

BACHELOR'S THESIS-END OF DEGREE PROJECT

Degree in Occupational Therapy

Code: 804174

Year: Fourth

Annual Subject

Credits: 12 ECTS

TEACHING STAFF

Commission (Coordinator Alberto Fernández Lucas flalbert@ucm.es)

COMPETENCES

They are those corresponding to the Module and Subject to which this subject belongs.

Basic and General Competences

CG.14

CG.15

CG.22

CG.24

CG.25

CB2

CB3

CB4

Transversal Competences

CT.01 to CT.08

Specific Competences

CE.M1.1 to CE.M1.8

CE.M2.1 to CE.M2.29

CE.M3.1 to CE.M3.4

CE.M4.1-CE.M4.2

OBJECTIVES

- To understand, critically assess and know how to use relevant sources of information in the field of Occupational Therapy.
- To acquire a creative point of view oriented to the analysis of information and research.
- To know how to use information and communication technologies.
- To be able to formulate hypotheses and design and carry out studies in the field of health.
- To know how to prepare a manuscript following the structure of a scientific work.
- To know how to analyze the conditions of a patient and his/her occupational profile in order to propose and implement an intervention strategy.
- To make an oral presentation and defense of the written report.
- To be able to put into practice the skills acquired in communication and clinical skills, as well as the ability to prepare reports that require the setting of objectives, treatment planning and intervention methods and techniques.

1. THE FINAL YEAR PROJECT IN THE CURRICULUM OF OCCUPATIONAL THERAPY: CHARACTERISTICS AND COMPONENTS

The Final Year Project (FYP hereinafter) allows students to accredit the acquisition of the knowledge and skills associated with the degree. The FYP of the Degree in Occupational Therapy has 12 compulsory ECTS credits and is considered for all purposes as one more subject of the curriculum. The FYP can only be registered together with the rest of the pending credits to complete the degree. The students will make their presentation and defense in the month of June or in the extraordinary call in July. Although students are recommended to start their FYP before the 4th year, due to its nature, the FYP must be completed in the last year of studies, once registered along with the other pending subjects to complete all credits of the degree. The presentation and defense of the FYP will not be admitted to students who are not registered in the fourth year.

In the event that a student registered in the FYP presents and passes his/her evaluation, but does not pass the rest of the pending subjects in the same call, the grade will be saved until the following course (BOUC October 3, 2014):

“The qualification obtained will not be consolidated in the records until the student has passed all the remaining credits of the degree and will finally be reflected in the call in which such passing has occurred. The grade obtained will only be valid for the calls for the corresponding course and the one immediately following it, after registering for it”.

In the event that a student in a group does not present or does not pass the FYP in the same course as his/her groupmates, he/she must enroll in the following course and register, carry out and present a new piece of work.

The FYP of the Degree in Occupational Therapy will basically consist of two components. The first is the presentation of a written and tutored report, whose content will be individually defended orally before an evaluating court. Said written report may adopt three typologies (Bibliographical Review, Analysis of a Clinical Case and Theoretical-Experimental Work) that will be described in point 2, together with the regulations referring to tutoring, work proposal, etc. Secondly, the Degree in Occupational Therapy will have in its FYP an Objective and Structured Competence Evaluation (hereinafter OSCE) that is proposed as an evaluation of the skills and competences for professional practice and that will be described in point 3.

2. THE WRITTEN REPORT

2.1 TYPES OF WRITTEN REPORT

2.1.1 Bibliographical Review

The Written Report based on a Bibliographic Review will consist of the compilation and analysis of the most relevant and up-to-date bibliographic information on a specific topic, with the intention of obtaining and proposing (see below) new proposals and acquiring new knowledge. It is not a simple list of quotes from other authors on a specific topic. Its structure will include the following sections:

- a) Title (including name of author/authors and tutor/tutors, see ANNEX I).
- b) Spanish/English abstract and keywords.
- c) Introduction.
- d) Methodology.
- e) Results.
- f) Discussion.
- g) Conclusions.
- h) Bibliography.
- i) Annexes (if necessary).

