



TELECONFERENCE AD HOC COMMITTEE MEETING MINUTES

Tuesday, January 23, 2018

Committee Members Present

Sharon Pavlovich, OTA, Board Member, Chair
Jeff Ferro, Public Board Member
Matt Lege, SEIU-UHW
Ada Boone Hoerl, OTA, Program Director, Sacramento City College
Joyce Fries, OT, Academic Fieldwork Coordinator, Grossmont College
Michele Parolise, OT, Program Director, Santa Ana College

Board Staff Present

Heather Martin, Executive Officer
Jody Quesada, Staff Services Analyst

Committee Member Absent

Teresa Davies, Board Member

1. Call to order, roll call and establishment of a quorum.

Chairperson Sharon Pavlovich called the meeting to order at 1:04 p.m., and contact was made with all teleconference sites. Roll was called and a quorum was established.

2. Introduction of Committee members.

Chairperson Sharon Pavlovich introduced Joyce Fries from Grossmont College, Michelle Parolise from Santa Ana College, Ada Boone Hoerl from Sacramento City College and Matt Lege from SEIU-UHW.

Ms. Pavlovich offered all members of the public the opportunity to introduce themselves at will.

Dawn McKenna, Carlin Daly, Ivan Altamura, Alana Bui and Lauren Lopez chose to introduce themselves.

3. Public Comment session for items not on the agenda.

There was no public comment.

4. Review and approval of the December 11, 2017, Field Work Ad Hoc Committee meeting minutes.

- Michelle Parolise moved to approve the minutes.
- Joyce Fries seconded the motion.

Roll Call Vote

Michelle Parolise	Aye
Joyce Fries	Aye
Ada Boone Hoerl	Aye
Matt Lege	Aye
Sharon Pavlovich	Aye

5. Discussion and exploration of alternative approaches to increasing the availability of fieldwork sites in California for students completing academic requirements for licensure (Business and Professions Code section 2570.6). Consideration of possible recommendations to the Board.

Board Member Jeff Ferro joined the meeting at 1:10 p.m.

Chairperson Sharon Pavlovich asked the committee members to convey their position following the first meeting of exploration of alternative approaches to increasing the availability of fieldwork sites in California. Apprenticeship was the focus of this meeting.

Ada Boone Hoerl requested Board staff furnish information specific to the incentive offered to employers who participate in the apprentice program.

Jeff Ferro stated that being able to bill for an apprentice's time is an extremely important incentive to employers.

Michelle Parolise questioned the process surrounding an employer wishing to terminate an apprentice after hiring.

Matt Lege stated that any apprentice that is being asked to exit an apprenticeship would go before the Joint Apprenticeship Committee for a hearing. Mr. Lege clarified that the apprentice is considered an employee of the facility offering the apprenticeship.

Joyce Fries asked for more information regarding the availability of funding at the state and federal level as well as how the funds would be dispersed.

Ada Boone Hoerl reported that due to the Employment Development Department's (EDD) data and projected future workforce needs not accurately aligning with the occupational therapy profession, the Sacramento City College program has been denied grant monies. Ms. Boone Hoerl is concerned that the use of the EDD data will continue to hinder her program's ability to secure grant funding.

Executive Officer Heather Martin agreed that she had concerns with the accuracy of EDD's data and projected needs for the profession. She elaborated that if the data that is relied upon is inaccurate, it may be worthwhile for the board to collect the workforce data on its own.

Michelle Parolise reported that Santa Ana College currently has a Strong Workforce grant and acknowledged the difficulty in obtaining that grant.

Chairperson Sharon Pavlovich asked what a partnership would look like with one of the larger hospitals?

Matt Lege offered to reach out to the workforce partner of the psychiatric technician apprenticeship program for their thoughts on an occupational therapy apprenticeship.

Ms. Boone Hoerl inquired whether anyone knew the status of Assembly Bill (AB) 387 which proposes to establish a minimum wage for health care professional interns.

Ivan Altamura reported that it was currently sitting on the Assembly floor and would be required to pass during the month of January in order for it to move to the Senate for vote.

Matt Lege reported that SEIU-UHW is a proponent of AB 387 but has chosen not to continue pushing the bill forward at this time. Mr. Lege expressed his support for the development of an apprenticeship program for occupational therapy. Mr. Lege said that it would be very important to change the incentive structure to allow for billing for services rendered by a student completing their fieldwork or an apprenticeship or to gain a type of license that could permit the billing.

The committee members agreed that it would be a good idea to invite Dr. Jamey Nye, Vice Chancellor of Education and Technology, Los Rios Community College District, to speak about the education requirements for Sacramento City College's OTA program and how those requirements could fit in to an apprenticeship.

