

WHEELING JESUIT UNIVERSITY
DEPARTMENT OF PHYSICAL THERAPY

Clinical Education
Policy and Procedure Manual

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TABLE OF CONTENTS

I. Program Description

- 1. Statement of Purpose of Clinical Education**
- 2. Overview of the Clinical Education Experience**
- 3. Evaluation of Clinical Performance**
- 4. Physical Therapist Clinical Performance Instrument (PT CPI Web)**
- 5. Sequence into Curriculum**

II. Student

- 1. Clinical Education Orientation**
- 2. Preference List**
- 3. Attendance**
- 4. Professional Standards of Conduct**
- 5. Dress Code**
- 6. Travel and Living Expenses**
- 7. Request for New Site**
- 8. Pre-Clinic Paperwork**
- 9. Clinical Paperwork**
- 10. Professional Liability Insurance**
- 11. Health Care during Clinical Education Experiences**
- 12. Clinical Education Goals**
- 13. Substance Abuse**
- 14. Anti-Harassment/Sexual Assault**
- 15. Pregnancy**
- 16. Student Concerns during Clinical Education Experiences**
- 17. Personal Cell Phone Use during Clinical Education Experiences**

III. Director of Clinical Education

- 1. Academic Standards for Participation in Clinical Education**
- 2. Professional and Health Requirements for Clinical Education**
- 3. Student Orientation to Clinical Education Curriculum**
- 4. Acquisition of New Clinical Education Sites**
- 5. Academic Clinical Education Manager**
- 6. Affiliation Agreement Renewal, Amendment and Termination**
- 7. Clinical Education Date Request Form**
- 8. Student Preference List**
- 9. Student Assignment to Clinical Site**
- 10. Student Pre-Clinic Paperwork**
- 11. Student Clinical Education Information Form**

- 12. Infection Control and HIPAA Certifications**
- 13. Student Post-Clinical Education Paperwork**
- 14. Site Visits**
- 15. Grading Clinical Education Experiences**
- 16. Dismissal from Clinical Facility**
- 17. Communication with the Clinic Site**
- 18. Student Professional Liability Insurance**
- 19. Communication with Faculty**
- 20. Student Withdrawal from Clinical Education Experience**
- 21. Clinical Site Evaluation**

IV. Center Coordinator of Clinical Education

- 1. Clinical Education Dates**
- 2. Clinical Site Information Form (CSIF)**
- 3. Affiliation Agreement Maintenance**
- 4. Student Orientation**
- 5. Assigning a Clinical Instructor**
- 6. Evaluation of Student Performance**
- 7. Student Problems**
- 8. Dismissing Students from Clinic**
- 9. Adjunct Faculty Appointment**
- 10. Use of University Resources**

V. Clinical Instructor

- 1. Student Orientation**
- 2. Student Supervision**
- 3. Evaluation of Student Performance**
- 4. Site Visits**
- 5. Student Problems**
- 6. Adjunct Appointment**
- 7. Use of University Resources**

VI. Clinical Education Facility

- 1. Appointment of the CCCE**
- 2. Provision of Emergency Health Care**
- 3. Discrimination**
- 4. Compensation for Services**
- 5. Student Access to Facility Resources**

VII. Wheeling Jesuit University

- 1. Discrimination**
- 2. Compensation for Services**
- 3. Appointment of the DCE**
- 4. Conferring Rank of Adjunct Faculty**

VIII. Appendices

- 1. Statement of Uses of Appendices**

Appendices	Title
A	Physical Therapist Clinical Performance Instrument (PT CPI Web)
B	Clinical Education Policy & Procedure Manual Acknowledgement Form
C	Student Preferences Form
D	Clinical Education Attendance Log
E	APTA Code of Ethics
F	Request for New Clinic Site Form
G	Pre-Clinic Paperwork Inclusion Check-off Form
H	Student Clinical Education Information Form
I	Health Center Health Record
J	Infection Control Certificate
K	HIPAA Certificate
L	Experience Assignment – Site Requirements
M	First Week Report
N	Clinical Education Experience Record
O	Test/Measures Record
P	Interventions Record
Q	APTA Physical Therapy Student Evaluation: Clinical Experience and Clinical Instructor
R	Student Survey of Clinical Experience
S	Clinical Site Information Form (CSIF)
T	Clinical Education Affiliation Agreement
U	Dates Request Form
V	Site Visit Record
W	Curricular Feedback Form

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	I. Program Description
Policy	1. Statement of Purpose of Clinical Education

The purpose of the Clinical Education component of the Wheeling Jesuit University (WJU) Doctor of Physical Therapy (DPT) curriculum is to provide the learner with structured interactions with persons of varying degrees of health status and disability. The Clinical Education experiences and professional behavior and activities bridge the knowledge and psychomotor skills learned in the academic setting to the real life clinical setting. Competent clinical educators design these interactions with progressively decreasing supervision in order to complete the students' emergence as competent entry-level practitioners. The goal of this Clinical Education Policy and Procedure Manual is to assist all stakeholders in any Clinical Education experience in having the best possible outcome.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	I. Program Description
Policy	2. Overview of the Clinical Education Experiences

The Clinical Education component is comprised of four phases of supervised clinical experiences. It is progressive in the type and range of clinical responsibilities expected of each student and corresponds to the complexity of the didactic portion of the curriculum. Participation in any Clinical Education experience is contingent upon successful completion of the coursework and previous clinical experiences. Students are supervised by licensed physical therapists, Clinical Instructors (CIs), in such settings as hospitals, skilled and/or long-term care facilities, home health agencies, rehabilitation facilities, pediatric clinics, sports medicine clinics, fitness centers, and outpatient facilities. Students may participate in interdisciplinary care meetings, observe surgeries, and spend time observing other health care professionals.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	I. Program Description
Policy	3. Evaluation of Clinical Performance

CIs are encouraged to provide constructive feedback frequently to the students and to the Director of Clinical Education (DCE). Formal, written evaluations are scheduled at the mid-term and the conclusion of each Clinical Educational experience. Each CI must complete the American Physical Therapy Association (APTA) Physical Therapist Clinical Performance Instrument for Students: A Self-Guided Training Course (PT CPI) through the APTA Learning Center before entering the PT CPI Web 2.0 site and completing the online PT CPI for a student. A CI only needs to perform the training one time.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	I. Program Description
Policy	4. Clinical Performance Instrument (CPI Web 2.0)

A student physical therapist assessment system evaluates the cognitive, psychomotor, affective skills and incorporates multiple sources of information to make decisions about readiness to practice. The system is intended to enable clinical educators and academic faculty to obtain a comprehensive perspective of students' progress through the curriculum and competence to practice at entry-level. The adoption of the PT CPI (APPENDIX A) will ensure that all practitioners entering practice have demonstrated a core set of clinical attributes.

The PT CPI is the central component of the evaluation of WJU DPT students' clinical abilities and is used by the Clinical Education program to ensure students' readiness for practice. The PT CPI is designed to evaluate student clinical performance in relation to entry-level competence and is to be completed by the supervising CI(s).

Each student and CI must complete the APTA Physical Therapist Clinical Performance Instrument for Students: A Self-Guided Training Course available through the APTA Learning Center. This course must be successfully completed and passed in order to access the online PT CPI Web 2.0.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	I. Program Description
Policy	5. Sequence into Curriculum

The Clinical Education component of the WJU DPT curriculum is initiated within the fourth term of the student's enrollment. Each succeeding experience encompasses increased use of student skills learned in the classroom with progressive responsibility for patient care placed on the student while supervised by the CI.

Each Clinical Education experience consists of typically 40 hours/week. The clinical site establishes the working schedule. Skills learned in preceding terms are practiced under the supervision of a CI.

Clinical Education I DPT 638:

This is the first full time Clinical Education experience within the DPT curriculum. The students participate in 8 weeks of full-time clinical education for a total of 320 hours. This experience can be in the acute care, skilled care, long term care, long term acute care, home health, or out-patient settings. The Clinical Science Problem Based Learning (PBL) cases that have been introduced into the curriculum up to this point can be found in the Clinical Education I course syllabus. The focus of this experience will be on the examination, evaluation, diagnosis, prognosis, intervention and outcomes for patients in their respective settings with a variety of impairments leading to activity and participation limitations.

Clinical Education II DPT 658:

This is the second full time Clinical Education experience within the DPT curriculum. The students participate in 8 weeks of full-time clinical education for a total of 320 hours. This experience can be in the acute care, skilled care, long term care, long term acute care, home health, or out-patient settings. The Clinical Science PBL cases that have been introduced into the curriculum up to this point can be found in the Clinical Education II course syllabus. The focus of this experience will be to advance the skills learned and practiced during CE I. The students should require less supervision and show an increase in their case load. The students should be more confident with their cognitive, affective, and psychomotor skills.

Clinical Education III DPT 668a:

This is the third full time Clinical Education experience within the DPT curriculum. The students have completed all of their didactic coursework at this point. The students participate in 10 weeks of full-time clinical education for a total of 400 hours. This experience can be in the

acute care, skilled care, long term care, long term acute care, home health, or outpatient settings or in a specialty setting that can include but not limited to neuromuscular rehabilitation, pediatric, manual therapy, sports medicine, women's health, military facilities, or other specialty settings. All Clinical Science PBL cases have been introduced into the curriculum at this point and can be found in the Clinical Education III course syllabus. The focus of this experience will be to advance the skills learned and practiced during CE I and II. The students should be capable of functioning without guidance or clinical supervision and be capable of maintaining 100% of a full time physical therapist's caseload. The students should be confident with their cognitive, affective, and psychomotor skills. The students should be practicing at entry-level at the completion of this Clinical Education experience.