In the Introduction, the question to be answered by the study will be raised. The Methodology must explain, in the most detailed way possible, the methodology used in the search for bibliographic information, so that it can be reproduced by anyone interested in the subject. Therefore, the author or authors must indicate the sources of information used, the descriptors, periods and search strategies used and selection criteria of the documents analyzed. To facilitate the monitoring of search strategies, it may be useful, but not mandatory, to develop a flowchart indicating the decision-making process in the selection of articles. In the Results, the findings and the most important citations among those found will

be described, for which the use of graphs and tables may be useful.

The Discussion will serve to highlight and compare the proposals of the different authors reviewed. IMPORTANT NOTE: in the Conclusions, when alternative proposals from several authors have been studied, it is mandatory that the author/authors of the report include a record of the proposal they consider most appropriate and the reasons for that choice.

2.1.2 Analysis of a Clinical Case

In the Analysis of a Clinical Case, a clinical situation and the necessary interventions from Occupational Therapy for its attention will be described. There are two possibilities. If it is a specific patient/user, we are talking about an individualized analysis/plan and it will be carried out on the data of a real patient/user obtained during the 4th year clinical traineeship, after acceptance by a practice tutor, of the patient/user (at through the signing of the informed consent) and respecting the principles of ethics and confidentiality. If it is a “prototype” patient of a specific pathology, we speak of a standardized analysis/plan. In the latter case, since there is no real patient, the assessment must be based on an exhaustive bibliographical review and the tutoring of the work may be carried out by any professor linked to the degree (see tutoring criteria below). Its structure will include the following sections:

- a) Title (including name of author and tutor/tutors, see ANNEX I).
- b) Spanish/English abstract and keywords.
- c) Introduction.
- d) Methodology.
- e) Results.
- f) Discussion.
- g) Conclusions.
- h) Bibliography.
- i) Annexes (if necessary).

In the Introduction, the problem selected for the study will be presented and the necessary explanations will be provided so that the reader can understand it. The statement of the problem must be accompanied by a current bibliography in which the main concepts and ideas that are handled are supported. In addition, a brief justification for the choice of case should be included. In the Methodology section, all the elements necessary to put the specific case into practice and achieve the set objectives will be analyzed. It must include the occupational assessment of the patient, the approach of therapeutic objectives and the applied intervention. Finally, in the Results and Discussion section, the application of the selected intervention will be analyzed and, if possible, the evaluation of the results of the treatment and the possible conclusions will be included. IMPORTANT NOTE: this type of written memory can only be done individually and the student author of the work must focus on a specific treatment/intervention proposal that they would carry out with that type of patient. This proposal must be justified in the literature.

2.1.3 Common Rules for Bibliographic Review and Clinical Case Analysis

This section will describe the requirements, the format and the common rules for the written reports of the Bibliographic Review and Clinical Case Analysis variants. Some of the particularities of each variant have already been described in their corresponding points. In general, the work will be presented in protected PDF format (see below). The accepted fonts will be Times New Roman/ Arial/ Calibri 12 points, double spaced and justified alignment. It is recommended that the central part of the text (excluding Title Abstract, Bibliography and Annexes) does not exceed 25 pages.

Title and Cover

The Title must be brief, clear and reflect the content of the work. It should not contain acronyms. It is mandatory to indicate the type of work (Bibliographic Review or Clinical Case Analysis).

The cover format is found in ANNEX I to this document. This format is mandatory for all types of written memory.

Abbreviations page (if necessary)

Any acronym that appears in the report must be defined, in parentheses, the first time it appears in the text, and must appear in the abbreviations section.

Abstract and Keywords

The abstract will be a structured synthesis that accurately reflects the contents of the work. The structure of the abstract must have the following sections: background/current status of the topic, methodology, results/discussion and conclusions. It will not include bibliographic citations. The abstract must appear in Spanish and English with a maximum of 250 words and at least 3 keywords. The keywords will be terms related to the content of the work. They must allow an agile search of the work using a bibliographic database. DeCS and MeSH terms will be used.

Introduction

In general, this section presents the problem or question chosen for the study and provides the necessary explanations to understand the work that is going to be developed below. All this must be accompanied by reliable, specific, pertinent and current bibliography, in which the main concepts and ideas that are handled are supported. It must include the following elements:

- Justification of the chosen topic. Brief description of the motivations that have led to the choice of the topic, and its adaptation to the competences of the Occupational Therapy professional.
- Background and current status of the topic. Definition and social and/or economic impact of the chosen topic/case. Scientific and professional interest of the proposed study in the field of Occupational Therapy.
- Hypotheses and objectives of the work. Purpose that the student wants to achieve with the work that is proposed to be elaborated.

