USciences
University of the Sciences

Department of Occupational Therapy
Fieldwork Education Office

Fieldwork Requirements Checklist

As an occupational therapy student, you will have the opportunity to engage in various fieldwork and lab experiences with patients. As indicated by Pennsylvania state law or our contracts with sites, these requirements are necessary to have contact with patients. Fieldwork requirements will need to be submitted to Fieldwork Experiential Management System (EXXAT).

Failure to comply with the requirement deadlines provided will result in penalties of increasing severity. A fee of $50 will be charged to each student who is late on ANY requirement. Any student who is still missing or has incorrect requirements prior to any fieldwork experience will not be permitted to participate in the fieldwork until their requirements are submitted, the fee is paid, and the AFWC has verified the requirements. At the end of that period, any student who continues to have missing or incorrect requirements or has not paid the fee one week past their scheduled fieldwork experience start date will have the option to withdraw themselves from the respective fieldwork course or a failing grade will be issued according to the department attendance policy.

For additional information on how to complete the following requirements, please refer to documents found at:
https://apps.exxat.com/public/steps/USciences-OT/GeneralDocuments

The Following Requirements Expire Within 1 Year from the Completion Date

☐ **7 Year State & County Criminal Background Check** - You will be receiving an e-mail from Certiphi by mid-July to complete this background check. Any PA State Criminal Check or FBI Clearances will not replace this requirement.
☐ **PA Child Abuse Clearance**
☐ **Pennsylvania Access to Criminal History (PATCH)** – You must get a PA State Criminal Record Check in addition to the CERTIPHI Background Check.
☐ **Physical Evaluation Form** – Please submit Part IV of your Student Health Record related to your Physical Evaluation.
☐ **Physician Clearance** – This clearance must be completed by your physician during your physical exam and uploaded separately from your Physician Eval Form.
☐ **TB Testing** – Please submit Part 3 of your Student Health Record related to TB Testing verifying any of the following three tests:
   o 1 Step TB Skin Test with a history of a 2 step previously (with no gaps between annual testing)
   o 2 Step TB Skin Test – Only complete this is you have not received a 2 step skin test with TB testing yearly thereafter.
   o TB Blood Test (IGRAs) – Two names of this test are the QuantiFERON–TB Gold and T-SPOT. This is accepted in place of a 2 step or 1 step TB skin test.
   * Please submit a clearance from Student Health Services if you have had positive TB testing results.

The Following Requirements Expire Within 5 Years from the Completion Date:
☐ **Mandated Reporter Training**

The Following Requirements Expire When You Graduate (unless there is a change):
☐ **Proof of Health Insurance**
☐ **Demographic Information** - please fill in your name, date of birth, email, and on-campus address (if known) in your profile on the Fieldwork Experiential Management System (EXXAT) as soon as you receive your login information. This needs to be done in order for you to receive your background check code.
☐ **Immunization Record** - Please submit Part 4 of your Student Health Record Immunization form. You must provide proof of vaccinations or titers of: Hepatitis B, Polio, Tetanus-Diphtheria-Pertussis, Varicella, MMR, and Meningitis.

Completion of additional requirements such as CPR, flu shot, and HIPAA/OSHA training will be required in the fall and are not due at this time. Only the requirements listed above are due by August 01, 2020.

You will be contacted with login information for your account on the Fieldwork Experiential Management System (EXXAT) in order to upload your required documents. This needs to be completed in addition to submitting your documentation to SHS.

For any questions, contact:
Danielle Kuhn, Administrative Fieldwork Assistant, Department of Occupational Therapy
otfieldwork@usciences.edu| 215-596-7345