

**Florida Occupational Therapy Educational Consortium Meeting
December 3, 2006**

President: Agnes Sheffey – Florida International University
Recorder: Pamela Kasyan-Itzkowitz – Nova Southeastern University

Attendance:

Host: Vicki Case, Tia Hughes – Florida Hospital College
 Saritza Guzman-Sardina, Polk Community College
 Mary Beth Craig-Oatley- Daytona Beach Community College
 Renee Moyer: University of Florida

Karen Mock – Florida Gulf Coast
 Debbie Chasanoff- Mantee Community College

<i>Topic/Speaker</i>	<i>Discussion</i>	<i>Future action/Person Responsible and time frame</i>
12:00-1:00	Updated Contact list Reviewed minutes, Approved Update on individual FW programs	Pam to email to FLOTEC members
1:00 – Follow up from last meeting	Increase visibility of FLOTEC. Plan: Set up link at FOTA website <ul style="list-style-type: none"> • Have a FLOTEC member as the SIS education person or educate whoever takes that position to come to the FLOTEC meetings. 	Pam will follow up with Derek All FLOTEC members
<i>Old Business:</i>	<ul style="list-style-type: none"> • Debbie C contacted Agnes and said she is still willing to provide the presentation on Training for Clinical Instructors. Courses: HEALTHSOUTH as an organization has a training program for CI's.	Deb C: Pending/Ongoing

	<ul style="list-style-type: none"> • Vicki Case and Tia Hughes- Will email 8 hour fieldwork education workshop program that has been done in her area for discussion next meeting for our CI's. – Brought the Program – They gave the course twice and will give it yearly. 8 hour course – OT and OTA are target audience Showed training video. <p>Gave permission to use as long as referenced appropriately.</p> <ul style="list-style-type: none"> • Send FOCUS info on FLOTEC meeting follow up and events and include a “nugget” of advice to Fieldwork educators. <p>Mary Beth to contact Donna Costa to have tentative document to presentation from last meeting. Criteria for FE's ready to review</p> <p>Deb C will get more information on flashlite survey system and describe the system. Explaining potential areas to utilize system (FW, admissions, survey)</p> <p>Tia: Geographical “borders”. To develop a plan to collaborate with other schools. Tia passed out a plan for collaboration. The plan was more a way of explaining when to set up level I and Level II's when times do not conflict. There are processes already in place at community college.</p>	<p>Vicki Case Tia Hughes: Will email out power point and list of all printed handouts</p> <p>Course objectives and Course Description</p> <p>And flyer!</p> <p>Saritza volunteered to continue. Will follow up with Karen.</p> <p>Will follow up and email</p> <p>Follow up</p> <p>Tia to email out. Please recognize that this is a guideline, Goal: to demonstrate we are working together with placements. May conflict with some institutions – please review.</p>
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	<ul style="list-style-type: none"> • CE in FLOTEC meeting – Update and develop guidelines. 	<p>Motion: was made Denied for CE</p> <p>Accepted: Host site to create Certificates of Attendance</p>
<p><i>Old Business:</i></p>	<p>FLOTEC sponsored Courses for CE</p> <p>Courses Conducted</p> <ul style="list-style-type: none"> • Vicki and Tia as noted above: • Renee Moyer: UF/FAMU/ and U Saint Augustine are collaborating putting on one course per year. Passed out handouts: Thank-you workshop. An incentive program to thank FWE's for taking students. <p>Agnes/Pam: FIU/NSU – Put on 2 courses – Leadership and Effective communication.</p> <p>Deb C: FW and Supervision best practices</p> <p>Plan to continue to put on courses to improve clinical education</p> <p>NEW TOPIC FOR COURSE: How long it takes for clinical reasoning to take place. Different strategies to improve transfer and application of knowledge gained in class to new situations. Each client is still new learning for a student.</p> <p>Also: The comparison of novice-entry level – expert.</p>	<p>All FLOTEC members</p> <p>Tia to share power point and maybe to post at web site.</p>

<p><i>Old Business:</i></p>	<p>Goals for FWPE – Vicki passed out sample objectives for sites to use as a template to send out to sites. Demonstrates collaborate between site and program.</p> <p>Mary Craig-Oatley reports on MH sites: followed up and there is not a resource for sites.</p>	<p>Vicki to email for use</p> <p>Note: VA in Gainesville will take students</p>
<p>FLOTEC Award</p>	<p>Specific Guidelines for FLOTEC awards</p> <p>Review from: An effective supervisor</p> <ul style="list-style-type: none"> -Clarifies expectation of supervision at outset -Establishes and maintains boundaries -Teaches practical skills as needed -Member of his/her state and national associations -Is accessible and available to student -Encourages student to explore new ideas and techniques (think outside the box) -Uses and promotes reflective practice <ul style="list-style-type: none"> - uses Shows enthusiasm for OT - Fosters autonomy and independence - Models professional, ethical behavior - Able to assess student’s learning needs - Accepts, values and celebrates diversity - Aware of own limitations and strengths - Works collaboratively with students - Listens more than talks to students - Open and honest with students, self-disclosure - Conveys supportive and caring attitude 	<p>Nelson to draft a RUBRIC to use and will email by March 1 for all FLOTEC members for comment by next meeting in June.</p>

FLOTEC Mission: To promote, encourage, and foster quality fieldwork education, activities and collaboration with fieldwork educators for the benefit of all occupational therapy students in the state of Florida.