Chairperson Sharon Pavlovich asked where the committee members stood?

The consensus of the committee was that more information is needed on the apprenticeship program regarding the breakdown of fund allotment, how to achieve an apprentice being able to bill and reach out to stakeholders like employer, potential partners, billers etc.

Committee Members Michelle Parolise and Matt Lege were not able to stay until the conclusion of the meeting.

Public Comment

Ivan Altamura commended the committee for their efforts and commented that the more people the committee includes to work out the funding and liability issues the better.

Alana Bui shared Mr. Altamura's sentiment and mentioned she is currently working on AB 2105 and has a great workforce development lead that could offer information regarding funding and she would be happy to reach out to them.

- Jeff Ferro moved to recognize apprenticeships as a potentially viable option for OTAs completing their fieldwork, acknowledging that additional information is needed from stakeholders such as employers and other decision-makers, regarding billing for services and other factors affecting fieldwork completion.
- Ada Boone Hoerl seconded the motion.

Public Comment

No Public Comment.

Roll Call Vote

Joyce Fries	Aye
Ada Boone Hoerl	Aye
Jeff Ferro	Aye
Sharon Pavlovich	Aye

Chairperson Sharon Pavlovich thanked everyone for their time and participation and announced an additional meeting will be planned.

6. Adjournment.

The meeting adjourned at 3:16 p.m.

DRAFT



Funds to help California employers with their training needs

What is ETP?

The Employment Training Panel (ETP) is a state agency that assists California employers by providing funds to off-set the costs of job skills training. The program serves as the state's premier economic development tool, encouraging many companies to locate or expand in California with the assistance of ETP's job training funds.

With \$100 million annually in funds, ETP provides funding reimbursement to employers throughout California. ETP allocates the funds to:

- Single Employer contracts - \$45 million
- Multiple Employer contracts (coordinated by associations) - \$25 million
- Apprenticeship contracts - \$17 million (traditional & non-traditional sectors)
- Governor's Critical Proposal contracts - \$7 million
- Small Business contracts - \$6 million

How can ETP benefit my company?

Our staff can help you develop and fund a training program that meets your specific needs. ETP funded training may be delivered by any combination of internal or external training providers. Reimbursement amounts are based upon the amount of training delivered, averaging approximately \$1,500 to \$2,700 per trainee. ETP-funded training is tracked using a web-based tracking program that streamlines administration and invoicing processes. ***ETP's annual funding means that it is an on-going source of financial support.***

Courses eligible for ETP include: Advanced Technology, Business Skills, Commercial Skills, Communication Skills, Computer Skills, Continuous Improvement, Management Skills, Manufacturing Skills, and Literacy Skills.

Who can contract with ETP?

ETP can contract directly with any one of the following entities:

- Private-for-profit employers and certain non-profit employers;
- Chambers of Commerce, Trade Associations, Joint Apprenticeship Training Committees, and Economic Development Corporations;
- Public and Private Training Institutions;
- Workforce Development Boards and Workforce Innovation and Opportunities Act funded organizations.

For information, please call our Economic Development Unit or email us: etpedunit@etp.ca.gov. You may also sign-up for one of our interactive orientations at: www.etp.ca.gov



Focus on Healthcare and Medical Skills Training

ETP has a proven track record serving healthcare providers in California and prioritizes training for the career advancement and job security of frontline workers in nursing and allied healthcare occupations.

During the 2015/2016 Fiscal Year, ETP approved over \$9.6 million in contract program funds for the training of 5,538 nurses and 3,124 workers for positions in healthcare related fields including medical office administrators, medical billing technicians, lab technicians and medical assistants.

Medical Skills training eligible for reimbursement includes Didactic (Classroom) and Preceptor (Clinical) Training. Both are reimbursed at \$22 per trainee, per training hour. For medical skills training, the training may consist of 100% Preceptor.

ETP also funds training for healthcare industry occupations that is outside didactic or clinical training topics, such as Continuous Improvement and Computer Skills. Training delivery may be in a classroom or simulated laboratory, or by Computer Based Training (CBT).

Companies across the healthcare sector have sought support from ETP to innovate and increase skill levels across their entire organizations, including:

Riverside Healthcare System, LP dba Riverside
Community Hospital

Temecula Valley Hospital, Inc.

Home Health Care Management, Inc.

Los Alamitos Medical Center Inc., dba
Los Alamitos Medical Center - A CA Corp

CHA Hollywood Medical Center LP dba
Hollywood Presbyterian Medical Center

Fresno Surgery Center, L.P.

Southern CA Healthcare System Inc.,
dba Southern CA Hospital at Culver City

Southern California Permanente Medical Group

BHC Alhambra Hospital, Inc.

