



**College of Medicine
School of Allied Medical Professions**

**Master of
Occupational Therapy
Program**

Student Handbook

2008-2009

OCCUPATIONAL THERAPY DIVISION

**For
Master of Occupational Therapy Students
Admitted Summer Quarter 2008**

I. INTRODUCTION

What is Occupational Therapy?

Occupational therapy is skilled treatment that helps individuals achieve independence in all facets of their lives. Occupational therapy assists people in developing the "skills for the job of living" necessary for independent and satisfying lives.

Services may include:

- Customized treatment programs to improve one's ability to perform daily activities
- Comprehensive home and job site evaluations with adaptation recommendations
- Performance skills assessments and treatment
- Adaptive equipment recommendations and usage training
- Guidance to family members and caregivers
- Health promotion and disability prevention programs

About Occupational Therapy Practitioners

Occupational Therapy practitioners are skilled professionals whose education includes the study of human growth and development with specific emphasis on the social, emotional, and physiological effects of illness and injury.

The Occupational Therapist enters the field with a masters or a doctoral degree. The Occupational Therapy Assistant generally earns an associate degree.

Practitioners must complete supervised clinical internships in a variety of health care settings, and pass a national examination. Most states also regulate Occupational Therapy practice. Occupational Therapists are licensed in the State of Ohio.

This program requires the completion of a minimum of 94 graduate credit hours of course work planned with the advisor. In addition, two quarters of fieldwork in two different facilities, 12 additional credits, are required for graduates to be eligible to apply for the national certification examination.

Accredited Occupational Therapy Program

The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) accredits the Occupational Therapy Program. ACOTE is located at 4720 Montgomery Lane, P. O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. You will find additional information at www.aota.org. Graduates of the program that successfully complete 6 months of full-time fieldwork (OT 785.01 and OT 785.02), will be able to sit for the national certification examination for the occupational therapist administered by the National Board of Certification in Occupational Therapy, Inc. (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). Most states require licensure in order to practice; state licenses are usually based on the results of the NBCOT Certification Examination.

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III. ACADEMIC PLANNING AND PROCEDURES

During the first quarter in the School, each student will be assigned an advisor. The advisor is available for assistance in course scheduling as well as any other academic matters about which the student may desire guidance. Advisors also meet with students to review professional behavior. Advising assistance is also available in the Graduate Studies Office.

The student is responsible for planning for the completion of all required course work.

Students access this course information AND schedule on-line through the Registrar's home page: www.ureg.ohio-state.edu. The university is now communicating with enrolled students exclusively through email. Please contact Lisa Terek, Graduate Program Manager, at the SAMP Graduate Office, 292-8112, if you experience any difficulty receiving email from the OSU Registrar's Office or have any difficulty with on-line scheduling.

The following information about registration and scheduling is from the Graduate School Handbook Section II.2). The graduate handbook can be accessed at <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>

Registration and Scheduling

Registration and Scheduling Procedures II.2.2

II.2.2.1 Master Schedule. The online Master Schedule of Classes, published quarterly by the University Registrar, contains detailed instructions and deadlines for registration.

II.2.2.2 New Students. Registration information is available from the Registrar's web site. Students admitted immediately before the quarter begins can obtain registration information at the Graduate School.

II.2.2.3 International Students. New international students initiate registration by reporting to the Office of International Education before visiting the Graduate School.

II.2.2.4 Former Students. Former students returning after an absence of one or more quarters can obtain registration information from the Graduate School. Students who have not been enrolled in the Graduate School for a year or more should contact their Graduate Studies Committee about any reenrollment rules.

II.2.2.5 Deactivation. Enrollment eligibility for a master's degree student or a pre-candidacy doctoral student who has not registered in the Graduate School within the preceding two full calendar years will be automatically deactivated. To reenroll, the student must petition the Graduate Studies Committee for reactivation. If the petition is approved, the Graduate Studies Committee notifies the Graduate School, which then reactivates the enrollment eligibility (ref. II.5.1.8, II.6.2.5).

II.2.2.6 Continuing Students. Continuing students will be e-mailed notification of their registration by the second week of the quarter preceding the intended quarter of enrollment. Students may view the Master Schedule of Classes online in the third week of the quarter preceding the quarter of registration. All continuing students must access online registration (www.ureg.ohio-state.edu). Students may use their Ohio State e-mail account information to register online.

II.2.2.7 Early Autumn Registration. Students may participate in Early Autumn Quarter Registration. Registration information for those registered Spring Quarter will be e-mailed before the eighth week of the Spring Quarter. Those not registered Spring Quarter may request registration information from the Graduate School.

II.2.2.8 Online Registration. Once the registration information is received, students consult their advisor or, if an advisor has not been assigned, their Graduate Studies Committee Chairperson, about

course selection. Students may use their Ohio State e-mail account information during the appointed window of time to use the online registration system. The approved schedule and Statement of Account are available on the Registrar's web site.

II.2.2.9 Course Enrollment Permission. Certain courses and certain enrollment designations (e.g., Audit and Undergraduate option) require submission of a completed Course Enrollment Permission in the Graduate School by the third Friday of the quarter of registration.

II.2.2.11 Registration. The online registration system is available for registration through the first Friday of classes for course additions. Students who register through this means may obtain a fee statement from the Registrar's Web site. Students may access online registration to drop courses through the third Friday of the quarter.

II.2.2.12 Late Registration Penalty. Students registering after published quarterly registration deadlines will incur substantial late registration penalties. Deadlines are published online in the Master Schedule of Classes.

II.2.2.13 Fee Payment. Students may pay fees online, by mail or in person at the Office of Fees and Deposits. Students who are eligible to have their fees authorized will receive credit for their fees on their Statement of Account.

II.2.2.14 Confirmation of Enrollment. All students with a zero fee balance (i.e., those on fee authorization) will be automatically confirmed. Students who do not intend to enroll may contact the Graduate School.

II.2.2.15 Late Fee Payment Penalty. Students paying fees after the fee payment deadline are assessed a late fee payment penalty. The university reserves the right to refuse or cancel registration if fees are not paid by the 15th day of the quarter. The Master Schedule of Classes contains information on deadlines, penalty fee rates, and refund schedules.

II.2.2.16 Health Insurance. Columbus-campus-based students who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. All students, including regional campus students, are automatically enrolled in the Student Health Insurance Plan (SHIP) upon registration, unless the student obtains an exemption. Half-time is defined as five credit hours for graduate and professional students. Details about the SHIP can be found at <http://www.shi.osu.edu>. Additional information is available in the insurance office at the Wilce Student Health Center. See Section II.8.5.11 for information about health benefits for students with graduate associate-ship appointments. See Section II.9.5.7 for information about health benefits for students with fellowships and traineeships, respectively.

All domestic students who have coverage through a non-university health insurance plan and who want to waive SHIP coverage can do so by completing the online waiver found under the "Web Registration for Courses" link on Registrar's web site at http://buckeyelink.osu.edu/course_planning.html. The 15th calendar day of the term is the firm deadline for enrollment or withdrawal from SHIP. Exceptions are rarely granted. Should a student miss a deadline, the student must submit an appeal. The appeal form can be found on the SHIP web site at <http://www.ship.osu.edu> by following the link to "Important Forms." International students are required to purchase SHIP upon registration. Only a few exceptions apply: students who are fully financially sponsored by a government sponsor or select international organization; and students or dependents of students who are covered as a U.S.-based employee, with U.S.-based insurance. International students who meet one of these exceptions must complete an International Student Health Insurance Waiver form, which can also be found on the SHIP website at <http://www.shi.osu.edu> by following the link to "Important Forms." The 15th calendar day of the term is the firm deadline for submission of the waiver form. Students may enroll same-sex domestic partners and their children into the student health insurance plans.

