

## **RVCC OTA Application Packet (revised 2020\_**

We at River Valley Community College welcome your interest in the Occupational Therapy Assistant Program. Listed are our application requirements to help you make the best choices for your future career. Please submit the following information and use this as your admissions checklist:

**COLLEGE APPLICATION FORM:** Located online

**FIELDWORK OBSERVATION:** Conducted with an Occupational Therapist or Certified Occupational Therapy Assistant at a local hospital, school or other facility where occupational therapy personnel are employed. This visit should be from 2-4 hours in length. At the site visited, please complete the Site Visit Summary Form. This site visit must be arranged by the applicant.

**REFERENCE FORM:** Completed by a recent employer, supervisor, or individual who knows your commitment to work and learning.

**INTEREST QUESTIONNAIRE:** Please type and use additional paper as necessary

**LIMITATIONS TO LICENSURE & FIELDWORK PLACEMENT FORM:** Signed and dated

**ESSENTIAL FUNCTIONS AGREEMENT:** Signed and dated

**CONTACT THE PROGRAM DIRECTOR FOR A FACULTY ADVISING INTERVIEW:**

Contact [jsaylor@ccsnh.edu](mailto:jsaylor@ccsnh.edu) for an advising interview. This is the final step of the application.

**IMPORTANT NOTE:** All students must carry health insurance and have current CPR training throughout the duration of the program. This is necessary for Fieldwork and any assigned Field Observation. This is not required for admissions however students should be aware that these components are necessary to persist through the program.

Enjoy your site visit experiences and thank you for completing this packet! We look forward to meeting you.

Jennifer J. Saylor, M.Ed. OT/L  
jsaylor@ccsnh.edu  
RVCC OTA Program Director and Professor

**\*\*RETURN ALL FORMS TO:**

**Admissions, RVCC  
One College Place  
Claremont, NH 03743**

**OCCUPATIONAL THERAPY ASSISTANT PROGRAM  
SITE VISIT SUMMARY**

**Please type or print clearly:**

Applicant: \_\_\_\_\_

Facility: \_\_\_\_\_

Location: \_\_\_\_\_

OTR / COTA Observed: \_\_\_\_\_

OTR / COTA Signature: \_\_\_\_\_

Describe what you observed and what you have gained from the visit:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## OTA APPLICANT REFERENCE FORM

**INSTRUCTIONS TO APPLICANT:** Please fill in your name and program, and give this form to a person (preferably an employer or teacher) whom you feel has known you for a length of time and can adequately evaluate your potential for career training at our college. Reference(s) are required **PRIOR TO** consideration for admission. Please also sign the Waiver of Confidentiality on the reverse side if you wish to waive your right to review this form.

\_\_\_\_\_ is applying for admission to the Occupational Therapy Assistant Program.  
 (Applicant's Name)

Your thoughtful and frank estimate of this candidate's qualification will be most helpful in consideration for admission and will be treated as confidential if waived by the applicant and used only by the Admissions Committee of this college. Please feel free to add any comments you may desire.

Your Name: \_\_\_\_\_ Your relationship to the applicant: \_\_\_\_\_

Years knowing the applicant: \_\_\_\_\_

	<b>CANDIDATE'S PERSONAL APPRAISAL</b>	Better than Average	Average	Below Average	Entirely Unsatisfactory
1.	Is the applicant a hard worker?				
2.	Is the applicant a good producer?				
3.	Is the applicant enthusiastic?				
4.	Is the applicant resourceful?				
5.	Is the applicant ambitious?				
6.	Is the applicant courteous?				
7.	Is the applicant understanding?				
8.	How is the applicant's memory?				
9.	How is the applicant's health?				
10.	How is the applicant's habits?				
	<b>CANDIDATE'S QUALITIES</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
11.	Personality				
12.	Dependability				
13.	Appearance				
14.	Manners				
15.	Judgment				
16.	Promptness				
17.	Attitude				
18.	Cooperation				
19.	Ability to learn new things				
20.	Awareness of the feelings of others				



