Cashing in on Fieldwork Coordination: Why a Solid Foundation Matters

Kim Ganzevoort, COTAL, CBIS, System Fieldwork Coordinator
October 2019

Disclosures
Nothing to disclose
Objectives
Analyze tools used to support students and fieldwork educators (FWEds)
Identify the return on investment of a coordinated FWE structure
Determine ways to cultivate FWEds at their site and/or within their program
Reflect on their role in the FWE program and identify opportunities for growth

Agenda
Prior State
Structure
Communication
Tools
Return on Investment
Cultivation of Fieldwork Educators

Prior State
Lack of formal structure prior to 2016
Numerous points of contact for Academic Fieldwork Coordinators (AFWC)
Unknown orientation/onboarding requirements
Poor compliance with requirements and lack of process to track adherence
Orientation and expectations varied from student to student, fieldwork educator to educator
Prior State
What is your prior state?

Prior State
Identifying your prior/current state is key to developing goals
Know what is expected and required
• Human resources, regulatory, site, school
Consistency, efficiency

Agenda
Prior State
Structure
Communication
Tools
Return on Investment
Cultivation of Fieldwork Educators
Structure

5 Contacts
- 3 PT (Inpatient/Outpatient/Home Care)
- 3 OT (Inpatient/Outpatient/Home Care)
- 1 SLP
- Based on service line

"Site Leads" at each location as able
Leaves student with 2 additional supports outside their AFWC and fieldwork educator

- Structure
  Coordinators are initial point of contact for student
  Make sure all documentation, orientation, compliance pieces are done
  Coordinate with other internal departments to streamline/ease processes
  Manage tracking

  Site leads manage day to day operations with student
  Complete onsite orientation when able
  Manage job shadows

Agenda

- Prior State
- Structure
- Communication
- Tools
- Return on Investment
- Cultivation of Fieldwork Educators
Communication

AFWC communicates directly with clinical coordinators
Clinical coordinator communicates with site leads when able, directly to therapists when needed or no site lead
Disperse needed communication, filter to not overwhelm

Communication

Value to all parties involved
Impossible for one person to know every site in and out
E-mails can be daunting

Agenda

Prior State
Structure
Communication
Tools
Return on Investment
Cultivation of Fieldwork Educators
Tools

Developed Using
- Information from the AOTA Fieldwork Educator Certificate Program and APTA Clinical Instructor Program
- Clinical experience
- Coordinator/educator needs

Reservation Tracking Form

Check Ins

Early on, Mid-Term and Final FWEd and Student Exit Interview completed via phone with student
Check Ins

Objectives

Weekly Feedback Forms

Accountability and self reflection
Allows student and FWEd to develop goals and dialogue
Tracking progress
Video Observation Review Form

Critical Incident Report

Anecdotal Record
Clinical Instructor Course
Offered semi-annually
Multi-disciplinary
Teach how to use tools/what to expect
Problem solve, answer questions

What’s in your toolbox?
What ideas do you have that I didn’t list?

Break up again in your groups to discuss potential tools you can modify or start to implement – write it down on your planning sheet!

Agenda
Prior State
Structure
Communication
Tools
Return on Investment
Cultivation of Fieldwork Educators
Return on Investment - Cost

FTE allotment
Productivity allowances
Notepads
Get to know you lunch

Return on Investment - Clinical

Increased employee satisfaction
Increased FWE satisfaction
Decreased time away from teaching
Increased productivity of instructors
Decreased orientation time for new hires

Return on Investment - Academic

Increased presence in academic community, potential for research/presentations
Increased student placements due to less work on educators
Decreased cancellations
Ease of communication
How will you invest?

Every investment has a cost, so how will you advocate for the change you want to make?

What are the benefits you see and who do you need to talk to make this happen?

---

Agenda

Prior State
Structure
Communication
Tools
Return on Investment
Cultivation of Fieldwork Educators

---

Cultivation of Fieldwork Educators

Refine and develop educators using tools listed
Accumulate educators through creative uses of staff/space and by decreasing burden

---
Cultivation of Fieldwork Educators—How To

Staff therapist
Supervisor/Manager/Director
Academic Fieldwork Coordinator

Rome wasn’t built in a day…

Look over your notes —

Where are 2 areas that you can address right way when heading back to work? Prioritize with the big picture in mind and you will be moving toward the program you hope to build!

Questions?

Feel free to contact me!
Kimberly.ganzevoort@spectrumhealth.org
References


References

American Occupational Therapy Association Fieldwork Educators Certificate Program
American Physical Therapy Association Clinical Instructor Course