

ACADEMIC FIELDWORK COORDINATOR'S ROLE AND RESPONSIBILITIES

The academic fieldwork coordinator (AFWC) is responsible for providing OTA students with quality Level I and Level II fieldwork opportunities. The AFWC develops, coordinates, monitors programming related to student fieldwork experiences. The AFWC is responsible for ensuring the program's compliance with ACOTE fieldwork education requirements and collaborating with fieldwork educators to ensure that fieldwork experiences meet the Program's objectives.

Position Responsibilities: (Combined duties of an instructor and fieldwork coordinator)

Teaching

- Assist in the development and preparation for course plans and materials.
- Teach course load as assigned by Program Director.
- Contribute to the selection and development of instructional materials in accordance with course objectives.
- Maintain compliance with the ACOTE requirements and standards for instruction and fieldwork education

Students

- Ensure that students participating in fieldwork experiences maintain required fieldwork documentation (health insurance, CPR, health records, liability insurance) according to the program policy.
- Orient students to the general protocol for fieldwork experiences and provide them with the appropriate resources associated with fieldwork selection.
- Advise students regarding fieldwork site selection.
- Assign all students to a fieldwork site experience and notify both the student and fieldwork educator per program procedures.
- Assist students who require special accommodations for fieldwork experiences in accordance with the Americans with Disabilities Act.
- Facilitate resolutions of fieldwork issues that may be affecting the student's academic performance via meetings, site visits, or phone calls.

Fieldwork Sites and Contracts

- Initiate and maintain a current and sufficient database of fieldwork sites to meet the needs of the Occupational Therapy Assistant Program.
- Review annually and maintain updated fieldwork policies and procedures that ensure compliance with the Standards for an Accredited Educational Program for the Occupational Therapy Assistant.
- Ensure that all fieldwork contractual agreements between the college and fieldwork education placements are established prior to assigning students.
- Ensure that the ratio of fieldwork educators to students enables proper supervision and frequent assessments of students' progress.
- Maintain a current information file on each established, contracted fieldwork education site.
- Identify and develop new sites for fieldwork education that provides the best match with the program's mission and philosophy and opportunities for the application of concepts presented in the classroom.

- Prepare and coordinate correspondence with fieldwork sites according to established policies and procedures.
- Collaborate with the NSCC OTA faculty and fieldwork educators to design fieldwork experiences that strengthen the ties between didactic and fieldwork education.
- Review the quality and appropriateness of fieldwork experiences by considering student's feedback, site visits, and other information in order to make recommendations for continued partnerships.
- Communicate with the student and the fieldwork educator about progress and performance of the student during placement.
- Make regular and periodic contacts with each fieldwork site where students are placed.
- When appropriate, and in accordance with the program progression policies, reassign students to additional fieldwork experiences after an unsuccessful experience.

Fieldwork Educators

- Ensure that fieldwork education settings are equipped to meet curriculum goals, provide an educational experience which supports the NSCC OTA program, and that fieldwork educators are able to effectively meet the learning needs of the students.
- Ensure that fieldwork educators meet requirements for supervision; making certain that Level II fieldwork educators are currently licensed and/or credentialed occupational therapists or occupational therapy assistants with a minimum of one-year practice experience and are adequately prepared.
- Collaborate with fieldwork educators by making regular, periodic contacts with them at sites where students are attending.
- Coordinate educational opportunities for fieldwork educators.
- Collaborate with fieldwork educators in establishing fieldwork objectives and determining site requirements.
- Communicate with fieldwork educators and make additional site visits in response to student and/or site needs.

Other

- Perform all other duties as assigned