



SCHOOL OF
OCCUPATIONAL THERAPY

Credit System

Professional and Service Development Opportunities for
Therapists Supervising Students

>
2015

Background Information

The School of Occupational Therapy at Otago Polytechnic is committed to consultation with New Zealand Occupational Therapists in practice. Since the start of the school we have held regular Fieldwork Consultative Seminars where the policies regarding student fieldwork placements have been jointly developed. Our aim is that fieldwork policies provide quality placement experiences for Otago Polytechnic occupational therapy students, and meet the requirements of the supervising occupational therapists, who provide fieldwork placements.

The Credit System was developed at a Fieldwork Consultative Seminar and was introduced in 1993. It was modified in 2006 to bring the system in line with the configuration of placements in the revised curriculum. It provides recognition for both the supervising occupational therapist and the facility, for the contribution they make to the students education (depending on contract contents). Credits are awarded at the completion of each student placement, to the individual occupational therapist supervisors and to the facilities in which they were placed. These credits can be used to access professional or service development goods and activities, paid for through the Otago Polytechnic School of Occupational Therapy.

In the Bachelor of Occupational Therapy programme at Otago Polytechnic each student is required to complete six placements over the three years. A total of 50 credits is the equivalent of one student fieldwork education. The more student placements offered by a therapist, the greater the number of credits gained by the occupational therapist, to use for their own professional development.

Credit Allocation

The table below shows the number of credits allocated to each placement:

Fieldwork Placement	Therapist	Facility	Total
1	4.5	3	7.5
2			no credits
3	11.5	5	16.5
4	7	4	11
5			no credits
6	10	5	15
			50

50 credits will represent the equivalent of one student fieldwork education. Each point will be worth \$15.00.

Placements will have both facility and therapist points. If the facility has a contract in place then credits are foregone.

Placements that are supervised by staff at the School of Occupational Therapy will not accrue credit points.

Facility Credits

The intention of allocating credits to the facility is to acknowledge the input your colleagues and support staff have with a student while they are on placement. (Some organisations have foregone this form of acknowledgment in contract negotiations).

Facility means the service you work for – this may be an Occupational Therapy Department, it may be a multi-disciplinary based team e.g. Community Mental Health.

It is important that we have accurate information regarding both the facility you work within, and the person who can appropriately authorise redemption of facility credits.

Facility credits can be used towards resources that will benefit the facility staff, but should be related to professional or service development.

Notification of Credit Balance

Following each placement, therapists will be sent a credit balance. At the beginning of each year, credit balances will be sent out to the facility. Unless otherwise stated, notification of facility credits will be sent to the most senior occupational therapist or manager of occupational therapy services for that facility (see Facility Credits).

You may use this notification to record any credits gained or used over the year. If you need an update of your credit balance, phone the School of Occupational Therapy, (03) 477 6614, or email OTFieldwork@op.ac.nz.

Credit Storage

The credits are stored at the value assigned to them at the time they were awarded. They are not inflation adjusted so it is in your interest to redeem them at the earliest opportunity.

Shared Placements

Where there is a shared placement, therapists themselves should identify proportionality of credits. Where this hasn't occurred, the School of Occupational Therapy will apply a 50/50 split.

Credits will be valid for two years from the date of the placement for which they have been allocated. If you are unable to use your credits during the two year time period, you may wish to donate them to another occupational therapist. This must be done in writing, by the therapist who is donating the credits.

Using Credits for Professional or Service Development

Otago Polytechnic acknowledges the contribution therapists make to the education of students, by contributing to the professional development of the occupational therapists.

At the 2000 Fieldwork Consultative Seminar it was agreed that Credits could also be used towards any activity or item related to service development.

Some suggestions are

- > Purchasing books and resources related to occupational therapy practice
- > Attending courses related to occupational therapy practice
- > New Zealand Association of Occupational Therapists subscriptions
- > Otago Polytechnic School of Occupational Therapy course fees or NZAOT course fees
- > Other practice related association fees
- > Other practice related expenses suggested by therapists e.g. conferences
- > Attending clinical supervision courses
- > Resources for new programmes or activity groups
- > Materials or books for the service
- > Assessment Tools

Note: Credits cannot be used for reimbursement directly to the therapist or the facility (see Redeeming Credits).

