HSO406
Consolidating Occupational Therapy Practice

Innovation & Evaluation (I&E) Project Manual
Practice Educators

2017
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Introduction

The Innovation and Evaluation (I&E) Project is the final fieldwork placement for the Bachelor of Occupational Therapy program at Deakin University. Preparation for this placement begins in Trimester 1 as part of HSO401 – OT Practice Applying Knowledge and Reasoning. The placement itself occurs in Trimester 2 as part of HSO406 (Consolidating Occupational Therapy Practice), and provides students with the chance to put all of their prior academic and fieldwork into practice. The project also enables students to make a practical contribution to the Occupational Therapy profession, as they support their practice educator to introduce and evaluate innovative practice.

In Trimester 1, the students will be completing the background research and planning required to propose a solution for the project the practice educator has proposed. Across Trimester 2 (14th August – 20th October 2017), the students will work independently to deliver the agreed outcomes of the project. They will be in charge of and accountable for their own time management, and students are encouraged to treat the placement as rehearsal for their first job post-graduation. Deakin University therefore expects them to uphold high quality professional behavior and presentation throughout their time with your service.

Thank you very sincerely for agreeing to work with Deakin University on these placements this coming year. We look forward to providing you with the resources and expertise you need to be innovative and evidence based in your practice.

Dr. Danielle Hitch
School of Health and Social Development
Faculty of Health,
Deakin University, Geelong Waterfront Campus
Telephone: 03 5227 8642
Email: dani.hitch@deakin.edu.au
Aims of the Innovation and Evaluation (I&E) Project

The Innovation and Evaluation Project will:

- Provide support to agencies around implementing and piloting innovative practices which support the relationship between occupation and health
- Enable students to experience service development within an area of practice of their choice
- Provide opportunities for students to develop advanced skills and competencies in knowledge translation, service development and evaluation which employers value
- Provide students with opportunities to consolidate work readiness skills such as communication, time management, project management and collaboration ‘on the job’
- Enable students to consolidate their skills in evidence based practice developed during third year units, and draw up learning from all others areas of the course, in a capstone project
- Provide students with an opportunity to problem solve and address challenges to introducing innovative practices, in a supported learning environment
- Improve the quality and offerings of health and community services through the introduction and evaluation of innovative practices
- Provide fieldwork opportunities which addresses the demands of modern workplaces, and prepares students to meet them
## I&E Project Staffing

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<tr>
<th>Position</th>
<th>Name</th>
<th>Role description and responsibilities</th>
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<tr>
<td>HSO406 Unit Co-Chair</td>
<td>Dr. Danielle Hitch</td>
<td>- Coordinates all I&amp;E Project Placements&lt;br&gt;- Curates Cloud Deakin Resources related to I&amp;E Project&lt;br&gt;- Primary contact for any queries in relation to I&amp;E Project Placements&lt;br&gt;- Allocates students to placements (in accordance with preferences wherever possible)&lt;br&gt;- Coordinates and marks student assignments&lt;br&gt;- Manages all student queries relating to I&amp;E Project Placements&lt;br&gt;- OT program interface with Agencies</td>
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<tr>
<td>I&amp;E Project Coordinator</td>
<td><a href="mailto:dani.hitch@deakin.edu.au">dani.hitch@deakin.edu.au</a></td>
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<td>03 5227 8642</td>
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<tr>
<td>Practice Educators</td>
<td>Refer to Agency Information</td>
<td>- Provides site specific guidance and support for proposed I&amp;E Project Placements&lt;br&gt;- The person in each centre which students negotiate with in regards to practical / logistical issues (i.e. Room booking, patient contact details)&lt;br&gt;- Signs off timesheet and SPEF&lt;br&gt;- The person to inform in case of absence from agreed attendance at placement - phone call</td>
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<td>(Agency based)</td>
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I&E Project Assessment

There are a series of assessments for this project (two assessed and one hurdle), all of which relate closely to the Innovation and Evaluation process your service will undertake with the students.
Assessment Task 1: I&E Project Report (70%: 2000 words)

The I&E Project Report consists of a written document, which provides a full overview of the conduct and findings of the project. This report also provides recommendations for future implementation and sustainability. Students will be provided with a template for this proposal, which will include the following sections:

- Background Information
- Project Aims
- Method
- Detailed Description of Innovation Introduced
- Findings
- Recommendations for Future Sustainability and Implementation
- Additional material (such as copies of questionnaires, photographs etc.) may be included in Appendices, to ensure future readers have all the relevant information about this project.

Students will also be asked to submit a draft of their project report at the half way point of the placement for review by the unit chair, to encourage professional writing practices (around re-drafting and seeking feedback). You may also decide with your student to provide feedback on this draft, which would be greatly appreciated.

Assessment Task 2: Conference Paper & Poster / Magazine Article (30%: 1000 words)

Students will be expected to utilise their work on the project to disseminate their project and findings across different formats. Given the information they will have collected during the project, this assessment focuses more on curation and summarisation than writing new material.

- Conference Presentation. Students will give a presentation of their project at the end of year student conference. These presentations will be 10 minutes in length, and all practice educators will be invited to attend on the day. Students will provide the service with a copy of the PowerPoint and their notes for future use.