Clinical Education IV DPT 668b:

This is the fourth and final full time Clinical Education experience within the DPT curriculum. The students have completed all of their didactic coursework at this point and have successfully completed one 10 week final Clinical Education experience. The students participate in 10 weeks of full-time clinical education for a total of 400 hours. This experience can be in the acute care, skilled care, long term care, long term acute care, home health, or outpatient settings or in a specialty setting that can include but not limited to neuromuscular rehabilitation, pediatric, manual therapy, sports medicine, women's health, military facilities, or other specialty settings. All Clinical Science PBL cases have been introduced into the curriculum at this point and can be found in the Clinical Education IV course syllabus. The focus of this experience will be to advance the skills learned and practiced during CE I, II, and III. The students should be capable of functioning without guidance or clinical supervision and be capable of maintaining 100% of a full time physical therapist's caseload. The students should be confident with their cognitive, affective, and psychomotor skills. The students should be practicing at entry-level at the completion of this Clinical Education experience and be capable of autonomous practice.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

The **Student** is officially enrolled in the graduate doctor of physical therapy program at Wheeling Jesuit University. The student is an adult learner who is responsible for his/her own learning and is able to profit from constructive feedback provided by clinical educators. The student is responsible to clearly communicate personal learning objectives before and during the clinical education experience.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	1. Curricular Clinical Education Orientation

Students will be oriented to the Clinical Education curriculum in the Clinical Education Stream I course.

Following this orientation, each student will access the Clinical Education Policy and Procedure Manual on the AUX Clinical Education Blackboard site and review all policies and procedures. The student must then sign the Student Clinical Education Acknowledgment Form (APPENDIX B), which is located on this Blackboard site, stating that he/she has received and reviewed the Clinical Education policies and procedures and understands and agrees to abide by them or consequences may follow. This form is placed in each student's Clinical Education file.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	2. Preference List

Each student is responsible for reviewing the available site offers list posted by the DCE for each Clinical Education experience. Each student will review the Clinical Education blue site folders located in the physical therapy main office for opportunities available at each clinical site for a match to his/her Clinical Education needs and goals for each experience. Each student will fill out his/her Student Preferences Form (APPENDIX C) listing 10 sites from the available site offers list. If a student requested a new/particular site and a slot is being reserved for that student, the student will place that site as number one on the Student Preferences Form. No other sites of interest will be needed on the form, but the student will still need to fill out the bottom portion with geographical areas.

Each student is encouraged to choose sites that will:

1. Meet the curricular needs of one acute care experience, one out-patient experience, one skilled care/long term care experience, and one setting of choice.
2. Offer opportunities to practice psychomotor skills learned in the curriculum and utilize didactic cognitive knowledge learned in the curriculum and put it into clinical practice.
3. Offer opportunities to advance his/her skills and improve on areas needing further development.
4. Meet the academic (cognitive, psychomotor, and affective) needs rather than geographical positions

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	3. Attendance

Clinical Education experiences are all full time 40 hour/week experiences. Students are expected to be punctual in arriving and then remaining for the time scheduled or until dismissed by the Center Coordinator for Clinical Education (CCCE) or CI. If it is necessary to remain in the department after hours to complete patient care or other responsibilities, the student will be expected to do this.

There are no excused absences during any Clinical Education experience.

In the event a student misses any clinical time, it must be reported to both the CI and the DCE. The student must contact his/her respective DCE by e-mail if he/she will not be in the clinic on a regularly scheduled day due to an unusual clinical situation (e.g. inclement weather or clinic power failure). Students will be required to make up any missed Clinical Education time. If the time frame for a Clinical Education experience at a given facility cannot be prolonged, an additional Clinical Education assignment may be developed at the discretion of the DCE in cooperation with the CI in order to provide the student the opportunity to make up missed time.

Students are permitted and encouraged to attend the APTA National Student Conclave, the APTA Combined Sections Meeting and the APTA Next Conference; however, the missed clinical time must be made up. The student must receive approval from the DCE to attend a national APTA conference before making plans or discussing this opportunity with his/her CI. Students will not be permitted to attend any other continuing education courses for professional development during clinical education courses. If the clinical facility is providing a mandatory education course for the employees and the CCCE/CI is requiring the student to attend, the DCE must be notified in advance.

The Clinical Education Attendance Log (APPENDIX D) must be completed daily and returned to the DCE with the student's paperwork at the end of each Clinical Education experience. The form must be signed by both the student and CI.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	4. Professional Standards of Conduct

Professional Standards of Conduct are to be maintained by students during all Clinical Education experiences. Students are required to follow the APTA Code of Ethics (APPENDIX E) and to abide by all rules/regulations and policies and procedures at their assigned Clinical Education site.

Professional behaviors are a significant component of Clinical Education in the curriculum. Professional infractions such as not turning in assignments by the due date or submitting incomplete assignments/paperwork will be addressed by the DCE and may require official letters for the student file or remediation activities. The DCE may bring the infraction to the Academic Progress Committee (APC) for review, recommendations and/or an action plan if necessary.

Affective behaviors demonstrated during a Clinical Education experience that are not of acceptable standards may be addressed through official letters from the DCE and may require remediation activities. The DCE may address affective behaviors with the APC for review, recommendations and/or an action plan if necessary.

Students should demonstrate professional boundaries with all clinical education communication. Students should contact clinical sites via direct site telephone number or email address and should refrain from contacting clinicians through texting (unless specifically directed to do so by the CI) or other social media avenues. Students should contact the DCEs, the Clinical Education Administrative Assistant, the CCCE, and the CI(s) during normal working hours unless an emergency arises that needs to be communicated immediately.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	5. Dress Code

Students are expected to follow the dress code enforced by each clinic site. Site-specific information on the dress code may be included in material available to students in the blue site folders. Some clinics may have specific dress code requirements including but not limited to a white lab coat with pockets, tan docker style dress pants, or a particular colored shirt. WJU students are expected to present an appropriate professional appearance during Clinical Education experiences. Name tags including the “student” designation are mandatory in clinic settings. Hair must be of natural color. Earlobes with professional style earrings are the only permitted body piercings acceptable for all Clinical Education experiences.

Clinic dress codes often prohibit display of religious, political and other insignia.

Some clinic settings may require students to have a personally fitted facemask for wear during contact with clients infected with or suspected of having tuberculosis. Facial hair is incompatible with these devices. Students will follow the facility policy regarding fit-testing for this type of mask.

Hygiene

Offensive body odor or strong perfumes can cause discomfort for patients who are nauseated or in respiratory distress. Therefore, it is best for patients if you refrain from wearing perfumes/cologne/scented body washes when in the clinic setting. Hair and attire must not obstruct your face, contaminate sterile items, or otherwise interfere with patient safety and comfort. Also, beards and facial hair make it more difficult for individuals who have a hearing impairment to read lips.

Clothing

Clothing must include socks or hose, dress slacks (no jeans or denim of any color), dress shirt with sleeves, and closed toe and closed heeled shoes. Shirts should have a collar and should not include any writing across the front or back. Sleeveless, tank, or cap sleeve tops are not appropriate clinic attire. Sleeves are to come midway down the bicep. Cleavage and midriff skin should be covered and stay covered at all times. Therefore, tops that can be tucked in are the best choices. If you raise your hands above your head and any skin shows, it is not

appropriate clinic attire. If you bend forward or over as if to tie a shoe and any skin shows, it is not appropriate clinic attire. Pants should come to within one inch of the floor while wearing low heeled shoes and must not to drag the floor. Pants should not have frayed areas or holes. Large pockets (as on cargo pants) can become a safety concern and catch on clinic equipment; therefore, they are not appropriate for clinic wear. Clinic shoes should be comfortable, have enclosed heels and toes, have nonskid soles, not make offensive noise, and be easy to don and doff. Hose or socks must be worn at all times in the clinic.

Jewelry and accessories

Jewelry may injure patients or become entangled in gauze bandages or equipment. Hand jewelry must be removed when gloves are worn during performance of sterile procedures, as well as during hand washing. Bracelet and watch guard chains can also become entangled in bandages or catch on equipment. Long necklaces are not recommended. A watch with a sweep second hand is required for clinic. Stud ear piercings are acceptable for men and women. Larger earrings are attractive to children and some confused patients who may tug at them and damage your ear lobe despite quick-release catches.

Stethoscopes worn around the neck are also “handles” for confused or combative patients. Worn in the pocket, stethoscopes tend to catch on traction bars, parallel bars, doorknobs and other items with consequent jarring to your movement and tearing of the pocket. You are strongly encouraged to have a stethoscope available; however, please be aware of these hazards.

Any deviation from this dress code, or that of the specific clinical site, may result in dismissal from the clinic for the remainder of the work day or removal from assignment if the behavior continues. Any time lost due to these circumstances must be made up at the clinic’s convenience. Any repeated offenses of the dress code policy may be referred to APC for discussion and an action plan.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	6. Travel and Living Expenses

Students are responsible for locating and funding their own living expenses (room, board, etc.) during their Clinical Education experiences. A few sites provide housing, but this is becoming increasingly rare. Some sites will provide students with a housing list or a contact person with whom housing can be arranged. Some sites may provide meals and some may provide discounted meals in their cafeterias, if available. All information concerning travel and living expenses may be obtained in the blue site folder or by contacting the facility. The student may work with the DCE and CCCE to make living arrangements, but this is ultimately the student's responsibility.

