

# ILOTA Fieldwork Manual

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# ILOTA Vision, Mission, and Core Values

## Vision

ILOTA is a multifaceted association committed to enhancing health and well-being through the utilization of best occupational therapy practices in Illinois.

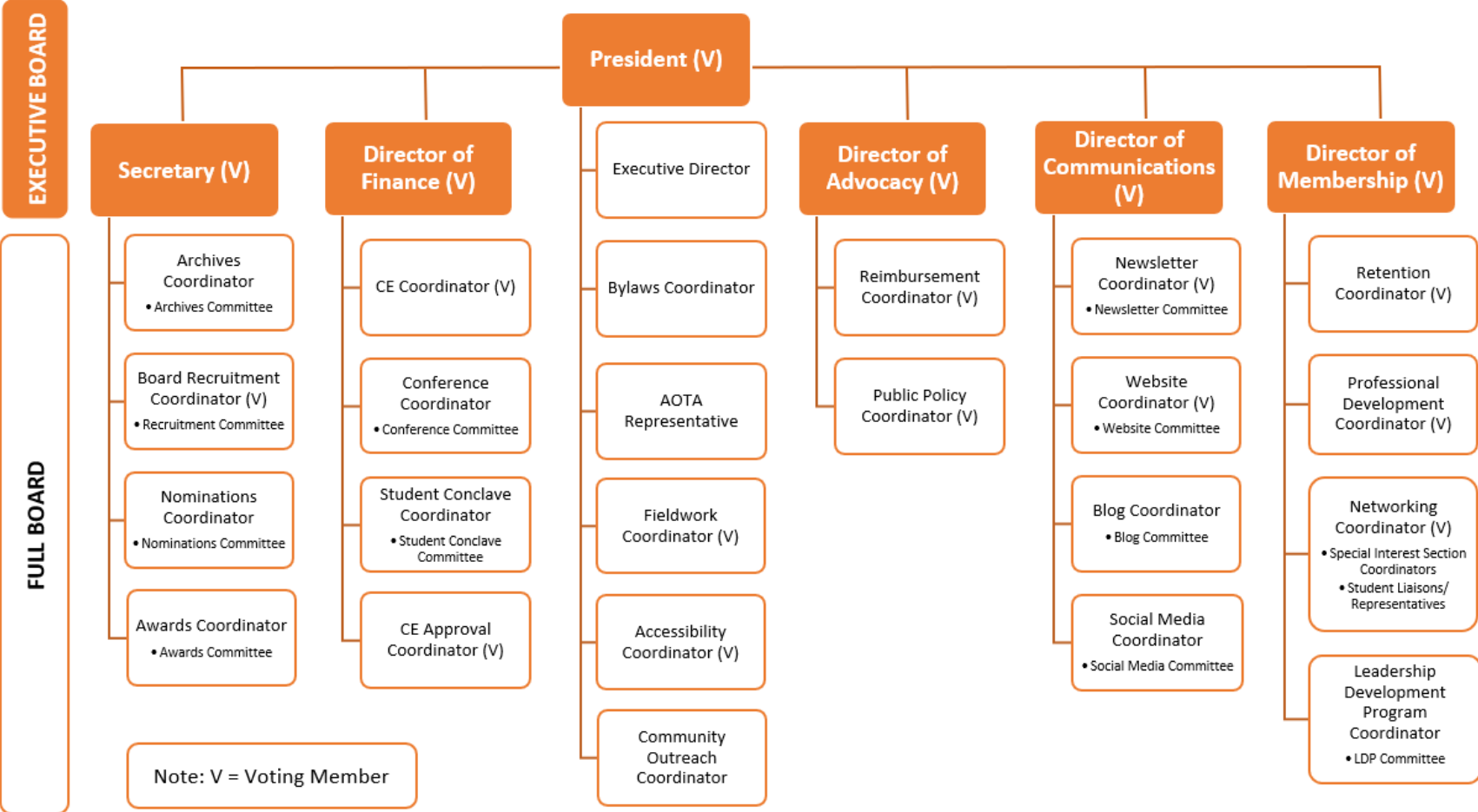
## Mission

ILOTA is recognized as the premier occupational therapy resource in Illinois. We strive to advance the best practice of occupational therapy through serving, supporting, and promoting the profession.