AHMC Garfield Medical Center LP dba Garfield
Medical Center

ETP also funded several organizations that directly support healthcare companies including: Jewish Vocational Service of Los Angeles, California Workforce Association, Tulare Adult School and many of California's Community Colleges and Universities.

"We are very pleased to participate in this program to further enhance our nurse training programs to meet the needs of our growing hospital and the community we serve."

~ Amber Gollogly, Temecula Valley Hospital

Apprenticeship Training Pilot Program

Apprenticeship GLOSSARY

Apprenticeships are a multi-year training program that results in DAS certification to work as a journeyman. They are authorized in California under the Shelly-Maloney Apprenticeship Labor Standards Act of 1939. (Labor Code Sections 3070 *et seq.*) Apprentices commit to training under contract with a program sponsor. They advance through a series of apprenticeship levels as they complete modules of RSI and on-the-job training. Wages are paid during hours on the job in progression with levels of advancement. Apprenticeships are traditional in the building trades, but are available in many other occupations.

CAC: California Apprenticeship Council. The CAC sets apprenticeship policy and establishes standards for apprenticeship programs. (Title 22, California Code of Regulations Section 212.) The CAS is staffed by DAS.

CBA: Collective Bargaining Agreement. The CBA sets forth the terms and conditions of apprenticeship as negotiated between a union and signatory employer(s). It shows the amount of employer payments into the training trust, based on hours worked by apprentices and journeymen. It also shows the percentage of journeyman wages paid for on-the-job training. Apprentices may receive health and pension benefits in addition to wages, under the CBA.

DAS: Division of Apprenticeship Standards within the Department of Industrial Relations. DAS must review and approve all apprenticeship programs including RSI curriculum.

Excess Costs: The amount of funding needed to pay for RSI, in addition to Montoya Funds. If RSI is delivered by the LEA the program sponsor must reimburse excess costs. If delivered "off campus" by the program sponsor, the LEA forwards Montoya Funds to the sponsor, minus its own administrative costs. (Labor Code Section 3074.)

JATC: Joint Apprenticeship Training Committee (or Council). The JATC is formed as a trust, as an outgrowth of collective bargaining. It acts as a board of trustees, administering the apprenticeship training funds. Both the union and signatory employer(s) appoint an equal number of trustees, to administer jointly. The trust may also be used to fund training for pre-apprentices and journeymen.

LEA: Local Educational Agency. This may be a high school district, or Regional Occupational Center/Program operated by the district under oversight by the California Department of Education (CDE). It may also be a community college operated by the California Community College Chancellor's Office (CCCCO). LEAs are formed for the purpose of delivering adult education including RSI.

MITC: Minimum Industry Training Criteria. These criteria are set by the CAC and are updated every three years to recognize new materials and techniques. (Title 2, CCR Section 212.01.)

Montoya Funds: State of California funding for RSI appropriated each year to CDE and CCCCCO under the Budget Act. They are called Montoya in recognition of former State Senator Joseph Montoya, who promoted the concept. They are allocated to LEAs based on RSI attendance by both CAC and CCCCCO.

On-the-Job Training: The bulk of apprentice training time is on-the-job, under the direction of an experienced journeyman. Wages are paid during on-the-job training, as a percentage of journeymen wages, with oversight by CAC. (Title 22, California Code of Regulations Section 208.)

Plant Standard: Apprenticeship program sponsored by a single employer.

Program Sponsor: The trust fund that sponsors an apprenticeship program for a trade or other occupation. The program sponsor develops apprenticeship training curriculum and other standards in accordance with the Labor Code and CAC regulations. The RSI curriculum must be developed with an LEA affiliate. The full standards must be reviewed and approved by and registered with DAS.

RSI: Related and Supplemental Instruction. This is the component of apprenticeship training that is delivered in a classroom or simulated laboratory. Typically, RSI is 144 hours per year although DAS will accept variations depending on the overall program standards. The probation period for RSI is capped at 72 hours. (Labor Code Section 3078.) Apprentices take RSI in the evenings or on weekends, allowing for time to complete on-the-job training.

UAC: Unilateral Apprenticeship Committee. Like a JATC, it is formed as a trust, but it is not an outgrowth of collective bargaining. It is formed by a group of employers such as Western Electrical Contractors Association. There are no union appointments to the board of trustees. As with a JATC, the trust may be used to fund training for pre-apprentices and journeymen.

This glossary includes terms not used in the Apprenticeship Training Pilot Program Guidelines, by way of background.