Methodology

It must provide with a description of how the study was carried out. If necessary,

the theoretical perspective with which the study is approached, the methods of obtaining information and the presentation of the results will be described.

Results and Discussion

This section is the central body of the work and it analyzes all the elements of the problem raised in the introduction to achieve the objectives set.

Results:

The Results must be presented concisely and clearly and without unnecessarily repeating or duplicating the data expressed in the text.

Discussion:

In this section, the most relevant findings of the work related to the objective of the study will be discussed. The essence of the discussion is to compare the results presented by the author/authors in the current work with the previous scientific literature, trying to explain the discrepancies and similarities that are observed. In addition, the reasons why the results may be valid and their practical applicability will be discussed. Another essential aspect is to point out the strengths and limitations of the study, as well as to propose some guidelines for future studies. The author/authors will avoid repeating information or data presented in previous sections.

Conclusions

Briefly, some final considerations derived from the study will be presented, which must be related to the objectives set out in the Introduction, and which will point out the aspects that the author/authors consider most relevant. As it was already pointed out, in the case of the Bibliographic Review, the author/authors of the report must explain in a justified way (from their point of view) which of the proposals described seems most appropriate, avoiding statements that are not sufficiently supported by data.

Bibliography

Citations must come mainly from prestigious scientific publications and make direct reference to original sources. In those works, or sections, that deal with particularly novel topics, the bibliography must be current, understanding as such the articles published in recent years. It is an essential requirement to reference the citations according to the Vancouver or APA standards.

It will be valued as a quality criterion that the bibliography used to substantiate the concepts and arguments used in the work, is relevant, pertinent and up-to-date. Likewise, it is recommended to adjust as much as possible to a minimum of 15 bibliographic references and a maximum of 30, although exceptionally the Bibliographic Reviews may have 50 references. In fact, it is suggested to reach the maximum number of references for the Bibliographic Review.

Annexes, figures and tables

The annexes will serve to attach all the information that is relevant for the understanding and clarification of the work. However, it is recommended not to include more than 3 annexes in the report. With respect to graphs (figures) and tables, a maximum of 6 of each type will be allowed. The tables will be numbered with consecutive Arabic numerals and will have a table footnote that clearly explains their content. Acronyms and abbreviations will always be accompanied by an explanatory note. The figures, also numbered in Arabic, may be graphics or images but always of a high quality and contributing significantly

to an improvement in the understanding of the text. In the case of images, the identification of patients/users will be avoided and their written permission will always be obtained for their use.

2.1.4 Theoretical-Experimental Work

In this last variant of written memory, the possibility is raised that the students carry out a Theoretical-Experimental work that could culminate in an article that might be published in a scientific journal. Bibliographic reviews that do not include some type of specific analysis (e.g. meta-analysis) will not be valid, since these reviews are included in point 2.1.1. In any case, this variant of written memory must follow the usual guidelines of scientific publications in the area of Health Sciences and in particular within the field of Occupational Therapy. For this reason, the rules for the publication of Original Articles of the Galicia Occupational Therapy Magazine <http://www.revistatog.com/num24.htm> will be used as a model for the writing of the work. At this point it is very important to clarify that the cover page where the title, authors, etc. are included, will follow the same format as the rest of the report types, described in ANNEX I and that the document will also be delivered in protected PDF format.

In general, the structure of the work will consist of the following sections, which are the usual ones in any scientific publication:

- a) Title (including name of author/authors and tutor/tutors).
- b) Abstract in Spanish and English including keywords.
- c) Introduction, including Working Hypotheses and Objectives.
- d) Material and Methods, detailing the type of study design that has been carried out in the investigation.
- e) Results.
- f) Discussion.
- g) Conclusions.
- h) Bibliographic References.
- i) Acknowledgments and Annexes if necessary.

For students that are authors of an original article published in a journal indexed in JCR during the two years prior to the registration of the FYP in the corresponding form, this may be considered the written report and can be presented and defended as such, in English or in Spanish. To do this, the student must obtain the consent of both the tutor and the co-authors of the publication. However, the regulations require obtaining and safeguarding each memory following a certain format. For this reason, following the procedure common to all students registered in FYP, a PDF must be sent maintaining the proposed structure in terms of cover, index, summaries, introduction, etc., of the previous paragraph.

