

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

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CLINICAL EDUCATION POLICY AND PROCEDURE MANUAL

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Section I Clinical Education Program Description

Statement of Purpose of Clinical Education

The purpose of the Clinical Education component of the 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 experience.

Overview of the Clinical Education Experience

The Clinical Education program is comprised of four phases of supervised clinical experiences. The program 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 (CI's), in such settings as hospitals, long-term care facilities, home health agencies, rehabilitation facilities, pediatric clinics, sports medicine clinics, fitness centers, and outpatient facilities. Students participate in interdisciplinary case meetings and rounds.

Evaluation of Clinical Performance

CI's are encouraged to provide feedback frequently to the students, and to the ACCE. Formal, written evaluations are scheduled at the mid-term and the conclusion of each clinical assignment period. Each CI must complete the APTA Physical Therapist Clinical Performance Instrument for Students: A Self-Guided Training course through the APTA Learning Center before completing the online CPI Web 2.0 for a student. A CI only needs to perform the training one time.

Clinical Performance Instrument (CPI Web 2.0)

A 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 CPI Web 2.0 (APPENDIX H) will ensure that all practitioners entering practice have demonstrated a core set of clinical attributes.

The 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 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).

Each student and clinical instructor 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 CPI Web.

Sequence into Curriculum

The Clinical Education component of the Physical Therapy Program 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. The complete sequence of clinical progression is provided below.

Student Clinical Education Schedule – DPT Curriculum

TERM I Summer	TERM II Fall	TERM III Spring	TERM IV Summer	TERM V Fall	TERM VI Spring	TERM VII Summer
6 week Online Session	15 Weeks didactic	15 weeks didactic	9 weeks didactic	15 weeks didactic	CE II (6 weeks)	CE III (8 weeks)
Completing 4 academic modules			CE I (6 weeks)		9 weeks didactic	CE IV (8 weeks)
	Service Learning I ½ day session 1 day/wk.	Service Learning II ½ day session 1 day/wk.	Service Learning III One week full- time		Service Learning IV International One week	
	(Mandatory) Total=56 hours	(Mandatory) Total = 56 hours	(Voluntary)		(Voluntary)	

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

CE I DPT 638:

This is the first full time Clinical Education experience within the DPT curriculum. The students participate in six weeks of full-time clinical experience for a total of 240 hours during the final 6 weeks of Term IV. . This rotation can be in the acute care, skilled, long term care, LTAC, home health, rehabilitation or out-patient settings. The PBL cases that have been introduced into the curriculum up to this point can be found in the CE I Clinical Education 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.

CE II DPT 658:

This is the second full time Clinical Education experience within the DPT curriculum. The students participate in six weeks of full-time clinical experience for a total of 240 hours during the first 6 weeks of Term VI. This rotation can be in the acute care, skilled, long term care, LTAC, home health, rehabilitation or out-patient settings. The PBL cases that have been introduced into the curriculum up to this point can be found in the CE II Clinical Education course syllabus. The focus of this experience will be to advance the skills learned and practiced during CE I. The student should require less supervision and show an increase his/her case load. The student should be more confident with his/her affective and psychomotor skills.

CE 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 eight weeks of full-time clinical experience for a total of 320 hours during the first 8 weeks of Term VII. This rotation can be in the acute care, skilled, long term care, LTAC, home health, rehabilitation, out-patient, pediatric, manual therapy, sports medicine or specialty settings. All PBL cases have been introduced into the curriculum at this point and can be found in the CE III Clinical Education course syllabus. The focus of this experience will be to advance the skills learned and practiced during CE I and II. The student 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 student should be confident with his/her affective and psychomotor skills. The student should be practicing at entry-level at the completion of this clinical experience.

CE 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 8 weeks final Clinical Education experience. The students participate in eight weeks of full-time clinical experience for a total of 320 hours during the last 8 weeks of Term VII. This rotation can be in the acute care, skilled, long term care, LTAC, home health, rehabilitation, out-patient, pediatric, manual therapy, sports medicine or specialty settings. All PBL cases have been introduced into the curriculum at this point and can be found in the CE IV Clinical Education course syllabus. The focus of this experience will be to advance the skills learned and practiced during CE I, II, and III. The student 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 student should be confident with his/her affective and psychomotor skills. The student should be practicing at or beyond entry-level at the completion of this clinical experience. The student will graduate and should be capable of autonomous practice at the completion of this Clinical Education experience.