Students will be required to travel out of the local and/or personal hometown area during Clinical Education experiences to meet the Clinical Education setting requirements or in order to meet specific student needs/goals. Personal student requests are taken into consideration, but ultimately, the Clinical Education experiences must meet the WJU DPT curriculum needs and goals.

All students are expected to travel outside of the Wheeling area (60 mile radius) for at least one Clinical Education experience. Completed Preferences Forms do not guarantee final placement in that geographical location.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	7. Request for New Site

Students are not to pursue new site acquisition independent of the DCE in any fashion. Only the DCE may solicit new sites. All contact with new sites must be made by the DCE. Students, or anyone acting on behalf of the student, are prohibited from all contact with a potential new site during the acquisition process. In the event that this policy is violated, the student may lose the opportunity to utilize that site. Students may not have any other individuals contact a potential new site. If a student has a personal contact in any new facility, the student must bring that contact person's name and information to the DCE

Students are permitted to request one new Clinical Education site to be researched by the DCE during their tenure in the program. This new site request can only be for CE III or CE IV but at times may be adjusted to CE II at the discretion of the DCE and the CCCE. Students must complete the Request for New Clinic Site Form (APPENDIX F) and turn it in to the DCE no later than the end of Term II. If the DCE acquires a new site at a student's request, the student is required to select that site for the Clinical Education experience requested. In this case, that student must list that site as number one on his/her Preferences Form for that particular Clinical Education experience.

The DCE may choose not to pursue a new Clinical Education site request at his/her own discretion. The role of the DCE is to maintain the current Clinical Education sites which provide quality experiences for the students and achieve the objectives of the course and the curriculum. For this reason, new Clinical Education site requests may not be approved. If a student requests a clinical site in a particular location and WJU already has an Affiliation Agreement with another site with the same setting and in the same location, the DCE may choose not to pursue a new Clinical Education site Affiliation Agreement. There is also no guarantee that the Affiliation Agreement will be executed in a timely fashion for the requested experience. In addition, if a new site is obtained per a student's request, there is no guarantee the new site will have an available slot open for that student even if the Affiliation Agreement is executed.

Note: Students are also not permitted to, or have others on their behalf, contact any Clinical Education site that has an active executed Affiliation Agreement with WJU regarding any potential Clinical Education experiences that may be offered. These requests should all be addressed with the DCE.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	8. Pre-Clinic Paperwork

The student is responsible for completing the required paperwork by the due date assigned by the DCE and listed in the syllabus for each Clinical Education course. The student is responsible for providing a readable copy of the following with each Clinical Education experience placement:

1. Pre-Clinic Paperwork Inclusion Check-off Form (APPENDIX G)
2. Student Letter to Facility (see sample guidelines on the AUX Clinical Education Blackboard site)
3. Current Student Resume (the AUX Clinical Education Blackboard site and/or utilize the WJU College Central Network services)
4. Student Clinical Education Information Form (APPENDIX H)
5. Health Center Health Record (APPENDIX I) and supporting documentation - Health records including tuberculosis checks (PPD), MMR, hepatitis B immunization or waiver and rubella titer or immunizations are required of all students. Evidence is also provided on the Student Clinical Education Form. It is the student's responsibility to research their site file and notify the school nurse in the Health Center of all requirements. Once the requirements are completed and documentation is provided to the Health Center, both the student and school nurse will sign the form. The school nurse in the Health Center will return all completed forms to the DCE. Some clinics require additional information. The student is responsible for checking the blue site folder for these exceptions and for meeting the criteria.
6. Evidence of Citizenship - Two forms are required and should include the WJU Student ID Card plus a driver's license, birth certificate, or passport.
7. Infection Control Certification Form (APPENDIX J) – This is required of all students. The certification is updated annually through the AUX Health Sciences Clinical Training Blackboard course and the certification form is given to the DCE for his/her signature. A copy of this form must be maintained by the student to copy for future Clinical Education experiences. A student must complete the training and pass the test with a 100% before accessing the certificate.
8. HIPAA Certification Form (APPENDIX K) - This is required of all students. The certification is updated annually through the AUX Health Sciences Clinical Training Blackboard course and the certification form is given to the DCE for his/her signature. A copy of this form must be maintained by the student to copy for future Clinical

Education experiences. A student must complete the training and pass the test with a 100% before accessing the certificate.

9. Evidence of current CPR & BLS – CPR with Basic Life Support certification for adult, child and including AED is required of all physical therapy graduate students. The American Heart Association’s Health Care Provider (“Course C”) is recommended. The DCE will arrange for the CPR course to be provided to the students during Term II. Evidence of current certification must be maintained throughout the tenure of the program. CPR certification may not be acquired through an online course.
10. Evidence of First Aid Training - First Aid training is required of all WJU DPT students. The DCE will arrange for the First Aid course to be provided to the students during Term II. Evidence of current certification must be maintained throughout the tenure of the program.
11. Evidence of Liability Insurance – Professional liability insurance must be carried by all students. The current coverage is an occurrence type with 2 million/4 million limits. The University will obtain this liability insurance policy and bill each student for this. The student will be given a copy of the certificate by the DCE and the student must submit a copy for each clinical experience. The original will be filed in the DCE office.
12. Health Insurance – This is required of all students during the tenure in the program. Evidence of current health insurance coverage must be provided. Students are responsible for all costs of health care during a Clinical Education experience.
13. Specific Site Requirements - The student is required to research the clinic’s blue site folder for any specific requirements requested by the site. The student is responsible to complete all required paperwork, background checks, drug screens, child clearances, etc. prior to the start date of the Clinical Education experience or by the due date requested by the site. It is the financial responsibility of each student to complete all site requirements accurately and in a timely manner. Students are required to turn in the Experience Assignment - Site Requirements form (APPENDIX L) to the DCE 10 days after being assigned to his/her site for each of the four Clinical Education experiences.
14. Prior to the first Clinical Education experience, each student must attend the Orientation to the PT CPI Web 2.0 and must access the APTA Learning Center and complete the Physical Therapist Clinical Performance Instrument for Students: A Self-Guided Training Course. Each student must turn in a certificate of completion to the DCE. Any student who fails to complete the training course prior to the start date of the first Clinical Education experience will not be permitted to participate in the clinical education experience.

Students are required to read the blue site folder, including the Affiliation Agreement, site specific notes, and the Clinical Site Information Form (CSIF), and the state practice act for their assigned site for each Clinical Education experience. WJU is dependent on the facilities to provide the most current list of requirements for students. These requirements change often and students are responsible for completing those additional items before the start of the Clinical Education experience.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	9. Clinical Paperwork

Prior to the start of a Clinical Education experience, the students are notified of all of their Clinical Education assigned paperwork. This paperwork is to be completed before the final day of the Clinical Education experience, and the completed forms returned to the DCE by the dates outlined in each Clinical Education course syllabus.

1. First Week Report (APPENDIX M) - This completed report must be e-mailed before Sunday at midnight following the first week of each CE experience. It can be found on the AUX Clinical Education Blackboard site. If the student will not have access to the internet during the experience, it is the student's responsibility to get a hard copy from the DCE to complete and fax in by the due date.
This form is completed by the student to provide the DCE with CI information for the PT CPI evaluations, with the clinic information to perform the site visit, with information demonstrating that the student was oriented to the facility, and with the goals developed for the second week of the Clinical Education experience.
2. Clinical Education Experience Record (APPENDIX N) - This form will help the student keep track of the types and ages of the patients seen and the inservices provided over all four clinical experiences. CIs must verify this form by a signature. The student is also responsible for signing this form.
3. Tests /Measures Record (APPENDIX O) - This form is a summary of the student's ability to perform within each of the categories of tests and measures. During each clinical experience the student will be keeping a record of the specific tests/measures performed. This record should illustrate the level of independence the student has demonstrated following each experience with each category as a whole. CIs must verify this form by a signature.
4. Interventions Record (APPENDIX P) - This form summarizes the extent to which the student has performed the categories of the interventions. During each clinical experience the student will be keeping a record of the specific types of interventions performed. At the end of the experience the student will complete this form using that data. CIs must verify this form by a signature.
5. APTA Physical Therapist Student Evaluation: Clinical Experience and Clinical Instruction (APPENDIX Q) – This form is completed for each Clinical Education experience and the student is required to review the material in this form with the CI at both the mid-term and the final evaluations. The CI verifies this form by a signature

dated at the conclusion of the Clinical Education experience. The student must also sign and date this form.

6. Student Survey of Clinical Experience (APPENDIX R) – This form provides the student’s personal opinions regarding the Clinical Education experience.
7. PT CPI Self-Evaluation – The student must complete the online PT CPI evaluation, marking each anchor and commenting on each criterion, at the midterm and the final dates of each Clinical Education experience. The student must go to the APTA Learning Center and complete the APTA Physical Therapist Clinical Performance Instrument for Students – A Self-Guided Training Course prior to the start of the first Clinical Education experience. The student must complete the course in order to log onto the PT CPI Web 2.0 to complete his/her self-assessment PT CPI.
8. An inservice of doctoral level work is required of all students for all Clinical Education experiences. A written copy of the inservice or a written summary of the topic covered will need to be turned in to the DCE by the dates outlined in each Clinical Education course syllabus. A student cannot present the same inservice during any Clinical Education experiences more than one time. This includes student research projects.
9. Attendance Log (APPENDIX D) - The Attendance Log must be completed daily and signed by the student and CI(s) at the end of each Clinical Education experience.
10. All Clinical Education paperwork must be fully and accurately completed and received by the DCE on or before the Post-Clinic Paperwork Due Date outlined on each Clinical Education course syllabus. Should a student not complete all Clinical Education experience paperwork by the due date, the student will be given a grade of zero for that assignment. Should the student not complete the Clinical Education experience paperwork by the second date request, the student will be referred to the APC and may risk failing the Clinical Education experience.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	10. Professional Liability Insurance

Professional Liability Insurance is required for each student throughout his/her tenure in the program.