Changes in Schedule II.2.3

With advisor approval, students may make schedule changes. Schedule adjustments can be made through Friday of the first week of classes using the online registration website.

II.2.3.1 Course Addition. Prior to the official closing on the first Friday of the quarter, students may make schedule changes (both course additions and withdrawals) online. Course withdrawals only may be made online through the third Friday, excluding summer quarter. If the change requires course enrollment permission (ref. II.2.2.9), the change must be made at the Graduate School.

After the first Friday of the quarter, additions to approved schedules require the permission of the instructor and approval of the student's advisor. After the second Friday of the quarter, approval of the chair of the instructional department is also required. The Ohio State Course Enrollment Permission Form must be submitted to the Graduate School no later than the third Friday of the quarter.

After the third Friday of the quarter (second Friday of the relevant summer term) a student who, because of circumstances beyond his or her control, finds it necessary to add a course, must file a petition with the Graduate School.

II.2.3.2 Course Withdrawal. Withdrawal from the university during a quarter entails withdrawal from all courses in which a student is enrolled during that quarter.

- a. Withdrawal from any or all courses requires the approval of the student's advisor.
- b. Withdrawal requests must be submitted to the Graduate School.

Until closing on the third Friday of a quarter (second Friday of the relevant term for summer term courses) a student may withdraw from any or all courses that began in the same quarter (or term) with no mark entered on the official permanent record. After closing on the third Friday of a quarter and until closing on the seventh Friday of a quarter, if a student withdraws from any or all courses that began in the same quarter, the Registrar enters the mark "W" on the official permanent record for the courses withdrawn. A dated notation "withdrew" is entered on the official permanent record when the student withdraws from the university. After closing on the seventh Friday of the quarter (second Friday of the relevant term for summer term courses), a student who, because of circumstances beyond his or her control, finds it necessary to withdraw from any or all courses, must file a petition with the Graduate School. Reasons not acceptable for withdrawal include, but are not limited to, the student's performance in the course(s), lack of preparation for the course(s), or dissatisfaction with the subject matter offered in the course(s). If the petition is approved, a copy is filed with the Registrar, who is then authorized to enter the mark "W" on the official permanent record for the courses withdrawn. A dated notation "withdrew" is entered on the official permanent record when the student withdraws from the university.

A student who stops attending a course and does not officially withdraw from it has the final grade of "EN" as reported by the instructor entered on the official permanent record. Such a grade is based on the Rules of the University Faculty.

II.2.3.2.1 Military Leave. A graduate student who is involuntarily called to active-duty military service should contact the Graduate School for assistance with course withdrawal (ref. II.8.5.6).

Official Permanent Record II.2.4

The student's official permanent record contains a list of all courses taken, grades earned, degrees earned, and dates of graduation while enrolled at this university. This record is located in the University Registrar's Office. Unofficial records for all graduate students are maintained in the Graduate School. Students may examine their unofficial records by presenting their identification card to the Graduate School, along with a request in writing.

IV. ACADEMIC MISCONDUCT

The Code of Student Conduct standards is located at http://studentaffairs.osu.edu/pdfs/csc_12-31-07.pdf. It is students' responsibility to review the code and to abide by it at all times.

V. ACADEMIC PROBATION AND DISMISSAL

If a student does not maintain a 3.0 GPA in the OT Program of Study, or receives a letter grade of C in two or more courses in the OT Program of Study, the student is eligible for probation and/or dismissal from the program. A student placed on academic probation will remain on probation until s/he obtains a cumulative GPA of 3.00 or higher. Students will be permitted to progress to Level II Fieldwork rotations only after successful completion of didactic coursework, including a cumulative GPA of 3.0 in the program of study.

Procedure:

1. The student is primarily responsible for monitoring their GPA. When concern arises regarding grades in any given class, the student should seek assistance from the course instructor and their advisor as well as avail themselves to the many resources available on campus. At any time during the semester (the earlier the better), the OT faculty member or the student's occupational therapy advisor may bring to the students' attention academic performance deficiencies and refer the student to available resources.
2. When a student's GPA falls below a 3.0, the Graduate School Registrar will notify the student in writing of placement on academic probation. The student is also notified of the academic probation policy and how continued probation could lead to dismissal from the OT Program. The student will also be advised on resources available to him/her to develop successful strategies for completion of his/her course of study.
3. Removal from probation will occur automatically when the student raises the overall GPA to 3.0.
4. If the student is making sufficient progress toward raising the overall GPA to a 3.0, such that faculty consider that there is a strong likelihood that the student will meet the 3.0 GPA requirement prior to Level II Fieldwork, the student will remain in the program; however s/he will continue on probation.
5. A recommendation for dismissal from the program will be submitted to the Dean of Graduate Education if any of the following conditions exist:
 - A grade of D or F in any required course
 - A grade of C in two or more required courses in the program of study
 - Inability to attain a cumulative GPA of 3.0 prior to Level II Fieldwork or when the GPA is so severely deficient as to make restoration impossible before scheduled Level II Fieldwork.

VI. ACADEMIC STANDARDS

Section II.4—Academic Standards of the Graduate Handbook

Good Standing II.4.1

To be in good standing in the Graduate School, a student must maintain a graduate cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate credit courses and must maintain reasonable progress (ref. II.4.7) toward Graduate School or graduate program requirements. A doctoral student who has had two unsatisfactory attempts at the Candidacy Examination (ref. II.6.7.5) or the Final Oral Examination (ref. II.6.11.5) or Professional Doctoral Examination (II.6.17.6) is not in good standing.

Poor Performance II.4.2

A student with fewer than 15 earned hours of graduate credit whose CPHR is below 3.0 will receive a "poor performance" letter from the Graduate School urging consultation with the advisor.

Probation II.4.3

A student whose graduate CPHR falls below 3.0 after 15 graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School.

Removal from Probation II.4.3.1

A student who raises the graduate CPHR to 3.0 or better is removed from probation and is placed in good standing by the Dean of the Graduate School. Course work used in raising the CPHR must be a part of normal degree requirements and approved by the Graduate Studies Committee.

Special Warning II.4.4

A student on probation whose record continues to deteriorate will be warned that dismissal is likely if the record does not improve. Special warnings include performance criteria tailored to the individual student, usually in consultation with the Graduate Studies Committee Chair.

Dismissal from University II.4.5

A student who is on probation and who does not raise the graduate CPHR to 3.0 or better at the end of the next quarter of enrollment in the Graduate School may be dismissed from the university at the discretion of the Graduate School following consultation with the student's Graduate Studies Committee Chairperson. At the end of three consecutive quarters on probation, the student is automatically dismissed from the university unless good standing is achieved. If there are extenuating circumstances, the Graduate Studies Committee may petition the Graduate School for an exception to this policy.

Reinstatement II.4.5.2

A student who has been dismissed from the university is not permitted to reenroll unless reinstated by the Graduate School or by some other enrollment unit. A student who has been dismissed may petition the original or another Graduate Studies Committee for reinstatement to the Graduate School. If the decision is affirmative, the Graduate Studies Committee must forward the student's petition to the Policy and Standards Committee of Graduate School Handbook, 2007-08, page 18 the Council on Research and Graduate Studies for action. The Policy and Standards Committee notifies the student, the advisor, and the Graduate Studies Committee Chairperson of its decision.

Reasonable Progress II.4.6

A student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, including those regarding professional standards and misconduct, may be denied further registration in that program (ref. II.4.9) by the Graduate School on the recommendation of the Graduate Studies Committee Chairperson. No student may be denied further registration in a graduate program without first being warned by the Graduate School that such action may take place. The Graduate School specifies the conditions the student must satisfy in order to demonstrate reasonable progress and to continue enrollment in the graduate program. Conditions consist of completion of course work or other requirements as approved by the Graduate Studies Committee. A student who has been warned that further registration in the graduate program may be denied and who then satisfies the specified conditions is placed in good standing by the Graduate School.

