spaces or lots or risk having your vehicle towed.

**Recycling**

The School recycles paper and cardboard on a regular basis. Paper for recycling should be placed in the appropriate bins located throughout the building.

**Reimbursements**

If you have an expense that has been approved by your instructor, please fill out a reimbursement form. They can be found on the Pacific web page at the following link:

[http://www.pacificu.edu/offices/bo/forms/documents/ReimRequestFormpg2\\_001.doc](http://www.pacificu.edu/offices/bo/forms/documents/ReimRequestFormpg2_001.doc)

Please fill it out and put it in the OT office admin's mailbox for processing. They will then attach an account number and signature, and send it over to A/P for processing. They will send a check directly to your house.

**Resource Materials**

The School has some resource materials (e.g., books, journals, evaluation manuals, therapeutic equipment) that are available for student use. Items are available for check-out by students. The equipment check-out book is located in the administrative office. At the end of each semester, an inventory of all School resource materials will be completed. Each student is responsible for all materials checked out in his or her name and which were not returned. Grades will be withheld until the matter is satisfactorily resolved (generally the materials in question are returned or replaced).

### **Video/audiotapes**

Video- and audio-tapes, CDs, and DVDs that are required for course assignments outside of regularly scheduled class time will be placed on reserve in the HPC library. Please contact the HPC library for further information regarding procedures to view or listen to these recordings that have been placed on reserve.

All recorded media (as well as other resource materials that are not available for check-out by students) may not be removed from the School building unless specific permission is granted by either a staff or faculty member.

**Resource requests** Texts, periodicals, videotapes, DVDs, or other resources that are not located in either the School or the University library may be requested by students and potentially ordered, subject to staff or faculty approval.

**Pacific University library** Books, periodicals, videotapes, and DVDs related to occupational therapy are available in the Pacific University HPC library. For specific information regarding hours and resources available, please visit the University library or access the Pacific University website at [www.pacificu.edu](http://www.pacificu.edu).

### **Restrooms**

The HPC has several restrooms throughout the building that are available for use by the School community. Several of the bathrooms have showers, usually on alternating floors. Students may use these on a first come-first served basis. The restrooms in the faculty office areas are not to be used by students.

### **Telephones**

Telephone policy for the HPC is yet to be determined. The School telephone number, (503) 352-7268, should only be used as an emergency contact number or for School-related business. This number may not be used by students to receive non-emergency messages.

#### **Cellular Phones:**

Please be respectful of others when using cell phones. When in class, lab, or in fieldwork settings, you are encouraged to switch off your phone. However, if you are expecting important calls, please set the phone to vibrate, or otherwise more silently notify you of the call. Please do not answer phones, or use text-messaging in these learning environments; you are encouraged to allow the phone to take voice or text messages, and return the call during the next break. Repeated disregard of these expectations may lead to disciplinary action.

#### **Telephone tree:**

In the event of an emergency, class cancellation, re-scheduling of classes, events, or meetings, and other related needs, students will be notified via the use of a telephone tree organized by the School. Please ensure that you have ready access to the telephone tree at all times and you readily inform the School of any changes necessary to maintain an up-to-date telephone tree. You are encouraged to share both your home and mobile phone numbers.

### **Vehicles**

University Vehicles may be used by students for School assignments and SOTA activities. (Additional information is provided in Chapter VII Appendixes.) A student may check availability of vehicles by contacting the Facilities Office. After determining the availability of a vehicle, the student should complete the form entitled "Vehicle Reservation Request & Billing" (see Appendix B) located in the School's mailboxes. All information must be filled in before the reservation will be completed. Note: Only students authorized by the University may drive University vehicles. Please contact the Facilities Department or access the Pacific University website at [www.pacificu.edu](http://www.pacificu.edu) for information on how to obtain authorization.

Vehicles which are used for student organizations and clubs are charged a different mileage rate than academic programs and these requests need to be properly identified and handled. For course-related vehicle usage, (non-fieldwork course) the form should be submitted to the School administrative assistants who will provide the appropriate budget code and sign the form. The completed form should then be submitted to the Facilities office. For Student Occupational Therapy Association (SOTA) related activities, requests which have the prior approval of the appropriate SOTA representative should be submitted to the Student Services office. The appropriate person at the Student Services office will provide a budget code and sign the form. The completed form should then be submitted to the Facilities office.

### **Weather**

Since we are a residential campus, Pacific University will make every attempt to keep offices and services operating in inclement weather or other emergencies. However, there are occasions when adverse weather conditions or other reasons may necessitate closure of the university. In that event, the decision regarding University closure or delayed opening will be made by the President (or his designee) to permit notification no later than 6 a.m.

In the event of emergency closure, the University's web site ([www.pacificu.edu](http://www.pacificu.edu)) will be updated with information about closures and /or late openings at the Forest Grove, Portland, Hillsboro and Eugene campuses. In addition, the University's main switchboard at 503-357-6151 will have a recorded message if the University is closed. It is the responsibility of each employee to monitor this information. Additionally, information will be placed on local media regarding the University's closures or late openings, but keep in mind that television

and radio stations need extra time to update these messages.

**Adverse Weather and Fieldwork:** Determine with the fieldwork coordinator as well as your field work educator at your fieldwork site, what your responsibility is for attendance in adverse weather conditions, as it may differ from the University policy.