Section II

ACCE

Academic Coordinator of Clinical Education (ACCE) is the core faculty member who serves as a liaison between the physical therapy program and the Clinical Education sites. The ACCE is responsible for the establishment of clinical site standards, implementation, selection, and evaluation of clinical sites, and the ongoing development of, and communication with, clinical facilities, clinical faculty and Clinical Education programs. The ACCE develops monitors and refines the Clinical Education stream of the curriculum. The ACCE, 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 ACCE plans development opportunities for the clinical faculty as needed and requested.

The ACCE has all Clinical Education forms available either online on the Physical Therapy Department website, on the Blackboard AUX Clinical Education course shell or from the Office Manager in the Physical Therapy department.

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Section: II
Policy: 1 Academic standards for participation in Clinical Education

All students in the physical therapy program are reviewed at the mid-term and final points of each Term by the Academic Progress Committee (APC). The ACCE is a member of the APC. Any issue involving the student's academic performance, clinical performance or professional behaviors are reviewed by 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; and a cumulative GPA of at least at 3.0. 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.

The ACCE will verify all students are able to participate in each Clinical Education for each experience.

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

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Section: II
Policy: 2 Professional and health requirements for Clinical Education

The physical therapy 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 within six months 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)
4. First Aid Certification (this course may be taken online)
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 all of the previously stated documentation and turn it in to the nurse in the Health Center. The Health Center will retain all documentation and provide the ACCE with updates needed or turned in. The Health Center will provide a student health record signed by each student and the university nurse to be turned in with 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 experience.

Some Clinical Education sites require a background check and/or drug test prior to starting the clinical 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 ACCE and/or clinical site in a timely manner. Any background checks or drug screens that are maintained by the ACCE will be stored in a locked file cabinet in the ACCE office.

The ACCE will assist students with site requirements as necessary.

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Section: II
Policy: 3 Student orientation to Clinical Education curriculum

Students are given an overview of the Clinical Education component of the curriculum during Orientation.

Following Orientation, students have one week to access the Clinical Education Policy and Procedure Manual on the AUX Clinical Education Blackboard site and review all policies and procedures and then sign the **Student Clinical Education Acknowledgment Form** (APPENDIX A) stating that they have received the policies and understand and agree to abide by them or consequences may follow. This form is then placed in the students Clinical Education file.

Students are then given an orientation to the Clinical Education portion of the curriculum during Term II by the ACCE. At this time, students are instructed in the policies regarding Clinical Education and descriptions of all paperwork required throughout the process. The ACCE schedules class time with students during each Term to discuss ongoing or upcoming Clinical Education issues.

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Section: II
Policy: 4 Acquisition of new Clinical Education sites

Any proposed Clinical Education site, for which WJU PT does not currently affiliate, will be investigated by the ACCE, or other Clinical Education program staff, over the telephone or by site visit. The university will request a CSIF 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 B) are sent to the facility for signature. The Clinical Education site and their 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 ACCE will send an original fully executed Agreement back to the site and keep one fully executed Agreement for our records. In the event that the facility requires their own contract, the university's 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 ACCE. Only the ACCE may solicit new sites. All contact with new sites must be made by the ACCE. Students are prohibited from all contact with a potential new site during the acquisition process. In the event that a student violates this policy, they may lose the opportunity to utilize that site.

Students are permitted to request up to two new Clinical Education sites to be researched by the ACCE during their tenure in the program. Students must complete the Request for New Site Form (APPENDIX U) and turn it in to the ACCE no later than the end of Term II. If the ACCE 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 and will then be removed from the random selection process.

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 ACCE may not allow the new site to be initiated. It is noted that there is no guarantee that just because a student requests a new site that the Agreement will be executed. It is also noted that if a new site is obtained per a student's request that there is no guarantee 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.

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Section: II
Policy: 5 JUN PT Education Manager Software program (JUN)

The ACCE will manage the Clinical Education program using the JUN PT Education Manager Software 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, preferences and clinical assignments. The JUN program will manage the Clinical Education components of the curriculum. The ACCE 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.

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Section: II
Policy: 6 Affiliation Agreement renewal, amendment and termination

The ACCE 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 ACCE, core faculty, students, clinical faculty and the patients.

Affiliation Agreement requirements will be tracked using the JUN program. The ACCE 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 in the ACCE's office.