**Limitations of Licensure & Fieldwork Placement Form (OTA)**

**State of NH Occupational Therapy Practice Act, Chapter 326-C:**

**326-C:7 Sanctions Against Licensees:**

- I. The Board may revoke, suspend, caution, or impose probationary conditions upon a license under this chapter, after notice and the opportunity for a hearing, when the licensee is found by the Board to have engaged in any unprofessional conduct.
- II. Unprofessional conduct shall include, but not be limited to:
  - a. Behavior in the course of professional activity which has endangered or is likely to endanger the public health, safety, or welfare.
  - b. Acquisition of a license by means of fraud, misrepresentation, or concealment of material facts.
  - c. Violation of any rules adopted by the Board, or violation of any provisions of this chapter.
  - d. Conviction of a felony by a court of competent jurisdiction, or conviction of any crime if the Board finds the guilty conduct to have direct bearing on the ability to serve the public as an occupational therapist or occupational therapy assistant.
  - e. Unethical conduct as defined by the Board and the advisory committee with reference to the American Occupational Therapy Association Principles of Occupational Therapy Ethics.
- III. A license or applicant aggrieved by a final decision of the Board under this section may request a rehearing and appeal to the superior court for review on the administrative record established by the Board, pursuant to RSA 541.

**Fieldwork Placement**

All placements for fieldwork are arranged by the fieldwork coordinator with input from each student. Fieldwork placements are New England wide. Students may need to travel and/or relocate for one or more of their three placements in the region. Students may drive up to 1.5 hours each way to their FW sites. Some placements outside of New England are specially arranged dependent upon availability, quality of supervision, and practice areas.

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Applicants Signature and Date

**River Valley Community College**  
**OCCUPATIONAL THERAPY ASSISTANT PROGRAM: ESSENTIAL FUNCTIONS (Revised 2020)**

Becoming an occupational therapy assistant requires the completion of an education program that is both intellectually and physically challenging. The student will be expected to acquire knowledge, motor skills, and behavior and attitudes that are necessary to provide ethical, safe, effective, compassionate patient care. The purpose of this document is to inform students in the Occupational Therapy Assistant (OTA) program of the demands that they can reasonably be expected to meet, with or without reasonable accommodation, while participating in the program. These standards reflect reasonable expectations of the OTA student for the performance of common Occupational Therapy functions encountered in the program. They are also reasonable expectations of employers; however, employers may have different standards. The ability to meet these standards with or without accommodations does not guarantee employment upon graduation.

**Each candidate in the AS in OT degree program should possess the following abilities and skills:**

Motor: The candidate and students should have sufficient gross and fine motor capabilities to execute the movements and skills required to provide safe and effective occupational therapy treatment. This treatment includes, but is not limited to

1. Sufficient coordination, speed, strength and agility to assist and guard (protect) patients who are walking, exercising or performing other activities.
2. Ability to adjust, move and position patients and equipment which involves bending, twisting, pushing and pulling, and reaching in order to guide, transfer and lift equipment and individuals.
3. Ability to guide, resist, and assist patients, and to provide emergency care, which involves activities including standing, kneeling, sitting, walking and crawling.
4. Ability and dexterity to fabricate, apply and monitor adaptive equipment, perform and demonstrate functional activities and administer components of sensory, motor and Activities of Daily Living Skills (ADL) assessments.
5. Sufficient endurance to move about a classroom or clinical environment steadily throughout the day, including movement across distances, movement from one floor to another, and negotiation of small spaces.

Behavioral and Interpersonal Skills: Candidates and students must exercise self-control, respect of fellow students and faculty, and exhibit professionalism in order to qualify for Fieldwork placement and to persist in the didactic portions of program. Students may be withdrawn at any time if there are any maladaptive behaviors that do not align with the aforementioned qualities.

Sensory: Candidate and students should have sufficient sensory abilities to assess and monitor patients, observe physical movement, participate in physical measures, and recognize and respond to patient needs and unsafe situations. Candidate should have the ability to obtain information in classroom, laboratory or clinical settings through observation, auscultation, palpation and other measures, and requires abilities including, but not limited to:

1. Visual ability (corrected as necessary) to recognize and interpret facial expressions and body language, to observe patient performance in therapy, to read or set parameters on occupational therapy equipment, and to interpret and assess the environment.
2. Auditory ability (corrected as necessary) to recognize and respond to verbal directions and requests, to be aware of safety mechanisms in the environment, and for effective communication between patients/families/co-workers.
3. Tactile ability to palpate muscle contractions, to discriminate hot and cold modalities, to exert the necessary pressure to fabricate splints, and to identify joint articulations

I have read and understand the essential functions for the practice OT:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_