## Core Values

- **Be Dynamic**
  - **Why?** We are an ever-evolving association that serves as a catalyst, promoting health and well-being by inspiring compassionate, enthusiastic occupational therapy practitioners. Through forward thinking we envision the need for change and innovation.
  - **How do we bring this to life?** We facilitate the opportunities for participation through utilization of evolving technologies and strategies. We anticipate and meet the needs of the stakeholders through surveillance of local, state and national key initiatives. We recognize needs and provide resources and opportunities to facilitate professional growth and development that reflects evolving best practice.
- **Be Inclusive**
  - **Why?** We represent practitioners within current and emerging practice areas across Illinois to ensure every voice is heard. We embrace diversity and acknowledge the need to support growth and development of all practitioners within the state.
  - **How do we bring this to life?** We utilize a variety of methods and strategies to facilitate engagement of practitioners from all corners of the state. We anticipate the needs of stakeholders and respond by developing and implementing relevant advocacy strategies.
- **Be Dedicated**
  - **Why?** We are dedicated to the advancement of occupational therapy and our stakeholders. We need self-motivated people who are passionate about the occupational therapy profession.
  - **How do we bring this to life?** Our staff, volunteers and members demonstrate perseverance and follow-through to enable the achievement of our multiple goals and objectives. We are organized and responsive in fully communicating responsibilities and expectations.
- **Have Integrity**
  - **Why?** We value ethical practice by our members which in turn drives the organizations adherence to ethical business practice. In light of our advocacy role, it is critical that our profession is viewed as trustworthy through modeling of our core values.
  - **How do we bring this to life?** We operate the business of the association with transparency. We invite members to actively engaged in our activities and we respond to their feedback.

# ILOTA Organizational Chart



# ILOTA Bylaws & Strategic Plan

Please view the most updated bylaws and strategic plan here: <https://www.ilota.org/ilota-governance>.

## Contact Information

Unless otherwise noted, your primary fieldwork educator will be the ILOTA President. However, you will be expected to interact with and collaborate with the Executive Director, other Executive Board Members, and Full Board Members. Executive Board contact information is below, but the entire board roster may be viewed at <https://www.ilota.org/ilota-governance>.

<b>Position</b>	<b>Name</b>	<b>Email</b>
President	Beverly Menninger	bmenningerilotapresident@gmail.com
Director of Advocacy	Brenda Koverman	Bkoverman5@gmail.com
Director of Communications	Lauren Stone Kelly	laurenstonekelly@gmail.com
Director of Finance	Dalminas Arias	finance@ilota.org
Director of Finance Elect	Vacant	
Director of Membership	Luther King	lking3@govst.edu
Secretary	Samantha Smith	ssmith02@srlab.org
Executive Director	George Buckley	office@ilota.org

## ILOTA Site Specific Objectives

*A fieldwork rotation with the Illinois Occupational Therapy Association (ILOTA) will afford occupational therapy students with a variety of opportunities to build skills related to ethical and clinical reasoning, leadership, advocacy, communication, collaboration, and professional behaviors. Upon successful completion of a fieldwork with ILOTA, students will be able to meet the following learning objectives, which are aligned with the 2018 ACOTE Standards.*

1. Discuss how ILOTA can contribute to OT practitioners' ability to address social determinants of health for persons, groups, and populations with or at risk for disabilities or chronic health conditions (related to ACOTE Standard B.1.3.).
2. Through the creation of resources, demonstrate clinical reasoning and application of evidence, theories, models of practice, and frames of reference that underlie the practice of occupational therapy to guide and inform occupation-based and occupation-focused interventions for persons, groups, and populations in a variety of practice contexts and environments (related to ACOTE Standards B.2.1., B.4.2., and B.4.3.).
3. Through discussion with various ILOTA stakeholders or the creation of resources, promote occupational therapy and explain the distinct nature of occupation and the evidence that occupation supports performance, participation, health, and well-being (related to ACOTE Standard B.3.3. and B.7.3.).
4. Demonstrate sufficient knowledge of technology to communicate and collaborate with ILOTA stakeholders in virtual environments (related to ACOTE Standard B.4.15.).
5. Discuss how OT practitioners can identify and understand how contextual factors; current policy issues; socioeconomic, political, geographic, and demographic factors; and federal and state regulations and legislation impact the delivery of occupational therapy services for persons, groups, and populations (related to ACOTE Standards B.5.1. and B.5.4.).
6. Explain or demonstrate how OT practitioners can advocate for changes to policies, systems, regulations, or legislation to positively influence occupational therapy practice (related to ACOTE Standards B.5.2. and B.5.4.).
7. Follow the AOTA Code of Ethics during all work and communications with ILOTA and its stakeholders (related to ACOTE Standard B.7.1.).
8. Discuss the benefits of ILOTA membership for members in all membership categories and how ILOTA membership promotes professional development for OT practitioners (related to ACOTE Standards B.7.2. and B.7.4.).