2.2 CHOICE OF THE SUBJECT AND TUTORING OF THE WRITTEN REPORT

The written report, whatever its type, will be supervised by at least one professor from the UCM, and a maximum of two co-tutors may appear. Exceptionally, especially in the case of Clinical Case Analysis, it will be admitted that said co-tutors are occupational therapists linked to the Degree, either as tutors of clinical/external practices or honorary collaborators, always under the supervision of a professor at UCM. When there is more than one tutor (up to a maximum of three), each one of them is a co-tutor and must have the acceptance of both the student and the other co-tutors, sharing responsibility for FYP tutoring on equal terms. One of them, who must be a professor at the Faculty of Medicine, will act as an interlocutor with the FYP Coordination Commission.

The written report will be a job that can be done individually or in a group of a maximum of 3 students. **IMPORTANT OBSERVATION:** As we already indicated in point 2.1.2, the Clinical Case Analysis is the only exception to this rule, since these reports will only be allowed to be carried out individually. For those FYPs done in group, the title of the work, its tutoring and the content of the manuscript will be shared by the students in the same group. However, the work will be presented and defended individually (before different commissions), and the qualification, both of the tutor and of the respective commissions, will also be individual.

All communication between the students and the FYP Coordination Commission will be carried out through the virtual campus opened for this purpose. The student may propose to the Commission a tutor/s by mutual agreement, using the corresponding form. The theme of the memory will be agreed by students and tutors.

The FYP Coordination Commission, after requesting information from all the teaching staff of the Degree in Occupational Therapy, will make public among the students registered in the FYP a list of investigation lines offered for the corresponding course, as well as the contact details of the offerors. All the departments involved in the Degree in Occupational Therapy must propose at least one line of research for written reports. However, the tutoring of teachers who have not offered lines of work will be accepted as long as there is a specific agreement with the students. **IMPORTANT NOTE:** each course a maximum limit of students admitted in each line of research and work will be established. It is desirable that all the offered lines of investigation have students.

In the event that the student proposes a tutor from outside the UCM, he or she must meet the rest of the requirements for UCM tutors and will also be assigned a co-tutor professor from the UCM Faculty of Medicine.

With a previous request and instructions to all students registered in the FYP in the corresponding course, each student, through an ad hoc form, will send to the FYP Coordination their proposal for a research topic and tutor/co-tutors of the same (see point 2.3).

The Commission will resolve the assignment of the proposed works by agreement between the students and the tutors, and will notify the students before the Christmas holidays. Students who do not have assigned work must request the Commission to assign one to them.

2.3 WRITTEN REPORT PROPOSAL FORM

Each student enrolled in FYP, regardless of whether they are going to present their written report in a group or individually, must complete the "Registration and presentation form for the written report" with their proposal, in the manner indicated, and deliver it via of the virtual campus of the FYP subject until November the 7th. IMPORTANT NOTE: each student will include in his/her form three investigation proposals in order of interest, including possible tutors. It will be the FYP Commission who will finally assign the works on the dates indicated in point 2.2. As support for the training to elaborate the report, the student will be able to voluntarily carry out workshops/seminars that could be offered by the faculty.

In case of disagreement between tutors and students or vice versa, there will be a maximum period set until February 24 to notify the FYP Coordination Commission with reasons. If the resignation is accepted by the Commission, it will assign a new tutor and work to the student within 7 days.

In turn, this same date will constitute the limit for any proposal of students, topics and tutors to be modified according to these regulations, provided that it is requested in a reasoned manner (e.g. change of topic, addition or withdrawal of students or tutors).

2.4 FUNCTIONS OF THE TUTOR/TUTORS OF THE WRITTEN REPORT

The functions of the tutors are the following:

- The tutor of the written memory will propose relevant issues to the student that may be the subject of a work. Likewise, he/she will provide the student with the necessary methodology for obtaining and analyzing data when necessary.
- The tutor will guide the student and monitor the entire process of preparing the report.
- Once the report is finished, the tutor/co-tutors must evaluate the work and allow the student to proceed with its presentation and defense.