Denial of Further Registration in the Graduate Program II.4.7

A student who has been warned that further registration in the graduate program may be denied and who does not satisfy the specified conditions (ref. II.4.8) is denied automatically further registration in the graduate program by the Graduate School after three quarters on warning unless a petition by the Graduate Studies Committee is approved by the Graduate School. The student is not permitted to reenroll in the Graduate School unless permission to reregister in the original graduate program is

granted by the Graduate Studies Committee or acceptance is recommended by another Graduate Studies Committee.

Notification II.4.8

The Graduate School notifies the student, the advisor, and the Graduate Studies Committee Chairperson whenever any academic action is taken. In addition, when a student is dismissed or reinstated, the Graduate School records this academic action on the student's official permanent record.

Graduate Associate II.4.9

A student who is on probation in the Graduate School may not be appointed or reappointed as a Graduate Associate (ref. II.8.1.5).

Ethics in Graduate Study and Research II.4.10

Graduate students are required to observe professional ethical standards in their graduate studies and research. Graduate students should contact the Graduate Studies Committee Chairperson if they have questions about the specific expectations of the local graduate program. The Graduate Student Code of Research and Scholarly Conduct defines the Graduate School's expectations for ethics and conduct in research and scholarship. It is reprinted below in Appendix D.

Scholarly Misconduct II.4.11

The Dean of the Graduate School is responsible for reviewing charges of scholarly misconduct against graduate students. Guidelines for the Review and Investigation of Allegations of Scholarly Misconduct by Graduate Students are available in the Graduate School.

Academic Misconduct II.4.12

The university Committee on Academic Misconduct is responsible for reviewing charges of academic misconduct against students, including graduate students. The Code of Student Conduct defines the expectations of students in the area of academic honesty. A copy of the Code is available in the Student Handbook.

VII. LEGAL REQUIREMENTS

All students must pass a criminal background check. You will be required to have completed all tests and immunizations including at least the first of the Hepatitis B series *before* the beginning of Summer Quarter of Year 1. Failure to have the documentation of your records (delete-status) in the Student Health Services files and a notice of completion from Student Health Services in your OT file will result in not being eligible to participate in any course which includes a community lab or a clinical assignment such as OT 714 in Year 1 Autumn Quarter. All students are required to have an OSU ID badge. They can be obtained in OSU-ID processing in the hospital at no charge to the student and they are required in courses which include a community lab or a clinical assignment.

An active professional liability insurance policy is a requirement of every student while they are in the OT program. The Division applies for this insurance for you and the cost is taken out of the initial student fee encumbered.

Students are required to complete the HIPAA certification. A copy of your successful completion must be in your OT file prior to Year 1 Autumn Quarter.

VIII. PROFESSIONAL PROGRAM

The professional program includes 9 quarters of required classes and clinical assignments. Students enroll for full-time studies for Summer, Autumn, Winter, and Spring Quarter of Year 1. In Year 2, students enroll for full-time studies for Autumn, Winter, and Spring Quarters, part-time for the following Autumn and Summer Quarters. The final two quarters of enrollment are in assigned, full-time fieldwork experiences. Fieldwork experience is scheduled according to the American Occupational Therapy Association annual schedule for assignments. Thus, students are assigned to an OT 785.01 July 1 to September 30; and to an OT 785.02 from October 1 to December 30.

The professional curriculum courses are described in the University Course Offerings web site. Course schedule changes must be approved by the occupational therapy faculty. The student must petition by submitting in writing:

- Identification of the exception being requested
- Justification for this exception
- A plan for the future

In response to this, the faculty may:

- Approve the exception with modifications
- Approve the exception as presented
- Not approve the request.

To allow for continuity of academic and clinical learning, the student shall be required to complete the program, including fieldwork experience, within 45 months from the time of admission. Failure to do so will result in automatic dismissal from occupational therapy.

Section II.3

Marks (Grades) and Point-Hour Ratio

II.3.2 Marks (Grades)

The following marks and grades are used for graduate students at this university: "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "E," "EM," "EN," "I," "K," "P," "R," "S/U," and "W." Graduate students cannot receive a mark of "PA/NP." All marks and grades are described in the Course Offerings Bulletin, which is available online at <http://buckeyelink.osu.edu/courseplanning.html>. The descriptions below for audit, credit by examination, and transfer of credit pertain only to graduate students.

II.3.3 Point-Hour Ratio (PHR)

II.3.3.1 Credit Points

Credit points are assigned per graduate credit hour on the following basis:

1. an "A" equals 4.0 credit points
2. an "A-" equals 3.7 credit points
3. a "B+" equals 3.3 credit points
4. a "B" equals 3.0 credit points
5. a "B-" equals 2.7 credit points
6. a "C+" equals 2.3 credit points
7. a "C" equals 2.0 credit points
8. a "C-" equals 1.7 credit points
9. a "D+" equals 1.3 credit points
10. a "D" equals 1.0 credit point
11. an "E" equals 0.0 credit points
12. an "EN" equals 0.0 credit points—All other grades carry no credit points.

- II.3.3.2 Earned Hours
Earned hours include all graduate credit hours attempted, except for those courses in which a student earns an “E,” an “EN,” or a “U.”
- II.3.3.3 Cumulative Hours
Cumulative hours include all graduate credit hours attempted for which a student earns a grade “A” through “E,” including “EN.” All coursework taken in graduate non-degree status (ref. II.1.6.5, II.1.4.6.3) is included in the cumulative credit hour total.
- II.3.3.4 Cumulative Point-Hour Ratio
A student’s graduate cumulative point-hour ratio (CPHR) is determined by dividing the total credit points by the cumulative hours.
- II.3.3.5 Repetition of Courses
A student may repeat any course with adviser approval. The credit hours for a repeated course in no case count more than once in meeting graduate degree requirements. When a student repeats a course, both grades are counted in computing the graduate CPHR.

IX. STUDENT RIGHTS AND RESPONSIBILITIES

Code of Student Conduct

The Occupational Therapy faculty support and subscribe to the "Student Code of Ethics" published in this Student Handbook. The Occupational Therapy faculty also support and subscribe to the published "Code of Student Conduct of the Ohio State University." The procedures outlined in this Code are enforced and followed. Each student should obtain a copy of this code from <http://studentaffairs.osu.edu/pdfs/csc.pdf>. Students are also expected to follow the Occupational Therapy Code of Ethics adopted and published by the American Occupational Therapy Association.

A synopsis of the University Code of Student Conduct is published each quarter in the Master Schedule of Classes. The complete Code of Student Conduct is available online at http://studentaffairs.osu.edu/resource_csc.asp.

Access to “Directory Information”

(Family Education Rights and Privacy Act of 1974, [FERPA] as amended)

Students should be aware that a “No” on the Student Database will restrict release of “directory information” (name, address, email address, etc.) to anyone other than University faculty/staff (including you). The School cannot release names and addresses or certain other data without prior student permission. The graduate who expects to have prospective employers request information should complete a release form.

Name/Address Changes

It is the student’s responsibility to inform his/her division AND the Graduate Office in a timely manner of any changes in name and/or address. Students are strongly encouraged to keep a current local address and phone number listing on the Student Database. Students may make changes to their address information online at www.ureg.ohio-state.edu. If a student chooses not to have a local address listed on the Student Database, it is extremely important for the student to make arrangements with someone at the permanent address to forward mail and phone messages.

X PROFESSIONAL BEHAVIOR *(as adopted July, 2006, updated April 2008)*

Professional behaviors are important to the success of being an occupational therapy student. Students who demonstrate consistent professional and ethical behaviors have the foundational skills to be successful in their coursework, fieldwork experiences, and ultimately, as occupational therapy professionals.