The DCE will submit a list of current students requiring liability insurance to the department's insurance provider. A blanket student liability policy in the amount of 2 million/4 million will be purchased for each student. Each student is billed for the liability policy through the university billing office. The cost is calculated each year by the insurance provider.

The insurance provider will provide the physical therapy department with a Certificate of Insurance (COI). The COI is kept on file in the DCE's office and is available for reference if necessary. A copy of the COI is given to each student to keep in his/her personal file. Each student must make a copy of the COI and include it in his/her pre-clinic paperwork packet for each Clinical Education experience to show proof of professional liability insurance coverage.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	11. Health Care during Clinical Education Experiences

It is required that all students carry health insurance coverage while enrolled in the WJU DPT program. Acquisition and payment for this coverage is the student's responsibility. Should a student have questions about acquiring the coverage, he/she should consult the DCE for guidance. If a student fails to maintain health insurance coverage while enrolled in the DPT program, his/her Clinical Education experience will be postponed until proof of health insurance coverage is verified. Postponement or cancellation of a Clinical Education experience may result in delaying graduation and the student will be responsible for all costs due to such circumstances.

The student will receive emergency first aid on the same basis as regular employees in the event of an accident or sudden illness during participation in scheduled Clinical Education activities. The student will be responsible for all expenses incurred by such care. Students shall not be covered by any of the employee benefit programs of the Clinical Education facility which includes workers compensation benefits.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	12. Clinical Education Goals

Each student is responsible to clearly communicate his/her learning objectives before and during the Clinical Education experience. This will be initially achieved through the student's introduction letter included in the pre-clinic paperwork packet. This can also be achieved through student communication with the CI during the site orientation process and throughout the Clinical Educational experience. Each student must take the initiative and the responsibility for his/her learning in the Clinical Education environment.

Each Clinical Education experience is an individual course and has its own syllabus. Each course has requirements and assignments associated with the course. At times, the Clinical Education site and/or CI will have additional requirements for the student. The academic institution's Clinical Education goals, course objectives and expectations can be found in each Clinical Education course syllabus. Students are required to complete all assignments whether assigned by the academic institution or the Clinical Education site. Each course syllabus is posted on the AUX Clinical Education Blackboard site and it is sent to the CCCE prior to each Clinical Education experience.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	13. Substance Abuse

Please refer to the Wheeling Jesuit University Student Handbook www.wju.edu/studentlife/pdf/StudentHandbook.pdf and reference the **ALCOHOL AND ILLICIT DRUG POLICIES**.

Students are prohibited from reporting to Clinical Education sites if using alcoholic beverages or illegal drugs.

The legal use of medications or drugs prescribed by a licensed practitioner is permitted provided that such use does not adversely affect the student's performance or endanger the health and/or safety of others.

A student who refuses to comply with substance abuse and illicit drug policies will be subject to dismissal from the DPT program.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	14. Anti-Harassment/Sexual Assault

Please refer to the Wheeling Jesuit University Student Handbook www.wju.edu/studentlife/pdf/StudentHandbook.pdf and reference the **ANTI-HARASSMENT/SEXUAL ASSUALT POLICIES**.

A student who refuses to comply with the Anti-Harassment/Sexual Assault policies will be subject to dismissal from the DPT program.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	15. Pregnancy

Immediately upon medical confirmation, students must report a pregnancy to the DCE and to the Director of the program. This is in order to protect the student from activities or materials which may have an undesirable effect on mother and/or baby. A medical authorization to continue one's education during pregnancy must be completed by the student's physician and returned to the DCE and to the Director of the program and to the Health Center when the pregnancy is reported.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	16. Student Concerns during Clinical Education Experiences

The DCE is the primary contact person for students experiencing a problem while on a Clinical Education experience. Students must report their concern to the DCE immediately. The DCE can be contacted by telephone in the office during normal office hours or via e-mail. Students should contact the DCE via WJU email to schedule a time for a telephone call. The DCE also provides each student with a cell phone number should he/she need to contact the DCE after normal office hours or when the DCE is away from the office or in situation requiring immediate attention. Together, the DCE and student will establish whether or not the student will need the DCE's presence or support to discuss the concern or if he/she needs to handle the concern independently. If it is established that the DCE needs to schedule a meeting, the DCE will contact the CCCE and/or CI to arrange for a meeting. If the DCE is not available, another core faculty member will attend the meeting with input from the DCE. The outcome of the meeting will determine if the student will complete the experience or if the student will be pulled from the site. An action plan will be created by the DCE, with input from the core faculty if academic deficiencies are noted, if necessary. The APC may be consulted if necessary. The DCE will report the concern and the outcome of the meeting to the Director of the program and the core faculty.

Students should maintain professional boundaries and only contact the DCE outside of the regular work day if it is an urgent situation or if the student is in a different time zone. Students should refrain from texting CI(s) or DCE(s) except in emergency/urgent situations. Students should allow at least 24 hours (or 48 hours if over weekend/holiday times) for the CI(s) or DCE(s) to reply to emails.

All email communication must go through your WJU Cardinal email account on all instances.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	II. Student
Policy	17. Personal Cell Phone Use during Clinical Education Experiences

Students are not permitted to use or carry cell phones/beepers during regular patient care/clinic times during any Clinical Education experience. All phones/beepers should be turned off during regular patient care/clinic hours for each Clinical Education experience. If a student needs to be reached for an emergency, it should be by way of the main number at the clinic. Students may check cell phones/beepers during breaks and lunch time only.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

The **Director of Clinical Education (DCE)** is the core faculty member who serves as a liaison between the WJU DPT program and the Clinical Education sites. The DCE is responsible for: the establishment of clinical site standards for the clinical education of the WJU DPT students; the implementation of the Clinical Education component of the WJU DPT curriculum; the selection and evaluation of Clinical Education sites; and the ongoing development of, and communication with, Clinical Education sites, clinical faculty and other Clinical Education programs. The DCE develops, teaches, evaluates, and modifies as necessary the Clinical Education courses in the curriculum. The DCE, along with the clinical faculty, evaluates students' performance to determine their ability to integrate didactic and clinical experiences and to progress within the curriculum. The DCE plans development opportunities for the clinical faculty as needed and requested.

The Clinical Education forms are available through the DCE or the Clinical Education Administrative Assistant, online on the WJU DPT website, or on the AUX Clinical Education Blackboard course.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	1. Academic Standards for Participation in Clinical Education

All students in the WJU DPT program are reviewed at the mid-term and final points of each term by the APC. The DCE is a member of the APC. Any issue involving the student's academic performance and professional behaviors are reviewed by the APC. Clinical Education performance and/or professional behavior concerns may be brought to the APC. Decisions concerning any of the aforementioned issues, or any other issue brought to the APC, are made with all information available to the APC and are applied in an equitable manner for all students.

In order to participate in any Clinical Education experience, each student must have an acceptable academic status. Acceptable academic status means: no grade below a C in any course in each term; a term GPA of at least a 3.0; a cumulative GPA of at least a 3.0; and a score at or above a predetermined passage number on the comprehensive Scorebuilders test. Any student who does not meet the previously stated criteria will be placed on academic probation. If a student does not have acceptable academic status and is put on probation, it is up to the APC to decide if the student is able to proceed on to the Clinical Education experience while remediating academic coursework or if the student must refrain from participating in an experience, remediate the required coursework, and make up the experience at a later date, with all associated costs at the responsibility of the student.

The DCE will verify that all students are able to participate in each Clinical Education experience.

Refer to the WJU DPT Student Handbook for details regarding the APC and academic probation/remediation.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	2. Professional and Health Requirements for Clinical Education

The WJU DPT program mandates each student acquire the following health and professional requirements prior to arriving on campus for term II and he/she must maintain current records throughout his/her tenure in the program in order to participate in Clinical Education.

1. Annual physical exam
2. Two-step PPD placed prior to the start of term II on campus followed by a One-step annually
3. Healthcare Provider CPR certification for adult/child and AED (must be a live course) (This course will be provided on campus during term II)
4. First Aid Certification (This course will be provided on campus during term II)
5. Immunizations:
 - a. Tdap (Tetanus-Diphtheria-Pertussis) vaccination or booster within the last 10 years. CDC recommends a Tdap after June 2005 instead of a Td.
 - b. MMR: proof of immunization, documented evidenced of having had the disease, and Titer demonstrating immunity
 - c. Hepatitis B: Evidence of immunization or wavier of the vaccination
 - d. Chicken Pox: Proof of immunization, documented evidence of having had the disease, and Titer demonstrating immunity
 - e. Polio series
6. Proof of current health insurance
7. Meningococcal Vaccination or wavier

Students are to provide/turn in all of the previously stated documentation to the nurse in the WJU Health Center. The WJU Health Center will retain all documentation and provide the DCE with updates needed or turned in. The WJU Health Center will provide a student Health Record signed by each student and the university nurse to be placed in each student packet for each of the four Clinical Education experiences. Prior to each Clinical Education experience, each student is to ensure that his/her physical, immunizations and all other requirements are current and up to date.