Only those reports submitted with a rating of the tutor/co-tutors equal to or greater than 5 will be publicly defended. After a previous notification, and ad hoc instructions, the tutor will send, through a form, the unique and individualized rating of each of the students who have participated in the research work, at least 72 hours before the date established for the public defense of the written report. The evaluation in case there are several co-tutors will be consensual and the tutor who acts as interlocutor with the FYP Commission will send a single result of the final agreement.

For the qualification of each student, the tutor/co-tutors will consider the following points:

- Student Attitude and Work: interest/initiative, attendance at tutorials, dedication, ability to work as a team, deliveries on time.
- Research capability: formulation of questions and possible answers, search and management of bibliography, use of the methodology.
- Preparation and quality of the manuscript: capacity for synthesis, structuring,

writing, final presentation.

The Academic Secretariat of the Faculty of Medicine, at the request of the FYP Coordination Commission, once each written report has been presented, defended and approved, will issue a tutoring certificate to each tutor for each tutored student and without distinction between the role of tutor or co-tutor.

2.5 PROCEDURE AND DEADLINES FOR DELIVERY OF THE WRITTEN REPORT

The work done by the students must be sent to the FYP Coordination following the procedure detailed below.

The student will deliver the final version of the written report to the tutor and co-tutors sufficiently in advance so that they can evaluate and qualify the work. Next, the student will send the definitive version through the virtual campus of the FYP subject, in a protected and non-editable PDF, at least 10 days before the date established for the public defense of the work with ANNEX I as the cover.

In addition, the PDF will include the "Declaration of non-plagiarism" that appears in ANNEX II, duly completed and signed.

Regardless that the work has been done individually or in a group, each student will individually present the PDF to be evaluated by the assigned commission and for its custody by the Coordination Commission. For this, each student will have an independent and nominal file.

On the other hand, until the day following the last date of presentation and defense of the written report of each call (June and July), students may present, also in the indicated manner, the documents that prove the publication in journals or presentation at conferences of their work, in which the names of the students appear as authors. In both cases, receipt of delivery will be acknowledged.

The Coordination Commission will be in charge of sending an electronic copy of the written reports and instructions to each of the members of the evaluating commission, keeping a copy for the file of the studies of the Degree in Occupational Therapy.

2.6 PUBLIC DEFENSE AND QUALIFICATION OF THE WRITTEN REPORT

The student will carry out a public defense of his/her written report on the dates established for each of the two existing calls in each academic year. Written reports can only be presented and defended by students registered in the FYP subject.

The Qualifying Commissions will be made up of at least 3 professors. The members that make up the tribunal will be selected among all the professors involved in the Degree in Occupational Therapy, although exceptionally there may be professors from related Degrees. The tutor of the memory object of evaluation may NOT be part of the Qualifying Commission. The works carried out in groups will be presented by each student individually before different commissions. The FYP Coordination Commission will be in charge of the formation of the Qualifying Commissions.

Once the Qualifying Commissions of the written reports have been constituted, the act of public defense will proceed. For this, the student will have a maximum

time of 20 minutes, of which 10 minutes will be for the presentation and then, a question time will be opened by the members of the Court. Once the student's response time is over, the Commission will proceed to deliberate. The result of such deliberations will be reflected in a report that will be delivered to the Coordination Commission with the aim of keeping a reasoned record of the grade given by the Qualifying Commission to each student.

The qualifications of the reports will be published within a maximum period of three weeks from the date of public defense in the places established for that purpose.

The Degree in Occupational Therapy will follow the criteria approved by the commission of the Bachelor's/Master's Thesis for the Degree in Medicine at its meeting on April 20, 2012. For this reason, the tutors will evaluate the skills acquired in relation to the initiation to the student's research and group work, the quality of the work and the degree of student participation in it. The Qualifying Commission will evaluate the communication skills, and the student's participation and his/her ability to defend the work presented.

The final grade of the subject will be made according to the following proportion:

- 40% Qualification of the tutors (0-10).
- 60% Qualification of the presentation and defense (0-10).

The student may request the revision of the qualification granted by the tutor and/or by the commission. In both cases, the review request must be sent to the FYP coordination. Requests for review addressed directly to the tutor or to the Qualifying Commission will not be accepted. The revisions/modifications of the grade made by the tutor/commission cannot be considered for the maximum qualification with honors in the final grade of the FYP.