APPRENTICESHIP TRAINING

Pilot Summary

On March 23, 2012, the Panel approved Guidelines for an Apprenticeship Training Pilot Program. **See Apprenticeship Glossary.** Unless modified by these guidelines, all other program criteria apply.

Contract Structure

- Typically, apprenticeship training will be funded through a Joint Apprenticeship Training Committee (JATC) or an “umbrella” organization with JATC membership. It may also be funded through a Unilateral Apprenticeship Committee (UAC), or by a Single Employer.
- Typically, the JATC or UAC is also the program sponsor. An “umbrella trust” is also recognized as a sponsor. The sponsor must be approved by, and the program must be registered with, the Division of Apprenticeship Standards (DAS).
- Each apprenticeship program must have a separate Job Number. Pre-Apprentice and Journeyman training must also be separated by Job Numbers.

Trainee Eligibility

- Apprentices will be considered to be Retraitees for eligibility purposes. Pre-Apprentices may be considered to be either New Hire or Retraitees for eligibility.
- Apprentices, Pre-Apprentices and Journeymen are not eligible for enrollment in a sequential contract until they have completed retention in the active contract.
- Apprentice trainees must have completed their probation period or have advanced to Year 2+ in the apprenticeship program. An exception may be made for trainees who have completed Pre-Apprentice training, to be determined case-by-case. A similar exception may also be made for trainees who have advanced to Year 1, Period 2 when the apprenticeship program is less than or equal to 24 months.
- ETP will use occupational titles as registered with DAS.
- Pre-Apprentices and Journeymen are also eligible under the pilot.
- Journeymen do not need DAS certification as a condition of eligibility

Reimbursement

- The Panel may adopt “funding caps” per Fiscal Year. Each apprenticeship job number may be capped in addition to the MEC overall. **See Funding Table.**
- Apprenticeship training is reimbursed as Class/Lab with a special rate of \$13 per hour (Priority Industry Rate of \$18 minus \$5 Montoya). There is no Computer Based Training (CBT) rate for Apprentices.
- Pre-Apprentice and Journeyman training is reimbursed as Class/Lab with a blended rate of \$22 per hour. CBT is also allowed at \$8 per hour.
- The Apprenticeship Pilot will not be funded as Special Employment Training (SET), although the SET statewide wage will be used for all trainees as a matter of administrative convenience.

Wage Requirement

- When the program sponsor is a JATC, union-negotiated wages will be accepted.
- The High Unemployment Area (HUA) wage modification will not apply to this Pilot.

Retention Requirement

- Retention may be 500 hours within 272 days with multiple employers, rather than 90 consecutive days with a single employer. This applies to all trainees under the Apprenticeship Pilot.
- The contractor may apply for funding under this Pilot in a subsequent Fiscal Year for all trainees. The same cap on hours applies each year. Trainees may be enrolled in a sequential contract, but only after retention is completed under the first contract.
- The apprenticeship program's "retention rate" will be made part of the funding proposal. This is the rate of graduation from the program (on file with DAS).
- If the apprenticeship program's average retention rate is below 50% of the industry average, then an explanation and justification for funding will be required.

Hours of Training

- Apprentice training hours are 8 and 200. An approved justification is required to exceed the maximum training hours. An additional 10 hours may be added to the cap (total 210) for OSHA10.
- Pre-apprentice and Journeyman training hours are 8 and 200. An approved justification is required to exceed the maximum training hours.
Note: for Productive Laboratory delivery method the maximum training hours are capped at 60 (24 for Small Business).

Training Delivery

- The ratio established for apprentice training by the Local Educational Agency (LEA) will be accepted if the LEA delivers the training. Otherwise, the standard class/lab ratio of 1:20 will apply, although this ratio may be expanded to 1:25 on a case-by-case basis for good cause (apprentice training only).
- General Safety training is allowed for Apprentices if it is part of the Related & Supplemental Instruction curriculum approved by DAS. OSHA 10 is allowed for Apprentices and Pre-apprentices. OSHA 10/30 is allowed for Journeymen and Apprentices.
- Attendance records will be accepted as required by the LEA, but only if the LEA is delivering the training. Otherwise, standard ETP rosters will be required.
- Payment earned under the Apprenticeship Pilot will not be attributed to employers for purposes of assessing a Substantial Contribution or a High-Earner Contribution.

For further information regarding this Pilot program, please contact ETP's Economic Development Unit, or call 916-327-5258.