## Supplemental Fieldwork Evaluation Form

*This form is intended to be used in conjunction with the AOTA Fieldwork Performance Evaluation to track a student's progress during their ILOTA fieldwork.*

**Student Name:**

**School:**

**Degree Level:**

**Fieldwork Dates:**

**Ratings:**

**3 = Accomplished**

**2 = In Progress (satisfactory)**

**3 = Not making progress (unsatisfactory)**

Objective	Activities to Demonstrate Accomplishment of Standard	Midterm Rating	Midterm Comments	Final Rating	Final Comments
1. Discuss how ILOTA can contribute to OT practitioners' ability to address social determinants of health for persons, groups, and populations with or at risk for disabilities or chronic health conditions.	<i>(to be completed by student at beginning of fieldwork in collaboration with FW Educator)</i>				
2. Through the creation of resources, demonstrate clinical reasoning and application of evidence, theories, models of practice, and frames of reference that underlie the practice of occupational therapy to guide and inform occupation-based and occupation-focused interventions for persons, groups, and populations in a variety of practice contexts and environments.					
3. Through discussion with various ILOTA stakeholders or the creation of resources, promote occupational therapy and explain					

the distinct nature of occupation and the evidence that occupation supports performance, participation, health, and well-being.					
4. Demonstrate sufficient knowledge of technology to communicate and collaborate with ILOTA stakeholders in virtual environments.					
5. Discuss how OT practitioners can identify and understand how contextual factors; current policy issues; socioeconomic, political, geographic, and demographic factors; and federal and state regulations and legislation impact the delivery of occupational therapy services for persons, groups, and populations.					
6. Explain or demonstrate how OT practitioners can advocate for changes to policies, systems, regulations, or legislation to positively influence occupational therapy practice.					
7. Follow the AOTA Code of Ethics during all work and communications with ILOTA and its stakeholders.					
8. Discuss the benefits of ILOTA membership for members in all membership categories and how ILOTA membership promotes professional development for OT practitioners					



**Student reflections at midterm:**

- Areas of strength:
- Opportunities for growth:

Student midterm signature: \_\_\_\_\_

Date:

**FW Educator reflections at midterm:**

- Areas of strength:
- Opportunities for growth:

FW Educator midterm signature: \_\_\_\_\_

Date:

**Student reflections at final:**

- Areas of strength:
- Opportunities for growth:

Student final signature: \_\_\_\_\_

Date:

**FW Educator reflections at final:**

- Areas of strength:
- Opportunities for growth:

FW Educator final signature: \_\_\_\_\_

Date:

## Potential Fieldwork Student Learning Activities

*\*Please note that these are example learning activities in which a fieldwork student may engage. Specific activities will be determined in collaboration with the ILOTA Fieldwork Coordinator at the start of a student's fieldwork rotation. Availability of activities may depend on the timing of the fieldwork due to scheduling of ILOTA board or committee meetings or priorities of ILOTA at the time of the fieldwork.*

### **Collaborative Learning Activities**

- Participate in ILOTA board and committee meetings.
- Contribute to the efforts of an ILOTA committee, such as a special interest section (SIS).
- Interview ILOTA board members or other leaders in the OT profession.
- Collaborate with other board members on advocacy or political action issues or initiatives.
- Lead a journal club in collaboration with a special interest section.
- Collaborate with an SIS to develop resources for members.
- Upon collaboration with the Director of Advocacy, determine the impact (positive or negative) a recent proposed bill could have on OT practice in IL. Submit a proposal for the action that ILOTA should consider.
- Identify an initiative related to the current ILOTA strategic plan to contribute to for duration of fieldwork experience.