Redeeming Credits

Credits can be redeemed using the Credit Redemption Form, which can be downloaded from www.op.ac.nz/supervisingtherapists or obtained from the School of Occupational Therapy, telephone (03) 479 3614, email OTFieldwork@op.ac.nz.

Do not pay for goods and activities directly. Reimbursement will **not** be made, even on production of a receipt. Otago Polytechnic will arrange payment to any of the preferred suppliers listed on page 7.

Credits can be used for full or partial payments of professional development, goods and activities. If partial payment is to be covered by the credit system, you can either:

- > Make payment of the amount not being paid for by the credit system directly to the supplier

or

- > Send a cheque made out to Otago Polytechnic for the balance, along with a copy of the credit redemption form and/or invoice details and we will arrange payment in full.

At no point will money be sent to you. This protects individual therapists from being taxed on credits as additional income. The credit system provides access to professional development goods and activities. It is not a payment or personal income, therefore must be used for professional development expenses only.

Process for Redeeming Credits

Once you wish to purchase an item:

1. Download and print the Credit Redemption Form from the website www.op.ac.nz/supervisingtherapists.
2. Fill in the details on the form. Please be sure to indicate either individual or facility credits.
3. Scan and email the signed form to OTFieldWork@op.ac.nz with 'Credit Redemption' in the subject line. If you are unable to scan and email your form, you can fax it to Otago Polytechnic, for the attention of Gail Morris, on (03) 479 3614.
4. School will confirm credit balance and issue an order number.
5. Place your order for goods to be purchased (see Preferred Supplier List). Inform the supplier that the account should be sent to the School of Occupational Therapy, Otago Polytechnic, who will arrange for payment for the goods or activities. Provide the supplier with the order number.
6. If the supplier provides you with the invoice post it to the School of Occupational Therapy, Otago Polytechnic.

If you wish to attend a course or seminar:

1. Download and print the Credit Redemption Form from the website www.op.ac.nz/supervisingtherapists.
2. Fill in the details on the form. Please be sure to indicate either individual or facility credits.
3. Scan and email the signed form to OTFieldWork@op.ac.nz with 'Credit Redemption' in the subject line. If you are unable to scan and email your form, you can fax it to Otago Polytechnic, for the attention of Gail Morris, on (03) 479 3614.
4. School will confirm credit balance and issue an order number.
5. Either
 - a) complete course/seminar registration form, including the details that School of Occupational Therapy, Otago Polytechnic should be invoiced for attendance, and forward to the Course Organiser.or:
 - b) complete course/seminar registration form. Email or post this form to School of Occupational Therapy, Otago Polytechnic to be forwarded to the Course Organiser with payment. Please note if using this method it could take up to four weeks before the registration is received by the Course Organiser.

Preferred Supplier List

Please ensure purchases are made through Otago Polytechnic preferred suppliers:

- > Bond & Bond (Dunedin branch)
- > Briscoes NZ Ltd
- > Corporate Express
- > Dick Smith Electronics
- > Durable Medical Supplies Ltd
- > Every Educare Ltd
- > Harvey Norman (Invercargill, Dunedin branches)
- > Medical Books Ltd
- > Mitre 10 (Cromwell, Dunedin, Alexandra, Wanaka, Ferry Mead branches)
- > New Zealand Association of Occupational Therapists
- > New Zealand Council for Educational Research
- > New Zealand Spinal Trust
- > Nichols Garden Group Ltd
- > Noel Leeming
- > Occupational Therapy Board of New Zealand
- > Rehab Equipment Company
- > School Supplies
- > Spotlight Ltd
- > University Bookshop (Dunedin) – will source any required books
- > The Women's Bookshop
- > Warehouse Stationery Ltd
- > Whitcoulls Ltd (includes Bennetts Bookshop)

If you wish to use any other suppliers please make enquiries with Gail Morris to see if the supplier is on the Otago Polytechnic financial database.

Due to the extended processing times, costs and delivery issues associated with international and online purchases, these are not able to be used for the purchasing of goods within the credit system.

If you have any queries please contact OTFieldWork@op.ac.nz.

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