

**Pacific University**  
**School of Occupational Therapy**

Ethical professional skills and attitudes are essential components of Pacific University, School of Occupational Therapy's foundational priorities. All students are expected to meet or exceed standards in all areas of professional skill in the classroom and during fieldwork.

Student Name: \_\_\_\_\_ Courses: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Midterm  Final

<b>Rating Scale for Performance:</b>	
4: Meets standards to a high degree:	Performance is consistent, skilled, and self initiated
3: Meets standards:	Performance is frequent and skilled
2: Needs improvement:	Performance needs further development and/or requires assistance and direction
1: Unsatisfactory:	Performance requires substantial development and or requires much assistance and direction

PROFESSIONAL SKILLS	RATING	COMMENTS/PLANS
<b><i>Commitment to Learning/Excellence</i></b>		
Analyses, synthesizes, interprets information		
Takes initiative to direct own learning/competence		
Comes prepared for session		
Exercises good judgment and problem solving		
<b><i>Personal Responsibility</i></b>		
Is dependable and reliable		
Acknowledges personal error and makes adjustments accordingly		
Displays personal honor and integrity		
Follows through on tasks		
<b><i>Social Responsibility</i></b>		
Cooperates with others/instructs effectively		
Considers the needs of others		
Contributes "fair share" to group efforts		
Meets interpersonal commitments		
<b><i>Supervisory Relationships</i></b>		
Alters behavior in response to feedback		
Takes responsibility for personal behaviors		
Seeks guidance when needed		

<b>PROFESSIONAL SKILLS</b>	<b>RATING</b>	<b>COMMENTS/PLANS</b>
<b><i>Communication Competence</i></b>		
Demonstrates positive interpersonal skills such as flexibility, empathy, confidence		
Communicates clearly and effectively/assertively		
Expresses disagreement in a tactful manner		
Demonstrates respect for the rights of others to hold different values and beliefs		
Contributes to class discussions		
<b><i>Time/Stress Management</i></b>		
Informs instructor of lateness or absence prior to class		
Acts proactively, planning ahead, proposing solutions		
Demonstrates flexibility in response to changing demands		
Prioritizes tasks and commitments		
Assignments turned in on time		
<b><i>Safety</i></b>		
Anticipates unsafe situations and modifies behavior accordingly		
Recognizes and acts on need for assistance		
Operates within the scope of personal skills		

General comments:

Date: \_\_\_\_\_ Preparer Signature: \_\_\_\_\_

Adapted from UTMB School of Allied Health Sciences Department of Occupational Therapy Self-Assessment of Professional Behaviors (3/17/03)

Pacific University  
**School of Occupational Therapy**

**Self-Assessment of Professional Skills**

Ethical professional skills and attitudes are essential components of the Pacific University, School of Occupational Therapy, foundational scaffolding. All students are expected to meet or exceed standards in all areas of professional skills in the classroom and during fieldwork.

Student Name: \_\_\_\_\_

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

Instructor: \_\_\_\_\_

**Rating Scale for Performance:**

- 4: Meets standards to a high degree: Performance is consistent, skilled, and self initiated
- 3: Meets standards: Performance is frequent and skilled
- 2: Needs improvement: Performance needs further development and/or requires assistance and direction
- 1: Unsatisfactory: Performance requires substantial development and or requires much assistance and direction

PROFESSIONAL SKILLS	RATING	COMMENTS/PLANS
<b><i>Commitment to Learning/Excellence</i></b>		
Analyses, synthesizes, interprets information		
Takes initiative to direct own learning/competence		
Comes prepared for session		
Exercises good judgment and problem solving		
<b><i>Personal Responsibility</i></b>		
Is dependable and reliable		
Acknowledges personal error and makes adjustments accordingly		
Displays personal honor and integrity		
Follows through on tasks		
<b><i>Social Responsibility</i></b>		
Cooperates with others/instructs effectively		
Considers the needs of others		
Contributes "fair share" to group efforts		
Meets interpersonal commitments		
<b><i>Supervisory Relationships</i></b>		
Alters behavior in response to feedback		
Takes responsibility for personal behaviors		
Seeks guidance when needed		

<b>PROFESSIONAL SKILLS</b>	<b>RATING</b>	<b>COMMENTS/PLANS</b>
<b><i>Communication Competence</i></b>		
Demonstrates positive interpersonal skills such as flexibility, empathy, confidence		
Communicates clearly and effectively/assertively		
Expresses disagreement in a tactful manner		
Demonstrates respect for the rights of others to hold different values and beliefs		
Contributes to class discussions		
<b><i>Time/Stress Management</i></b>		
Informs instructor of lateness or absence prior to class		
Acts proactively, planning ahead, proposing solutions		
Demonstrates flexibility in response to changing demands		
Prioritizes tasks and commitments		
Assignments turned in on time		
<b><i>Safety</i></b>		
Maintains lab/work area, equipment, and supplies to be safe and efficient		
Anticipates unsafe situations and modifies behavior accordingly		
Recognizes and acts on need for assistance		
Operates within the scope of personal skills		
<b><i>Policies and Procedures</i></b>		
Adheres to professional codes and standards		
Adheres to Division of Occupational Therapy policies/procedures		

General comments:

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

## Professional Skill

1. Being prepared: reads assignments ahead: obtains necessary materials and equipment.
2. Asks questions when unsure; participates in class and lab discussions.
3. Demonstrates independence when appropriate.
4. Dresses according to dress code; wears professionally casual attire when guests are present, when on field trips, and when giving class presentations.
5. Utilizes reference materials to enhance learning; takes responsibility for learning including obtaining notes, handouts, and assignments if a class is missed; takes advantage of other learning opportunities and activities.
6. Handles personal and professional frustrations appropriately; seeks assistance when needed.
7. Maintains the confidentiality of others.
8. Actively listens to others; responds to the needs of guests, peers and faculty.
9. Uses time effectively; organizes schedule to accommodate responsibilities; adheres to deadlines.
10. Demonstrates self-confidence in abilities.
11. Tactful and constructive when giving criticism.
12. Flexible; effectively adjusts to changes; adjusts priorities.
13. Dependable; follows through on responsibilities to team members, supervisors, clients, and faculty.
14. Respects others during class discussion by speaking in turn, recognizing the diverse views of others.
15. Displays a positive attitude toward class/fieldwork responsibilities, peers, faculty, staff and institution.
16. Has a sense of humor; keeps things in perspective.