



JOB TITLE: Academic Fieldwork Coordinator - Developing Doctor of Occupational Therapy Program

DIVISION: Academics

DEPARTMENTS: Occupational Therapy

REPORTS TO OTD Program Director

JOB EMPLOYMENT STATUS: Full time, tenure-track, core faculty, exempt

Briar Cliff University invites applications from individuals with a passion for working with rural and/or underserved communities and the desire to advance the role of occupational therapy in traditional and emerging settings for the **Academic Fieldwork Coordinator for the Doctor of Occupational Therapy (OTD) Program**. Briar Cliff University (BCU) is in the initial stages of developing the OTD program and has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). As the program is in the early stages of development, the position offers a unique opportunity for the AFWC to help shape the curriculum and the clinical education offerings.

The program must be granted Candidacy Status, have a pre-accreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT).

SUMMARY:

The Academic Fieldwork Coordinator (AFWC) will be responsible for developing and refining the academic fieldwork education program to ensure comprehensive integration of scope and content into the OTD curricular design. The AFWC is responsible for the Program's coordination, management, and compliance with the fieldwork requirements set forth by the Accreditation Council for Occupational Therapy Education (ACOTE). The AFWC's primary responsibilities are to identify and establish academic fieldwork placement sites, and plan, administer, and monitor academic fieldwork activities on behalf of the applicant program and in coordination with clinical partners (contracted clinical and community facilities, fieldwork educators).

The AFWC is full-time (12-month) tenure-track, core faculty member with 50% reassigned administrative time for management and administration of the fieldwork program. The AFWC has standard professional responsibilities in the areas of teaching and advising (reduced load), service, and professional development consistent with a regular faculty role and in alignment with the mission and philosophy of the developing Doctor of Occupational Therapy Program.

ESSENTIAL DUTIES FOR SCHOLARSHIP OF TEACHING AND LEARNING including the following:

- develops course materials in area of expertise including writing course syllabi and developing appropriate instructional methods;
- teaches OTD courses assigned in content area of expertise and meeting program standards for student and peer evaluations;
- develops and administers student assessments in alignment with the curricular design, as appropriate;
- enhances expertise in teaching content areas through continuing education, contemporary occupational therapy practice, and using current teaching and learning methodologies;
- participates in ongoing curriculum and program assessment;
- convenes all classes as scheduled; reports final grades at the designated time; agrees to an open door policy for student accessibility and engagement;
- maintains licensure and certification as appropriate

ESSENTIAL DUTIES FOR SERVICE TO THE UNIVERSITY, COMMUNITY, AND PROFESSION including the following:

- advises students;
- assists in the recruitment and admissions of students;
- attends department events including student orientation and commencement exercises;
- performs committee assignments at the OTD Program and University level;
- performs community service and/or practice through Pro-bono Clinic or practice area of choice

ESSENTIAL DUTIES FOR PROFESSIONAL DEVELOPMENT AND SCHOLARSHIP including the following:

- engages in scholarly activity and maintains an active research agenda as relevant to academic fieldwork education, the AFWC position, and the Program's Scholarship Agenda;
- supervises and mentors student research;
- maintains professional development in the area of scholarship and/or research

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES including the following:

- develops, implements, and manages the academic fieldwork program for the preparation and education of OTD students;
- shares supervision of the Clinical Education Assistant;
- assists the Program Director with ACOTE compliance and annual accreditation reports relative to the program's preparation and implementation of the academic fieldwork curriculum, experiences, and activities;
- creates and cultivates relationships with stakeholders to secure, via contractual agreement, adequate fieldwork sites that reflect the sequence and scope of content in the OTD curriculum;
- assist with the recruitment of qualified fieldwork supervisors who represent quality practices and diverse populations;
- develops, communicates, and enforces the Academic Fieldwork Education Handbook to include policies and procedures related to academic fieldwork education while ensuring consistency with the Faculty and Student Handbooks;
- educates students, fieldwork educators (FWEs) and academic faculty about academic fieldwork education requirements and standards to ensure compliance;