- Poster: Students will design a poster that summarises their project. You may provide them with a service template for this task, particularly if you wish to use this poster for future presentations. Students are not expected to pay for poster printing – this cost must be borne by the service. However, the PDF of these posters will be published in an online magazine at the end of the year, which will be distributed publicly.
Assessment Task 3: SPEF-R Report (Hurdle Requirement)

The SPEF-R will be completed by the practice educator online and returned to the university at the conclusion of the project. Students must be assessed as achieving a satisfactory mark to pass the unit. Given the amount of individual work expected, students are expected to provide you with a copy of a SPEF they have completed for themselves, listing the evidence of progress towards each part of the SPEF throughout the placement. As with any other placement, if you have any concerns about a student’s progress, please contact Danielle Hitch as soon as possible.

I&E Practice Project Supervision and Support

In your previous placements, you will have been assigned a Deakin Practice Education Facilitator (DPEF), who supported student learning as the main contact between agency and university. For this I&E Project, all university supervision and support will be provided by the I&E Project Coordinator (Danielle Hitch). Danielle will be available online and on campus throughout the trimester, and will also provide resources on the Cloud Deakin site to support students during your project. While not be required in every case, you may request Danielle to visit the agency face to face for consultation or problem solving.

The practice educator will provide students with site specific guidance and support for proposed I&E Project Placements. However they are not expected to provide 1:1 daily supervision, as you may have been used to in previous placements. All practice educators are expected to meet with students a minimum of three times (at the beginning of the placement, around the time of the draft report and at the end), but other contact between placement educators and students must be individually negotiated.

In Trimester one, students will develop a project log in which they will record their activity and time use. Suitable evidence supporting this log towards completing the SPEF could include:

- Minutes / logs of meetings and discussions
- Written plans and drafted resources
- Email trails
- Examples of work tasks, linked to each SPEF-R competency

I&E Project Allocations

In Trimester One, students receive a list of the available I&E Projects nominated by participating agencies. They initially have the opportunity to work on projects of interest collaboratively, and are encouraged to consider their personal goals and gaps in learning when selecting a project. Students will then self allocated to the project which best met their career aspirations and personal interests.
I&E Project Hours and Format

Students are expected to complete 80 hours fieldwork while working on the I&E Project. However, please note that 8 hours are allocated for their attendance of the end of year student conference, which leaves 72 hours for work on your project. When and how the students complete these hours is negotiated with the placement supervisor – there are no set days or times of attendance for this placement. However, it is important to ensure that the project you envisage is feasible for completion in these hours (over 10 weeks).

I&E Project Reference List


Appendix 1: Participant Consent

DEAKIN UNIVERSITY
Faculty of Health,
School of Health and Social Development
Geelong Waterfront Campus
Telephone: (03) 5227 8366 Facsimile: (03) 5227 2356

Date ________________

Dear Patient/Client/Consumer/Carer

This letter is to introduce the Innovation and Evaluation (I&E) project as part of the 4 year undergraduate Bachelor of Occupational Therapy course at Deakin University. In this program, Occupational Therapy (OT) students are working with your service or agency to implement a new assessment, treatment or program. Working closely with qualified health professionals is a key part of their experience.

As part of this program we would like your permission to gather some information about your experience of the assessment, treatment or program. This will allow the occupational therapy students to evaluate how well it works, and provide a report to your service or agency. This information will be gathered by the Deakin University OT students. This project is part of the OT student’s learning goals and a copy of the resulting report (which will not include any details which could identify you) will be marked by a Deakin University staff member, a qualified and experienced Occupational Therapist.

Any information gathered from you will be kept securely at your service or agency, and will not be used outside of this setting. Please sign below if you are happy to participate in this project, after the students have given you information about what participation involved.

I consent to provide information about my experience of ________________________________

I understand that all of my information will be kept securely at my service or agency, and will not be used outside of this setting. I understand this information will be used in a report to the service or agency, but no identifying information will be included. I understand that participation in this project does not replace a formal assessment or treatment by a qualified Occupational Therapist.

Signature of participant

Date        Any questions can be directed to:

OT Students’ Name:............................. Danielle Hitch, Occupational Therapist
I&E Project Coordinator
Occupational Science & Therapy Deakin University;
Waterfront Campus
Phone: (03) 5227 8642
Appendix 2: I&E Consent – Photography, Video and Audio Consent

Name (Please Print): ____________________________

Address: ______________________________________
________________________________________________

Telephone: _____________________________________

Address of organization (fieldwork agency)________________________________________________________

The above named agree to be photographed by Deakin University Occupational Therapy (OT) students and consent to the use of the photographs for the following specified purpose(s).

The photographs will be stored in a password protected file located at ………………………………………., and will be reproduced in a report distributed to

  o Supervising staff at Deakin University
  o Staff at _________________________________ (agency / service name)

Signature: ___________________________ Date: ______________

Where the person to be photographed is a child whom the photographer considers incapable of giving the above informed consent, the child should not sign the above and the child’s parent or guardian should sign below. Where there is doubt as to capability the photographer should ask both the child and the parent or guardian to sign.

Name of parent or guardian: ____________________________

Address: ______________________________________
________________________________________________

Telephone: _____________________________________

Signature of parent: ___________________________ Date: __________ or guardian

____________________________________________________

Students Name:……………………………………………..  Deakin Practice Education
Facilitator…………………………….  Occupational Science & Therapy
Deakin University; Waterfront Campus  Phone: (03) 5227 8642

Privacy Statement
Your name and contact details are collected on this form in order to have a record of your consent to the taking and use of photographs and to be able to contact you about the photographs if necessary. You have a right to gain access to your personal information held by the nominated centre.
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<tr>
<th>Date</th>
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Student Name: ______________________
Student ID: ______________________
Practice Educator 1: ______________________
Practice Educator 2: ______________________