### **Independent Learning Activities**

- Plan and deliver a webinar/presentation to ILOTA members on a topic of interest.
- Complete a case example (using ILOTA case example template) that can be used as a resource by ILOTA members.
- Complete a literature search to identify relevant evidence-based articles related to professional associations, leadership, advocacy, or other relevant topics. Summarize and reflect on one article per week for the duration of the fieldwork.
- Identify an opportunity to promote occupational therapy practice to the community and develop a flier or social media post to follow through.
- Write an article for the Communique newsletter or In the Now blog.

## Sample Fieldwork Weekly Expectations/Timeline

*\*Please note that the timeframes for these expectations can be modified depending on the length of the fieldwork experience.*

<b>Week 1</b>	<p>Orientation to the organization</p> <ul style="list-style-type: none"> <li>● Meet Fieldwork Educator and Executive Director</li> <li>● New member orientation presentation</li> <li>● Review fieldwork manual and other relevant forms</li> </ul> <p>Identify schedule of upcoming board and committee meetings and participate in meetings as appropriate; schedule weekly meetings with FW Educator</p> <p>Ongoing introduction to the organization</p> <ul style="list-style-type: none"> <li>● Review website, recent board meeting minutes, recent Communique issues, recent social media posts, etc.</li> <li>● Meet other board members as appropriate</li> </ul> <p>Complete initial literature search to identify relevant evidence-based articles related to professional associations, leadership, advocacy, or other relevant topics</p> <p>Choose an SIS to collaborate with for duration of fieldwork</p> <p>Reach out to ILOTPAC to identify upcoming meetings/initiatives as appropriate</p> <p>Identify one additional initiative related to the current strategic plan to contribute to throughout fieldwork rotation</p>
<b>Weeks 2-4</b>	<p>Participate in board and committee meetings as appropriate</p> <p>Continue introduction to the organization</p> <p>Schedule and participate in initial meeting with SIS chair/co-chair</p> <ul style="list-style-type: none"> <li>● Learn about recent initiatives</li> <li>● Identify project to contribute to</li> <li>● Identify cases to develop</li> <li>● Begin developing weekly cases</li> </ul> <p>Complete weekly article reviews (based on initial literature search)</p> <p>Identify and schedule interviews with three additional ILOTA or AOTA board members</p> <p>Identify topic of interest on which a free CE webinar that can be developed (to be delivered live via Zoom and recorded for future use)</p> <p>Reach out to Newsletter Committee and identify one article that can be contributed for next issue</p>

	Begin working on strategic plan initiative
<b>Weeks 5-7</b>	<p>Participate in board and committee meetings as appropriate</p> <p>Complete weekly article reviews (based on initial literature search)</p> <p>Participate in interviews with previously identified board members</p> <p>Work on SIS project as appropriate</p> <p>Complete weekly SIS cases and report progress to SIS chair/co-chair as needed</p> <p>Begin developing CE webinar and determine date for live presentation</p> <p>Begin writing newsletter article</p> <p>Continue working on strategic plan initiative</p>
<b>Weeks 8-10</b>	<p>Participate in board and committee meetings as appropriate</p> <p>Complete weekly article reviews (based on initial literature search)</p> <p>Finish interviews with previously identified board members as appropriate</p> <p>Work on SIS project as appropriate and report progress to SIS chair/co-chair as needed</p> <p>Complete weekly SIS cases</p> <p>Finish developing CE webinar</p> <p>Finish writing newsletter article and submit to Newsletter Committee</p> <p>Continue working on strategic plan initiative</p>
<b>Weeks 11-12</b>	<p>Participate in board and committee meetings as appropriate</p> <p>Complete weekly article reviews (based on initial literature search)</p> <p>Finish work on SIS project and discuss sustainability/dissemination with SIS chair/co-chair</p> <p>Complete weekly SIS cases</p> <p>Present CE webinar</p> <p>Finish work on strategic plan initiative and discuss sustainability/dissemination with appropriate board member(s)</p>

