

Staffing Structure Policy and Procedure

MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Program Structure

Number: 204

Title: Staffing

Date: 3/31/10

Reviewed/Revised: 4/29/20

Purpose: To ensure academic resources related to staffing are sufficient to ensure that the needs of the MHPC OTA Program are met.

Policy: In conjunction with the MHPC Governing Board, the State Fair Community College shall coordinate and employ well-qualified employees.

Consortium-Funded Positions: It is anticipated that for the MHPC OTA Program, various positions will be required as outlined by ACOTE standards. All consortium-funded positions for the program will be established under the direct authority and approval of the Governing Board. Specifically the OTA Program Director will be appointed and retained upon majority vote of the Governing Board of Directors, however as an employee of the State Fair Community College the position will be subject to the institutions rules and procedures for employment. Other faculty and staff offers/terminations of appointment will be established in conjunction with the OTA Program Director and in accordance with the State Fair Community College policies and procedures.

Community College In-Kind Staff Contributions: It is anticipated that the member institutions will dedicate existing staff to support each program as needed. All support activities, processes and procedures shall be coordinated through the member community colleges and that program's director of nursing and allied health. Contributions include, but are not limited to:

- a. Admissions counselor, advisor, financial aid, registrar personnel
- b. Instructional television/information technology technician
- c. Administration and administrative support as necessary for itinerant Consortium personnel rotating through the campus
- d. Instructors as necessary to cover slight enrollment increases resulting from student applicants completing their required general education and pre-requisite course prior to being admitted to the professional year of the program.

Procedure:

1. The program must have a director who is assigned to the OTA Program on a full-time basis. The director may be assigned to other institutional duties that do not interfere with the management and administration of the program. The MHPC Governing Board of Directors must ensure that the needs of the Program are being

met.

2. The program director must be an initially certified occupational therapist (OT) or occupational therapy assistant (OTA), who is licensed according to the State of Missouri and must hold a minimum of a master's degree and academic qualifications comparable to the majority of other program directors employed through the member institutions.
3. The program director must have a minimum of 5 years of experience in the field of occupational therapy, including practice as an OT or OTA, administrative or supervisory experience, and at least 1 year of experience in a full-time academic appointment with teaching responsibilities.
4. The program director must have an understanding of and experience with OTAs.
5. The program director must be responsible for the management and administration of the program.
6. The program must have at least one full-time equivalent FTE faculty position and demonstrate student to faculty ratios consistent with other similar programs and sufficient in number to ensure appropriate curriculum design, content delivery, and program evaluation.
7. The program director and faculty must possess the academic and experiential qualifications and backgrounds that are necessary to meet program objectives, the mission of the institution and demonstrate expertise in their areas of teaching.
8. The program must identify an individual as academic fieldwork coordinator, who is specifically responsible for the program's compliance with fieldwork requirements, holds a minimum of a baccalaureate degree and is a licensed OT or OTA in the State of Missouri or credentialed through NBCOT.
9. Clerical and support staff must be provided to the program, consistent with institutional practice, to meet programmatic and administrative requirements.
10. The program director and academic fieldwork coordinator will have sufficient release time in order to ensure all administrative and fieldwork responsibilities for the program are met. Adjunct faculty will be utilized to provide release time for course instruction, including labs and grading.