



FAULKNER UNIVERSITY
Academic Fieldwork Coordinator
Department of Occupational Therapy

Department: Occupational Therapy, College of Health Sciences.

Job Status: Full Time 12 months

FLSA Status: Exempt

Reports To: Chair/Program Director, PT

Grade/Level:

Amount of Travel Required: Frequent

Work Schedule: Monday – Friday, 8:00 AM - 5:00 PM

Positions Supervised:

POSITION SUMMARY

The Academic Fieldwork Coordinator serves as a liaison between the occupational therapy program and the fieldwork education sites by establishing fieldwork education site and facility standards, selecting and evaluating fieldwork education sites, and facilitating ongoing development of fieldwork education sites and clinical faculty. The academic fieldwork coordinator is responsible for coordinating and teaching Occupational Therapy Fieldwork Education Program courses and coordinates and supervises the student's fieldwork experience.

AREAS OF ADMINISTRATIVE RESPONSIBILITY AND ESSENTIAL FUNCTIONS include the following. Other duties may be assigned:

Serve as a liaison between the Physical Therapy Program and the Clinical Education Sites

- Communication and disseminate, on a consistent basis, information to all concerned stakeholders (e.g., the academic institution, clinical education sites, clinical faculty, academic faculty and students) to maintain current knowledge of the educational program, the fieldwork education sites, and health care changes affecting clinical practice and education
- Maintain communications with fieldwork sites and faculty regarding academic program philosophy and curriculum, specific syllabi and behavioral objectives for each clinical experience, policies and procedures, contractual agreements, education opportunities and accreditation documents
- Disseminate appropriate student and related information (e.g. health insurance, liability/malpractice insurance, state/federal laws and regulations such as ADA)
- Provide guidance and support as required to problem solve and discuss pertinent issues with Clinical Instructors (Cis), and students; monitor and assess student performance
- Monitor the changing health care delivery system, technology, and clinical education and advise the Program Director and faculty of the changing trends and potential impact on student enrollment, instruction, curriculum design, clinical education, and equipment needs

Plan, Implement, and Assess the Physical Therapy Clinical Education Program

- Coordinate and teach fieldwork education courses and other related course content based on clinical expertise
- Direct effort and attention to teaching and learning processes used throughout the curriculum
- Provide direct input into curriculum design, review, and revision processes by collecting and organizing pertinent information from fieldwork education sites, students and academic program
- Maintain, implement and monitor adherence to the Fieldwork Education Manual
- Provide and administer a process of evaluation for student, clinical and academic faculty of the fieldwork education program, student performance and ability of academic program to prepare students for clinical practice
- Monitor and document the academic performance of students to ensure they successfully achieve the criteria for completing fieldwork learning experiences
- Review and record student evaluations from clinical instructors and determine the final grade for all fieldwork education courses

Oversee Clinical Site and Clinical Faculty Development

- Develop criteria and procedures for fieldwork site selection, utilization, and assessment
- Select fieldwork learning environments that demonstrate characteristics of sound patient/client management, ethical and professional behavior, and currency with occupational therapy practice

- Establish, develop, and maintain an adequate number of fieldwork education sites relative to quality, quantity and diversity of learning experiences to meet the educational needs of students and the academic program, the philosophy and outcomes of the program, and evaluative criteria set by ACOTE
- Negotiate and maintain fieldwork education contractual agreements between the academic program and each fieldwork education site
- Evaluate each fieldwork education site through student feedback, on-site visits, and ongoing communications
- Coordinate academic program requests from fieldwork education sites regarding the number and type of available student fieldwork placements
- Provide feedback to clinical educators concerning their effectiveness in delivering fieldwork learning experiences based on student feedback and through direct observations
- Provide opportunities for clinical faculty development including ongoing evaluation and assessment of strengths and areas needing further development or action, educational seminars and workshops, faculty mentoring, and communication of current trends and issues in health care and fieldwork education
- Utilize intervention strategies with Cis and students who excel or demonstrate difficulties while on fieldwork education experiences where a disabling or learning condition is present

