

Program Director News

Updates from ACOTE and the AOTA Accreditation Department

ACOTE Chairperson-Elect

Inside:

Higher Ed Position 2
 Ethics Standard 2
 Additional location 3
 FW scope & number 3
 MOU 3
 Curriculum Design 4
 Pub. of Exam Scores 4
 Forms 4
 Program numbers 5
 Interpretive changes 5
 Biennial Form 5
 Contact info 6
 Biennial feedback 6
 Cited standards 6

Letha J. Mosley, PhD, OTR/L, FAOTA, has been elected to the position of Chairperson-Elect of the Accreditation Council for Occupational Therapy Education (ACOTE). Dr. Mosley will serve in this position for one year and will become the Chairperson of ACOTE at the completion of next summer's ACOTE

meeting. At that time, Dr. Jane Olson will complete her 3-year term.

Dr. Mosley has over 28 years of experience in the field of occupational therapy and has practiced in both clinical and academic positions. She is currently a tenured Assistant Professor in the OT program offered at the

University of Central Arkansas.

Dr. Mosley has a long history of contributing as a volunteer to the profession at the local, state, and national level. She has served on the Roster of Accreditation Evaluators, ACOTE, and the Commission on Education.

ACOTE Welcomes New Members at Summer Meeting

ACOTE met for its summer meeting in Crystal City, VA, July 31–August 3, 2008. The meeting was audited by six new members to the Council who officially began their 3-year terms on August 3rd at the completion of the meeting.

The new members are:

- Kim Chronister, MHS, OTR/L, LAMP Care Coordinator at NF/SG Veteran's Hospital in Gainesville, FL.
- Janet Jedlicka, PhD, OTR/L, program director at the University of North

Dakota's OT Program in Grand Forks, ND.

- Doreen Olson, MS, OTR, program head at the OTA program at Western Technical College in LaCrosse, WI.
- Barbara Ostrove, OTR/L, occupational therapy manager at Butler Hospital in Providence, RI.
- Pam Roberts, PhD, OTR/L, SCFES, CPHQ, FAOTA, Manager, Cedars-Sinai Medical Center in Los Angeles, CA.
- Melissa Tilton, COTA/L, Regional Vice President, Salus Rehab, Saugus, MA.

The following members completed terms at the meeting:

- Margaret Newsham Beckley, PhD, OTR/L, FAOTA
- Sheama Krishnagiri, PhD, OTR/L
- Joyce Wandel, MS, OTR/L
- Eunice Zee-Chen, MS, OTR/L, FAOTA

The Council would like to take this opportunity to thank all of the members completing terms for their valued contribution.

“Dr. Robin Bowen, EdD, OTR, FAOTA, has been selected for the newly created Higher Education Administrator position on the Council.”

New Higher Education Position on ACOTE

ACOTE is pleased to announce that Dr. Robin Bowen, EdD, OTR, FAOTA, has been selected for the newly created Higher Education Administrator position on the Council.

Dr. Bowen is the Vice President for Academic

Affairs at Washburn University in Topeka, KS. She holds a bachelor of science in occupational therapy from the University of Kansas, a master of education in rehabilitation counseling from the University of Arkansas and a doctorate of education in higher

education from Texas Tech University.

Dr. Bowen’s professional affiliations and activities include the Council of Graduate Schools and the American Occupational Therapy Association, Inc. She was designated a Fellow by AOTA in 1997.

Meeting the Ethics Standard

“To be in compliance with this Standard, the program must demonstrate the two key elements identified in the interpretive guide.”

Doctoral-degree-level and Master’s-degree-level Standard A.2.6. and OTA Standard A.2.8. states that *“The program must document policies and procedures to ensure that the program director and faculty are aware of and abide by the current code of ethics of the profession of occupational therapy.”* **COMPLIANCE WITH THIS STANDARD MAY BE DOCUMENTED WITH SIGNED STATEMENTS THAT THE PROGRAM DIRECTOR AND EACH FACULTY MEMBER UNDERSTAND AND AGREE TO ABIDE BY THE CURRENT OCCUPATIONAL THERAPY CODE OF ETHICS. THE PROGRAM MUST ALSO HAVE A WRITTEN POLICY AND PROCEDURE FOR HANDLING ANY ETHICAL VIOLATIONS THAT MAY OCCUR.**

To be in compliance with this Standard, the program must demonstrate the two key elements identified in the interpretive guide.

First, there must be documented evidence that

each faculty member understands and agrees to comply with the code of ethics of occupational therapy. One of the simplest ways to meet this part of the Standard is to have each faculty member sign a statement. In states where compliance with OT Code of Ethics is required for state licensure, programs may meet this part of Standard by documenting that every faculty member has met this requirement. The program must include a copy of the state licensure requirements in the report to ACOTE.

