

**University of Washington  
Master of Occupational Therapy Program**

**FIELDWORK II ROLES AND RESPONSIBILITIES**

The Level II Fieldwork experience requires that all individuals involved have a mutual understanding of the responsibilities of each person, facility, and organization. The following are roles and responsibilities involved in the fieldwork experience. The terms and titles used are the currently accepted terminology put forth by the Accreditation Council on Occupational Therapy Education (ACOTE) and are consistent with the American Occupational Therapy Association (AOTA) documents.

**Responsibilities of the Academic Fieldwork Coordinator**

The responsibilities of the Academic Fieldwork Coordinator (AFWC) include, but are not limited to the following:

1. Assigning eligible students to fieldwork experience and confirming the assignment in writing with each Fieldwork Educator.
2. Assuring that all written contracts or letters of agreement between the educational institution and fieldwork education center are current and signed.
3. Making regular and periodic contacts with each fieldwork education center where students are placed.
4. Maintaining a current information file on each fieldwork education center where students are placed.
5. Identifying new sites for fieldwork education.
6. Implementing policy for termination of students from a fieldwork education placement;
7. Orienting students to the general purposes of fieldwork and providing them with necessary forms.
8. Verifying that students are in compliance with required immunizations, background checks, and training in HIPAA, universal precautions and CPR.
9. Reassigning students who have an approval to repeat a failed fieldwork placement in accordance with program policies, or whose placements are cancelled by the site.
10. Developing fieldwork experiences along with the placement site coordinators that provide the optimal opportunity for implementation of theoretical concepts in didactic curriculum.
11. Maintaining a collaborative relationship with fieldwork education centers.
12. Collaborating with Fieldwork Educator to ensure a strong relationship between didactic and fieldwork education.
13. Collaborating with students and fieldwork sites to facilitate formal accommodations supporting student learning as needed.
14. Sending necessary information and forms for each student to the Fieldwork Educator unless responsibility is assigned to the student.

**Responsibilities of the Fieldwork Educator (in practice setting)**

Each individual responsible for student training in the fieldwork education center is considered a Fieldwork Educator as stated in the "Standards for an Accredited Educational Program for the Occupational Therapist" (ACOTE, 2006) and must have a minimum of one year experience

working as an occupational therapist. The titles of individuals responsible for the fieldwork programs in clinical settings may vary. Examples of titles are Fieldwork Educator, Clinical Educator, or Student Supervisor. Fieldwork Educators assume the responsibility of supervision of fieldwork students in addition to their regular duties. They do this to support our profession, to share their expertise and to learn from the supervisory experience.

All fieldwork sites have the responsibility of insuring safe and adequate care for their clients/patients. This responsibility takes precedent over supervision of fieldwork students.

Two major areas of responsibility required of the Fieldwork II Educator are administrative functions and direct day-to-day supervision. Various arrangements can be made within the fieldwork education center for fulfillment of these responsibilities. The administrative responsibilities may be delegated to one individual designated as the Student Training Supervisor or Student Fieldwork Coordinator, while the day-to-day supervision of students may be delegated to one or more staff members. It is also feasible, particularly in smaller centers, for one individual to assume all of the administrative and direct day-to-day supervisory functions.

The administrative responsibilities of the Fieldwork Educator include, but are not limited to the following:

1. Collaborating with the Academic Fieldwork Coordinator in developing a program that provides the best opportunity for implementation of theoretical concepts gained in the academic educational program.
2. Preparing, maintaining, and sending current information about the fieldwork education center, to the Academic Fieldwork Coordinator.
3. Scheduling students in collaboration with the Academic Fieldwork Coordinator.
4. Establishing objectives of the fieldwork experience and articulating the philosophy of the fieldwork experience center.
5. Discussing any needed accommodations for the student as specified in a formal letter from Disability Resources for Students (DRS) at the University of Washington.
6. Contributing to the evaluation of each student at the midpoint and at completion of FW II. One copy of the final evaluation must be signed by both the Fieldwork Educator and the student and sent to the Academic Fieldwork Coordinator of the academic educational institution in which the student is enrolled (the student is also entitled to a copy).
7. Being familiar with the policy regarding the termination of students from fieldwork experience due to inadequate performance for each academic educational institution from which students are accepted.
8. Contacting the Fieldwork Coordinator if there are any concerns about Fieldwork II student performance.
9. Notifying the Academic Fieldwork Coordinator of any student for whom the fieldwork education center is requesting termination of the placement for inadequate performance.
10. Periodically reviewing the contractual agreement between the academic educational institution and the fieldwork education center and ensuring that these agreements are current and signed.
11. Providing regular and periodic supervision of students.

The direct day-to-day supervisory responsibilities of the Fieldwork Educator include, but are not limited to the following:

1. Providing an adequate orientation to the fieldwork education center and to specific departmental policies and procedures, typically in the form of a student manual.
2. Assigning patients/clients to the student.
3. Supervising the provision of occupational therapy services, documentation, and oral reporting by the student.
4. Assessing the skill and knowledge level of the student.
5. Meeting with the student regularly to review performance and to provide guidance.
6. Evaluating the student at the midpoint and at completion of the fieldwork experience using the AOTA Fieldwork Performance Evaluation as it relates to the center's written behavioral objectives.

### **Responsibilities of the Student**

The student is the learner who is enrolled in a course of study at an educational institution leading to an entry level degree in occupational therapy. The student is expected to collaborate with the Fieldwork Educator and the Academic Fieldwork Coordinator (AFC) to ensure compliance with fieldwork experience requirements.

The student is responsible for the following:

1. Completing a Personal Data Sheet that is sent to each fieldwork site by AFWC
2. Completing HIV/AIDS, CPR, Blood Borne Pathogen/Infection Control, and HIPAA training, background check and necessary immunizations in a timely manner.
3. Updating accommodation letter to reflect the demands of Fieldwork II through the Disability Resources for Students Office (DRS) and providing the letter to each FWII site and the Academic Fieldwork Coordinator (as applicable).
4. Writing and sending a letter to the Fieldwork Educator four weeks prior to the starting date confirming the fieldwork experience dates. In addition, some facilities require extra insurance and/or health coverage.
5. Being an active participant in the supervisory and learning process.
6. Complying with all policies and procedures of the fieldwork education center unless exempted, including prompt notification of student absences.
7. Fulfilling all duties and assignments made by the Fieldwork Educator and Academic Fieldwork Coordinator, unless exempted, within the time limit specified.
8. Completing and presenting at least one copy of the student evaluation of the fieldwork center to the Fieldwork Educator.
9. Participating in the evaluation process using the AOTA Fieldwork Performance Evaluation form that is supplied to the site by the AFWC.
10. Notifying the Fieldwork Educator and/or the Academic Fieldwork Coordinator immediately of any problems or concerns related to fieldwork education.
11. Notifying the fieldwork education center and educational program of student's current address and telephone.