Frequently, a site will require additional requirements for a student Clinical Education experience. It is the responsibility of each student to obtain all necessary requirements for each experience. It is the financial responsibility of each student to obtain all requirements.

Failure of a student to maintain accurate and up to date records may result in postponement of a Clinical Education experience, removal from a clinical site and possible failure of the Clinical Education experience. The student will be responsible for all associated costs for these circumstances.

Some Clinical Education sites require a background check and/or drug test prior to starting the Clinical Education experience. If a student selects a site that requires a background check and/or drug screen, it is the student's financial responsibility to have the background check or drug screen performed and turned in to the DCE and/or clinical site in a timely manner. Any background checks or drug screens that are maintained by the DCE will be stored in a locked file cabinet in the DCE's or Clinical Education Administrative Assistant's office.

Certiphi will complete a second background check covering back to the date of the original background check for a reduced fee. Students must notify the DCE if an additional background check is needed. The DCE will upload each student's information to the Certiphi portal. The student will receive an e-mail from Certiphi on the procedure to follow.

The DCE will assist students with site requirements as necessary. Students will not be permitted to begin any Clinical Education experience if the requirements are not fulfilled and will be responsible for any costs associated with this circumstance.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	3. Student Orientation to Clinical Education Curriculum

Students will be oriented to the Clinical Education curriculum in the Clinical Education Stream course.

Following this orientation, students must access the Clinical Education Policy and Procedure Manual on the AUX Clinical Education Blackboard site and review all policies and procedures. The students must then sign the Student Clinical Education Policy and Procedure Manual Acknowledgment Form (APPENDIX B), which is located on the AUX Clinical Education Blackboard site, stating that they have received and reviewed the policies and procedures and understand and agree to abide by them or consequences may follow. This form is placed in each student's Clinical Education file.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	4. Acquisition of New Clinical Education Sites

Any proposed Clinical Education site, for which the WJU DPT program does not currently affiliate, will be investigated by the DCE, or other Clinical Education program staff, over the telephone or by site visit. The university will request a Clinical Site Information Form (CSIF) (APPENDIX S) and any other necessary information from the clinic for review. Once initial information is obtained and the site deemed appropriate, two copies of the Clinical Education Affiliation Agreement (APPENDIX T) are sent to the facility for signature. The Clinical Education site and the official representatives will review the agreement. The site will sign and return both copies to the university. The university's administration will sign both Agreements. The DCE will send an original fully executed Agreement back to the site and keep one fully executed Agreement for WJU DPT records. In the event that the facility requires their own contract, the university's DCE, the administration, and legal counsel will review it. If the Agreement is found to be appropriate, the procedure for signatures continues as stated above.

Students are not to pursue new site acquisition independent of the DCE. Only the DCE may solicit new sites. All contact with new sites must be made by the DCE. Students, or anyone acting on behalf of the student, are prohibited from all contact with a potential new site during the acquisition process. In the event that a student violates this policy, he/she may lose the opportunity to utilize that site.

Students are permitted to request one new Clinical Education site to be researched by the DCE during their tenure in the program. The new site request must be for the Clinical Education III or Clinical Education IV experiences. Students must complete the Request for New Site Form (APPENDIX F) and turn it in to the DCE no later than the end of term II. If the DCE acquires a new site at a student's request, the student is required to select that site for the Clinical Education slot requested. In this case, that student must list that site as number one on his/her Preferences Form.

The DCE may choose not to pursue a new Clinical Education site request at his/her own discretion. The role of the DCE is to maintain the current Clinical Education sites which provide quality experiences for the students and achieve the objectives of the course. For this reason, additional new Clinical Education site requests may not be approved.

If a student requests a clinical site in a particular location and WJU already has an Affiliation Agreement with another site with the same settings and in the same location, the DCE may not allow the new site Affiliation Agreement process to be initiated. There is no guarantee that because a student requests a new site that the Affiliation Agreement will be executed. It is also not guaranteed that the new site will have a slot open for that student. The situation may arise where a student requests a new site and an Affiliation Agreement is executed and the site becomes an active site of WJU; however, the site may not have any openings for the student who requested the new site during his/her tenure in the program.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	5. Acadaware

The DCE will manage the Clinical Education program using the Acadaware program.

The program will be used to keep demographic information, Clinical Site Information Form (CSIF) information, manage Clinical Education Affiliation Agreements, track required Clinical Education documents and student information, and clinical assignments. The Acadaware program will manage the Clinical Education components of the curriculum. The DCE/Clinical Education Administrative Assistant will enter data for the students, the Clinical Instructor's, and the Clinical Education sites to compile reports and outcomes regarding the Clinical Education components of the curriculum.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	6. Affiliation Agreement Renewal, Amendment and Termination

The DCE acquires and maintains all Affiliation Agreements for the physical therapy program. The physical therapy program maintains Agreements with adequate Clinical Education sites to meet the needs of the program. WJU has Agreements with a wide variety of sites located across the country. The Agreements assure the rights and safety of the WJU DCE, core faculty, students, clinical faculty, and the patients.

Affiliation Agreement requirements will be tracked using the Acadaware program. The DCE will work with the CCCE to proceed with annual renewal of site contracts not deemed as rolling or self-renewing.

The Agreements may be modified or amended as needed from time to time by signed written Agreements of the university and Clinical Education facility. Any such modification shall be attached to and become part of the Clinical Education Agreement. Any changes or amendments will be reviewed by the university's legal representative prior to amending the Agreement.

An Agreement may be terminated by either party either by following the procedure outlined in the facilities signed contract.

All site Agreements are located in the corresponding blue site folder. All corporate Agreements are located in the corresponding site's corporate folder.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	7. Clinical Education Date Request Form

Annually in January of the current year, the DCE will send a Dates Request Form (APPENDIX U) for the upcoming year to the CCCE of each clinic site. The form is completed by the CCCE and returned to the DCE. After the form is returned, the information will be entered into the Acadaware program. The DCE will release the sites available for each Clinical Education experience during the selection process.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	8. Student Preference List

The DCE will run a report from the Acadaware program (or manually upon that program's dysfunction) listing available clinic sites for every Clinical Education experience during the site selection process. Each student will fill out his/her Student Preferences Form (APPENDIX C) listing 10 sites of interest. If a student requested a new/particular site and a slot is being reserved for that particular student, the student will place that site as number one on the Student Preferences Form. No other sites of interest will be needed on the form.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	9. Student Assignment to Clinical Site

The Clinical Education curriculum provides students with information regarding all Clinical Education sites. The department maintains blue site folders for each Clinical Education site. The current, active site folders are maintained in the main office area. Corporate site folders are maintained in a file cabinet in the Clinical Education Administrative Assistant's office. Each blue folder contains information about the site by means of the Clinical Site Information Form (CSIF), a website address if applicable, the current Affiliation Agreement, the Dates Request Forms, on-going correspondence with the site and the APTA Physical Therapy Student Evaluation: Clinical Experience and Clinical Instructor evaluation form, Part I, and the WJU Student Survey of Clinical Experience form. Students are encouraged to research the folder of any and all clinical sites they are interested in so that they may make the best educated decision when completing the Student Preferences Form for student Clinical Education placements. Students are encouraged to meet with the DCE to discuss their preferences and overall Clinical Education goals to ensure they meet the program as well as their personal Clinical Education goals. Throughout the students' tenure in the program, they are required to complete one experience in the acute care setting, one in the skilled care/home health/long term care setting, one in the out-patient setting, and one setting of their choice. Students are also informed that they most likely will travel outside of their hometown and the local 60 mile radius for one or more Clinical Education experiences. This occurs for several reasons: many students competing for local slots, numerous colleges/universities in regional areas competing for slots, and specialty experiences not offered locally.

The students will use a lottery system for choosing the Clinical Education site. Students must recognize that they may not always receive their first choice, or possibly, any of their top ten preferences depending on their position in the lottery. Students are encouraged to list preferences by interest and goals and not by geographical area. If a student does not receive any of his/her top ten choices, the student will need to choose a site from those that have not been chosen on the list of available sites. Students are encouraged to not list all ten preferences in the local area as this increases his/her chance of not receiving any of his/her top ten choices.

The DCE will review the placements again for appropriateness, confirm each student is meeting his/her Clinical Education requirements, and reserves the right to make changes to the site assigned if deemed necessary. The DCE may need to re-confirm a specific slot offering either by telephone, e-mail or fax. Once confirmation is received for all students, the students will be

alerted to their assignment and a written letter of confirmation will be sent to the Clinical Education site with a copy being placed in the blue site folder.

To avoid potential conflicts of interest:

A student will not be assigned to a site where he/she has been a volunteer or employee; a site where he/she has a pre-employment contract or financial agreement (scholarship); a site where he/she has completed clinical experience hours in the same department for another major; a site where a direct relative, significant other /personal contact/friend is employed/completed a clinical education experience in the physical therapy department.

These restrictions are meant to protect all parties (student, academic program, clinic, and the public) from potential conflicts of interest.

Should a student fail to mention any of the above potential conflicts of interest during the selection process, it could result in cancellation of the clinical experience.