Please note that the Standard requires that each faculty member is aware of the code of ethics of the profession of occupational therapy. Stating that each faculty member is required to comply with the institution’s code of ethics as a requirement for employment would NOT meet the Standard. A program would also have to

demonstrate that each faculty member (including those faculty members who are not OT’s or OTA’s) are aware of the occupational therapy code of ethics and agree to abide by the code.

The second part of the Standard requires that there must be a documented procedure for handling any ethical violation. In this case, a program may choose to use the institution’s policy for ethical violations—as long as it is clearly demonstrated that this policy would be applied in the case of violations of the profession’s code of ethics.

If no institutional policy exists, the program must document a procedure for what steps will be taken in the case of an ethical violation by a faculty member.

Revision to the definition of “additional location”

At the August meeting, the Council revised the definition of an additional location. The revision is a result of feedback received from programs following the publication of a new definition in April 2008. The approved revision is as follows:

An additional location is defined as a facility that is geographically separated from the primary location that offers any a significant didactic portion of the educational program (excluding fieldwork) on a face-to-face basis.

Under the new definition, programs will be able to offer labs at sites geographically separated from the main campus (e.g., a practice setting) and NOT have to meet all of the requirements of an additional location.

“separated from the primary location that offers a significant didactic portion of the educational program”

FW Agreements: What is sufficient in scope & number?

At the August meeting, the Council identified three key questions that would more clearly assess compliance with this Standard.

requirements in a timely manner in accordance with the policy adopted by the program.

any students been placed with all of their fieldwork experiences in the same practice area because sufficient alternatives were not available?

“Three key questions that would more clearly assess compliance with this Standard.”

Doctoral-, Master’s-, and OTA-Level Standard B.10.8.: *Ensure that fieldwork agreements are sufficient in scope and number to allow completion of graduation*

In the last 5 years, have any students been delayed in completing their graduation requirements because fieldwork placements were not available?

In the last 5 years, have students had the opportunity to be placed in fieldwork sites offering experiences consistent with the curriculum design?

In the last 5 years, have

Memorandum of understanding and multi-site service providers

The Council was asked by programs to clarify the requirements for the memorandum of understanding when a student is undertaking a fieldwork placement with an OT or OTA who provides services at multiple sites. The specific question was, “Are separate MOU’s

required for every practice site where services are provided?”

At the August meeting, the Council approved the following addition to the interpretation for Doctoral-, Master’s-, and OTA-Level Standard B.10.9.:

WHEN A MEMORANDUM OF UNDERSTANDING IS ESTABLISHED WITH A MULTI-SITE SERVICE PROVIDER (E.G., CONTRACT AGENCY, CORPORATE ENTITY) THE ACOTE STANDARDS DO NOT REQUIRE SEPARATE MEMORANDUMS OF UNDERSTANDING WITH ALL PRACTICE SITES.

“ACOTE STANDARDS DO NOT REQUIRE SEPARATE MEMORANDUMS OF UNDERSTANDING WITH ALL PRACTICE SITES.”

Curriculum Design

“the narratives are not consistently describing how the design identifies the content, scope and sequencing of coursework”

Recent program reviews have noted that curriculum design narratives are consistently reflecting the mission and philosophy of the program and include educational goals.

However, the narratives are not consistently describing how the design identifies the content, scope, and sequencing of coursework as required in Standard A.6.5.

It is not sufficient to state that “the program is designed to introduce foundation courses followed by basic OT concepts followed by the application courses and fieldwork.” The statement fails to provide the rationale for the sequencing.

The narrative should include at a minimum an explanation of how the curriculum design

provides the rationale for scope, content, and sequencing.

For example, if your program has a “developmental” curriculum design, explain how the developmental model impacts on the selection of content and scope of each course and how you sequence courses.

Publication of exam scores and FAQ's

(1) Which years must I report?

Answer: Data must be reported as an aggregate for the three most recent calendar years. The 2009 biennial reports must include data for 2006, 2007, and 2008.

(2) What if no students sat for the exam in one year? Do I include that year?

Answer: Yes, you must

report the last 3 calendar years even if the n=0.

Only if the total number of candidates was less than 25 would you include the previous two years.

(3) If I have more than one location, do I publish the results separately?

Answer: The Standards require that you publish the aggregate data for the entire program including

all locations. You may choose to additionally break out each location, but that is your option.

(4) We just transitioned to master's. Do I report the bachelor's data?

Answer: Yes, report the last 3 years data for all new graduate candidates.

Forms are required!