Coordinate and Supervise Student Clinical Experiences

- Coordinate academic program requests from fieldwork education sites regarding the number and type of available student fieldwork placements
- Collect and supply relevant fieldwork education site information to facilitate students' selection of or assignment to fieldwork education sites (e.g., learning experiences, fieldwork site prerequisites, housing availability)
- Coordinate student assignments to fieldwork sites, giving consideration for items such as client variety, health care settings and size, types of learning experiences, fieldwork site and student expectations, strengths/limitations of fieldwork experiences
- Prepare fieldwork rotation assignment schedules and coordinate information dissemination to both students and the fieldwork education sites
- Provide a process for students to assess their performance and satisfaction with fieldwork education sites
- Assist with educational planning, behavior/performance modification, remedial education, referral to student support agencies (financial aid, counseling center)
- Educate students regarding the Fieldwork Education Manual including policies and procedures, evaluation tools and site assignment process
- Arrange for periodic and/or impromptu visits/communication to students, fieldwork education sites and clinical faculty as needed to problem solve, support, and discuss pertinent issues with students, instructors and site coordinators
- Develop remedial experiences for students if necessary. Confer with appropriate faculty (clinical and academic), the Program Director, Dean, administration and other individuals (e.g. counseling staff) where applicable

Manage administrative responsibilities consistent with ACOTE, federal/state regulations, institutional policy, and practice setting requirements

- Administer a system for fieldwork education records including: current database of fieldwork education sites and clinical faculty, status of negotiated fieldwork education agreement, utilization of fieldwork education sites and reports on the performance of students and fieldwork site/faculty in fieldwork education
- Administer the acquisition of fieldwork education agreements, policies and procedures for immunization, preventive health care practices, and for management of student injury while at fieldwork sites
- Ensure liability protection of students (and faculty if required) inclusive of professional, governmental, institutional, and current risk management principles
- Assist the Program Director in the development of a program budget by providing input on items related to the fieldwork education program and overall program budget; manage fiscal allocations budgeted for fieldwork education
- Participate in the preparation of accreditation documentation and outcome performance assessment of students in the occupational therapy program
- Develop, administer and monitor the academic program's evaluation process for the fieldwork education component, including instruments used for evaluation of student performance, fieldwork education sites and faculty

- Provide direct input into curriculum design, review and revision processes by collecting and organizing pertinent information from fieldwork education sites and students, and disseminating this information to faculty during curricular review process; prepare reports and/or engage in discussions with faculty on student progress in fieldwork education
- Keep faculty informed about the fieldwork education program, pertinent policies and procedures and changes influenced by accreditation

TEACHING AND RESEARCH RESPONSIBILITIES

- The Fieldwork Coordinator will teach up to 4 classes per academic year; course releases will be provided as appropriate for clinic work
- The Fieldwork Coordinator is subject to all policies and duties as outlined in the Faculty handbook
- Attendance required at all University faculty meetings, as well as participation in University committees
- Develop and implement a plan for self-development that includes participation in and enhancement of teaching, delivery of occupational therapy services, and development of scholarly activities (e.g. scholarship of teaching, application, integration and discovery)
- Participate in regional, state, and/or national fieldwork education forums, fieldwork education related activities, and programs designed to foster fieldwork education

POSITION QUALIFICATIONS

Competency Statement(s)

- Accurate - Ability to perform work accurately and thoroughly
- Communication - Ability to communicate effectively with others
- Focused - Ability to be focused, organized and often handling several tasks at once
- Interpersonal - Ability to get along well with a variety of personalities and individuals
- Organized - Possessing the trait of being organized or following a systematic method of performing a task

Education and Experience

- Earned doctoral degree (i.e. OTD) or terminal academic degree (PhD, ScD, EdD or DSc)
- Licensed in the United States and in Alabama or eligible for licensure in Alabama within 90 days of hire
- Minimum of 3 years of experience as a licensed occupational therapist

Other Requirements

- Strong communication, organization, interpersonal, problem-solving, and counseling skills
- Ability to design and conduct independent and/or collaborative research in fieldwork education or related areas
- Knowledge of legislative, regulatory, legal, and practice issues affecting fieldwork education, students, and the profession
- Proficiency with database management and administrative reporting, including use of Microsoft Word and Excel
- Able to work with students with special needs based on the Americans with Disabilities Act (ADA)
- Member of the American Occupational Therapy Association
- Able to work independently and coordinate work with colleagues and peers
- Able to travel locally and regionally, as needed

PHYSICAL DEMANDS

Physical Abilities

		Lift /Carry	
Stand	F (Frequently)	10 lbs or less	O (Occasionally)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push / Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

This job description has been reviewed to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.