The Professional Behavior policy from the Division of Occupational Therapy is supportive of the SAMP Professional Behaviors policy, the AOTA Occupational Therapy Code of Ethics and the Non-Academic Misconduct Policy of The Ohio State University. The University Code of Student Conduct is to be followed at all times. Students are expected to read and abide by this Code (Faculty Rule 335-23 (<http://trustees.osu.edu> or <http://senate.osu.edu>)).

Non-academic traits, behaviors, and performance of students will be observed and described by faculty, clinical faculty, and clinical supervisors throughout the student's enrollment in the division. Feedback from the entire OT faculty will be used to assess each student's professional behavior with the feedback form, (see Appendix A), and will be shared with each student in an annual student/advisor meeting. Students who fail to meet with their advisors, demonstrate unsafe behaviors, or fail to obtain the cut-off score of 84 (70%) for first-year, and 102 (85%) for second-year, may lead to disenrollment from the program.

Students are expected to assume personal responsibility for their Occupational Therapy education by demonstrating the following professional behaviors:

- Dependability
- Professional Presentation
- Initiative
- Empathy
- Cooperation
- Organization
- Clinical Reasoning
- Supervisory Process
- Verbal Communication
- Written Communication

Students are also required to sign an agreement that they understand the Occupational Therapy Code of Ethics and agree to abide by it.

Judicial Procedures for Disenrollment

1. If an OT Faculty or staff member, the Academic Fieldwork Coordinator, and/or the Division Director identifies that a student is having difficulty with professional conduct, demonstrates behavior inconsistent with those outlined in the Feedback Form, or has any act of misconduct, that individual will notify the Division Director to determine an appropriate level of action. Depending upon the nature of the behavior, the response may include bringing the conduct to the student's attention, placing the student on probation, or recommending dismissal from the program.
2. If immediate probation or dismissal is not warranted, procedures for disenrollment include:
 - a. The Academic Advisor may meet with the student individually, or with the full faculty.
 - b. The Academic Advisor will counsel the student of the serious nature of the behavior and the consequences of such behavior. Depending upon the significance of the behavior, the Division Director may send a letter to the Dean of the Graduate School recommending that the student be placed on probation.

- c. The Academic Advisor will refer the student to resources and external programs as appropriate to assist with the development of professional behavior. For example, *Developing Professional Behaviors* by Jack Kasar is one textbook specific to Occupational Therapy and valued by the faculty.
- d. The Academic Advisor will require the student to develop a written plan to increase awareness and modify the behavior. If the behavior is specific to a course (including Fieldwork), the course instructor will work with the student and academic advisor to develop an appropriate plan. The student's plan will include goals and specific objectives, time lines for completion, and review dates.
- e. Collectively, the OT faculty will review the student's plan. The faculty may accept, reject, or ask for a revision of the plan. The academic advisor or other designated faculty member will collaborate with the student on any revisions. Once approved, the plan will become a contract between the student and The Ohio State University Occupational Therapy Program and must include signatures of the student, advisor, and Division Director. Documentation will be located in the student's file for a specific period of time in compliance with University and Federal regulations.
- f. The Academic Advisor will be responsible for monitoring the student's progress, following the review dates specified in the plan. If the student fails to submit an appropriate plan in writing, fails to follow the approved plan, or fails to make appropriate progress, the Academic Advisor will notify the student and the Division Director of the non-compliance and provide a reasonable deadline for the student.
- g. If the student does not respond to the previous attempt to develop and implement a plan for enhancing professional behaviors, the Division Director will recommend to the Dean of the Graduate School that the student be dismissed from the program. The Division Director will notify the student regarding policies related to The Ohio State University's Academic Sanctions under Warning, Probation and Dismissal.

XI. COMPUTER RESOURCES

Description of Facilities/Equipment

The School has two computer labs available for student use—the larger of the two is located on the fourth floor in Room 435 and is used frequently for class by division faculty. It has 24 computers and 2 laser printers. The second-floor lab in Room 227 has five computers and one laser printer.

Availability

All SAMP students, faculty, and staff may use the SAMP computer labs. Hours of operation are 8:30am to 4:30pm Monday through Friday. The fourth floor computer lab is closed to general use when computer classes are scheduled. Reserved times for Lab 435 will be posted on the outside door of Room 435. Students should check this schedule for open computer times, which vary from quarter to quarter. The second floor lab will remain open at all times and cannot be reserved or closed for group sessions.

Printer Paper

Paper is provided in both computer labs. Bruce Noskowiak in Room 206 will provide paper to you when necessary. If you do not feel comfortable in loading the printer, please ask for assistance.

- Paper waste is a concern in both these labs. **Please remember that paper is provided by SAMP as a privilege and will be discontinued if abused.** Please place all unwanted printouts in the blue recycling bins. DO NOT put it back into the printer!! This could damage the fuser in the printer.

Rules for Using Computer Labs

- Absolutely NO food or drink is allowed in the labs at any time.
- Students are not allowed under any circumstances to install any software on the computers.
- Students are responsible for saving their work on either a floppy disk or a memory stick,

(which they must supply). If the file you are working on is too large, you can use the file compressions utility provided. If you need assistance with this, please ask.

- Students may save data on the “student (U)” network drive.
- All computer lab areas are to be left clean and free of debris (paper, old disks, etc.)

Violations of these rules will result in suspension of the student’s use of SAMP computer lab facilities.

Reporting Problems

Please report any computer lab problems to Bruce Noskowiak at 688-5487 page him at 731-3817, or email him at noskowiak.1@osu.edu.

ALL STUDENTS ARE **REQUIRED** TO ACTIVATE YOUR OSU ACCOUNT WITH UTS (University Technology Services) <http://www.oit.ohio-state.edu/userpass.html>. You can also call UTS to activate your account at 688-HELP.

Instructors will be emailing course materials and grades via this address, and the OSU Registrar’s Office is now relying on email as the primary communication medium for all students, so you will need to check your OSU email on a daily basis. It is possible to link private email accounts (Hotmail, Juno, AOL, etc.) to your OSU account. You can request this online at the above address. However, please be aware: SOME PRIVATE EMAIL ACCOUNTS MAY BLOCK OSU EMAIL!! Check with your private email provider to see what “spam” screeners they use. In addition, many OSU instructors are now **REQUIRING** students to use their OSU email exclusively in all communications to them. So...use your OSU email account!!!!!!

OSU email can also be received using the SAMP WebMail. If interested, please contact Bruce Noskowiak at 688-5487 to activate your account. You can access the SAMP WebMail page at the following URL using Internet Explorer at the SAMP homepage at <http://www.amp.osu.edu> and click on the email button.

Faculty/Staff Email

Most faculty and staff are happy to respond to student email inquiries. However, please use common sense and courtesy in your email messages. Be brief, polite, and professional. Do not send unsolicited jokes, advertisements, or political material.

Student Web Resources

Students should become familiar with and use the various web-based resources available to them. Below is a list of useful sites:

Address changes—www.ureg.ohio-state.edu/ourweb/online.html

Allied Med Homepage—www.amp.ohio-state.edu

Athletic Dept. Schedule of games—www.ohiostatebuckeyes.com

Email Activation—<http://oit.osu.edu/>

Financial Aid—www.osu.edu/student/finance.html

HIPAA Compliance Modules—<http://medicalcenter.osu.edu>

XII. DISABILITY SERVICES

The Occupational Therapy program works collaboratively with the Office for Disability Services at <http://www.ods.ohio-state.edu/> when students request disability accommodations. It is the student’s responsibility to inform faculty members about disabilities for which the student seeks accommodations in academic or clinical courses or assignments. Requests for accommodations should be made well in advance: for academic courses you should discuss your need for accommodations no later than the first week of class. For accommodations in Level I or Level II fieldwork, you must discuss your need for

accommodation one quarter in advance of the fieldwork assignment so that faculty can work with you, the ODS, and the fieldwork center.

