

1935

SUPPLEMENT A

ESSENTIALS OF AN ACCEPTABLE SCHOOL OF OCCUPATIONAL THERAPY

I. ORGANIZATION

1. A school of occupational therapy should be incorporated under the laws regulating associations which are operated not for profit. The control should be vested in a board of trustees rather than an individual. This board should be composed of public spirited men or women receiving no financial benefits from the operations of the schools. The trustees should serve for fairly long and overlapping terms. If the choice of trustees is vested in any other body than the board itself, this fact should be clearly stated. Officers and faculty of the school should be appointed by the board.

2. Affiliation with a college, university or medical school is highly desirable but is not an absolute requirement.

3. Schools of occupational therapy should not be operated by hospitals independently. It is understood, however, that hospitals are needed for practice training and especially for graduate training in the special branches of occupational therapy.

II. FACULTY

1. The school should have a competent teaching staff, graded and organized by departments. Appointments should be based on thorough education and training and successful teaching experience. Nominations for faculty positions should be made in accordance with academic custom. The staff should include not less than one regular salaried instructor and one registered occupational therapist. The question of full time and part time appointments is not as important as the qualifications of the instructors, who should be specialists or exceptionally well trained and well qualified in the lines they are teaching.

III. PLANT

1. The school should own, or enjoy the use of, buildings sufficient in size to provide adequate lecture rooms, class laboratories and administration offices. Equipment should be adequate for teaching and training. Anatomic charts, manikins and dummies should also be provided. There should be a library receiving regularly all the leading periodicals pertaining to occupational therapy, current numbers of which should be easily accessible to the students.

IV. ADMINISTRATION

1. *Supervision.*—There should be careful and intelligent supervision of the entire school by the dean, director or other executive officer, who, by training and experience, is fitted to interpret the prevailing standards and who is clothed with sufficient authority to carry them into effect.

2. *Records.*—There should be a good system of records showing conveniently and in detail the credentials, attendance, grades and accounts of the students, by means of which an exact knowledge can be obtained regarding each student's work. Schools should require that students be in actual attendance within the first week of each annual session and thereafter. Except for good cause, no credit should be given for any course when attendance has been less than 80 per cent.

3. *Credentials.*—The admission of students to the occupational therapy school must be in the hands of a responsible committee or examiner, whose records shall always be open for inspection. Documentary evidence of the student's preliminary education should be obtained and kept on file. When the occupational therapy school is an integral part of the university, this work usually devolves on the examiner or registrar.

4. *Advanced Standing.*—At the discretion of the administration, advanced standing may be granted for work required in the occupational therapy curriculum which has been done in other accredited institutions. Official verification of previous work should be obtained by direct correspondence. Preliminary qualifications should also be verified and recorded.

5. *Number of Students.*—The number of students admitted to the training course should not be excessive. In practical work of a laboratory nature the number of students that can be adequately supervised by a single instructor is, in general experience, about fifteen; in lectures the number may be much larger. A close personal contact between students and members of the teaching staff is essential.

6. *Discipline.*—All training schools reserve the right to drop a student at any time for any cause which the school authorities deem sufficient.

7. *Publications.*—The school should issue, at least biennially, a bulletin setting forth the character of the work which it offers. Such an announcement should contain a list of the members of the faculty with their respective qualifications.

V. PREREQUISITES FOR ADMISSION

Requirements for admission shall be:

1. *Age.*—The admission of candidates should be governed by the fact that it is required that each student be not less than 21 years old at graduation.

2. *Education.*—All candidates must furnish proof of having completed a high school education or its equivalent. In addition, it is desirable that all candidates, except those for the degree course, shall have had at least one year, and preferably two years, of further education or successful experience in college, art school, social service, nurse's training or the commercial field.

Candidates for admission to a training course in a college or university which is combined with work leading to a bachelor's degree should be required to comply with the regular entrance requirements of the institution concerned.

3. *Character.*—All candidates should be required to present evidence of good character and general fitness, the evidence of which should be investigated and duly weighed by the school concerned.

4. *Health.*—All students should be given a physical examination under the supervision of the school as soon as practicable after admission, and this examination should be repeated annually. The first examination, at least, should include a roentgen examination of the chest.

VI. CURRICULUM

1. *Length of Course.*—The minimum length of the course should be twenty-five calendar months (100 weeks) of full time training. The course should include not less than sixteen months (sixty-four weeks) of theoretical and technical work, and not less than nine months (thirty-six weeks) hospital practice-training under competent supervision; all as set forth in detail in succeeding sections.

2. *Distribution of Time.*—The two years devoted to theoretical training should include not less than sixty semester hours, of which not less than thirty semester hours should consist of systematic instruction and not less than twenty-five hours of laboratory procedures. In special cases a variation of 10 per cent is permissible.

3. The hours devoted to theoretical training should be still further subdivided as follows:

(a) Biologic Sciences include:		
Anatomy	}	15 Semester Hours
Physiology		
Neurology		
Kinesiology		
Psychology		
Psychiatry		
(b) Social Sciences	.....	4
(c) Theory of Occupational Therapy	.....	4
(d) Clinical Subjects include:		
Orthopedics	}	4
Tuberculosis		
Cardiac Diseases		
Blindness and Deafness		
Contagious Diseases (including Bacteriology if this subject is not given elsewhere)		
General Medical and Surgical Conditions		
(e) Electives	.....	3
Total	.....	30

4. Practical work in the various occupations should be allotted not less than twenty-five semester hours. The following subjects should be covered:

Design	Leather
Textiles	Plastic Arts
Wood	Recreation
Metal	Miscellaneous

5. The curriculum outlined above should be in effect not later than Jan. 1, 1939.