



JOB DESCRIPTION

TITLE: OTA Academic Fieldwork Coordinator
DEPARTMENT: Academic Affairs
REPORTS TO: Dean of Faculty
SUPERVISES: None
STATUS: Exempt
CLASSIFICATION: Faculty
F.T.E: Full-Time
**DATE REVIEWED/
APPROVED:** June 3, 2021

Mission Statement: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

Villa Maria College Core Values: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY:

The Occupational Therapy Assistant Program Academic Fieldwork Coordinator (AFWC) will provide OTA students with Level I and Level II fieldwork opportunities. The AFWC develops, coordinates, and 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. The AFWC will also teach courses in the OTA program and will fulfill the job responsibilities of full-time faculty members, including program advisement and service to the College.

ESSENTIAL RESPONSIBILITIES:

- 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;
- Document all fieldwork experiences that are provided to students, including mechanisms for formal evaluation of student performance;

- Ensure the fieldwork experience is designed to promote clinical reasoning and reflective practice, to transmit the values and beliefs that enable ethical practice, and to develop professionalism and competence in career responsibilities;
- Collaborate closely with level I and level II fieldwork educators to develop fieldwork experiences that most closely match the course learning objectives;
- Support the academic mission of the OTA program, the Department of Arts, Sciences, and Professional Studies and the college as a whole;
- Assign all eligible students a fieldwork experience and confirm the assignment in writing to both students and fieldwork educators;
- Ensure that students participating in fieldwork experiences maintain documented current immunization status according to the Program policy;
- Assure that all written contracts or letters of agreements between the educational institution and fieldwork education placement are signed and periodically reviewed;
- Ensure that all written contractual agreements between the College and fieldwork education placements are established prior to assigning students;
- Maintain a collaborative relationship with fieldwork educators. This includes making regular, periodic contacts with fieldwork educators at sites where students are attending;
- Visit fieldwork sites regularly;
- Maintain a current information file on each established contracted fieldwork education site;
- Identify and develop new sites for fieldwork education that provide 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;
- Orient students to the general protocol for fieldwork experiences and provide them with the appropriate resources associated with fieldwork selection;
- Reassign students who do not complete original fieldwork assignments in accordance with OTA department and College policies;
- Contribute to the advertising and promotion of the OTA program through an interdisciplinary approach;
- Review 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;
- Send required student information to the fieldwork educator, or assign the task to the student;
- Facilitate the resolution of fieldwork issues affecting the student's academic performance;
- Advise students regarding fieldwork site selection;
- Ensure that student fieldwork attendance hours meet or exceed the Program's requirements;
- Assist fieldwork educators with students who require special accommodations in accordance with the Americans with Disabilities Act (ADA);
- Coordinate educational opportunities for clinical instructors;
- Ensure the ratio of fieldwork educators to student(s) enables proper supervision and the ability to provide frequent assessment of student progress in achieving stated fieldwork objectives;

- Teach OTA courses in accordance with the policies and procedures of the College;
- Provide academic advisement for students in the OTA program;
- Provide service to the program, Department, and College, including participating in recruitment activities and committee work;
- Participate in the ongoing review and improvement of the OTA curriculum;
- Support the philosophy and objectives of the College;
- Participate in College functions;
- Serve on committees of the College;
- Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

Minimum Position Requirements:

- Master's required;
- 2 years of clinical practice experience as a COTA or OTR;
- Initially nationally certified and currently licensed to practice as OTR or COTA in the State of New York;
- Current driver's license;
- Fieldwork educator experience;
- 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 have an understanding of the 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;
- 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.

ESSENTIAL FUNCTIONS:

Professional business office setting. General environment requires employee to be flexible. Occasionally work is performed at the fieldwork site, requiring travel. This work may include hours standing and walking, including up and down stairs, moving up to 20-pound boxes, etc. Evening and weekend hours may be needed on occasion to perform work associated with this position. Ability to travel when needed.