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Section: II
Policy: 7 Clinical Education Date Request Form

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

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Section: II
Policy: 8 Student Preference List

The ACCE will run a report from the JUN program (or manually upon that programs dysfunction) listing available clinic sites for every clinical experience during the site selection process. Each student will submit his/her **Student Preferences Form** (APPENDIX G) listing 10 sites of interest to the ACCE by the assigned date. 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. The ACCE will review the selections for appropriateness considering the student's previous Clinical Education experiences, future needs and clinical goals. Once the preference list is approved by the ACCE, it will be entered into the JUN program.

Clinical Education Policy and Procedure Manual

Section: II
Policy: 9 Student assignment to a clinical site

The physical therapy program provides students with information regarding all potential Clinical Education sites. The program maintains blue site folders for each Clinical Education site. The current, active sites who have offered a Clinical Education slot for our students that year are maintained in the main office area. Corporate site folders, as well as sites that did not offer a slot for a student that year, are maintained in a file cabinet in the ACCE'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 ACCE to discuss their preferences and overall Clinical Education plans to ensure they meet the program as well as their personal Clinical Education goals. Throughout each students tenure in the program they are required to complete one rotation in the acute care setting, the skilled care/home health setting, the out-patient setting and one setting of their choice. Students are also informed that they most likely will travel outside of a local 60 mile radius for at least one Clinical Education experience. This occurs for several reasons: many students competing for local slots, numerous colleges/universities in the regional area competing for slots, and many specialty experiences not offered locally.

Once all student preferences have been entered into the JUN program, the ACCE will run the 'Assignment Generator' report from the JUN program. The program will randomly assign students to available sites based on their preference list. Students must recognize that they may not always receive their first choice, or possibly, any of their top ten preferences. Students are encouraged to list preferences by interest and not by geographical area. If a student does not receive any of his/her top ten choices and they are assigned to a random site, the student can meet with the ACCE to discuss other possible options for clinical placement. 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 ACCE will review the placements again for appropriateness and confirm each student is meeting his/her Clinical Education requirements. The ACCE reserves the right to make changes to the site assigned by the assignment generator if deemed necessary. The ACCE may need to re-confirm a site 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 worked as a volunteer or employee; a student will not be assigned to a site with which he/she has a pre-employment contract or financial agreement (scholarship); and

a student will not be assigned to any site where a direct relative is employed in the physical therapy department (parent, sibling, and/or grandparent).

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 ACCE 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.

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Section: II
Policy: 10 Students Pre-Clinic Paperwork

The ACCE will collect the following information from each student six to eight weeks prior to the first day of the clinical experience (as stated in syllabus):

- 1. Pre-Clinic Paperwork Inclusion Check-off Form (Appendix P)**
- 2. Student Letter to Facility (see sample guideline on Blackboard)**
Each student will write a letter to the CCCE introducing himself/herself, stating his/her strengths and weaknesses, and his/her goals for the experience.
- 3. Current Student Resume (see sample guideline on Blackboard)**
- 4. Student Clinical Education Information Form (with the following inclusions) (APPENDIX E)**
- 5. Evidence of Citizenship – (Two forms required- Driver’s License and Student ID)**
- 6. Infection Control Certification (APPENDIX N)**
- 7. HIPAA Certification (APPENDIX O)**
- 8. Evidence of current CPR & BLS documentation.**
- 9. Evidence of First Aid training**
- 10. Evidence of Liability Insurance**
- 11. Evidence of Health Insurance**
- 12. Health Center Health Record (signed by student and nurse)**

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 experience.

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Section: II
Policy: 11 Student Clinical Education Information Form

The **Student Clinical Education Information Form** (APPENDIX E) is posted on Blackboard and is completed by the student, signed by both student and ACCE and mailed 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.

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Section: II
Policy: 12 Infection Control Certification/HIPAA Certification

Annually, the ACCE will provide education to the students on Infection Control and the Health Insurance Portability and Accountability Act (HIPAA). The students will then sign the **Infection Control Certification Form** (APPENDIX N) and the **HIPAA Certification Form** (APPENDIX O). One copy of each form is filed in the students Clinical Education file in the ACCE office and one is given to the student and/or placed in each student's mail folder in the LRC. 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 on month prior to the start of each Clinical Education experience.