“all reports MUST be submitted on the ACOTE forms”

As stated in previous newsletters and correspondence, all reports MUST be submitted on the ACOTE forms. Failure to submit a report on the form will result in a citation of an area of noncompliance under Standard A.1.5. Only a small number of programs were cited under Standard A.1.5. on their Biennial

Reports. However, over 90% of these programs were also cited for failing to be in compliance with the Standard(s) because of incomplete information.

- Form A–Fieldwork Sites
- Form B–Course Summary Sheet
- Form C–Comparison of Courses with 2006

ACOTE Standards

- Form D–Financial Resources
- Form E–Outline for CV for Occupational Therapy Faculty
- Form F–Faculty/Program Director Professional Development Plan
- Form G–Program Strategic Plan

Number of accredited programs

	OT Doctoral	OT Master's	OTA
Accredited	5	142	129
Developing Program Status	1	0	5
Applicant	0	1	15
Total	6	143	149

Policy on changes to the interpretive guide

At the August meeting, the Council revised the policy regarding implementation of changes in the Standards Interpretive Guide:

Any changes to the Standards Interpretive Guide will be immediate unless otherwise indicated by an implementation date. In determining the implementation date, ACOTE will take the following guidelines into consideration:

- (1) If the interpretation is to the benefit of the programs, it will be implemented immediately upon notification to the programs.*
- (2) If the interpretation potentially requires changes by the program in order to be in compliance, then an implementation date will be determined by ACOTE that provides all programs a reasonable time period with which to come into compliance.*

"Any changes to the Standards Interpretive Guide will be immediate unless otherwise indicated by an implementation date."

2008 Biennial Report Form posted on Web page

At the request of program directors, the 2008 Biennial Report Form has been posted on the Accreditation Forms Section of the ACOTE Web page and can be found at the following link: <http://www.aota.org/Educate/Accredit/Forms.aspx>

"2008 Biennial Report Form available in the Accreditation Forms section of the ACOTE Web page: www.acoteonline.org."

PLEASE NOTE: This version should only be used as a guide to help programs reporting in 2009 to start collecting data. The form will undergo revisions in the fall to reflect feedback provided by program directors and reviewers who used the form in 2008.

Once these minor changes are completed, the 2009 Biennial Report Form will be distributed via e-mail to all programs required to provide a report in 2009.

American Occupational Therapy Association

4720 Montgomery Lane
PO Box 31220
Bethesda, MD 20824-1220

PHONE:
(301) 652-6611 Ext. 2914

FAX:
(301) 652-1417

E-MAIL:
accred@aota.org

We're on the Web!

See us at:

www.acoteonline.org

Important dates...

ACOTE Winter 2008 Meeting:
December 5–7, 2008

Accreditation Evaluators
Workshop:
February 6–8, 2009

ACOTE Spring 2009 Meeting:
April 25–26, 2009

Resources...

Available at
www.acoteonline.org:

- ACOTE Announcements & Newsletters
- ACOTE Standards
- Interpretive Guides
- ACOTE Policies & Procedures
- ACOTE Forms

Staff contact information

Neil Harvison, PhD, OTR/L
Director of Accreditation and
Academic Affairs
E-mail: nharvison@aota.org
Phone: 860-350-3016

Angelica Grigsby
Accreditation Program Manager
E-mail: agrigsby@aota.org
Phone: 301-652-6611, x2915

Sue Graves
Assistant Director of
Accreditation
E-mail: sgraves@aota.org
Phone: 301-652-6611, x2912

What are PDs saying about the Biennial Reports?

A total of 35 programs responded to the survey (33% of the total 105 programs submitting paper biennial reviews).

- 86% (30/35) reported that the questions were clearly stated.
- 82% (28/34) thought the format made sense.
- 94% (33/35) found the checklist helpful.
- 60% (21/35) found 3 months adequate time to complete BR. Of the 15 programs requesting more time, they were evenly split on 4, 5, or 6 months.
- 83% (29/33) indicated that they have capability to submit electronic reports.

General comments:

Respondents questioned the length and detail required in the reports.

Most frequently cited Standards on the Biennials

OTA	Freq	OT- Master	Freq
A.1.5.	3	A.1.5.	3
A.2.2.	3		
A.2.8.	3		
A.2.16.	1		
A.4.2.	14	A.4.2.	2
A.4.3.	6	A.4.3.	3
A.4.13.	2		
A.5.1.	4	A.5.1.	2
A.5.2.	4	A.5.2.	2
A.5.3.	6	A.5.3.	2
A.5.4.	2		
A.5.5.	4	A.5.5.	1
A.5.6.	1		
A.6.4.	1		
A.6.5.	1		
	55		15