VERY IMPORTANT: any work that can be considered as plagiarized or fraudulent will be invalidated and the Services Inspection will be notified so that it can adopt the appropriate disciplinary measures.

3. EVALUATION OF OBJECTIVE AND STRUCTURED COMPETENCIES

As indicated in point 1, the learning outcome the students throughout the degree will not only be measured by completing a written report but also by an OSCE. Therefore the OSCE is a constituent part of the FYP subject.

The OSCE will consist of a series of stations that will be held at the Faculty of Medicine. At these stations, students will have 10 minutes to complete each of the tests that are requested of them. To explore the students' competencies in communication and clinical skills, clinical cases represented by standardized simulated patients are used, in which the student will perform the work of an occupational therapist who attends an Occupational Therapy Department. The preparation of reports will also be used to assess the procedures for setting Objectives, Treatment planning and Intervention Methods and Techniques.

In general, the competencies corresponding to this evaluation procedure include:

- a) The assessment of ethical aspects and professional responsibility.
- b) The theoretical argumentation of the intervention.
- c) Prevention and health promotion.
- d) Clinical action.
- e) Communication skills

The number of stations and the specific contents of each of them will be structured and decided at the meetings of the OSCE subcommittee. The performance of the students on each station will be assessed by the professor/professors responsible for the design and approach of each of them. Each station will be scored from 0-10 and the final OSCE grade will be an average of the grade obtained in each of the stations.

4. FYP GLOBAL RATING

The global qualification of the FYP for the Degree in Occupational Therapy will arise from the estimation of the average between the qualification obtained in the written report and the qualification obtained in the OSCE. **IMPORTANT NOTE:** Students must independently pass the written report and the OSCE to obtain a global FYP grade.

To facilitate its academic management, the FYP Coordination will be responsible for this subject and, therefore, will be in charge of completing and signing the corresponding actas, in accordance with the reports prepared by the Qualifying Commissions and by the Tutors, once confirmed that the student has passed all the theoretical and practical credits of the Degree's curriculum. In this sense, in order to qualify for the FYP, students must have passed all the credits, theoretical and practical, corresponding to the curriculum of the Degree in Occupational Therapy and must have passed the presentation and defense of the written report and the OSCE. If the FYP is passed but the studies are not completed in that same course, the FYP must be re-registered in the following course, during which the grade obtained will be saved and will be automatically transferred to the call in which all the studies are completed. **IMPORTANT NOTE:** the note will only be saved until the following academic year (BOUC October 3, 2014): Those students who only have the FYP pending to finish their studies may request an extraordinary call. This is not possible in the case of the OSCE.

Following what is indicated in RD 1125/2003, of September 5, the qualification of the FYP will be based on the following numerical scale from 0 to 10 with the expression of a decimal, to which its corresponding qualitative qualification may be added: 0- 4.9: Fail (F); 5.0-6.9: Satisfactory (D); 7.0-8.9: Good (C); 9.0-10: Very-Good (B).

Once the evaluation process of the FYPs has finished, the Coordination Commission will study if any of the students with an Outstanding performance is worthy of Honors (A). To this end, the Commission will especially assess the publications or presentations at conferences derived from the work presented in which the names of the students appear as authors. Likewise, these contributions will be taken into account to increase the grade obtained by the

student in the FYP (see point 5). The student who had an outstanding performance with Honors in the FYP but who has not completed his studies in the same course, will not obtain that Honors. The grade of 10 will be kept until the following course, but with a B qualification.

5. CONTRIBUTIONS THAT INCLUDE AN INCREASE IN THE FYP RATING

The following table shows the potential increases in the FYP grade, obtained by the student according to the documentation provided as proof of publication in a scientific journal, communication to congress, participation in sessions, etc., in which the student's name appears as author or co-author of the work. The contributions, in order to be valued, must be related to the contents of the written report presented by the student and only the contributions accepted (for publication or communication) during this course or at most in the following years will be valued.

Type of contributions:

Tipo de aportación	Incremento Puntuación
SRC-Student Research Congress	0,2
ANC-Accepted National Communication	0,8
AIC-Accepted International Communication	2
CS- Participation in Clinical Sessions	1
PNA – Publication No-JCR Accepted	4
AP – Accepted JCR Publication	8
BC-Book Chapter	2