

PROFESSIONAL BEHAVIOR PLAN
DIVISION OF OCCUPATIONAL SCIENCE AND OCCUPATIONAL THERAPY
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
ADOPTED SUMMER 2016

FOUNDATION:

Professional behaviors are core features of any graduate program that seeks to educate practitioners in a discipline. In the Master of Science curriculum in occupational therapy at UNC-CH, the following standards have been adopted as expectations for successful completion of the program. Standards for professional behaviors and conduct address fundamental skills inherent in ethical and competent practice. In addition to these standards, students must abide by all applicable University policies (e.g., Policy on Prohibited Discrimination, Harassment and Related Misconduct) and must comply with the American Occupational Therapy Association Code of Ethics.

PROCESS:

During mid-term of the first semester of the first year and the start of spring semester of the second year, each student will evaluate his/her status relative to the standards on the Professional Behavior Plan, and work with the academic advisor to receive feedback, set goals and develop an action plan. Feedback will represent input from faculty, instructors, fieldwork coordinator, and fieldwork supervisors. Based on this feedback, each student will revise goals/plans in conjunction with his/her advisor. *More frequent meetings may occur at the advisor's or student's request, or if deemed warranted because of other concerns that arise during the student's time in the program.* Each student will also meet with their advisor in the final semester in the program and evaluate his/her growth relative to the goals set in the prior semesters.

Each standard is evaluated based on the following scale:

MS = Meets standards in this area

NI = Needs Improvement

UN = Unacceptable

The evaluation level of Meets Standard (MS) is the expected outcome for all standards. Students who score NI on any standard, have more than 25% of all standards with scores of NI, or persist with a score of NI or UN across a semester will be referred to the Division's Promotion and Retention Review Committee, which will determine the course of action. The Committee consists of the student's advisor, the Fieldwork Coordinator, and Division of Occupational Science and Occupational Therapy Director. Failure to meet these expectations as well as violations of University policies or Honor Code will result in probation which can lead to dismissal of an enrolled student.

I have read and understand this overview of the Professional Behavior Standards. I have also read and understand the UNC-CH Honor Code. (see <https://studentconduct.unc.edu/students>) there is a module and information for professional graduate students

Student: _____

Date: _____

Rate each item using the following:

MS = Meets standards in this area

NI = Needs Improvement

UN = Unacceptable

STANDARDS	Midterm fall	Additional meetings (as needed)			2 nd spring
	Date:	Date:	Date:	Date:	Date:
COMMUNICATION					
Communicates to relevant others in a timely manner regarding changes in established plans.					
Speaks and writes effectively and clearly.					
Respects others' points of view, opinions, and feelings.					
Actively and meaningfully contributes to professional conversations and discussions.					
Expresses disagreement, concerns and/or dissatisfaction in a respectful manner and time.					
Refers to syllabi, policies, manuals and other documents before inquiring about included material.					
Makes timely and appropriate contact with fieldwork sites in advance of and during FW and returns required documentation to FW Coordinator.					
Informs key faculty (advisor, FW Coordinator) of issues affecting performance, as possible.					

COMMENTS

TEAMWORK					
Is open to constructive feedback and makes adjustments accordingly.					
Provides constructive feedback to others.					
Seeks guidance relative to professional behaviors when needed.					
Demonstrates flexibility with schedule changes and meetings outside usual class times.					
Contributes equitably to class, group, and community efforts.					

COMMENTS

STANDARDS	Midterm fall	Additional meetings (as needed)			2 nd spring
	Date:	Date:	Date:	Date:	Date:
WORK BEHAVIORS					
Displays professional appearance including dress, body language, and posture appropriate to context.					
Completes all student requirements for fieldwork by deadlines, including special contract requirements.					
Informs faculty of changes in contact information and utilizes UNC email address.					
Arrives on time for class, meetings, and appointments.					
Meets assignment, project, and documentation deadlines.					
Proposes reasonable solutions when facing problems.					
Assumes responsibility for behavior.					
Demonstrates flexibility when faced with unexpected situations.					
Applies professional skills consistently across learning environments.					
Demonstrates responsible use of social media and technology.					
Adheres to the Health Insurance Portability and Accountability Act (HIPAA) policy					

COMMENTS

SAFETY					
Carries out therapeutic procedures and handles equipment safely and responsibly.					
Acts in ways that promote the safety, health and well-being of self and others					

COMMENTS

Professional Behaviors Plan

#1

GOAL What do you want to change? What will success look like?	ACTIONS What specific tasks/activities will you do to help reach your goals?
SUPPORTS What supports will you need to accomplish your goal?	TARGET DATE When do you plan to accomplish your goal?

#2

GOAL What do you want to change? What will success look like?	ACTIONS What specific tasks/activities will you do to help reach your goals?
SUPPORTS What supports will you need to accomplish your goal?	TARGET DATE When do you plan to accomplish your goal?

Student Signature

Date

Faculty Signature

Date