

# Essentials of an Acceptable School of Occupational Therapy

Prepared by the Council on Medical Education and Hospitals of the American Medical Association

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## PREAMBLE

Two organizations are primarily concerned with the training of occupational therapists: the Council on Medical Education and Hospitals of the American Medical Association and the American Occupational Therapy Association. The Council establishes standards, inspects and approves schools and publishes lists of acceptable schools. The American Occupational Therapy Association is concerned with the promotion of educational activities and the registration of qualified therapists.

The Council, in cooperation with the American Occupational Therapy Association, has established standards for this type of training for the information of physicians, hospitals, schools, prospective students and others, and for the protection of the public.

Therapists are being trained in these schools to work under the direction of qualified physicians and not as independent practitioners of occupational therapy.

## I. ORGANIZATION

1. A school of occupational therapy should be incorporated under the laws regulating non-profit organizations. The control should be vested in a board of trustees composed of public spirited individuals having no financial interest in the operation of the school. The trustees should serve for reasonably 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. When such an affiliation exists, an advisory committee should be established including representatives from the school and from the departments of the college, university or medical school which participate or cooperate in the teaching of occupational therapy.

3. Hospitals are required for clinical practice but should not attempt to operate a school of occupational therapy independently.

## II. RESOURCES

Experience has shown that an adequate school of occupational therapy cannot be maintained solely by the income from students' fees. No occupational therapy school, therefore, should expect to secure approval which does not have a substantial additional income.

## III. FACULTY

The school should have a competent teaching staff, graded and organized by departments. The staff should include, among its regular salaried instructors, an administrator or coordinator of the course who should be a registered occupational therapist or eligible for registration preferably employed on a full time basis. In addition to professional training, it is desirable that the administrator should possess an academic degree.

## IV. PLANT

1. The physical plant should provide adequate lecture rooms, class laboratories and administration offices. Equipment should be adequate for efficient teaching in the various departments.

2. A library of adequate space and availability and containing standard texts and leading periodicals in occupational therapy should be provided.

## V. ADMINISTRATION

1. Supervision.—There should be careful and intelligent supervision of the entire school by a director or administrator with sufficient authority to maintain the established standards.

2. Records.—There should be systematic records showing credentials, attendance, and grades of the students.

3. Credentials.—The admission of students to occupational therapy schools should be in the hands of a responsible committee or examiner. Documentary evidence of the students' preliminary education should be obtained and kept on file.

4. Advanced Standing.—At the discretion of the administration, advanced standing may be granted for work (or experience) required in the occupational therapy curriculum which has been done in other accredited institutions. Official verification of previous work (or experience) 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 be limited by the facilities of the school. 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 larger. A close personal contact between students and members of the teaching staff is essential.

6. Discipline.—Each training school reserves 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.

## VI. PREREQUISITES FOR ADMISSION

1. Education.—Colleges offering training courses in occupational therapy which are combined with work leading to a bachelor's degree should require the candidates for this combined course to comply with the regular entrance requirements of the school concerned. Other candidates should furnish proof of having completed one year of college education or its equivalent.

2. Character.—All candidates should be required to present evidence of good character, general fitness, and emotional stability.

3. Health.—All applicants should be required to submit a physical health report including evidence of successful vaccination. All students should be given a medical examination under the supervision of the official school physician as soon as practicable after admission and this examination should include a roentgen examination of the chest.

## VII. CURRICULUM

1. Length of Course.—The minimum length of full time training for the course should be 100 weeks. The course should include not less than 64 weeks of theoretical and technical instruction and not less than 36 weeks of hospital practice training as set forth in succeeding sections.

2. Distribution of Time.—The period devoted to theoretical and technical training should include not less than 60 semester hours, of which not less than 30 semester hours should consist of didactic instruction and not less than 30 hours of technical instruction in therapeutic activities.

The curriculum should be so arranged that students placed in hospitals for practical training before the completion of their theoretical and technical instruction should have covered those portions of the curriculum which pertain to the clinical fields to which they may be assigned for practical instruction.

(a) Theoretical: The hours devoted to theoretical training should be still further subdivided as follows:

Required Subjects	Semester Hours
(1) Biologic Sciences to include:	
Anatomy.....	15
Kinesiology.....	
Neurology.....	
Physiology.....	
Psychiatry.....	
Psychology.....	
(2) Social Sciences to include:	
Sociology.....	4
Individual readjustment.....	
Social and educational agencies.....	
(3) Theory of Occupational Therapy to include:	
Interpretative courses covering the principles and practice of occupational therapy in relation to orthopedics, pediatrics, tuberculosis, psychiatry, general medicine and surgery and other special fields.....	4
(4) Clinical Subjects to include:	
Blindness and deafness.....	4
Cardiac diseases.....	
Communicable diseases.....	
General medical and surgical conditions.....	
Orthopedics.....	
Tuberculosis.....	
(5) Electives.....	3
<b>Total.....</b>	<b>30</b>

(b) Technical: Because of the increasing demands of the medical profession for qualified therapists trained in special fields applicable to the education and training of disabled persons as well as to the treatment of the sick, there should be a certain amount of flexibility in technical requirements.

