FIELDWORK EDUCATOR RESPONSIBILITIES FOR LEVEL II FIELDWORK

For Level II Fieldwork, the two major areas of responsibility required in the fieldwork supervision are:

1. Administrative functions
2. 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 who may be designated student training supervisor or student fieldwork program coordinator. 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.

Administrative responsibilities of the fieldwork supervisor include, but are not limited to the following:

1. Collaborate with the Academic Fieldwork Coordinator (AFC) to develop a fieldwork program that provides the best opportunity for implementation of theoretical concepts to complement what is learned in academic program; create an environment which facilitates learning, inquiry and reflection upon one’s practice;

2. Prepare, maintain, and send to AFC current information about fieldwork setting, including a statement of the conceptual models from which evaluation is derived, and upon which interventions are based.

3. Schedule students in collaboration with the fieldwork coordinators of the academic institution; complete pre-fieldwork interview if desired

4. Establish philosophy of the fieldwork program and objectives of the fieldwork experience;

5. Provide regular and periodic supervision of students and/or student supervisors (if applicable)

6. Contribute to the evaluation of each student at the midterm and end of the fieldwork experience. Ensure final FWPE and SEFW forms are signed by both the fieldwork educator and student and sent to the Fieldwork Coordinator of the academic institution in which the student is enrolled (the student is also entitled to a copy);

7. Be familiar with grading and withdrawal policies of each academic institution from which students are accepted;

8. Notify the fieldwork coordinators of any emergent student issues or if fieldwork site or student is requesting withdrawal or early termination of placement;
9. Establish and review (minimum every 5 years) the contractual agreement between the academic institution and the fieldwork site, ensuring that these agreements are signed;

Direct day-to-day supervisor responsibilities of the fieldwork supervisor include, but are not limited to the following:

1. Provide adequate orientation to the fieldwork program/site and to specific departmental policies and procedures;

2. Define expectations clearly to students, assess skill and knowledge level

3. Supervise provision of occupational therapy services; documentation, and oral reporting of the student;

4. Assign patients/clients to student caseload;

5. Meet with student regularly to review performance and to provide guidance and feedback using behavioral language and observable data. As a result of feedback, goals for change should be developed collaboratively between student and supervisor;

6. Evaluate student at the midterm and end of the fieldwork experience using the AOTA Fieldwork Performance Evaluation Form;

7. Seek feedback re: supervisory skills from colleagues and student.