At times, a student may need to be reassigned to a new site due to site cancellations, individual student academic performance or due to a leave of absence (medical or other). If this happens, the DCE will meet with the student to secure an alternate placement for the student in a site as close as possible to the original type, setting and location.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	10. Students Pre-Clinic Paperwork

The DCE will collect the following information from each student prior to the first day of the clinical education experience (according to the date as noted in the syllabus). The student is responsible for providing a professionally presented copy of the following for each Clinical Education experience placement:

1. Pre-Clinic Paperwork Inclusion Check-off Form (APPENDIX G)
2. Student Letter to Facility (see sample guidelines on the AUX Clinical Education Blackboard site)
3. Current Student Resume (the AUX Clinical Education Blackboard site and/or utilize the WJU College Central Network services)
4. Student Clinical Education Information Form (APPENDIX H)
5. Health Center Health Record (APPENDIX I) and supporting documentation - Health records including tuberculosis checks (PPD), MMR, hepatitis B immunization or waiver and rubella titer or immunizations are required of all students. Evidence is also provided on the Student Clinical Education Form. It is the student's responsibility to research their site file and notify the school nurse in the Health Center of all requirements. Once the requirements are completed and documentation is provided to the Health Center, both the student and school nurse will sign the form. The school nurse in the Health Center will return all completed forms to the DCE. Some clinics require additional information. The student is responsible for checking the blue site folder for these exceptions and for meeting the criteria.
6. Evidence of Citizenship - Two forms are required and should include the WJU Student ID Card plus a driver's license, birth certificate, or passport.
7. Infection Control Certification Form (APPENDIX J) – This is required of all students. The certification is updated annually through the AUX Health Sciences Clinical Training Blackboard course and the certification form is given to the DCE for his/her signature. A copy of this form must be maintained by the student to copy for future Clinical Education experiences. A student must complete the training and pass the test with a 100% before accessing the certificate.
8. HIPAA Certification Form (APPENDIX K) - This is required of all students. The certification is updated annually through the AUX Health Sciences Clinical Training Blackboard course and the certification form is given to the DCE for his/her signature.

A copy of this form must be maintained by the student to copy for future Clinical Education experiences. A student must complete the training and pass the test with a 100% before accessing the certificate.

9. Evidence of current CPR & BLS – CPR with Basic Life Support certification is required of all physical therapy graduate students. The American Heart Association’s Health Care Provider (“Course C”) is recommended. The DCE will arrange for the CPR course to be provided to the students during term II. Evidence of current certification must be maintained. CPR certification may not be acquired through an online course.
10. Evidence of First Aid Training - First Aid training is required of all WJU DPT students. The DCE will arrange for the First Aid course to be provided to the students during term II. Evidence of current certification must be maintained.
11. Evidence of Liability Insurance – Professional liability insurance must be carried by all students. The current coverage is an occurrence type with 2 million/4 million limits. The University will bill each student for this and submit the proper forms. The student will be given a copy of the certificate by the DCE and the student must submit a copy for each clinical experience. The original will be filed in the DCE office.
11. Health Insurance – This is required of all students. Evidence of current health insurance coverage must be provided. Students are responsible for all costs of health care during a Clinical Education experience.
13. Specific Site Requirements - The student is required to research the clinic’s blue site folder for any specific requirements requested by the site. The student is responsible to complete all required paperwork, background checks, drug screens, child clearances, etc. prior to the start date of the Clinical Education experience or by the due date requested by the site. It is the financial responsibility of each student to complete all site requirements accurately and in a timely manner.
13. Prior to the first Clinical Education experience, each student must attend the Orientation to the PT CPI Web 2.0 and must access the APTA Learning Center and complete the Physical Therapist Clinical Performance Instrument for Students: A Self-Guided Training Course. Each student must turn in a certificate of completion to the DCE. Any student who fails to complete the training course prior to the start date of the first Clinical Education experience will not be permitted to participate in the clinical education experience.

This paperwork packet will be mailed to the CCCE of the clinic site 4 weeks prior to the student’s first day of the clinical education experience.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	11. Student Clinical Education Information Form

The Student Clinical Education Information Form (APPENDIX H) is posted on Blackboard and is completed by the student, signed by both student and DCE and sent to clinic site along with all other Pre-Clinic Paperwork for the rotation. The student will complete all information to include: demographic information, Clinical Education history, emergency contact information and confirmation of items included in packet.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	12. Infection Control and HIPAA Certifications

Annually, the DCE will provide education to the students on Infection Control and the Health Insurance Portability and Accountability Act (HIPAA) through the AUX Health Sciences Blackboard site. The student must complete the training and pass the online test with a score of 100% to access the certificates from the Blackboard course. The students can then sign the Infection Control Certification Form (APPENDIX J) and the HIPAA Certification Form (APPENDIX K). One copy of each form is filed in the student's Clinical Education file in the Clinical Education Administrative Assistant's office and one is given to the student and/or placed in each student's mail folder. It is the student's responsibility to copy the form and turn it in with each pre-clinic paperwork packet.

The certification forms are sent with the student paperwork packet that is sent to each student's CCCE one month prior to the start of each Clinical Education experience.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	13. Student Post-Clinical Education Paperwork

The DCE will provide the students with the required paperwork and instructions for completion prior to departing for the clinical experience. Certain items are available on Blackboard while others are provided to the student. This includes but may not be limited to the following:

1. First Week Report – is accessed on the AUX Clinical Education Blackboard site (APPENDIX M)
2. Clinical Education Experience Record – (white) (APPENDIX N)
3. Tests/Measures Record (tan) (APPENDIX O)
4. Interventions Record (tan) (APPENDIX P)
5. APTA Student Evaluation of Clinical Education and Clinical Instruction (Yellow) (APPENDIX Q)
6. Student Survey of Clinical Education Experience (blue) (APPENDIX R)
7. Attendance Log (APPENDIX S)
8. In-service or written summary of In-service

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	14. Site Visits

The DCE, or other core faculty member, will perform a live or telephone site visit for each student for each Clinical Education experience. These visits will be conducted live in person, over the telephone, or through the use of technology. The Clinical Education Telephone/Live Site Visit Record (APPENDIX V) will be completed and filed in the student's Clinical Education file.

If the site is out of the local area, the DCE may appoint another physical therapist to perform a live site visit. The physical therapist may be an adjunct faculty member, a physical therapist who is an alumnus from our program or a DCE from another institution. The DCE will discuss the visit with the physical therapist as well as contact the site by telephone for details.

The purpose of each site visit is to assure that each student is on his/her way to achieving the established goals for each particular experience. Professional behaviors, the ability of each student to incorporate didactic work into the clinical experience, strengths and weaknesses, and clinical progress are discussed during each visit. It also allows the university faculty a chance to acquire curricular or program feedback. The DCE compiles this feedback and communicates it to faculty and the department chair via the Curricular Feedback Form (APPENDIX W).

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	15. Grading Clinical Education Experiences

The DCE is responsible for assigning the letter grade for the Clinical Education courses. The requirements and grading rubric for each course are listed on each course syllabus. The DCE will review the PT CPI data to verify each student is performing at the appropriate level for each clinical experience. The CI's written comments on the CPI and verbal comments during the on-site or telephone visit are taken into consideration when assigning each grade.

Each student and CI must complete the online PT CPI Web complete with ratings for all 18 performance criteria at the mid-term and final period of each experience, narrative comments, mid-term and final summative comments, and signatures. Each student should not receive a "significant concerns" mark on any red-flag item or CPI criterion at the final evaluation in order to pass the course. Should a student receive a "significant concerns" mark on a red-flag item or CPI criterion, the proper procedure must be followed with a call to the DCE and an action plan if necessary. Each student must complete the Test/Measures, Interventions and Experience forms complete with signatures for each experience. Each student must complete and in-service for each experience and turn in to the DCE a copy or summary of the in-service. Each student should progress along the anchors toward entry-level practice throughout Clinical Education I, II, II and IV.

Successful passage of the Clinical Education experience is also contingent upon the student's fulfillment of the paperwork and health requirements for each Clinical Education experience. Should a student be tardy with any clinical requirements, the student will risk cancellation or postponement of the experience or potentially failure of the Clinical Education course. The student will receive percentage points for turning in completed work on time as noted on each individual course syllabus. The student may be referred to the APC for the development of a plan to remedy any insufficiencies.

Criteria for failing a Clinical Education experience include: incomplete/tardy paperwork, failure to complete all criteria as stated above in paragraph two, written and/or verbal comments from the CI indicating failing performance regardless of the criteria rating, if a student is asked to terminate the clinical experience before the scheduled end date due to unacceptable professional behavior or clinical performance, unsafe practice in the clinical setting or any action plan that is

not successfully remediated prior to the end of the clinical experience. The grading rubric for each Clinical Education experience is listed on each individual course syllabus.

Any student who does not meet the criteria for successful passage of a Clinical Education experience may have his/her case referred to the department's APC for review. The student will meet with the DCE to discuss the reason for failure and to discuss options for addressing/remediating the performance deficits. A remedial clinical experience may be indicated. In this case, the DCE will assign the student to a clinical site with a specific action plan and goals for the clinical experience. The DCE will schedule the experience as soon as an appropriate clinical site can be secured if it is a final rotation. If the experience is an intermediate clinical experience, the student will need to complete the remaining didactic coursework with his/her cohort class and remediate the clinical experience after all didactic and regularly scheduled final clinical experiences are completed. Any remediation experience may delay graduation for the student. Any costs or fees related to the extended time in the program are at the expense of the student. If the student does not pass a remediation Clinical Education experience, he/she will be referred to the APC where the case will be reviewed and may result in development of an action plan or possibly dismissal from the program.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	16. Dismissal from Clinical Facility

Should a student's performance be deemed detrimental to the practice of physical therapy, to the clinic, or to the patients, the student may be asked to leave the facility by his/her CI(s) or the CCCE. A telephone call must be made to the DCE prior to the student being dismissed from the facility. The student will meet with the DCE to discuss reason(s) for dismissal and develop an action plan. The student's case may be referred to the APC for an action plan..