Discussed,

Motion: Accepted

FLOTEC Vision:

“Developing a proactive mind-set to elevate fieldwork education to new dimensions, thus ensuring that the practitioners of tomorrow will embrace future opportunities (Donna Costa, 2006).” Agnes will get date as after discussion, no changes were made.

Discussion: For future: The word practitioner may be made more inclusive to include students interested in conducting research or go into other areas of practice

Motion: Accepted

Costa, D (2006) May 8, 2006 A vision of Fieldwork Excellence OT Practice.

UPDATE	Proposal for next meeting: FLOTEC bylaws: Change the language from FLOTEC bylaws to change clinical education to fieldwork education	Pam to make changes and send out for review to vote on next minute.
	Bioterrorism Course discussion	Pam to send out link for course
Occupation in Fieldwork	<p>Discussion: Agnes – changing level I requirements to be occupation based</p> <p>Using the document provided from Karen M.</p> <p>Tia and Vicki have been beginning to identify practitioners who demonstrate occupation-based practice to present to the community. CE’s from practitioners rather than AFWC.</p>	<p>Agnes to email out the final forms to all of us when done and re-email the document that Karen sent to us.</p>

<p>Occupation in Fieldwork</p>	<p>Training and education on the framework to demonstrate the push towards occupation.</p> <p>Sites of excellence: Draft of Criteria of Fieldwork Sites of Excellence for review and discussion – Maybe used by Nelson for RUBRIC development</p>	<p>Agnes to email the list</p>
<p>Proposal was made to invite Clinical Instructors from the community to attend FLOTEC meetings.</p>	<p>From last meeting: May/June FOCUS sent out request. Agnes reviewed request and received one response, which we read and discussed.</p> <p>Goal: TO get input from FE's <i>Consultant Role of FE:</i> 1.) Commitment minimum 2 years but can stay as long as demonstrate active participation. 2.) Recognition at FOTA conference 3.) Since we are not going to have practitioner attend meeting geographical representation is not a consideration. 4.) The key consideration will be interest in the position. (Not practice area)</p> <p><i>MOTION: Accepted</i></p> <p><i>As a FLOTEC Board: We appoint Melissa Salerno</i></p> <p>Agnes to respond to the person who wrote if interested FLOTEC as a consultant.</p>	<p>ALL FLOTEC MEMBERS: Continue Put the information out locally and collect feedback as needed.</p> <p>FLOTEC website to be used to collection information in the future.</p>
	<p>AFWE training program used to be given by AOTA – has not been given lately.</p>	<p>Agnes to forward Sue Graves email to each of us. We will each like to attend the course. (Institute at AOTA?)</p>

	<p>FLOTEC Brochure or bookmark</p> <p>Begin development. Objective/ Include: Visit website Info: from May/June FOCUS article Bullets from</p> <p>Links to all our most frequently asked questions = Same links at NSU to FOTA.</p>	<p>Pam to have mom work on it.</p>
<p>Certification for Credentials for clinical educators</p>	<p>We agreed to look into the process</p> <p>Online course? With feedback then provided back from students or assignments? Demonstrate competency?</p> <p>ALL – Look into evidence that exists right now on what is already happens.</p>	<p>Nelson to email CAPTE guidelines that PT's use</p> <p>ALL FLOTEC MEMBERS identify qualities we would like to see in a "certified" FE.</p> <p>Pam to email state rep to see if any other state is doing something similar.</p>
	<p>Next meeting:</p> <ul style="list-style-type: none"> • Development of fact sheets or tutorials for website to identify such topics as: a.) processes of clinical reasoning and b.) problem solving skills, c.) effective communication, d.) role of OT/OTA..... • Develop objectives of what we want to have the consultant perform. • Bring questions on the new standards and how each one will be met • Review for discussion the Role Competencies for a Fieldwork Educator from NOV/DEC 2006 AJOT. 	<p>ALL FLOTEC members- if you have something developed please send for review!</p> <p>Pam to scan and email</p>

FOOD FOR THOUGHT

How are we going "To encourage our clinical educators to rise to the level of excellence?" Agnes Sheffey.

Respectfully submitted: Pamela Kasyan-Itzkowitz, MS, OTR/L, CHT

Tentative next meeting:

MARCH 10-11 10A-5P

MARCH 17-18 10A-5P

MARCH 24-25 10A 5 P

AOTA APRIL 21

Pam to send courtesy emails out to make sure everyone is working on "their" stuff.