

Process of Fieldwork Site Selection

To ensure each CPCC OTA student is placed in a setting that is equipped to provide fieldwork experiences that reflect the curriculum design, scope, and content of the CPCC OTA program, the Academic Fieldwork Coordinator (AFWC) will complete the following:

NEW FIELDWORK SITES:

- Initial contact made by AFWC via phone or email requesting facility information such as setting, occupational therapy staffing, and populations served.
- After communication of willingness on both parts to continue with the affiliation agreement process, new facilities will be sent a draft of the CPCC affiliation agreement unless facility requests the college use their facility agreement.
- After initial approval, AFWC will initiate CPCC signature process to obtain approval and signature of CPCC president, Dr. Tony Zeiss.
- A copy of the CPCC-signed agreement will be sent to the facility by mail, fax, or email for facility signature.
- Once the agreement is signed by both parties, AFWC will initiate an in-person or phone meeting to cover:
 - Overview of the CPCC OTA program
 - Site specific objectives development
 - Initial Fieldwork Data Form (FWDF) completion
- Once the initial FWDF is completed, the AFWC will meet with the OTA program chair and faculty members to discuss the facility and if it meets the needs of the program and of the upcoming fieldwork courses.
- Following confirmation from all parties in the OTA program, the facility will be directed to the OTA program Student and Fieldwork Educator website for policies and procedures, additional information, resources, and course-specific objectives.
- Fieldwork slot requests will be sent via email to the facility in order to determine availability of supervisory staff for specific fieldwork time periods.

MAINTENANCE OF AFFILIATION AGREEMENTS

- CPCC Associate Dean of Health Sciences will keep an original copy of each affiliation agreement in her office.
- Administrative Assistant of CPCC Health Programs will keep track of when agreement documents have been sent and when they have been returned.
- CPCC Health Sciences will maintain a database that includes all OTA program current affiliations.
- AFWC will maintain electronic and paper files for each affiliation, including site-specific objectives, FWDFs, and information that would be beneficial to students or faculty. AFWC will provide necessary site-specific information to students via blackboard, in-person orientation, and paper files.
- An annual review of all fieldwork files will be completed by the AFWC to ensure the following:
 - Affiliation agreements are current (agreements have one year terms, with the option to renew for two additional one-year periods)
 - FWDF information is correct and current
 - Fieldwork forms completed by students have been filed
- CPCC's OTA program will hold a periodic open house for clinicians to meet with program faculty, discuss coursework and fieldwork concerns, and announce updates to the OTA department and its policies and procedures.
- Facility should notify AFWC of any staffing changes to ensure open communication continues.