MEDICAL SKILLS TRAINING

- In October 2008, in an effort to address California's nursing shortage, the panel implemented a Pilot to support the healthcare industry and train nurses. Since then, Medical Skills Training has become a regular part of the Panel's program.
- ETP's Medical Skills Training program supports the healthcare industry by prioritizing training for the career advancement and job security of frontline workers in nursing and allied healthcare occupations.
- Medical Skills Training consists of Didactic (Classroom) and Preceptor (Clinical) Training.
- Preceptor Training is training by a Preceptor/mentor where the trainee observes hands on skills performed by a registered nurse or other practitioner in a productive work environment. Training is typically provided at 1:1 preceptor/trainee ratio, not to exceed 1:10. Training may consist of 100% Preceptor.
- Non-clinical courses such as Continuous Improvement and Computer Skills may be included for all occupations. Delivery may be in a classroom or simulated laboratory, or by Computer Based Training (CBT). CBT is limited to 50% of the total training hours per trainee.
- New Graduate nurses may receive Orientation/basic skills training as part of a new graduate training program. Furthermore, on a case-by-case basis, for good cause, the Panel may consider nurse orientation for incumbent or experienced nurses as well.
- Eligibility for the Medical Skills Training program is limited to frontline workers in nursing and allied healthcare occupations, and there is no requirement to receive clinical training; any occupation may take a combination of training types on the Menu Curriculum.
- A trainee will be considered as employed full-time with a minimum of 24 hours of employment a week provided that level of weekly employment qualifies the employee for a similar employee benefit plan (sick leave, vacation, health, dental, vision, retirement, etc.) on a proportionately equal basis.
- The fixed-fee reimbursement rate for Medical Skills training is \$22 per hour for Didactic and or Preceptor training.
- The standard minimum and maximum training hours are 8 and 200. An approved justification is required to exceed the maximum training hours. Note: for the Productive Laboratory delivery method the maximum training hours are capped at 60 (24 for Small Business).

For further information regarding this Pilot program, please contact ETP's Economic Development Unit, or call 916-327-5258.



Home | Napa | Internships

DSH - Napa: Internships / Training

Page Navigation

- Art Therapy Internship Program
- Clinical Psychology Internship Program
- Dance Movement Therapy Internship Program
- Dietetic Internship Program
- Internships / Training
- Occupational Therapy Internship Program
- Psychiatric Pharmacy Clerkship
- Psychiatric Technician Apprenticeship Training Program
- Recreation Therapy Internship Program
- Social Work Internship Program

Internships / Training

The Training Department at the Department of State Hospitals (DSH) - Napa arranges and assists staff to meet their annual mandatory trainings. It provides all disciplines the opportunity to earn continued educational units throughout the year, with it's many conferences, workshops and related work trainings. The trainings provided are highly stimulating, motivational and interactive in an effort to assist the healthcare professional in meeting the needs and treatment of our diverse forensic and LPS populations.

The Nursing Education Department at DSH - Napa offers a comprehensive program of orientation and competency validation for nursing staff and continuing education units are available at no cost for hospital employees. A variety of topics for CEU's are presented, including classes on psychiatric and physical disorders and treatment, treatment of the suicidal, violent, or angry client, development of nursing care plans, and an overview of forensic issues. The Nursing Education Department also provides assistance for current employees who are preparing for their state nursing board examination and a tutoring and mentoring program for employees enrolled in a Psychiatric Technician Apprenticeship Program.

Employee career advancement is promoted at this facility through the Career Development Committee. The committee is active in recommending sponsorships for employees who desire advanced education and provides opportunities for employees to improve their interview skills and techniques.

The Medical Staff organizes 48 Grand Rounds presentations each year on clinically oriented topics. Each session qualifies for 1-1/2 hours of CME credit.

Psychiatric Technician Apprenticeship Training Program

DSH Napa's Psychiatric Technician Apprentice Program offers individuals the opportunity to become licensed Psychiatric Technicians. The apprenticeship program consists of 3,000 hours of on-the-job training plus classroom instruction in mental health, developmental disabilities, nursing science, anatomy and physiology, and pharmacology.

Apprentices in DSH Napa's program will first complete the Hospital's in-house program to become Certified Nurse Assistants. Then they will start the 12-month Napa "Fast Track" Psychiatric Technician education program. Each apprentice receives 40-hour per week pay for attending class and working in the Hospital, assisting medical and nursing staff in the care and treatment of patients with serious mental illnesses. Upon successful completion of the program, apprentices will be eligible to take the State's Psychiatric Technician license examination.

Because Psychiatric Technician Apprentice is a State civil service position represented by California Association of Psychiatric Technicians (CAPT), apprentices are covered under the CAPT contract which provides for salaries, health benefits, holidays, vacations and further defines working conditions.

