

## **FWPE Guide for Fieldwork Educators**

Audience: Fieldwork educators who supervise OT/OTA students at the fieldwork sites and need to complete the Fieldwork Performance Evaluation (FWPE) for the students

Purpose: Walk through the steps to access and complete the mid-term and final FWPE forms in Formstack

## How to access and complete the mid-term FWPE form

Fieldwork educators do NOT need a Formstack login to access the FWPE forms. You will receive an email invitation from your school's fieldwork coordinator before the mid-term FWPE is due.

- Email is from noreply@formstack.com, please whitelist this email address
- A link to the mid-term FWPE form is included in the email
- Click on "Get Started" to access the form

y@formstack.com> <u>Unsubscribe</u>	12:14 PM (2 minutes ago)
formstack	
You have been invited to Student	t Portal Portal!
Click the button below to accept your invita	tion to the <b>Student Portal</b> Portal:
Get	Started!
— The Formstack Team	
Uns	ubscribe
Copyright © 2020 Formstack, LLC. All rig	hts reserved. This is a customer service email.
Stude	ent Portal
Studer	nt Evaluation
nimontanotest@gmail.com	

Follow the directions listed on the first page for completing the Fieldwork Performance Evaluation. All the . scores will be calculated for you automatically. You will have a chance to review the total score along



with the scores for each question before you submit your evaluation. Mid-term evaluation doesn't have PASS/FAIL status.

• Once you have completed the mid-term evaluation, you will receive an **email confirmation with an attached PDF copy of your submission** to the email address listed in the form.

Note: Only the primary fieldwork educator listed on the form will receive the email.

• The confirmation email will include a link to complete the final evaluation. You will also receive an email reminder with the link to the final evaluation before it is due.

noreply@formstack.com to me 👻	@ 12:21 PM (0 minutes ago)	☆				
Hi Dani Montano ,						
Thank you for submitting your mid-term evaluation. Attached is a copy of your evaluation.						
Regards,						
California State University						
The link for your final evaluation is listed here.						
You will also be receiving a reminder email before the completion of your fieldwork.						

## **Completing the Final Evaluation**

• Before the final evaluation is due, you will receive **an email reminder with a link to complete the final evaluation**. Some of the data from the mid-term evaluation will be pre-populated into the final evaluation, including the scores from the mid-term evaluation.

Fi	nal	
RATING SCALE FOR ST	UDENT PERFORMANCE	
All items in this area must be scored at a #3 or above on the final evaluation in order to pass fieldwork.		
4 — Exemplary performance: Demonstrates satisfactory competence in specific skills consistently; demonstrates substantial breadth and depth in understanding and/or skillful application of fundamental knowledge and skills.	2 — Emerging Performance: Demonstrates limited competence in specific skill (inconsistencies may be evident); demonstrates limited understanding and/or application of fundamental knowledge and skills (displays some gaps and/or inaccuracies).	
3 — Proficient Performance: Demonstrates satisfactory competence in specific skills; demonstrates adequate understanding and/or application of fundamental knowledge and skills.	1 — Unsatisfactory Performance: Fails to demonstrate competence in specific skills; performs in an inappropriate manner; demonstrates inadequate understanding and/or application of fundamental knowledge and skills; (demonstrates significant gas and/or inaccuracies).	
1. Adheres to the American Occupational Therapy Association's Code Examples: Medicare, Medicaid, client privacy, social media, human subjection		
○ 1 (Unsatisfactory Parformance)		
O 2 (Emerging Performance)		
1 (Unsatisfactory Performance) 2 (Emerging Performance) 3 (Pfolfcient Performance)	4 (Exemplary Performance) Mid-term	
3 (Proficient Performance) 4 (Exemplary Performance)		

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• A warning message will be shown on the summary page if any score is 1 or the scores for the ethics and safety areas are below 3. You may edit those scores by choosing the "back" button and updating accordingly if it was a mistake.

American Occupationa Association	I Therapy			
	P	Satisfactory Performa	NG SUMMARY SHEET	(FINAL)
	FINAL TOTAL		PASS/FAIL Fail	]
	A score under 3 on Question 1. (FINAL) AOTA CODE OF ETHICS	on 1, Question 2 or Question 3 on the 2. (FINAL) SAFETY REGULATIONS	Final Evaluation will Fail this student. 3. (FINAL) SAFETY OF SELF/OTHER	4. (FINAL) ARTICULATES VALUES
Note: the final evalua	tion also inclu	ides a pass/fail	status based or	the scores
American Occupation Association				
	PE	Satisfactory Performance	G SUMMARY SHEET (F	INAL)
	FINAL TOTAL	Unsausiaciory Periorna	PASS/FAIL Pass	

- An email confirmation with an attached PDF copy of your submission will be sent to the PRIMARY fieldwork educator's email address listed on the form.
- A separate email with the certificate attached will also be sent to the PRIMARY fieldwork educator's email address listed on the form after the final evaluation is completed.

Formstack Documents <no-reply@webmerge.me> to me  =</no-reply@webmerge.me>	🖙 1:09 PM (0 minutes ago) 📩 🔦 🗄				
College of Health Professions Division of Occupational Therapy 1518 Rutledge Avenue, NSC 962 Charleston, SC 29425-9620 P: 843-792-2230  F: 843-792-2829					
Sep 01, 2020					
Dear Jane Doe, (),					
1 hope this message finds you well. On behalf of the California State University. I am writing to express my thanks and appreciation to you for mentoring and supervising Dani Dani at California State University from Sep 01, 2020 to Oct 15, 2020. This supervision lasted for 6 weeks.					
Attached is a Verification of Occupational Therapy Level II Fieldwork Student Supervision document that can be used for your next NBCOT re 1 unit per student supervised, up to a maximum of 18 units allowed per 3-year cycle.	-certification cycle. The NBCOT Professional Development Unit (PDU) value for Level II fieldwork is				
You are the reason for the success of our students! Your time, energy, and commitment to educating future occupational therapists is truly app Best wishes!	preciated. I have enjoyed collaborating with you and I look forward to working with you in the future.				
Sincerely,					
MK formore					
Mandie K. Sammons, DSc, OTR/L, ATC Assistance Professor   Academic Fieldwork Coordinator sammonsa@musc.edu					
Received And State					
72 AOTA Certification					

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