- assists with the evaluation of students' performance to determine their ability to integrate didactic and clinical learning experiences and to progress within the curriculum;
- coordinates and supports the management of the clinical database to document the criteria and process for selecting fieldwork sites which includes ensuring availability of appropriate full-time clinical site slots, maintaining memoranda of understanding, complying with all site requirements, maintaining site objectives and site data, and communicating this information to students prior to the start of the fieldwork experience;
- fosters communication and development of FWEds at fieldwork sites and provides support and guidance to ensure quality experiences for student learning and progression;
- collects Fieldwork Performance Evaluations (FWPE) reports and collaborates with FWEds to evaluate student performance and assign grades for all fieldwork courses;
- collects post-clinical student and FWEd surveys;
- guides curriculum design, planning, scheduling, and outcome measures related to the fieldwork education component to ensure compliance with ACOTE standards;
- guides strategic planning related to fieldwork education;
- understands ACOTE and University specific accreditation standards and adheres to policies and procedures to meet or exceed such standards;
- demonstrates the characteristics to conduct self ethically and professionally in accordance with the mission of BCU and current occupational therapy practice

ESSENTIAL QUALIFICATIONS

- Earned clinical or post-professional doctorate degree in Occupational Therapy or related field (OTD, DrOT, DSc, EdD, ScD) awarded by an institution that is accredited by a regional accrediting body recognized by the U.S. Department of Education (USDE). All but dissertation (ABD) candidates may be considered if they meet the minimum practice requirements below.
- Licensed occupational therapist who is licensed or eligible for licensure in the state of Iowa;
- A minimum of 2 years of clinical practice experience;
- Strong leadership skills and a vision for excellence and interprofessional collaboration;
- Excellent communication, conflict management and problem-solving skills;
- Ability to develop and maintain cooperative working relationships;
- Strong organizational skills;
- Demonstrated skills in teaching and instructional technology;
- A commitment to the educational mission of Briar Cliff University

EXPERIENCE PREFERRED (but not required):

- Four or more years of post-licensure clinical experience as an Occupational Therapist;
- Prior experience as an AFWC or fieldwork educator in clinical practice (FWEd);
- Completion of or willingness to complete the AOTA Fieldwork Coordinator Certificate Workshop <https://www.aota.org/Education-Careers/Fieldwork/Workshop.aspx>;
- Prior teaching experience in an academic program and/or administrative experience in clinical practice;
- Evidence of active involvement in community and professional service;
- Prior experience in working with rural and underserved populations

LANGUAGE SKILLS:

Ability to read and comprehend instructions, correspondence, and memos. Ability to write simple correspondence and perform scholarly writing. Ability to effectively present information in one-on-one, small and large group situations.

TECHNOLOGY SKILLS:

Accomplished skills in typing, word processing, and spreadsheet management. Familiarity with Outlook and other Microsoft software preferred. Ability to learn and manage database.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

APPLICATIONS:

A full and complete application should contain the following information:

- 1) A cover letter outlining your experience as an occupational therapist in higher education and clinical practice/educator.
- 2) A complete CV outlining your career in higher education and within health-related areas.
- 3) The names of three professional references including their relationship to you, their position, email, and direct phone numbers. References will not be contacted without written permission.

Applications should be submitted at: <https://www.briarcliff.edu/about/our-employees/careers/apply>

This search will remain open until the position is filled. Applicants may contact Dr. Krusemark directly with questions regarding this position: cortni.krusemark@briarcliff.edu

The University shall not discriminate against faculty, staff, volunteers, students, or applicants on the basis of race, ethnicity, color, sex, gender, religion, national origin, age, disabilities, sexual orientation, marital status, or any other characteristic protected by law for any reason including recruitment, selection, and promotion.