Student Responsibilities in Regard to Disabilities:

1. It is the student's responsibility to provide written documentation of the diagnosis of the disability. All diagnosis must be confirmed by Disability Services before special arrangements can be made.
2. The student is responsible for all costs related to the diagnosis.
3. The student is strongly encouraged to disclose the disability to each instructor and to make his/her accommodation needs known during the first week of classes. Students are reminded that the faculty are under no obligation to provide accommodations for students with disabilities who do not make this need for special accommodation known to them.

Faculty/School Responsibilities in Regard to Disabilities:

The faculty are required by law to provide reasonable accommodations to students who provide appropriate documentation of their need for services. It is the responsibility of the faculty to work with Disability Services to ensure that students with disabilities have equal access to quality education experiences both in the classroom and in clinical settings. The Director of Students Affairs of the School services as liaison with the Office for Disability Services for all division and programs.

XIII. GRADUATION INFORMATION

Students must submit an Application to Graduate with the Graduate School no later than the second Friday of the quarter in which they expect to graduate. The application is valid for that quarter only. Other procedures involving graduation are available through the SAMP Graduate Office and/or through your division.

NOTE: The name on your diploma must match your name listed on the University database. Of you wish to make name adjustments, you must do so in the Graduate Office prior to or at the time you turn in your graduation application.

XIV. FIELDWORK EXPERIENCE

To enroll in Occupational Therapy 785 (Level II Fieldwork Experience) the student must complete all required courses, have a cumulative point-hour ratio of 3.0 or above in the professional program, and have permission of the division director.

Fieldwork is graded satisfactory or unsatisfactory (S-U). Students who receive a failing evaluation of clinical performance, who withdraw when failing at any time during the placement, and/or whose supervisor requests termination of the student's placement will receive a U and must repeat the affiliation and achieve an S grade. Students who receive U grades in two placements will not be scheduled for other placements (Occupational Therapy 785.01 and 785.02) and will not be eligible to take the Certification Examination.

Fieldwork (OT 785) placement is determined by the Academic Fieldwork Coordinator during winter quarter of the second MOT year. The process is one of matching skills and interests of the students with the list of spaces available for the quarter. This process will be initiated in January of Year 2 of the MOT program. Fieldwork placements are scheduled in those centers with which the Division has educational agreements. There will be a list of spaces reserved for OSU students for each quarter. Students who request fieldwork assignments in any specific geographic location on the list should anticipate delaying the quarter of fieldwork until space in that location is available. Students who need to re-schedule OT 785 will have it scheduled after all placements for the current senior class have been made.

Fieldwork begins on the Monday closest to the beginning of the month (i.e., July for Summer quarter,

October for Summer quarter). Each fieldwork assignment is 12 weeks in length. Most employers will be willing to hire at the time fieldwork is finished and the graduate is eligible to take the Certification Examination. Early in the last quarter on campus, or during fieldwork, the student may plan an optional third quarter of OT 785. Doing this allows an opportunity to explore an additional area of practice in which experience is desired.

Exactly where and when this placement could be will be dependent upon space available in clinical centers. The third placement is scheduled in collaboration with the Academic Fieldwork Coordinator. Choosing to do a third quarter of OT 785 will not delay the dates of graduation or the Certification Examination.

Some things to help in planning:

- You will be half-time student during OT 785--this will mean that you pay half fees.
- You may or may not be in Columbus--consider this when signing leases.
- You should not make personal plans that are dependent upon your being in any one city for both placements.

XV. PROFESSIONAL APPAREL

The OT Faculty has adopted a dress code for students who will be attending class-related community lab experiences (e.g. OT 714, OT 742). Check the student syllabi for specific details about appropriate attire and about the use of your OSU ID badge.

Students should be aware that different fieldwork centers will have different dress standards and that they will be responsible for adjusting to these individual differences. Some sites might require students to purchase scrubs or a lab coat. This will be true for both Level I and Level II fieldwork experiences. Level I fieldwork is assigned during Year 1 and Year 2 (e.g. OT 720, OT 721) and Level II fieldwork is assigned after completion of all course requirements (OT 785.01 and OT 785.02).

XVI. PROFESSIONAL ACTIVITIES

Student Organizations

Student Occupational Therapy Association (SOTA)

Any student enrolled in the program is eligible for membership in the Student Occupational Therapy Association. The purpose of the organization is to promote interest in the profession with specific aims toward service and fellowship for the social, intellectual and professional benefits of each member. Students who are interested in occupational therapy but who are not enrolled in the program may become associate members, but will not have voting privileges. SOTA also has a liaison with the Ohio Occupational Therapy Association, providing professional opportunities for SOTA members. SOTA meetings are held a minimum of three times per academic year and notices of meetings are made available to all SOTA members and MOT students. Dues of the Association are \$10.00 per year.

Pi Theta Epsilon

Pi Theta Epsilon is a national honorary society of occupational therapy. The chapter of PTE at The Ohio State University is the Lambda Chapter and is recognized by the Association of College Honor Societies.

Membership in The Ohio State University Lambda Chapter is offered at the end of the 3rd quarter of occupational therapy classes. Students eligible to receive applications must have a 3.5 GPA **and** be in the top 35% of the class. The mission of Pi Theta Epsilon is to promote research and scholarship among occupational therapy students.

Professional Organizations

American Student Committee of the Occupational Therapy Association (ASCOTA)

Participation in the Student Committee of the American Occupational Therapy Association is open to any student in this program. This Committee is composed of student representatives from occupational therapy programs throughout the country. The committee meets and elects officers prior to each national conference of the American Occupational Therapy Association. S.O.T.A. will elect a delegate at the time of elections fall quarter who will act as their liaison to the ASCOTA. The delegate will carry the vote for this school at the annual meeting.

The goals and purposes of this Student Committee are to enable students to learn about, and become involved in, current professional issues on a national level through direct communication with registered occupational therapists.

Columbus District, Ohio Occupational Therapy Association

Liaison with the Columbus District of OOTA is the local district for the state association. The state association provides information about OT services to consumers. The association also advocates and provides continuing education opportunities for occupational therapy practitioners. The Columbus District meetings are held monthly. All students are welcome to attend these meetings. Announcement of meetings is posted on the student bulletin board outside of room 406. Membership is available when you are enrolled in the OSU MOT program and dues are \$15.00 for one year. Additional information is available at www.oota.org.

American Occupational Therapy Association (AOTA)

Student membership in the American Occupational Therapy Association is available in December of each year. An annual student fee of \$53.00 includes receipt of the American Journal of Occupational Therapy (AJOT) and O.T. Practice magazine from the national office. Additional information is available at www.aota.org.

AOTA Mission Statement: The American Occupational Therapy Association advances the quality, availability, use, and support of occupational therapy through standard-setting, advocacy, education, and research on behalf of its members and the public.

World Federation of Occupational Therapy (WFOT)

The World Federation of Occupational Therapy consists of member organizations from 19 countries, each of which has a delegate and alternate delegate to the Federation. This group provides an opportunity for occupational therapists throughout the world to share common professional issues and concerns and to become involved together in the future development of the profession. Membership to WFOT is available through AOTA.

Accreditation Council of Occupational Therapy Education (ACOTE)

The Council is responsible to see to occupational therapy and occupational therapy assistant programs meet and maintain educational standards required to be an accredited professional program. A program can be accredited for five, seven or ten years.

XVII. CERTIFICATION EXAMINATION, FELONY RELATED CHARGES & CONVICTIONS, AND LICENSURE

Certification Examination

Upon graduation from the program and successful completion of OT 785.01 and OT 785.02, students are eligible to take the Certification Examination of the National Board for Certification in Occupational Therapy, Inc. (NBCOT). The examination is computer administered with an on-demand schedule for testing. Detailed information about application to take the examination is available at www.nbcot.org.

