Chapter III

OT STUFF FROM A TO Z

Address Change

All students should inform the University and 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 a 12-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, via email to ot@pacificu.edu. Students must also inform the University at large by accessing the web: http://www.pacificu.edu/about-us/offices/university-information-services/online-tools select My Account, Account settings, User Information, which will allow you to update your address for the University.

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. However, UIS maintains a copy/scanning machine on each floor the Hillsboro Campus that is intended for student use (see “Copying & Printing” below).

Technology School of OT

Technological equipment not available through the University library that is available through the School of OT and needed for school assignments are available for use within the School, please be aware, however, that any equipment may be “requisitioned” for use during a class—consequently, you may be unexpectedly interrupted in its use when a priority need arises. When using any designated OT School technology, students should ensure that the equipment is ready for the next person to use by returning all equipment to its designated area and turning off all power to the equipment. Ideally, batteries will be fully recharged when the equipment is returned.

Audrey Kerseg Memorial Fund Scholarship

It is an endowed fund that provides support for a second or third year student as a stipend to apply to assignments or research involving diverse populations and/or travel to fieldwork or experiential sites. The application is available on the OT website under student resources.

Awards

The School of Occupational Therapy presents the following awards at graduation each year: Valedictorian award; Director’s award; and the Alumni Outstanding Graduate Award. At the discretion of the faculty and director a Special Recognition Award may also be presented.
Bicycles
The College of Health Professions provides bicycle racks in the bicycle storage room on the east side of Creighton Hall, in front of Creighton Hall and HPC2 on the east side of the HPC2 (boxer card access only), and in the intermodal transit facility.

Boxer Alerts
Students are strongly encouraged to sign up for Boxer alerts. For more information, please go to: http://www.pacificu.edu/alerts/

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
Bulletin boards for student use are available on the third floor. 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 University libraries (Forest Grove and Hillsboro campuses). Laptop computers may be checked out for short-term use.

Computer specification 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.

Copying and Printing
Printers dedicated for students use are distributed throughout the HPC buildings. These printers can be accessed remotely through wireless transmission, and include color printing option. Please see the UIS policy for printing:
http://pacificu.edu/about-us/offices/university-information-services/technology-help-resources

Students receive a $60.00 per year credit for printer usage, and black and white printouts cost $.05 per page, color printing is $.25 per page. Review http://pacificu.edu/about-us/offices/university-information-services/technology-help-resources and select: IT Resources for students (link) for more details on printing. 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 their own copying costs for SOTA business. Large copy orders may be requested through the University Service Center.
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 drug screening is now mandatory in the state of Oregon. As of July 1st 2014 Oregon regulations require that all students participating in clinical education in an Oregon based facility must complete these requirements. Students will be required to pass a criminal history check upon entry into the program in order to be able to participate in these learning activities, and will be required to pass a drug screening test before beginning practicum and fieldwork programs. Evidence of requirement completion is provided to the facilities using the Background Verification Form (attached).

Background check and drug screening directions are located in chapter 3 of the student handbook.

In addition, 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 the School Director prior to admission, and to your School of Occupational Therapy Academic Advisor, after admission to the School.

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.

AOTA Membership

Students are required to become members of the American Occupational Therapy Association. Student membership in AOTA will ensure access to resource materials that will support coursework throughout the student’s academic career. Students will be requested to upload membership documentation into their electronic advising folders. Membership will be renewed annually, and is the student’s responsibility to make sure membership does not lapse while in the program. Because this is a required component of the program it will fall under the auspices of Academic Standing and subject to the Academic Standards of adherence to University and School policies,

Directory Info

Students can look up directory information at https://account.pacificu.edu/directory/. There is a link to the Directory from the MyAccount site. Each student can control the amount of information that is available to Pacific users by logging in to https://account.pacificu.edu and selecting the Account Settings, and accessing the tab “On-line Directory”. By default no directory information on a student is released for public or student access.

Disability and Accommodations

Professors will make reasonable accommodations for those students with documented
disabilities. To assure that a disability is properly documented contact the Learning Support Services (LSS) office. LSS is responsible for coordinating disability-related accommodations. Please contact the Director of Learning Support Services for Students with Disabilities, at x2171, or via e-mail at lss@pacificu.edu for further information.

**Dress Code**

Please see our dress code policy in Chapter 3.

