Professional Behavior Policy & Procedure 1

Policy:

Student occupational therapists are expected to demonstrate appropriate attitudes and behaviours associated with the performance of professional functions.

The Professional Behaviour Rubric (Appendix A) is to be used if a member of the OT department community (e.g., faculty, staff, tutors, students) wants to formally document either a student occupational therapist’s excellent professional behaviours or behaviours demonstrated by a student occupational therapist that are not deemed professional or appropriate for the situation. This documentation may be used to assess the student occupational therapist’s professional suitability and progress within the MScOT program.

The Professional Behaviour Rubric has been designed as a communication and teaching tool to support the development of professional behaviours. The Professional Behaviour Rubric may be used within classes to provide feedback to student occupational therapists, for student occupational therapists to provide peer feedback, and for self-evaluation. In such instances, the use of the Professional Behaviour Rubric is at the discretion of the course instructor.

The Professional Behaviour Rubric is also used as part of the standard evaluation process for all MScOT fieldwork placements (OCCTH 503/525/526/527/528).

Corresponding Policy:

UofA Code of Student Behaviour 30.3.3(1) Inappropriate Behaviour in Professional Programs

http://www.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx

UofA Practicum Intervention Policy 87. 1 (c) Application and Jurisdiction - Grounds

http://www.governance.ualberta.ca/StudentAppeals/PracticumInterventionPolicy.aspx

Procedure:

1. Document the observed behaviour on the Professional Behaviour Rubric (Appendix A). Provide the date and specific details of the observed behaviour(s). Both excellent and problematic behaviours should be put on record to serve as a reference.

2. Contact the Associate Chair of the MScOT Program to discuss the observed and documented behaviours and subsequent plan of action (prior to meeting with the student occupational therapist).
3. Contact the student occupational therapist and set up an appointment to discuss the documented/observed behaviours.

4. At the meeting, discuss the observed behaviours and together develop a learning plan with specific outcome requirements (if required).

5. Gather the required signatures (e.g., from the faculty/staff member, student occupational therapist) on the rubric below the established learning plan.

6. Provide the MScOT Program Academic Administrator with a copy of the completed form – this form will be placed in the student occupational therapist’s file located in the main office.

Supporting Document (Appendix A):

Professional Behaviour Rubric

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Permission for use of Professional Behaviour Rubric evaluation tool granted by authors.