



Evidence of Compliance with Criterion 3.4 (CORE)

A Resource for Programs

Background

In July 2016, the OTA & PTA Education Accreditation Program revised the accreditation standards. Criterion 3.4 and its sub criteria (3.4.1, 3.4.2 and 3.4.3) became CORE. Affiliated programs were provided with a timeline for demonstrating compliance with the revised criterion 3.4.



Programs with **Accreditation Status** as of April 30, 2019 are required to submit evidence of compliance in a Progress Report on or before **August 1, 2019**. Alternatively, programs may choose to submit evidence of compliance as part of any Progress Report or Self Study report scheduled prior to the August 1, 2019 deadline. The JAC and PEAC/CAOT Boards will then review the evidence of compliance for all accredited programs by January 1, 2020.

Programs with **Candidacy Status** will submit evidence of compliance as part of their first Self Study Report.

A Look at the Criteria

Key Indicators of compliance are included below to provide further guidance. A key indicator is the main thing you would expect to see if the criterion has been met. The Explanatory Notes included in the 2012 Accreditation Standards (2016 revision) also provide guidance about how to meet this criterion.

3.4 The program provides clinical education / fieldwork experiences in occupational therapy and physiotherapy that enable students to achieve the learning outcomes.



Key Indicator

The program provides the supervised clinical experiences necessary to prepare work-ready graduates.

3.4.1 CORE

Clinical/fieldwork education includes a minimum of 500 hours in the clinical setting.

NOTE: Single discipline programs must include 350 fieldwork hours.



Key Indicator

Every student completes a minimum of 500 hours of clinical/fieldwork education.

3.4.2 CORE

Clinical/fieldwork education includes no less than 30% (150 hours) of the total time in each discipline for each student.



Key Indicator

Every student completes a minimum of 150 hours of clinical/fieldwork education in each discipline.

3.4.3 CORE

A registered occupational therapist faculty advisor is available to students and preceptors on issues related to occupational therapy practice in fieldwork. Similarly, a registered physiotherapist faculty advisor is available to students and preceptors on issues related to physiotherapy practice in fieldwork.



Key Indicator

The program provides a faculty OT and PT for discipline-specific advice during student fieldwork placements.

What Evidence Should I Provide to Demonstrate Compliance?

Evidence should demonstrate that the program plans for, and provides, the supervised clinical experiences necessary to prepare work-ready graduates. It should be clear from the evidence provided that every graduate has completed the necessary fieldwork hours, and that there are mechanisms in place to support successful completion of the required fieldwork hours.

Along with your narrative, the following evidence should be included to demonstrate compliance with this criterion and each of the CORE sub-criteria:

REQUIRED EVIDENCE

- ☑ Aggregate spreadsheet of the OTA and PTA hours for 3 cohorts showing every graduating student (names removed, use non-nominal identifiers), including identification of role-emerging placements, and supplemental hours
- ☑ Contingency plan for make-up time
- ☑ Evidence of a policy/procedure showing no student can graduate until required fieldwork hours are complete
- ☑ Example of Individual student's portfolio/record of clinical placement experiences, including documentation of placement hours for OTA and PTA experiences as described in GUIDE 11- Tracking Fieldwork Hours. For programs submitting an SSR, this evidence to be provided onsite.

You may wish to include additional evidence to enhance or clarify your compliance with these criteria. Here are some examples of additional evidence:

- Documentation of the variety and quantity of clinical placement experience that is reflective of current clinical practice.
- Minutes of clinical placement committee meetings; clinical placement reports.
- Documentation of student evaluation of placement sites and experiences.
- Policy and procedures for clinical placements, including documented methods to ensure clinical education is coordinated at each site.

What Happens if a Program is Not Fully Compliant on August 1, 2019?

The OTA & PTA EAP considers compliance with eight criteria essential for accreditation. Non-compliance with any of the Core Criteria will result automatically in either Probationary Accreditation or Non-Accreditation. Please see policy ACC-03B Accreditation Decisions (2012 Standards) for further details.

What Resources are Available?

Several resources are available on our website and can be accessed by clicking on the document hyperlinks below:

- [2012 Accreditation Standards \(2016 revision\)](#)
- [GUIDE-06 Supervision of OTA PTA Students During Fieldwork](#)
- [GUIDE-11 Tracking Fieldwork Hours](#)
- [GUIDE-12 Role Emerging Placements](#)
- [ACC-03B Accreditation Decisions \(2012 Standards\)](#)

Questions?



Still have questions about how to best demonstrate compliance with the revised 3.4? We're here to help! Contact the OTA & PTA EAP Program Manager: program.manager@otapta.ca.