To enter the Psychiatric Technician Apprentice Program, candidates must have graduated from high school within the United States or the equivalency. If you attended high school outside the United States, it is the responsibility of the candidate to provide an evaluation/certification of their foreign education as to what it represents in terms of U.S. school equivalency. Candidates must also demonstrate proficiency in English/Reading/Math by passing the English/Reading Placement examination for health occupations with a score of 59 or higher and the Math Placement examination with a score of 59 or higher.

We plan to start the Psychiatric Technician Apprentice Program July 2017.

Interested candidates must return a State application and required documents no later than February 10, 2017 to the below address:

Natalie Allen, RN, BSN
Psychiatric Nursing Education Director
Training and Education Center
Department of State Hospitals-Napa
2100 Napa Vallejo Hwy
Napa Ca. 94558

Incomplete applications will not be accepted and all documentation must be submitted together. If there are questions regarding this information, please contact Natalie Allen at (707) 254-2437 or (707) 253-5284.

Recreation Therapy Internship Program

Department of State Hospitals – Napa's Therapeutic Recreation internship program is offered to T.R. students who have completed their required academic training in therapeutic recreation from either a bachelors or masters degreed program. The internship program follows the guidelines and standards as set by the "National Council for Therapeutic Recreation Certification". The Therapeutic Recreation internship program collaborates with each individual university concerning coordination of the NCTRC guidelines, university internship requirements, and the requirements of the hospital. Applicants should demonstrate personal maturity and have a range of professional and life experiences which would qualify them to work with a challenging population.

The objective for the internship program is to provide an intern exposure to high quality, hands-on opportunities for practical applications of therapeutic recreation concepts and techniques. Through a choice of a variety of clinical settings within the realm of services provided to patients with mental illness, the student intern develops the skills necessary to become a recreation therapist. Therapeutic recreation plays an important role in the patient's treatment to help facilitate that individual's ability to move to a lesser restrictive living environment, to possible reintegration back into the community through providing a variety of treatment and leisure programs. Interns will have the opportunity to develop and run treatment services on an individual and group basis.

Treatment and leisure modalities include, but are not limited to, the following:

- Leisure Education and Values Clarification
- Substance Recovery Issues
- Forensic Competency Issues
- Stress Reduction
- Social Skills
- Communication Skills
- Exercise, Weightlifting, Yoga, Sports, and other Body Mechanic Modalities
- Vocational and Pre-vocational Work Training
- Community Re-orientation Programs and Community Outings
- Independent Living Skills
- Group Therapy Modalities
- Music and Art Programs
- Special Event Coordination
- Variety of Free Leisure Time Activities

For further information about the Recreational Therapy Internship Program contact: Jennifer Marshall, CTRS, RTC at E-mail: Jennifer.Marshall@dsh.ca.gov, Phone: (707) 253-5983 or the Chief of Rehabilitation Therapy Services at (707) 253-5037.

Occupational Therapy Internship Program

The Occupational Therapy (O.T.) internship program at Department of State Hospitals - Napa is offered to O.T. students from around the world who have completed their required academic training from either a bachelors or masters degreed program. The internship program is built around the American Occupational Therapy Association (AOTA) guidelines and complies with the professional standards of AOTA, the involved university or college, and DSH - Napa. O.T. assistant (COTA) fieldwork experiences are also available at Napa State Hospital.

The objective of the internship program is to provide students with the opportunity to integrate academic knowledge with application skills important in the area of psychosocial O.T. practice. This is done under the experienced supervision of an O.T.R., but includes exposure to a wide variety of disciplines and clinical settings.

An interview (personal or videotaped) is required to ensure that the student understands the clinical expectations for this experience. A preference will be given to those who demonstrate self-direction, motivation, and a strong commitment to their new career and the individuals they will be serving.

Interested prospective applicants should contact: Nanci Caron, OTR-O.T. Internship Coordinator at (707) 253-5915 or the Chief of Rehabilitation Therapy Services at (707) 253-5037.

Art Therapy Internship Program

DSH - Napa's Art Therapy Program has provided internship experiences for dozens of Art Therapy students for over twenty years. Due to its range of services and resources, the Hospital has provided an excellent training ground for Art Therapists from programs throughout the world. Several registered Art Therapists, with years of clinical experience, are employed in the various treatment programs of the hospital, and are capable of providing sensitive and skillful supervision.

In considering applicants for internship, we look for students from American Art Therapy Association approved training programs who have demonstrated a serious commitment to the study and practice of Art Therapy. Applicants should demonstrate personal maturity and have a range of professional and life experiences which would qualify them to work with a challenging population.

For further information about the internship program contact: Ronald P.M.H. Lay, MA, ATR-BC, at (707) 254-2514 or the Chief of Rehabilitation Therapy Services at (707) 253-5585.