## Weekly Goal Form

*Students will be required to participate in weekly review meetings with their Fieldwork Educator. Students may use an alternative review form in lieu of this one if they have another similar form they would prefer to use. Students must come prepared to the weekly review meeting with the student portions of this form completed prior to the meeting.*

Student name:

Week #:

Overview of activities accomplished:

Student strengths this week:

Student opportunities for growth this week:

Student goals for next week:

Fieldwork educator feedback/suggestions:

Student signature:

Fieldwork educator signature:

## ILOTA Policies, Procedures, and Guidelines

*Please note that many of these policies/procedures include contacting ILOTA board members. Please refer to the board roster for their contact information. As a reminder, you may view the board rosters at <https://www.ilota.org/ilota-governance> or <https://docs.google.com/spreadsheets/d/1ahqYp7r27QpsqWG9n7ngTrj2g1hX-WT2BECGnrdyatQ/edit?usp=sharing> (on three tabs).*

### **Inclusive Practices**

ILOTA's goal is to be as inclusive as possible, regardless of a person's background or identity. Please note that some general suggested practices are listed below, but we are currently working on more comprehensive guidelines, especially related to promoting the accessibility of our events and communications.

- Inclusive language:
  - Please use the terms “occupational therapy practitioners” or refer to both occupational therapists and occupational therapy assistants when applicable. Also, be consistent with your use of acronyms. For example, use OT and OTA together, or OTR and COTA (but note that these are more limiting since it excludes those practitioners who have not maintained their national credential).
  - Please use gender-neutral language when applicable. For example, instead of using “he/she,” please use “they”.
- Scheduling events: please refrain from scheduling events on religious or national holidays.
- Accessible verbal communication in virtual environments (Zoom):
  - When you begin speaking, say your name so everyone knows who is speaking.
  - Allow for attendees to turn on technology-generated closed captioning
- Accessible written communication (in emails or on handouts):
  - When including images, please make sure all images have ‘alt text.’ To do this, right-click on the image and choose ‘edit alt text’. Include 1-2 sentences describing the image.
  - Ensure there is high contrast between text and background.
  - Ensure text is an adequate size.

### **Submitting Content for “In the Now” Blog**

Blog mission: To provide an interactive web-based communication platform to foster connection among OT practitioners, share information relevant to the OT profession, promote networking opportunities and increase exposure of OT in the larger world.

Guidelines for submission:

- No monetization or direct business promotion
- No posting surveys
- Please use Occupational Therapy Practitioners language when appropriate
- Suggested content area:
  - Reflections on practice
  - Experience of advocacy
  - Resources (books, websites...)
- Please include a headshot or picture of yourself, credentials, and a few areas of interest to include at the end of the submission. This photo will also be used to on social media to alert readers to new blog submissions.

Please contact the Blog Coordinator for any additional questions or support.

### **Submitting Content for “Communiqué” Newsletter**

Newsletter mission: The mission of the Communiqué is to inform ILOTA members of current issues, trends, and events affecting the practice of occupational therapy. ILOTA publishes this newsletter quarterly.

#### Article Guidelines:

- Articles should contain title, introduction, body, summary, and references when appropriate
- Articles should follow APA format when appropriate
- Articles can include photos and/or graphics
- Articles should be 300-1000 words
- Authors should include the author’s professional biography (maximum 35 words) and photo
- All work should be original. Must have original author’s permission if work is not original
- Please give credit to individuals who collaborated to complete article

Please contact the newsletter committee at [communiqu@ilota.org](mailto:communiqu@ilota.org) for any additional questions or support.

### **Submitting Content for Social Media Posts**

Please contact the Director of Communications for information on how to provide content for social media.

#### Guidelines for submission:

- No monetization or direct business promotion
- No posting surveys
- Please use Occupational Therapy Practitioners language when appropriate
- Suggested content:
  - Promoting upcoming ILOTA events

- Highlighting ILOTA practitioner achievements- Awards, recognition, scholarship
- National Awareness Days/ Seasonal highlights
- Highlighting Illinois OT/OTA educational program highlights
- Calls for advocacy/ Advocacy updates
- Practice resources/Information
- Posts require text and an image. Text should be 2-3 sentences at most. Images are created by the social media team using ILOTA brand standards. Photos/images submitted will be reformatted by the social media team
- Instagram Live/Facebook Live events can be scheduled through Director of Communications