In the event that a student fails to complete the examination successfully, there is an opportunity to retake the examination at a future time. Successful passing of the examination leads to certification and the right to use the initials O.T.R. after your name.

NBCOT and Felony Related Charges/Convictions

When you apply to write the certification examination, the National Board for Certification in Occupational Therapy (NBCOT), you will be asked to answer questions related to the topic of felonies. You will be asked whether you have been convicted of a felony, you will be asked whether you have been charged with a felony. Answering “yes” to felony related questions on the application for the certification examination triggers a set of procedures by the NBCOT. If you have any cause for concern, you may request that NBCOT review your qualifications for an *early determination* for approval to take the certification examination. For further information on limitations, you may contact the National Board for Certification in Occupational Therapy:

The Certification Examination of the NBCOT is presently accepted by all state licensure boards. At the time you take the examination, you can pay NBCOT to send the results to the licensure board(s) of your choice. To obtain a license to practice, you will need to complete forms, provide documentation, and pay fees that are individual to each state. The important thing to remember is to determine what is required in the state where you plan to reside. Additional information about the certification examination and state licensure is located at www.nbcot.org.

National Board for Certification in Occupational Therapy, Inc.
800 S. Frederick Avenue, Suite 200
Gaithersburg, MD 20877-4150
www.nbcot.org

Licensure

Occupational Therapy is regulated in all 50 states, the District of Columbia, Puerto Rico, and Guam. Different states have various types of regulations that range from licensure, the strongest form of regulation, to title protection or trademark law, the weakest form of regulation. The major purpose of regulation is to protect consumers in a state or jurisdiction from unqualified or unscrupulous practitioners.

State laws and regulation significantly affect the practice of occupational therapy. Laws or statutes are enacted by legislators, who are elected public officials. Regulations specifically describe how the intent of the laws will be carried out. These regulations are developed by regulators, who are appointed public officials of various departments in state government. Both kinds of officials make decisions that directly and indirectly affect occupational therapy practitioners.

AOTA continuously monitors and analyzes state legislation and regulations affecting occupational therapy. (www.aota.org).

SAMP Alumni Society

Graduates and former students in the School of Allied Medical Professions automatically become members of its alumni Society. Usually, a football brunch or tailgate party is scheduled in the fall and other social functions in the winter and spring. Graduates and former students are also eligible for continuing membership in The Ohio State University Alumni Association (<http://www.osu.edu/alumni/>).

An increasing number of alumni are electing to support the School of Allied Medical Professions by gifts to The Ohio State University Development Fund that are designated for their professional division. Gifts to the SAMP scholarship fund will help insure that worthy students receive financial as well as moral support from SAMP Alumni and friends. The SAMP Alumni Society welcomes input from current SAMP students and is interested in collaborative efforts to know your thoughts and comments on activities as well as other issues of concern to you. Students are encouraged to email Alumni Society

officers. Their names and email addresses are available on the Alumni page of the SAMP website.

SAMP Alumni are encouraged to share information about families and careers for possible publication on the SAMP "Alumni News," published online twice a year. A special listerv on the SAMP website helps SAMP alumni locate each other and keep in touch with the School. The Alumni Society is genuinely interested in the whereabouts, personal and professional achievements, and employment changes of graduates. Such information may be sent to:

Alumni Society
School of Allied Medical Professions
127 Atwell Hall
453 West 10th Avenue
Columbus, OH 43210
<http://amp.osu.edu/alumni/>

If requested, we will inform The Ohio State University Alumni Association of these changes. At all times, alumni are encouraged to share insights that might contribute to the betterment of the School or one of its divisions.

**STUDENT HANDBOOK
FOR MAJORS IN THE SCHOOL OF ALLIED MEDICAL PROFESSIONS
AT THE OHIO STATE UNIVERSITY**

2007-2008

This School of Allied Medical Professions Student Handbook is designed to serve as a guide for students enrolled in the professional programs of the School of Allied Medical Professions.* The contents of this handbook represent an official communication of the policies and procedures of the School from the faculty to students enrolled in their professional programs. These policies and procedures are meant to be helpful, not restrictive. Students are expected to be familiar with policies relating to the School and the division or program in which they are enrolled. The School of Allied Medical Professions Student Handbook is available on line at the following address:
<http://amp.osu.edu/current/downloads/samphb.pdf>

Each student is encouraged to review policies and procedures pertaining to such matters as admission, scheduling, graduation and grading, which are found in the University catalogs, handbooks, and other similar published matter. The Ohio State University "Code of Student Conduct" is available on line at the following address:
http://studentaffairs.osu.edu/resource_csc.asp

Students should become familiar with the rules and regulations that govern the University community (including the School) and campus as a whole. The School of Allied Medical Professions Student Handbook supplements, but does not replace, other University publications.

This is the portion of the Student Handbook dealing with policies and procedures that apply to all SAMP students enrolled in their professional programs. Policies and procedures specific to each division or program are found on each program's home page. Access the Allied Med website (www.amp.osu.edu), click on "Academic Programs," and follow the links through your specific program's homepage.

*Preprofessional students enrolled in the School of Allied Medical Professions should refer to the policies specific to pre-major students as outlined in the SAMP Student Handbook for Pre-Majors, available on line at www.amp.osu.edu. The SAMP Pre-Professional Program advisers can answer questions regarding the policies and procedures that pertain to AMP students who have not yet been admitted to their major program. Contact them through the Student Affairs phone number: 292-1706.

Students directly admitted to professional programs as freshman or sophomores are bound by the policies and procedures for majors as outlined in this handbook.

MISSION OF THE SCHOOL OF ALLIED MEDICAL PROFESSIONS

VISION

The School of Allied Medical Professions will be nationally acknowledged as among the finest and most distinguished for its excellence in education, research, and service.

MISSION

To improve the lives of people and create the future of the allied health professions through innovation, education, and service.

SAMP BACKGROUND CHECK HANDBOOK

I. INTRODUCTION

The Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) has mandated that all students working or completing clinical education activities in hospitals and clinic settings must have a criminal Background Check. To comply with this mandate, The Ohio State University Medical Center requires that all incoming students have a Background Check prior to enrolling in their first quarter of classes. The School of Allied Medical Professions recommends that each student completes their Background Check at least one month prior to enrollment in order to address any issues that may arise.

Students can get a Background Check done either at the OSU Medical Center Department of Security at S-127 Rhodes Hall, or through another Ohio site that provides Bureau of Criminal Identification and Investigation (BCI&I) Checks at the cost of the student. If a student has lived outside of Ohio within the last 5 years, that student must also have a National Background Check (FBI) done.

II. THE PROCESS

1. Each Division should notify their entering student at least 2 months prior to their enrollment that they need to have a Background Check done and collect the following information.
 - a. Can the student get to the OSUMC Security Office to be finger printed and photographed at least one month prior to enrollment?
 - b. Has the student been an Ohio Resident for the past 5 years?
2. Once information is collected from the student, an electronic badge application form (Appendix A) will need to be filled out for each student entering the program and e-mailed to ID Processing.
 - a. This form can be found on OneSource at either OneSource>Workplace>Leadership in Action>Tools/Forms>Contractors/Vendors ID Request Form.
 - b. Do not include the students Social Security Number on the form. (This will be filled in by the student when they go in for their fingerprints and photograph).
 - c. Under Department Name, be sure to write "SAMP – Full Division Name"
 - d. Forms can be sent together in one e-mail or separately. Provide ID Processing a list of students within the body of the e-mail in order to track easily.
3. Students going to OSUMC Security.
 - a. After the ID Badge Application is sent, students can go to ID Processing to get their fingerprints done and photograph taken. They should do this within a month of the application's submission.
 - b. Students must bring their Social Security Card and a valid picture ID. (Driver's license preferred)
 - c. ID Processing will hold IDs and Background Checks for pick-up by designated SAMP official.