A minimum of 30 semester hours should be devoted to technical training. The major portion of these 30 semester hours may be in one of the following fields, with survey courses in the other fields:

- (1) Arts—Fine and Applied:  
Design, leather, metal, plastics, textiles, and wood
- (2) Education—Special and Adult:  
Home economics, and library science
- (3) Recreation:  
Music, dramatics, social activities, gardening, and physical education

(c) Clinical Training: The time devoted to clinical training should be not less than 36 weeks in the following types of hospitals:

Mental hospitals .....	Not less than eight weeks
Tuberculosis sanatoriums or services.....	Not less than four weeks
General hospitals .....	Not less than four weeks
Children's hospitals or services.....	Not less than four weeks
Orthopedic hospitals or services.....	Not less than four weeks
The remaining 12 weeks optional.	

### VIII. HOSPITAL AFFILIATIONS

1. Hospitals or institutions affiliating for clinical training should be carefully selected by the board of directors of the school concerned and be acceptable to the Council on Medical Education and Hospitals and should not be considered eligible for training of students unless the director of the occupational therapy department is a competent occupational therapist qualified to supervise students.

2. The occupational therapy director of each training department should be considered a member of the training school staff.

3. A well defined program of lectures, clinics or staff meetings should be offered by the hospital to all students in occupational therapy affiliating with the hospital. This should be supplementary to the required theoretical and technical courses given in the school.

4. Written records and case studies must be submitted by each student. Students must obtain satisfactory rating in clinical training before a diploma is granted.

5. The occupational therapy director should maintain records especially covering the student's personal adjustment and general ability. Copies of these records should be sent to the school at frequent intervals and all reports filed in the individual student's record at the school.

### METHOD OF APPLICATION

Application for approval of occupational therapy schools should be submitted to the Council on Medical Education and Hospitals of the American Medical Association, 535 North Dearborn Street, Chicago 10. Inquiries regarding the registration of qualified therapists should be addressed to the American Occupational Therapy Association, 175 Fifth Avenue, New York City.

## APPROVED SCHOOLS OF OCCUPATIONAL THERAPY

Council on Medical Education and Hospitals of the American Medical Association  
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Name and Location of School	College Affiliation	Duration of Course	Classes Start	Entrance Requirements	Tuition per Year	Certificate, Diploma, Degree	Gratuities 1942
Boston School of Occupational Therapy, 7 Harcourt St., Boston	None	3 yrs.	Sept	1 yr. coll.	\$300	Diploma	25
Kalamazoo State Hospital School of Occupational Therapy, Kalamazoo, Mich.	Western Michigan College of Education	27 mos. 5 yrs.	FebOct	1 yr. coll. HighSch.	\$70 \$70	Diploma B.S.	10
St. Louis School of Occupational and Recreational Therapy, 4567 Scott Ave., St. Louis	Washington University	27 mos. 45 mos.	FebSept	2 yr. coll. HighSch.	\$250 Univ.fees	Diploma Degree	9
Columbia University, New York City.....	Columbia University	21 mos. 3 yrs.	FebSept	Degree 1 yr. coll.	\$390 \$390	Certificate Certificate	
Washington Square College, New York University, New York City	New York University	3 yrs. 4 yrs.	FebSept	1 yr. coll. HighSch.	Univ.fees Univ.fees	Certificate Degree	
Philadelphia School of Occupational Therapy, 419 S. 19th St., Philadelphia	University of Pennsylvania	2 yrs. 3 yrs. 5 yrs.	FebJune	Degree 1 yr. coll. HighSch.	\$250 \$275 \$400	Diploma Diploma B.S.	27
Milwaukee-Downer College, Dept. of Occupational Therapy, 2512 E. Hartford Ave., Milwaukee	Milwaukee-Downer College	3 yrs. 5 yrs.	Sept	1 yr. coll. HighSch.	\$250 \$230	Diploma B.S.	8 9
Mount Mary College, 2900 N. Menomonee Dr., Milwaukee.....	Mount Mary College	5 yrs.	FebSept	HighSch.	\$150	B.S.	
University of Toronto, Dept. of Univ. Extension, Toronto, Ont., Canada	University of Toronto	2½ yrs.	Sept	1 yr. coll.	\$175	Diploma	58

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