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	17. Communication with the Clinic Site

The DCE will communicate any changes within the program or curriculum to the Clinical Education sites. The information may be sent electronically or via USPS. The DCE will send the course syllabus, Test/Measures Breakdown by Term form and any other records that are to be used in the evaluation of the student. The DCE will send the current Clinical Education Policy and Procedure Manual to each active Clinical Education site prior to the start of a Clinical Education experience. The Policy and Procedure manual may be sent electronically.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	18. Student Professional Liability Insurance

Professional Liability Insurance is required for each student throughout his/her tenure in the program.

The DCE will submit a list of current students requiring liability insurance to the department's insurance provider. A blanket student liability policy in the amount of 2million/4million will be purchased for each student. Each student is billed for the liability policy through the university billing office. The cost is calculated each year by the insurance provider.

The insurance provider will provide the physical therapy department with a Certificate of Insurance (COI). The COI is kept on file in the DCE's office and is available for reference if necessary. A copy of the COI is given to each student to keep in his/her mail file. Each student must make a copy of the COI and include it in his/her pre-clinic paperwork packet for each clinical experience to show proof of professional liability insurance coverage.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	19. Communication with Faculty

The DCE will communicate any changes in the Clinical Education program to the core faculty as appropriate. Any information that needs to be communicated to the core faculty can be done during regular faculty meetings. The DCE will meet regularly with the department director to discuss the Clinical Education program and its relationship to the didactic curriculum.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	20. Student Withdrawal from Clinical Education Experience

Students may have the need arise to withdraw from a Clinical Education experience. This may arise due to a necessary medical leave of absence or extenuating life circumstance. The student's withdrawal due to these and potentially other reasons will not be considered 'Failure' for the experience. The student will meet with the DCE to develop an action plan. The case may be referred to the APC for review and to formulate an action plan.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	III. Director of Clinical Education
Policy	21. Clinical Site Evaluation

Clinical Education sites are evaluated through several methods. The sites are evaluated through the Site Visit where the DCE, core faculty member or physical therapist appointed by the DCE, performs a live or telephone site visit around the mid-term of a student Clinical Education experience. Each student completes the APTA Physical Therapy Student Evaluation: Clinical Experience and Clinical Instructor at the end of each experience. This assessment provides information about the setting environment, variety of patients encountered, and the learning experiences and opportunities available and provided. This evaluation is discussed between the student and his/her CI to identify concerns so that instruction may be modified to provide the best learning experiences for students. Each student also completes the WJU Student Survey of Clinical Experience. This form is maintained in the blue site file for all students to reference.

Students will electronically complete the APTA Physical Therapy Student Evaluation of Clinical Instruction and Clinical Experience into the Acadaware system. The student may need to complete the paper version of the Evaluation if necessary or if the Acadaware system is not running. The DCE or designated support staff member also makes notes of comments and information obtained during the Site Visit and from the Site Visit Form. The DCE analyzes the information and runs a yearly report.

When issues related to the site, CCCE or CI are identified, DCE involvement may be initiated. A student may be removed from the site if necessary. The CCCE may be notified to assist if necessary. Plans of action may be designed to assist the clinical faculty in development such as providing additional information on the program or a topic to the site, providing an in-service to the site, or as a last resort, the site may be terminated from future student placements.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

The **Center Coordinator of Clinical Education (CCCE)** is a licensed professional who organizes and maintains an appropriate Clinical Education program for students at the clinical facility. The CCCE is the point of contact for the DCE regarding the facility's Clinical Education program. The CCCE is responsible for assisting the DCE in contract maintenance, updating and submitted appropriate paperwork to the DCE (CSIF and annual date requests), student placement, and assigning Clinical Instructors. The CCCE has final authority over student placement within the clinical facility. The CCCE will assure the orientation of students placed in the facility to the necessary policies and procedures which they will be required to follow.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	IV. Center Coordinator of Clinical Education
Policy	1. Clinical Education Dates

A **Dates Request Form** (APPENDIX D) will be sent to each CCCE for consideration and returned by the CCCE to the DCE for entrance into the Acadaware program. The dates offered will be utilized for student site selection for the Clinical Education courses. Annual Dates Request Forms will be sent to all current Clinical Education sites in January for the next clinical year.

For example: 2011 dates will be sent in Jan 2010.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	IV. Center Coordinator of Clinical Education
Policy	2. Clinical Site Information Form (CSIF)

Clinical Site Information Forms (CSIF) (APPENDIX S) are requested for all active Clinical Education sites. The goal of the program is to obtain a current CSIF from each active site yearly. It is the responsibility of the clinical site to provide the university with this information or to upload changes/updates to the CSIF Web site for access by the university. The form may be returned to the DCE electronically, through the USPS, or by fax.

The DCE will request a CSIF from the CCCE upon initial site acquisition and annually thereafter. A new CSIF should be sent to the DCE, or uploaded to the CSIF Web site, in the event of any changes within the physical therapy department that would affect Clinical Education, such as staffing changes, re-location, change in owner or corporation, etc. The information from the CSIF is entered into the Acadaware software system. The original CSIF form is located in the corresponding blue site folder. If a site is part of a larger corporation, the CSIF will be located in the corporate folder. The CSIF provides current descriptions of the demographics, services and programs available at each clinical education site. The CSIF's/site folders are available for students and faculty to review during normal office hours. The active site folders are located in the main office area.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	IV. Center Coordinator of Clinical Education
Policy	3. Affiliation Agreement Maintenance

Initial Affiliation Agreement execution:

Two copies of the WJU Clinical Education Affiliation Agreement (APPENDIX T) are sent to the facility CCCE for signature. The site and their official representatives will review the agreement. The site will sign and return both copies to the university. The university will have its administration sign both Agreements and will send a fully executed Agreement back to the site and maintain a fully executed Agreement on file for our records. In the event the facility requires its own Agreement, the university's DCE, administration and legal counsel will review the Agreement and make any necessary requests for change. If the contract is found to be appropriate, the procedure for signature continues as stated above.

Annual review:

The CCCE and DCE will work together to maintain a current Affiliation Agreement between the university and the Clinical Education facility. If the original agreement was not rolling or self-renewing, the DCE or CCCE will submit an Affiliation Agreement renewal form and obtain the necessary signatures. The current Agreements will be kept on file in the blue site folders.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	IV. Center Coordinator of Clinical Education
Policy	4. Student Orientation

The CCCE will coordinate orientation for students and faculty to policies, procedures and rules of conduct applicable to the Clinical Education experience, if not on the first clinic day, within the first week.

This orientation may include, but is not limited to the following:

- Emergency department procedures
- General departmental operations
- Student supervision assignments
- Expectations of the student
- Clinical Education goals
- HIPAA compliance
- Departmental/Site Policies and Procedures

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	IV. Center Coordinator of Clinical Education
Policy	5. Assigning a Clinical Instructor

The CCCE will assign a clinical instructor to the student prior to the student's arrival. The CCCE will take into consideration the goals of the rotation, treatment setting and experience of the physical therapist before assigning them as clinical instructors. All clinical instructors must have graduated from an accredited entry level physical therapy program, hold an active license in the state of which they practice and have at least one year of working experience before supervising WJU students. The clinical instructor should demonstrate knowledge of contemporary clinical practice and health care delivery; demonstrate ethical and legal behavior and conduct according to the state and federal regulations; maintain regular communication with the academic institution; implement learning opportunities into the Clinical Education experience to meet the goals of the academic institution and the student; define student performance goals and expectations; create a positive learning experience for the student; provide regular constructive feedback to the student; incorporate evidence based medicine into their practice and provide the appropriate level of supervision to the student.

It is preferred, but not mandatory, that clinical instructors have taken the APTA Clinical Instructor or Advanced Clinical Instructor Credentialing course, have obtained an advanced degree in physical therapy if applicable, and hold an advanced certification or specialty certification in their area of practice.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	IV. Center Coordinator of Clinical Education
Policy	6. Evaluation of Student Performance

The evaluation of each student's clinical performance is primarily the responsibility of the CI. The CI must review the evaluation with the student and sign the PT CPI prior to submitting it electronically.

The CCCE may comment on the performance of a student that he/she has observed and may review the completed PT CPI and sign it prior to it being submitted online.

Ultimate assignment of the Clinical Education course grade is the responsibility of the DCE.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	IV. Center Coordinator of Clinical Education
Policy	7. Student Problems

The clinical instructor and/or CCCE are required to communicate with the DCE regarding any student problems. Communication regarding student progress or lack of progress must occur no later than following the midterm student evaluation **or as soon as the behavior/lack of progress is identified.** Documentation of this communication is placed in the student's Clinical Education file. Together the CCCE, CI and DCE will meet with the student to develop an action plan. The student's case may be taken to the APC for an action plan if necessary.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	IV. Center Coordinator of Clinical Education
Policy	8. Dismissing Students from Clinic

The CCCE, CI and Clinical Education site have the right to dismiss any student from its facility when conduct or performance does not meet standards specified by the Clinical Education site. The DCE should be notified as soon as this action becomes a consideration and prior to the removal. Students are made aware that the Clinical Education site can dismiss the student from the site at any time if professional behavior, ethical, safety, legal or other clinical issues arise.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	IV. Center Coordinator of Clinical Education
Policy	9. Adjunct Faculty Appointment

The CCCE may be considered for a faculty appointment of a type used to recognize persons who perform a service to the university without remuneration for such services. The CCCE should contact the university's PT department director regarding this appointment. The final approval of faculty appointment, type of appointment, rank, and length of appointment is reserved to the university. The CCCE may request a copy of the Faculty Handbook for policies for appointment.

