

The Role of the Academic Fieldwork Coordinator

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Key Responsibilities

- Contract and Certificate of Insurance
- Draft /Up-date Policy Manual for Level II Fieldwork
- Meet with each student to determine interest, and explore Level II possibilities prior to assignment
- Finalize Level II Fieldwork Assignment

What Can I Do to Prepare Myself?



Preparation 101

- Read your Level II Fieldwork Manual
 - Attendance Policy
 - Grading Policy
 - Failure Policy
 - What are my options if I am unsuccessful



Preparation 101 continued

- Self Examination/Inventory
 - Academic Skills (+) (-)
 - Diagnoses, Assessment Tools, etc.
 - Writing Skills (Documentation)
 - Computer Skills (Electronic Documentation)
 - Skills – (Level I ,Labs)
 - Support System (Family, Friends)
 - Back Up Systems (children, parents)

Communication

- Communicate any special needs/concerns
- Accommodations
- Full –time / Part-time
- Do not wait until the 9th hour to inform your Academic Fieldwork Coordinator of a possible change in placement or timing.

Summary

- Read the Profile of your Level Ii Assignment to become familiar with the diagnoses, frames of references, assessments, re-assessment, supervision model, and productivity standards
- Plan to arrive early and possibly leave late – learning curve
- Visit or call prior to the first day – helps to relieve some anxiety

You Will Be Successful