Social Work Internship Program

Napa State Hospital Social Work Services accepts second year graduate students for field placements. Psychiatric Social Workers who supervise these students coordinate the required field placement training with the graduate school. Students have the unique opportunity of gaining a breadth of experience in group and individual psychotherapy, case management, biopsychosocial rehabilitation groups and competency training under the direct supervision of experienced clinicians. They may also take advantage of numerous trainings available through our professional education

departments. Most recently our graduate student interns have come from California State University, Sacramento. In the past we have also had interns from UC Berkeley Graduate School of Social Welfare and California State University, San Francisco.

For further information about the internship program contact: Ann Long, LCSW, Chief, Social Work Services at (707) 253-5737.

Clinical Psychology Internship Program

The Department of Psychology offers a doctoral internship in clinical psychology. Please click here for more information about our program.

Dance Movement Therapy

Department of State Hospitals (DSH) – Napa offers internship experiences for Dance Movement Therapy (DMT) students from American Dance Therapy Association (ADTA) approved schools, and those who have chosen the Alternate Route DMT program. Due to its range of services and resources, DSH - Napa provides an excellent training ground for Dance Movement Therapists from programs throughout the country. The Board Certified Dance Movement Therapists (BC-DMT) at DSH - Napa currently offering supervision are employed in various treatment programs of the hospital, and are capable of providing sensitive and skillful supervision. Internships involve the opportunity to work with rehabilitation therapists across disciplines, unit psychiatrists, psychologists, social workers, and nursing staff from a variety of populations.

Responsibilities of the dance movement therapy intern include the following:

- Attending staff meetings
- Facilitating & co-facilitating various groups weekly with a variety of modalities/disciplines
- One hour of individual supervision with BC-DMT supervisor per week, one hour of adjunct supervision with other BC-DMT and therapist co-facilitators per week, and one and a half hours of group DMT supervision with all DMTs on-site per month
- Writing session reports, a mid-internship and final internship self evaluation, and offering a DMT in-service to all Rehab Therapists
- Experiencing individual DMT for oneself
- Ongoing dance training for intern's own personal growth
- Assisting nursing/level of care staff with activities as part of patient contact hours

In considering applicants for internship, we look for students from American Dance Therapy Association approved training programs who have demonstrated a serious commitment to the study and practice of Dance Movement Therapy. Applicants should demonstrate personal maturity and have a range of professional and life experiences which would qualify them to work with a challenging population.

For further information about the Dance Movement Therapy internship program contact: Jeanetta Scholefield, MS, BC-DMT at (707) 253-5000 x3685, or Ingrid Thomas, MA, BC-DMT, GLCMA, NCC, LPCC at (707) 253-5000 x6115

Dietetic Internship Program

The Department of State Hospitals - Napa offers a Dietetic Internship Program. Please click here for more information about our program.

Psychiatric Pharmacy Clerkship

The Department of Pharmacy offers a six week Psychiatric Pharmacy Clerkship to fourth year pharmacy students enrolled at the following Schools of Pharmacy: University of California – San Francisco, University of the Pacific, and University of Southern California. The six-week experience enables the student to gain greater understanding of psychiatric treatment modalities. Students are assigned to a treatment unit and participate with the treatment team. They contribute drug information as requested, participate in interdisciplinary team conferences, and make recommendations concerning medication treatment. In addition to unit activity, students attend clinic rounds with the Movement Disorder consultant, lead a number of weekly individual education groups, and present lectures to nursing and pharmacy staff on a variety of topics.

Interested students should contact the Clerkship Coordinator at their school of pharmacy to register for the Psychiatric Pharmacy Clerkship. A syllabus has been provided to each school of pharmacy which provides an overview of the clerkship. For additional questions, students may contact Ali Yasseri, Pharmacy Clerkship Coordinator. He may be reached by telephone at (707) 253-5999 or by email at Ali.Yasseri@dsh.ca.gov

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[Home](#)

[About the Area](#)

[Announcements](#)

[Contact Information](#)

[Family and Friend Resources](#)

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[Treatment Programs & Recovery Services](#)

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Occupational Therapy Assistant (8292)

California State Personnel Board Specification

- **Schematic Code:** TQ11
- **Class Code:** 8292
- **Established:** 07/13/1978
- **Revised:** --
- **Title Changed:** --

Definition

Under the supervision of a registered Occupational Therapist, to assist in providing occupational therapy services; and to do such other related duties as required.

