

<b>JOB TITLE:</b>	Academic Fieldwork Coordinator (FWC)	<b>FLSA status:</b>	Non-exempt
-------------------	--------------------------------------	---------------------	------------

<b>DEPARTMENT:</b>	Occupational Therapy Assistant	<b>REPORTS TO:</b>	OTA Program Chair
--------------------	--------------------------------	--------------------	-------------------

**Position summary:** The academic fieldwork coordinator (FWC) is a full-time position reporting to the Program Chair and is responsible for providing OTA students with quality Level I and Level II fieldwork opportunities. The FWC develops, coordinates, and monitors programming related to student fieldwork experiences. The FWC is responsible for the program's compliance with the fieldwork requirements of the ACOTE Standards Section C.1.0 and collaborating with fieldwork educators to ensure that fieldwork experiences meet the Program's objectives. The academic fieldwork coordinator's responsibilities shall include at a minimum 50% release time annually from teaching responsibilities to provide sufficient release time and support to ensure that the needs of the fieldwork program are being met. Teaching responsibilities/assignments shall be assigned by the Program Chair but shall be less than 50% annually.

**Position responsibilities:**

- Reviewing annually and maintaining updated fieldwork policies and procedures that ensure compliance with the Standards for an Accredited Educational Program for the Occupational Therapy Assistant.
- Collaborating closely with practicum and clinical instructors to develop fieldwork experiences that most closely match the course learning objectives.
- Provide instruction in three, three-four credit hour courses as assigned.
- Assigning all eligible students a fieldwork experience and confirming the assignment in writing to both student and fieldwork educator.
- Ensuring that students participating in fieldwork experiences maintain documented current immunization status according to the Program policy.
- Assuring that all written contracts or letters of agreements between the educational institution and fieldwork education placement are signed and periodically reviewed.
- Ensures that all written contractual agreements between the College and fieldwork education placements are established prior to assigning students.
- Maintaining a collaborative relationship with fieldwork educators. This includes making regular, periodic contacts with fieldwork educators at sites where students are attending.
- Making fieldwork site visits.
- Maintaining a current information file on each established, contracted fieldwork education site. The FWC is expected to maintain approximately 100 current placement site contracts for 40 students.
- Identifying and developing 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.
- Assist with the development and implementation of policies for the withdrawal of students from fieldwork education placement when necessary.
- Orienting students to the general protocol for fieldwork experiences and providing them with the appropriate resources associated with fieldwork selection.
- Reassigning students who do not completed original fieldwork assignments in accordance with OTA department and College policies.
- Reviewing the quality and appropriateness of fieldwork experiences (facilities, fieldwork educators, intervention types, etc.) by considering student feedback, site visits and other information in order to make recommendations for continued partnerships.
- Sending required student information to the fieldwork educator, or assigning the task to the student.
- Facilitating the resolution of FW issues affecting the student's academic performance via phone calls, FW site visits or meetings.

- Advising OTA students throughout program.
- Ensuring that student FW attendance hours meet or exceed the Program's requirements.
- Assisting fieldwork educators with students who require special accommodations in accordance with the Americans with Disabilities Act (ADA)
- Coordinating educational opportunities for clinical instructors
- Performing all other duties as assigned

**Minimum Position Requirements:**

- Bachelor degree required with at least 3 years of clinical practice experience.
- Initially nationally certified and currently licensed to practice OT in the State of Texas
- Current driver's license
- Fieldwork educator experience required
- Current NBCOT certification required
- Current AOTA membership

**Knowledge, Skills, and Abilities Required:**

- Must have a commitment to the College and OTA Program's mission and philosophy.
- Thorough knowledge of ACOTE regulations pertaining to fieldwork.
- Must understand and contribute to OTA Program's curriculum design.
- Knowledge of the Program's policies and procedures relating to fieldwork.
- Ability to work collaboratively with course instructors and support staff.
- Ability to work independently without close supervision.
- An appreciation for and ability to manage volunteers.
- Knowledge of current developments in the field.
- Strong organizational skills.
- Strong computer skills including the use of Microsoft Office applications.
- Ability to demonstrate consideration of others.
- Excellent interpersonal and communication skills, especially via telephone and e-mail.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak read and write the English language effectively.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

**Physical demands and Work Environment:**

- Work is normally performed in a typical interior office
- Occasionally work is performed at the fieldwork site, requiring travel
- No or very limited physical effort required, however, the employee must occasionally lift and/or move up to 20 pounds
- No or very limited physical risks