Process for application:

The CI or CCCE applies to the Program Director with a letter of intent, which delineates the rank requested and evidence of qualifications. The Program Director evaluates the request and determines eligibility. Support of the Program Director is necessary before proceeding to Faculty Council consideration. The Program Director is responsible for submitting the request to the Faculty Council. The Faculty Council confers academic rank with approval by the Chief Academic Officer as stated within the WJU Faculty Handbook.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	IV. Center Coordinator of Clinical Education
Policy	10. Use of University Resources

Center Coordinators of Clinical Education (CCCE) will have access to the Physical Therapy Department's Learning Resource Center, the PT Department's online information page (www.wju.edu/academics/departments/pt) as well as the university's library resources on campus.

Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

The **clinical instructor** (CI) is a physical therapist that is licensed to practice physical therapy in the state or states served by the clinical facility or in which they provide services. The CI is responsible for orienting the student to policies and procedures specific to that facility, supervising the student and providing constructive feedback, and completing the student evaluation records. The CI will be assigned by the CCCE.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	V. Clinical Instructor
Policy	1. Student Orientation

The Clinical Instructor (CI) may participate in the student's orientation to the policies, procedures and rules of conduct of the site as directed by the CCCE.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	V. Clinical Instructor
Policy	2. Student Supervision

The CI shall be licensed to practice in the state or states in which physical therapy services are provided by the student assigned to that site and must have at least one year of work experience. Direct supervision means that the responsible physical therapist is on the premises and immediately available for direction and supervision if needed by the student.

Supervision levels will fluctuate based upon the students' academic level, previous clinical experience and any external requirements that the clinic site must follow, which includes third party payors and Medicare.

The CI is referred to the Clinical Education course syllabus and the APTA online training course for the CPI Web for each experience for specific performance expectations and supervision levels as outlined on the CPI.

The CI should reference the APTA website for the position of the APTA on supervision of physical therapy students – RC 30-00. The APTA website has information regarding physical therapy student supervision guidelines in different settings as well as supervision and billing guidelines for services provided under Medicare Part A and Part B.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	V. Clinical Instructor
Policy	3. Evaluation of Student Performance

CI's are encouraged to provide constructive feedback to the students and to the DCE as necessary. Formal, written evaluations are scheduled for mid-term and the conclusion of each Clinical Education experience. Each CI must complete the APTA Physical Therapist Clinical Performance Instrument for Students: A Self-Guided Training Course available through the APTA Learning Center. A letter will be sent to each CCCE with instructions prior to the start date of each experience.

Physical Therapist Clinical Performance Instrument (PT CPI Web 2.0)

This physical therapist student assessment system evaluates knowledge, skills, and attitudes, and incorporates multiple sources of information to make decisions about readiness to practice. The system is intended to enable clinical educators and academic faculty to obtain a comprehensive perspective of students' progress through the curriculum and competence to practice at entry-level. The adoption of the PT CPI Web 2.0 will ensure that all practitioners entering practice have demonstrated a core set of clinical attributes.

The PT CPI is the central component of the evaluation of WJU students' clinical abilities and is used by the university to ensure students' readiness for practice. The PT CPI is designed to evaluate student clinical performance in relation to entry-level competence and is to be completed by the supervising clinical instructor(s) at both the midterm and final formal meetings and discussed with the CCCE and student. The CI will review the evaluation with the student, electronically sign, and have the student and possibly the CCCE electronically sign, and submit the online CPI data with midterm and final marks and comments. If a site does not have internet access, they can request to use a paper form of the PT CPI. Midterm and final marks and comments are recorded; the CI and student must sign the form; and it must be returned to the DCE by the CI.

Each CI must go to the APTA Learning Center and complete the APTA Physical Therapist Clinical Performance Instrument for Students – A Self-Guided Training Course prior to logging on to the PT CPI Web site for the first time. The course is free and two CEU's will be awarded for completing the course. The CI must complete the training in order to log onto to PT CPI Web site to complete the student evaluation.

The CI will also be responsible for signing off on the Clinical Education Experience Record, Tests/Measures Record, Interventions Record and the Attendance Log.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	V. Clinical Instructor
Policy	4. Site Visits

Site visits are performed by the DCE or university faculty to communicate with the facility CI and/or CCCE regarding student performance during the Clinical Education experience. These visits also give the university faculty a chance to acquire curricular or program feedback from the clinic sites. These visits may occur live in person, over the telephone or via distance communication with the use of technology. A Clinical Education Telephone/Live Site Visit Record (APPENDIX V) will be completed by the DCE, or core faculty member, during this visit. This form is filed with the student's clinical paperwork and maintained in the student's Clinical Education file.

Curricular feedback received on these visits will be compiled and shared with faculty for curricular development purposes.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	V. Clinical Instructor
Policy	5. Student Problems

The CI and/or CCCE are required to communicate with the DCE regarding any student problems. Communication regarding student professional behaviors and/or progress or lack of progress must occur no later than following the midterm student evaluation **or as soon as the behavior or lack of progress is identified.** Documentation of this communication is placed in the student's Clinical Education file. Together the CCCE, CI and DCE meet with the student to develop an action plan. The student's case may be taken to the APC for an action plan if necessary.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	V. Clinical Instructor
Policy	6. Adjunct Appointment

The CI may be considered for a faculty appointment of a type used to recognize persons who perform a service to the university without remuneration for such services. The CI should contact the university PT department chair regarding this appointment. The final approval of faculty appointment, type of appointment, rank, and length of appointment is reserved to the university. The CI may request a copy of the faculty handbook for the procedure for appointment.

Process for application:

The CI/ CCCE apply to the Program Director with a letter of intent, which delineates the rank requested and evidence of qualifications. The Program Director evaluates the request and determines eligibility. Support of the Program Director is necessary before proceeding to Faculty Council consideration. The Program Director is responsible for submitting the request to the Faculty Council. The Faculty Council confers academic rank with approval by the Chief Academic Officer as stated within the WJU Faculty Handbook.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	V. Clinical Instructor
Policy	7. Use of University Resources

Clinical instructors will have access to the Physical Therapy Department's Learning Resource Center, the PT Department's online information page (www.wju.edu/academics/departments/pt) as well as the university's library resources on campus.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	VI. Clinical Education Facility
Policy	1. Appointment of the CCCE

The facility will appoint a qualified person as CCCE. The CCCE is a professional who organizes and maintains an appropriate Clinical Education program for students at the clinical site. The CCCE is the point of contact for the DCE regarding the site's Clinical Education program. The CCCE is responsible for assisting the DCE in contract maintenance, updating and submitted appropriate paperwork to the DCE (CSIF and annual date requests), student placement, and assigning CIs. The CCCE has final authority over student placement within the clinical facility. The CCCE will assure the orientation of students placed at his/her site to the necessary policies and procedures which the student will be required to follow.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	VI. Clinical Education Facility
Policy	2. Provision of Emergency Health Care

The facility shall render emergency first aid to students on the same basis as regular employees in the event of an accident or sudden illness during participation in scheduled Clinical Education activities. The student will be responsible for all expenses incurred by such care. Students shall not be covered by any of the employee benefit programs of the Clinical Education site, including, but not limited to Social Security coverage, health insurance coverage, unemployment compensation, sick and accident disability insurance coverage or workman's compensation insurance coverage.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	VI. Clinical Education Facility
Policy	3. Discrimination

The facility warrants that neither employees nor students shall on account of race, color, religious creed, national origin, ancestry, gender, handicap, age or marital status are unlawfully excluded from participation in any program sponsored by either the university or Clinical Education site.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	VI. Clinical Education Facility
Policy	4. Compensation for Services

The Clinical Education site is not obligated to pay any monetary compensation to the university for services performed in connection with the Clinical Education Affiliation Agreement.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	VI. Clinical Education Facility
Policy	5. Student Access to Facility Resources

The facility will permit students access to available facilities such as parking, cafeteria, medical library, and any other resources necessary for the performance of tasks and assignments related to the Clinical Education experience.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	VII. Wheeling Jesuit University
Policy	1. Discrimination

The university warrants that neither employees nor students shall on account of race, color, religious creed, national origin, ancestry, gender, handicap, age or marital status are unlawfully excluded from participation in any program sponsored by either the university or Clinical Education site.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	VII. Wheeling Jesuit University
Policy	2. Compensation for Services

The university is not obligated to pay any monetary compensation to the Clinical Education site for services performed in connection with the Clinical Education Affiliation Agreement.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	VII. Wheeling Jesuit University
Policy	3. Appointment of the DCE

The university and/or department chair shall appoint the DCE. The DCE is the core faculty member who serves as a liaison between the physical therapy program and the Clinical Education site. The DCE is responsible for the establishment of Clinical Education site standards, implementation, selection, and evaluation of clinical sites, and the ongoing development of the Clinical Education program.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	VII. Wheeling Jesuit University
Policy	4. Conferring Rank of Adjunct Faculty

The university will be responsible for conferring faculty rank when requested by clinical faculty. The university will follow the Faculty Handbook for policies and procedures regarding conferring rank.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section	VIII. Appendices
Policy	1. Statement of Uses of Appendices

The following items are utilized in the Clinical Education portion of the WJU DPT program. The student will have access to these forms through the Blackboard system and from the DCE or Clinical Education Administrative Assistant.