**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 comcast 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, experiential, or school assignments and permission has been granted by the appropriate School staff or faculty member.

**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. All students are required to complete the Blood borne pathogens educational certificate by the end of the first semester. This can be found at MyAccount site.

**Hours**

Entry into the Health Professions Campus building 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 for locker combinations will be distributed.

**Mail**

**Incoming** A personal mailbox is assigned to each student. 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 adjacent to the student mailboxes, not in the faculty work room.

**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.

**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 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, or as stored in the ADL Lab.
**ADL Lab (kitchen)** The ADL Lab apartment is intended to be a teaching and learning resource with the expectation that it is always ready to be used for educational purposes. Therefore, except for teaching and learning activities, the following restrictions apply:

- No use of refrigerator for food storage
- No cooking on the range
- No use of utensils, pots, pans, or equipment provided for lab use
- No storage of personal cups, utensils, or other items in the ADL apartment
- Exception: SOTA may use the ADL lab facilities for official activities, assuming all materials and equipment used will be thoroughly cleaned and put away after use.

Washing machine and dryer are for school laundry items only.

**Mandatory Reporting:**

In the course of our work, we may witness or it may be disclosed to us that a minor has been abused and under the following regulation we are obligated to report it:

“In accordance with Oregon’s Mandatory Reporting law (ORS 419B.005), as an employee of a Higher Educational Institution, I am obligated to report any abuse of a minor (individual under 18 years of age) which I witness or which may be disclosed to me.”

**HAZARDOUS MATERIALS:**

There are few hazardous materials used in the School of Occupational Therapy. All hazardous materials used in the School of OT should be listed with the Facilities Department, and proper handling should be readily available to users in the Safety Data Sheet Manual, located in the administrative office. Please refer to the instructions your “Student Emergency Plan” handbook.

**Meals**

There will be a refrigerator and microwave and dining area available in the student hearth area on the ground floor that is for use by any Hillsboro Campus students. Take advantage of opportunities to mix and mingle with your fellow health profession students. There is the Café on the first floor of Creighton Hall. Please keep these facilities clean and tidy as they also serve students of other schools.

**Parking**

Parking around the HPC is significantly limited and so you are encouraged to carpool (3 or more students who consistently carpool have opportunities for dedicated parking spaces) 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, plastic, glass, 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/accountspay/index.cfm

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.

Expenses related to SOTA activities use the same form but must be submitted first to the SOTA Treasurer for a signature before further processing.

Resource Materials
The School has some resource materials (e.g., books, journals, evaluation manuals, therapeutic equipment) that are available for student use. Many of these items are available for check-out by students. These materials can be checked out through the School of OT by filling out a “OT Equipment Loan Program” form and a “Student Account Authorization” form. A deposit will be created on the student’s account to ensure the timely return of the item checked out. 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).

Social Media
The School of OT recognizes the use of social networking and applications including but not limited to Facebook, Twitter, and others are valuable resources for learning and communication. Upon entry into a professional program, students, staff and faculty members must be aware that their personal life and behavior can and will affect one’s professional life and credibility. Please review both Pacific University’s social media guidelines located at http://www.pacificu.edu/system/files/forms/Social_Media_Guidelines_Details.pdf and the School of Occupational Therapy Social Media Policy located in the Student Handbook.

Recorded Materials
Recording of lectures  Educational events including classroom lectures and faculty student interaction may not be recorded unless with the expressed permission of all parties participating in the interaction.

Resource requests  Texts, periodicals, electronic media, 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, and electronic media 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.

Restrooms
The HPC has several restrooms throughout the building that are available for use by the School community. Several of the bathrooms have showers, on alternating floors in Creighton Hall, and on the first floor in the HPC2. Students may use these on a first come-first served basis.

Telephones
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:
For safety and respect, please put your phone on vibrate or silence while on campus. Vibrate
preferably in the event of a Boxer Alert Notification or if you are expecting an important 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.

**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 http://www.pacificu.edu/finance/facilities/. 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 http://www.pacificu.edu/finance/facilities/ 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 Pacific has a residential campus in Forest Grove, 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/her designee) to permit notification no later than 6 a.m., though some closures will be announced later when late-breaking weather events warrant.

In the event of emergency closure, the University’s web site (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. The Boxer Alert system typically broadcasts these closures.

**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 be different from the University policy.