

Competence Document

Professional Behaviors

Nashville State Community College

Occupational Therapy Assistant Program

| Professional Behaviors: Does the Individual Exhibit... | YES | NEEDS IMPROVEMENT | NO | N/A |
|---|-----|-------------------|----|-----|
| Positive Attitude | 5 | 3 | 0 | 5 |
| —Fosters positive communication | 5 | 3 | 0 | 5 |
| —Accepts change | 5 | 2 | 0 | 5 |
| —Manages stressors in positive and constructive ways | 5 | 3 | 0 | 5 |
| Flexibility | 5 | 3 | 0 | 5 |
| —Can adapt and cope with change | 5 | 2 | 0 | 5 |
| —Modifies performance after feedback | 5 | 3 | 0 | 5 |
| Professional communication skills | 5 | 3 | 0 | 5 |
| —Practices positive verbal and non-verbal interpersonal communication skills in work interactions | 5 | 3 | 0 | 5 |
| —Is concise in verbal and written communication | 5 | 3 | 0 | 5 |
| —Handles conflict constructively | 5 | 3 | 0 | 5 |
| —Uses assertive communication skills | 5 | 3 | 0 | 5 |
| —Written communication demonstrates correct grammar, spelling, punctuation, terminology, etc. | 5 | 3 | 0 | 5 |
| A willingness to “go the extra mile” | 5 | 3 | 0 | 5 |
| —Seeks ways to improve | 5 | 3 | 0 | 5 |
| —Volunteers for additional responsibilities | 5 | 3 | 0 | 5 |
| —Takes on additional responsibilities | 5 | 3 | 0 | 5 |
| Respect of others | 5 | 3 | 0 | 5 |
| —Follows the chain of command | 5 | 3 | 0 | 5 |
| —Is supportive of others | 5 | 3 | 0 | 5 |
| —Can listen to other viewpoints-whether agree or disagree | 5 | 3 | 0 | 5 |
| —Respects diversity | 5 | 2 | 0 | 5 |
| —Attentive to guests needs | 5 | 3 | 0 | 5 |
| —Is sensitive to others timeframes | 5 | 3 | 0 | 5 |
| —Meets deadlines, if unable to meet deadline informs necessary parties and schedules new deadline | 5 | 3 | 0 | 5 |
| — | 5 | 3 | 0 | 5 |
| A “team player” attitude | 5 | 2 | 0 | 5 |
| —Strives to achieve team goals | 5 | 3 | 0 | 5 |
| —Is proactive and anticipates needs of others | 5 | 3 | 0 | 5 |
| —Pools resources and works efficiently within a group. | 5 | 3 | 0 | 5 |
| —Assists with resolution development after problem is identified | 5 | 3 | 0 | 5 |
| Personal responsibility | 5 | 3 | 0 | 5 |
| —Is aware of strengths and weaknesses | 5 | 3 | 0 | 5 |
| —Punctual | 5 | 3 | 0 | 5 |
| —Demonstrates initiative | 5 | 3 | 0 | 5 |
| —Follows safety precautions | 5 | 3 | 0 | 5 |
| —Respects and maintains confidentiality | 5 | 3 | 0 | 5 |
| —Demonstrates an awareness of/follows the Code of Ethics | 5 | 3 | 0 | 5 |
| Appropriate dress and hygiene | 5 | 3 | 0 | 5 |
| —Follows program guidelines | 5 | 3 | 0 | 5 |

Yes: The individual exhibits these behaviors a minimum of 90% of the time
Needs Improvement: Exhibits behaviors 50-89% of the time, but needs improvement
No: The individual exhibits these behaviors less than 50% of the time

All "Needs Improvement" and "No" marks should be identified through examples.

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Each "Needs Improvement" and "No" mark should be documented through examples. Recommendations for improvement are appreciated. Students will meet with the Course master of the Professional Practice class for areas needing improvement.

Action plans incorporating the suggestions of each fieldwork site will be developed at the school in an effort to address areas identified.

1. Item: _____
Example: _____

Recommendation: _____

2. Item: _____
Example: _____

Recommendation: _____

3. Item: _____
Example: _____

Recommendation: _____

4. Item: _____
Example: _____

Recommendation: _____

5. Item: _____

Example: _____

Recommendation: _____

Comments:

Student Print Name Date

Supervisor Print Name Date

Student Signature Date

Supervisor Signature Date