

## COMMUNICATION DURING FIELDWORK EXPERIENCES

The NSCC OTA Program depends on the communication and collaboration between the OTA faculty and the fieldwork facilities to establish fieldwork objectives and communicate about student progress and performance during fieldwork in order to enhance an effective fieldwork experience for students. Several channels of communication include:

- Letters
  - Student Fieldwork Experience Assignments
- Forms:
  - Notification of Fieldwork Experience Dates
  - NSCC suggested Fieldwork objectives with space for site specific modifications/additions and signature of FW educator.
  - Site visit form to provide written summary of discussions, concerns, or education/training provided to the FW educator and/or student during the site visit.
  - Written plan for action – if a plan is collaboratively developed by FW educator, AFWC, and student to address a student performance issue, it is documented and a copy given to all parties.
  - MOU and MOU review/renewal forms – provide an opportunity for both parties to review the memorandum of understanding to be sure that it continues to accurately reflect the purpose of the responsibilities of all parties
- Telephone calls
  - Fieldwork educators and students are encouraged to call the AFWC or other NSCC OTA faculty whenever they perceive any problems or have any concerns about the fieldwork education process. As soon as any problems or concerns arise, please contact the AFWC (615-353-3582) so appropriate action can be discussed and taken.
- Site Visits
  - The AFWC or other NSCC OTA faculty contacts each fieldwork sites as needed when students are assigned to the site during each fieldwork experience. On-site meetings are arranged during each student's fieldwork experience as necessary, by either the AFWC or other NSCC OTA faculty. These meetings provide discussion with fieldwork educators and students and help with identifying any problems and remediation. These on-site meetings are usually scheduled about mid-way through the fieldwork experience. However, other visits may be made if other situations arise.
- Fieldwork Performance Evaluations
  - All NSCC Level I fieldwork experiences use the Professional Behavior Competence Document (PBCD) as means to evaluate students and the Level II fieldwork experience uses the Fieldwork Performance Evaluation (AOTA) and Student Evaluation of Fieldwork Experience form (AOTA).
  - These evaluations of student performance provides the NSCC OTA Program and student's feedback about each student's abilities during the fieldwork experience. These evaluations also provide the NSCC OTA Program with feedback about the strengths and weaknesses of the curriculum and serves as a basis for appropriate modifications.

- The student evaluation of the Fieldwork experience provides the NSCC Program with the student's perspective of the FW educator and sites' learning opportunities, supervisory styles, strengths, and areas for improvement.
- Fieldwork Educators Meetings
  - An annual fieldwork educator meeting is held to discuss fieldwork education in the NSCC OTA Program, provide continuing education regarding supervision, and an opportunity for collaboration on scheduling, assignments, or other needs of the program or educators.