

STANDARD OPERATING PROCEDURES
For
The VIRGINIA OCCUPATIONAL THERAPY FIELDWORK COUNCIL (VOTFWC)

I. Name.

The Virginia Occupational Therapy Fieldwork Council (VOTFWC) is the designated name of the fieldwork council representing the Departments of Occupational Therapy providing MSOT degrees at Virginia Commonwealth University, Shenandoah University, Radford University, Jefferson College of Health Sciences, and James Madison University and OTA degrees at Tidewater Community College, Southwestern Community College, and Jefferson College of Health Sciences.

II. Purpose.

To provide a forum for academic faculty, fieldwork educators, and students to collaborate and learn from each other while enhancing the quality of occupational therapy fieldwork education and supervision.

III. Objectives.

1. To provide participants with educational opportunities to learn more about fieldwork supervision, collaboration opportunities in practice, research, and service, and to meet the evolving needs of fieldwork sites.
2. To work collaboratively and effectively to identify and develop fieldwork experiences which are compatible with the learning opportunities at fieldwork settings, the curriculums of the different schools, and the learning needs of the students within the constraints of existing policies and procedures.
3. To provide an environment for participants to discuss openly and to plan creatively and imaginatively for fieldwork experiences that reflect current, up-to-date practice in occupational therapy.
4. To identify opportunities in the field to enrich occupational therapy education.

IV. Membership.

1. Membership is open to anyone interested in promoting the purposes of this organization.
2. Voting Members:

- a. Fieldwork educators are the fieldwork supervisors in each facility used by the Academic Departments of Occupational Therapy in the State of Virginia.
- b. Academic members are those full-time, part-time, and adjunct faculty members of the Departments of Occupational Therapy in Virginia schools.
- c. Student members are at least one student representative from each school in the occupational therapy assistant or occupational therapy master's degree programs, and the elected student representative to the AOTA Commission on Education, if different from the class representative.

V. Officers.

- 1. State Chairman and/or Co-chairman will be elected annually at the last or first meeting of the VOTFWC.
 - a. The Chairman is responsible for conducting the meetings, selecting and arranging the agenda, and appointing committees as needed.
 - b. The Chairman will ensure the school sponsoring the event has presenter for the meeting at least 3 weeks in advance.
- 2. For each meeting, a secretary will be appointed. The Secretary takes minutes of meetings, and sends the minutes (typed or handwritten) to the school responsible for conducting that meeting. Minutes will be distributed to the VFWC members by FW coordinators of each school.

VI. Procedures:

- 1. There will be at least three meetings each academic year.
- 2. There will be a rotation system for each school to conduct or plan the Virginia Fieldwork Council meetings in conjunction with the Chairman of the VOTFWC. This schedule will be set at the beginning of each year.

2-27-09 Revisions. Adapted from SOP from ; Rev. Dec. 1987; & April 1983; Aug. 1979. Originally, VCU Fieldwork Council.