4. Students going to off campus site.
 - a. Students who will be completing their BCI&I or FBI off campus should still have a badge ID application submitted to ID Processing, but students should be noted on the list in the body of the e-mail.
 - b. Students who have lived only within Ohio for the past 5 years will complete the BCI&I check. These Students will need to be sent:
 - i. Fingerprinting Processing Form (Appendix B). This form is very important. Without it ID processing will not be able to match the student with the correct ID Badge application in the system and the Background Check could be lost.
 - ii. A Civilian Background Check fingerprint card for Ohio Residents. This form can be obtained from the security office. It will only be used if the fingerprinting agency that the student uses does not use an electronic scanner.
 - iii. A copy of the Exemption Form (Appendix C). This form will be used if the fingerprint card is used. A clean copy of this form can be found at http://www.ag.state.oh.us/le/investigation/forms/request_exemption_form.pdf.
 - iv. An envelope addressed to OSU Medical Center Security. This will be provided by security.
 - c. Students who have lived only outside of Ohio within the last 5 years will need a National Background Check (FBI). These students should be sent:
 - i. Fingerprinting Processing Form
 - ii. A national Applicant fingerprint card. This is different from the Ohio fingerprint card. Electronic prints are not available for the FBI check.
 - iii. A copy of the exemption form.
 - iv. An envelope addressed to OSU Medical Center Security Department
 - d. Students who have lived both in Ohio and Outside of Ohio within the last 5 years will need both their Ohio BCI&I and their FBI check.
 - i. These students should receive all of the above with both fingerprint cards.
 - e. As soon as the student arrives on campus, they must go to ID Processing to get their photograph taken for their ID.
 - f. ID Processing will hold IDs and Background Checks for pick-up by designated SAMP official.
5. Timing
 - a. Results from students who complete their background checks at the OSUMC or electronically off campus will be received by security between 1 hour and 30 days of completing the fingerprints if there are no problems found.
 - i. If there is a record found, that information will be mailed to security and could take from 30-60 days.
 - b. Results from students using a BCI&I fingerprint card off campus will be received by security within 30 to 60 days.
 - c. Results from students using FBI fingerprint cards will be received by security within 60-90 days.

III. STUDENT INFORMATION

1. Communication with students is key to having this process run smoothly. Each student needs to be notified about the Background Check requirement at least 2 months prior to enrollment to give adequate time for the completion.
2. See Appendix D for sample letter to students.

IV. HANDLING EXCEPTIONAL CASES

1. International Students with no Social Security Card:
 - a. These students may use their temporary ID number in place of their SS#.
 - b. Students will need their FBI Check done. This is particularly important since their new SS# will not have any background information on it.
2. Out of State students:
 - a. If students have lived outside of Ohio in the past 5 years they will need an FBI Check done even though they may be considered Ohio residents for enrollment.
 - i. If going to OSUMC Security for fingerprints, this will be taken care of.
 - ii. If off campus, students will need to make sure they have FBI Check done.
3. Students who have criminal infractions:
 - a. If an infraction is found in a Background Check, the Division will be notified immediately.
 - b. The College of Medicine will give a recommendation on whether to let the student enroll or not.
 - c. Ultimately the Division will make the decision whether or not to accept the student and in doing so accepts the liability for the student.
 - i. The Division should be aware of the implications the infraction might have on clinical participation.
4. Students who fail to complete their Background Checks in a timely manner.
 - a. Undergraduate
 - i. If a student does not complete their Background Check by the given deadline, their registration will be locked by student affairs until it is completed.
 - b. Graduate
 - i. The Division is charged with ensuring that students comply with the deadline, understanding that a failed Background Check could result in disenrollment from the program.

5. Students who work at the Medical Center
 - a. These students will need to have two IDs. One for their employment and one that says STUDENT.
 - b. The division will receive a Background Check certificate for every student they submit a badge application for.
 - i. However, if the copy to credentialing box is checked, the certificate will be sent to that office. Divisions will either have to:
 1. Accept the e-mail stating that the student was cleared as proof; or
 2. Contact the credentialing department and request a copy of the certificate.

V. HANDLING BACKGROUND CHECK CERTIFICATES

1. Background Check certificates and IDs will be picked up by a designated officer from SAMP and distributed to each Division.
2. Background Check certificates should be locked up together and not kept in student files.
3. Students may view their Background Check, but may **not** be given copies.
4. If copies are requested from a clinical site, the Division must mark the copy as a copy and send directly to the site.
 - a. Do not send electronically.
 - b. Do not send with student.
5. If a student needs a copy, they may request one directly from the Bureau of Criminal Investigation using the Background Check Copy Request Form (Appendix F) and pay an \$8.00 fee.

APPENDICIES

The following appendices are for your information only to give you some idea of what they may look like.

APPENDIX A

BADGE APPLICATION

Please present this completed and signed application to the OSU Medical Center Security Office, S-127 Rhodes Hall, to complete the ID Badge Process. **Picture ID Required (Driver's License Preferred)**

ALL APPLICANTS ARE SUBJECT TO A BACKGROUND CHECK.

Today's Date: / /	ID Badge Expiration Date: / /	
Please Print Name:		
Date of Birth: Social Security Number:	/ /	
OSU Affiliation: Check one	SS card or document showing SS# required at time of Background Checks	
OSU ID Number: (9-digits) <i>Non-OSU Affiliates will be assigned a number by ID Processing</i>	Health Sys. <input type="checkbox"/> COM <input type="checkbox"/> Univ. <input type="checkbox"/> Agency <input type="checkbox"/> Vendor <input type="checkbox"/> COPH <input type="checkbox"/> OSUP <input type="checkbox"/>	
Applicant's Job Title:		
Dept. Name and Company (If applicable)	Dept:	Company:
Department Street Address:		
City, State, Zip Code		
Department Phone Number:	() -	
Contacts (HR Representative, Project Coordinator) Name and Phone Number:	Name _____	
	PRINT INFORMATION	
	Phone _____ () -	
New Applicant's Only:		
Does This applicant require a Background Check?	YES <input type="checkbox"/> or NO <input type="checkbox"/>	
Applicant will be in a Patient Care Area?	YES <input type="checkbox"/> or NO <input type="checkbox"/>	
Applicant has lived and worked in Ohio for the past five years?	YES <input type="checkbox"/> or NO <input type="checkbox"/>	
Name, Title or Department changes require Written Documentation.	New Picture Request or Lost Badges are subject to a fee. Limited ID Accessories are also available.	
Copy to Credentialing <input type="checkbox"/>	* This Badge Request is only Valid for 30 Days From the Today's date listed	

Applicant's Statement:

I have read and understand the University Hospital Policy and Procedure Manual, Number 02-15. I understand that I must follow established policies and procedures associated with this ID Badge. I understand that if it is lost or stolen, I must report it to Hospital Security 293-8500.

Applicant's Signature: *(Will be signed at ID Processing)*

Date: / /

Medical Center Security ID Processing Office Telephone: 614-293-4452. Hours: 7:00 a.m. – 10:30 a.m. and 1:00 p.m. - 4:15 p.m. Monday through Thursday only. Closed on Fridays for appointments only. Please call or email to schedule an appointment. **Send completed forms to ID.Processing@osumc.edu with "Badge Application" and applicant's name in subject field.** 01/22/08

APPENDIX B

FINGERPRINTING PROCESS FORM

Medical Center Security

S-128 Rhodes Hall
450 W. Tenth Ave.
Columbus, Ohio 43210
Phone: 614 293-3981/Fax: 614 293-4301

To: All Applicants

From: Anjanette Daniel, Safety Manager

Date: Monday, June 16, 2008

Re: Background Checks

To be filled out by Applicant:

Date: _____

Applicant's Name _____
Last First Middle Int.