Typical Tasks

Carries out individual or group program or portions thereof as planned by or under the supervision of an Occupational Therapist; assists in administering and scoring routine tests and evaluations to determine clients' daily living skills and capacities; helps plan and implement remedial tasks or activities for clients to meet treatment goals; trains and assists clients in developing skills, interests and life styles that develop self-sufficiency in overcoming disabilities and encourage independent functioning; assists in providing developmental exercise, multiple sensory stimulation, self-care activities, sensory integrative and perceptual motor experience to restore, reinforce or establish sensory-motor, psychosocial and cognitive function and develop self-sufficiency in overcoming disabilities; observes and reports client response to treatment; prepares work materials and assists in maintaining treatment areas and equipment in satisfactory operating condition; maintains safe environment for client; keeps progress notes and post-treatment data in records; may attend clinics; may prepare reports; and may perform clerical and reception activities related to occupational therapy.

Minimum Qualifications

Certification by the American Occupational Therapy Association as a Certified Occupational Therapy Assistant. (Applicants who are eligible for certification as a Certified Occupational Therapy Assistant will be admitted to

the examination but they must secure the certificate before they will be considered eligible for appointment.)

Knowledge and Abilities

Knowledge of: Concepts and scope of occupational therapy and its relationships to other health care professions; professional ethics and conduct; human anatomy and physiology; human growth and development; psychosocial and pathophysiological conditions resulting from disease or injury.

Ability to: Establish effective therapeutic relationships with mentally and physically handicapped persons; communicate with disturbed clients; communicate and collaborate effectively with other professional personnel; maintain ethical and professional standards of performance; utilize recognized methods in applying occupational therapy techniques; follow directions and work under close supervision; observe and record responses to treatment; and keep accurate records.

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**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A

Position No: 576-156-8292-001

Date:

Class: Occupational Therapy Assistant

Name:

Under supervision from of the Chief of Restorative Care Services, with oversight and consultation of program and patients by the Occupational Therapist, the Occupational Therapy Assistant shall provide restorative care to residents who are physically ill, disabled, or convalescent to ensure maintenance of an optimum level of function; participate in interdisciplinary team conferences regarding the restorative needs of residents. Uses therapy techniques to improve functioning and independence as well as to reduce or eliminate the effects of illness or disability and to restore, maintain, or rehabilitate motor skills and activities of daily living.

**Percentage of
time performing
duties:**

ESSENTIAL FUNCTIONS

- | | |
|-----|---|
| 35% | Under the guidelines of the therapist, assist with rehabilitation and activity programs for residents. Encourage and assist residents in maintaining or developing muscle tone and range of motion for increased self-functioning in activities of daily living. Utilize proper range of motion techniques on all extremities. Conduct exercise sessions for residents. Assist residents as needed to reach destinations. |
| 30% | Under the guidelines of the therapist, assist with ambulation program, positioning, and feeding program. Assist and encourage residents in accepting and using special devices and adaptive equipment prescribed for their physical comfort or rehabilitation. Assist with dressing, positioning, ambulating and transferring residents. Monitor residents for pressure areas. |
| 10% | Coordinate, at least weekly, with Occupational Therapist on new admissions and transfers, resident restorative needs, recommendations, scheduling, concerns, evaluations and outcomes. Coordinate, as needed, with interdisciplinary team members to include unit nursing staff, activity staff and social workers to ensure a holistic approach in maximizing the residents' potential for self-care. |
| 10% | Complete accurate weekly summary documentation of programs and treatment modalities and their effectiveness to show residents' progress or regression in the restorative program. Provide daily treatment progress log charting. Ensure all documentation is properly filed. Properly store equipment and supplies in a neat and organized manner. Identify safety concerns. Attend safety committee meetings. |
| 10% | Provide care and tend to physical needs of residents as required and as defined by California Code of Regulations, Title 22, Division 5, Chapter 2.5, Article 3, 71835 through 71841. |

NON-ESSENTIAL FUNCTIONS

- | | |
|----|-----------------------------------|
| 5% | Other related duties as assigned. |
|----|-----------------------------------|

Position No: 576-156-8292-001

Date:

Class: Occupational Therapy Assistant

Name:

PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to the various units.				X	
SITTING: Work station, meetings and training.		X			
STANDING: Copy documents; review records.					X
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms, observe residents.					X
COMPREHENSION: Understand resident needs; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS OCCASSIONALLY:				X	
LIFTING UP TO 20 LBS OCCASSIONALLY AND/OR 10 LBS FREQUENTLY:			X		
LIFTING 25-50 LBS OCCASSIONALLY AND/OR 20 LBS FREQUENTLY:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.		X			
REACHING: Answer telephone; use a mouse; print documents on desk printer.				X	
CARRYING: Transport documents, mail.		X			
CLIMBING:		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Charts; medical equipment.				X	
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer; telephone; copier, printer, fax machine; medical equipment.			X		
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____