Pacific University
SCHOOL OF OCCUPATIONAL THERAPY

Out of State Fieldwork Policy

Policy: Out-of-state fieldwork placements may occur for any level II fieldwork rotation. The student may explore out-of-state fieldwork sites as potential placement opportunities. The Academic Fieldwork Coordinator (AFWC) should be informed of the potential placements the student is exploring and the status of the process at all times. All attempts will be made to have an out-of-state fieldwork placement confirmed, with a current signed agreement, at least 2 months prior to the start of the fieldwork rotation. The student should be aware that a fieldwork may be cancelled by the facility for reasons beyond the university’s control, at anytime. Once the student has received confirmation from the AFWC and the out of state facility clinical coordinator the student is committed to this placement for the determined fieldwork rotation.

The following process must be followed:

Purpose: To ensure the safety and success of the student during a fieldwork rotation:
1) Administrative documentation is required minimally 2 months in advance
2) All required documentation is on file prior to the start of fieldwork
3) Long distance supports are in place
4) Fieldwork outcome objectives are developed and on file.

Procedures:
1. The student informs the School of OT Fieldwork Coordinator of her/his desire to complete her/his fieldwork rotation at an out-of-state site minimally 6 months prior to the start of the fieldwork rotation. The Fieldwork Coordinator provides guidance to the student in her/his search for an out-of-state fieldwork placement.
2. The student is responsible for finding her/his out-of-state fieldwork placement. The AFWC will assist as possible and with facilities already contracted with the University. It is recommended that the student start calling potential fieldwork placements 12 months prior to the start date of the fieldwork rotation.
3. Once the fieldwork placement has been secured with a verbal agreement between the student and the on-site fieldwork supervisor, the student provides the School of OT Academic Fieldwork Coordinator with the following information:
   - name of facility
   - address of facility
   - name of the OT fieldwork supervisor/person who coordinates the facility’s fieldwork program
   - For the OT fieldwork supervisor/coordinator
     - phone number,
     - fax number, and
     - e-mail address
   - Name of person who is responsible for signing the agreement,
     - phone number,
     - fax number, and
     - e-mail address
   - When the above information is received, the School of OT AFWC will contact the facility.
4. The AFWC and the Fieldwork Administrative Assistant initiate the fieldwork agreement process.
5. The AFWC will keep the student apprised of the progress in finalizing the agreement process.

6. Upon receipt of the signed agreement, the AFWC will inform the student that her/his fieldwork is confirmed.

7. The student must make her/his own arrangements for travel and housing.

8. The student is responsible for all costs associated with travel, housing, and meals during the fieldwork rotation. Financial aid support may be available for additional costs incurred through fieldwork. Contact the financial aid office.

9. If the agreement is not received 2 months prior to the start of the fieldwork rotation, the student will be placed in a site within a 200 mile radius of Hillsboro, OR.

10. If the fieldwork site should cancel the placement prior to the start of the fieldwork rotation, a new placement will be sought for the student which may be within the state of Oregon.

11. If the student cancels the placement after the confirmation has been received, the student will need to seek an alternative placement. The AFWC will attempt to find an alternative placement, if available.

12. The student must be aware that cancelling a confirmed placement may result in him/her waiting until the next planned fieldwork rotation is scheduled. If this conflicts with course schedules and prerequisite it may result in a delay until the following year and a possible delay in graduation.

International Fieldwork (See international fieldwork policy)