Applicant's Address _____

Applicant's Phone # _____

What group are you applying with? (Medical Center, College of Medicine) _____

What position are you applying for? (Staff, Student, Volunteer etc...) _____

To be filled out by agency conducting fingerprints:

Agency Name _____

Agency Address _____

Agency Phone # _____

Name of person collecting prints _____

If prints are collected electronically and sent directly to OSU this form must be **mailed** by the applicant to OSU in the enclosed envelope.

If the prints are collected via fingerprint cards, this form must be sent with the cards to OSU in the enclosed envelope.

APPENDIX C-i
Exemption Form Info



STATE OF OHIO
Office of the Attorney General

**Request for Exemption from Electronic
Sheet
Fingerprint Submission Requirement**

Information

(1/1/2006)

Complete the exemption form and submit it with the fingerprint card(s) and payment.

NOTE: No exemption form is required for "FBI only" applicant card submissions

Accepted reasons for an exemption:

1. Applicants home address is 75 miles or more from the nearest WebCheck location.
2. Amputations or missing digits
3. Out-of-state applicant
4. Poor quality prints (Not able to capture at WebCheck location)
5. BCI and FBI applicant fingerprint cards being submitted together

Waivers of the electronic submission requirement will be evaluated on a submission by submission basis.

No "blanket" or agency-wide waivers will be granted.

Exemption requests that are denied will be returned.

Law Enforcement and government agency direct submissions are exempt from the electronic submission requirement and do not require an exemption request form.

APPENDIX C-ii

Exemption Request Form



STATE OF OHIO

Office of the Attorney General

Request for Exemption from Electronic Fingerprint Submission Requirement

Ohio Attorney General's Office

Bureau of Criminal Identification and Investigation
P.O. Box 365
London, Ohio 43140

Instructions: Please type or print clearly all information. Illegible or incomplete information may result in processing delays or denial of your request. Mail this form, together with your fingerprint card(s), to the above address.

APPLICANT'S NAME:

LAST

FIRST

M.I.

APPLICANT'S HOME ADDRESS:

Street

City

County

State

Zip

EMPLOYER or LICENSING AGENCY:

BASIS FOR EXEMPTION:

1. No regional access (>75 miles) to electronic fingerprinting services:

Nearest electronic fingerprint site: (Refer to public sites listed on the Attorney General's website at <http://www.webcheck.ag.state.oh.us/webcheckcommunity.htm>)

Business Name

Address

2. Other (see information sheet): _____

I request an exemption from the mandatory electronic fingerprint submission requirement.

I certify that the information I have provided on this request is true and correct.

Applicant's Signature

Date

The Ohio Attorney General's Office, Bureau of Criminal Identification and Investigation will evaluate your request and determine if adequate justification exists to accept your hard fingerprint card(s) in order to process this request for criminal background check information for employment, licensing, certification, child placement or adoption purposes.

APPENDIX D

SAMPLE Letter to Students

Congratulations on your admission into a program in The School of Allied Medical Professions. The Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) has mandated that all students working or completing clinical education activities in hospitals and clinic settings must have a Criminal Background Check. To comply with this mandate, The Ohio State University Medical Center requires that all incoming students have a Background Check prior to enrolling in your first quarter of classes.

Students must complete the Background Check by _____ (One month prior to enrollment). It is recommended that you complete your Background Check at The OSU Medical Center Department of Security. However, you may have it completed at an alternative site by following the directions outlined below.

To get the process started, regardless if you are coming to the OSUMC Security Office or going to another site. Please contact _____ (Name of Division contact) at (Contact's e-mail) or (Contact's phone) and answer the following questions.

How long have you lived in Ohio?

Will you be completing your Background Check at the OSUMC or at another site?

1) If you are completing your Background Check at The OSUMC Department of Security please:

- a. Go to The OSUMC Department of Security (S-128 Rhodes Hall, 450 W. 10th Ave) and tell them your name and that you are there to be fingerprinted. BCI Check. There will be no charge. You will need to show a photo ID and a Social Security Card. ID Processing hours are 7:00am - 10:30am and 1:00pm – 4:15pm Monday – Thursday. Fridays are available by appointment only. Appointments can be made by calling 614-293-4452 or emailing ID.Processing@osumc.edu .

2) If you are completing your Background Check at another Ohio site.

Sites and their contact information can be found at this web site:

<http://www.ag.state.oh.us/business/fingerprint/data/index.asp>

- a. Please contact them individually for their requirements and fees. You will be responsible for these fees.
- b. Your Division contact will mail you a Fingerprinting Process Form, Fingerprint cards, an exemption request form and a Business Reply Envelope. Bring this with you when you have your Background Check done. Complete the top portion of your form and have the person conducting the check complete the bottom half and send the form with the fingerprints to Captain Anjanette Daniel at The OSUMC Department of Security, 450 W. Tenth Ave. Columbus, Ohio 43210 in the envelope provided.

- i. Fingerprints will either be collected electronically or on the fingerprint cards provided depending on the site you go to.
 - 1. If fingerprints are sent electronically, be sure to send the Fingerprinting Process Form in separately in the envelope provided.
 - 2. You will only need to fill out the exemption request form if you are using the fingerprint cards.
- c. If you have lived outside of Ohio within the last 5 years, be sure to request an FBI check.
 - i. These will be done on the fingerprint card provided and you will need to complete the exemption request form.
- d. When you arrive on campus, you will need to go to The OSUMC Department of Security (S-128 Rhodes Hall, 450 W. 10th Ave) and have your picture taken for your ID. You will need to show a photo ID (Driver's License is preferred) and a Social Security Card. ID Processing hours are 7:00am -10:30am and 1:00pm – 4:15pm Monday – Thursday. Fridays are available by appointment only. Appointments can be made by calling 614-293-4452 or emailing ID.Processing@osumc.edu.

Thank you for your compliance with this. If you have any questions, please contact _____(Division Contact) at _____.

Thank you

APPENDIX E
REQUEST FOR COPY OF BACKGROUND CHECK



STATE OF OHIO
OFFICE OF THE ATTORNEY GENERAL
JIM PETRO, ATTORNEY GENERAL

REQUEST FOR COPY OF BACKGROUND CHECK

BCI ONLY _____ FBI ONLY _____ BCI & FBI _____

PRINT OR TYPE ONLY

NAME: _____

SSN _____ DOB _____

PRINT OR TYPE RETURN ADDRESS

NAME _____ OCA/AGENCY# _____

STREET _____

CITY _____

STATE: _____ ZIP CODE _____

PHONE # (_____) _____

_____ PLEASE CHECK IF YOU WANT YOUR RESULTS SENT TO THE OHIO
DEPARTMENT OF EDUCATION FOR TEACHER CERTIFICATION

Return this letter with your money order, certified check, or company check for \$8.00, payable to Treasurer, State of Ohio. *NOTE. THE FEE DOES NOT APPLY IF THIS REQUEST ACCOMPANIES THE FINGERPRINT CARD WHEN SUBMITTED FOR PROCESSING.*

Under House Bill 223, effective November 6, 1995, the letter may be photocopied by the prospective employer and retained by the applicant.

I hereby certify that I have given the above mentioned person or agency permission to obtain a copy of any arrest or conviction record pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation.

***REQUIRED:**

APPLICANT'S SIGNATURE _____ DATE _____



Ohio Bureau of Criminal Identification and Investigation
P.O. Box 365
London, OH 43140
Telephone: (740) 845-2100
Facsimile: (740) 845-2020



P.O. Box 336
4055 Highlander Pkwy., Ste. A
Richfield, OH 44286
Telephone: (888) 659-4600
Facsimile: (330) 659-4496