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Section: II
Policy: 13 Student Post Clinical Education paperwork

The ACCE 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. This includes but may not be limited to the following:

1. **First Week Report** – is accessed on the AUX Clinical Education Blackboard site (APPENDIX I)
2. **Clinical Education Experience Record** – (brown) (APPENDIX J)
3. **Tests/Measures Record** (white) (APPENDIX K)
4. **Interventions Record** (white) (APPENDIX L)
5. **APTA Student Evaluation of Clinical Education and Clinical Instruction** (Yellow form) (APPENDIX R)
6. **WJU Student Evaluation of Clinical Site and Clinical Instruction** (blue) (APPENDIX S)
7. **Attendance Log** (APPENDIX Q)
8. **In-Service** or written summary of In-Service

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Section: II
Policy: 14 Site visits

The ACCE, or other core faculty member, will perform a live or telephone site visit for each student for each Clinical Education experience. These visits will either be in person or over the telephone. The **Site Visit Record** (APPENDIX C) will be completed and filed in the students Clinical Education file.

If the site is out of the local area, the ACCE 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 an ACCE from another institution. The ACCE 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 ACCE compiles this feedback and communicates it to faculty and the department chair via the **Curricular Feedback Form** (APPENDIX F).

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Clinical Education Policy and Procedure Manual

Section: II
Policy: 15 Grading Clinical Education experiences

The ACCE is responsible for assigning **pass/fail grades** for the Clinical Education courses. The requirements for each course are listed on each course syllabus. The ACCE will review the CPI data to verify each student is performing at the appropriate level for each clinical experience. Written comments are taken into consideration when assigning each grade.

Each student and CI must complete the online 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 have any red-flag items at the final marking period. Should a student receive a red-flag item, the proper procedure must be followed with a call to the ACCE 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 ACCE a copy or summary of the in-service. Each student should progress along the anchors toward entry-level practice throughout CE 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 also be referred to the Academic Progress committee (APC) for the development of a plan to remedy the insufficiency.

Criteria for failing a Clinical Education experience include: incomplete/tardy paperwork, failure to complete all criteria as stated above in paragraph two, written 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.

Any student who does not meet the criteria for successful passage of a Clinical Education experience will have his/her case referred to the department's Academic Progress Committee (APC) for review. The student will meet with the ACCE and his/her Academic Advisor 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 ACCE will assign the student to a clinical site with a specific action plan and goals for the clinical experience. The ACCE 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 coursework with his/her cohort class and remediate the clinical experience after all academic 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 Academic Progress Committee 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: II
Policy: 16 Dismissal from a 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 clinical instructor or the CCCE. A telephone call must be made to the ACCE prior to the student being dismissed from the facility. If this should occur, the student's case will be referred to the Academic Progress Committee for an action plan and grade assignment.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: II
Policy: 17 Communication with the clinic site

The ACCE will communicate any changes within the program or curriculum to the Clinical Education sites. The information may be sent electronically or via USPS. The ACCE 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 ACCE will send the current Clinical Education Policy and Procedure Manual to each active Clinical Education site annually or as the manual is updated. The Policy and Procedure manual may be sent electronically or via USPS.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: II
Policy: 18 Student Professional Liability Insurance

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

The ACCE 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 2M/4M 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 ACCE'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 in the LRC. 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: II
Policy: 19 Communication with faculty

The ACCE 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 ACCE 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: II
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 case will be referred to the Academic Progress Committee for review and to formulate an action plan.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: II
Policy: 21 Clinical site evaluation

Clinical Education sites are evaluated through several methods. The sites are evaluated through the Site Visit where the ACCE, core faculty member or physical therapist appointed by the ACCE, performs a live or telephone site visit at 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.

The ACCE or designated support staff member enters the APTA Physical Therapy Student Evaluation into the JUN system. The ACCE or designated support staff member also makes notes of comments and information obtained during the Site Visit and from the Site Visit Form. The ACCE analyzes the information and runs a yearly report.

When issues related to the site, CCCE or CI are identified, ACCE 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.

Section III CCCE

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 ACCE regarding the facility's Clinical Education program. The CCCE is responsible for assisting the ACCE in contract maintenance, updating and submitted appropriate paperwork to the ACCE (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 their 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: III
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 ACCE for entrance into the JUN 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: III
Policy: 2 Clinical Site Information Form (CSIF)

Clinical Site Information Forms (CSIF) (APPENDIX T) are maintained for all active Clinical Education sites. The form can be downloaded from the APTA website at www.apta.org or the CCCE may request a hard copy from the ACCE. The form may be returned to the ACCE electronically, through the USPS, or by fax.

The ACCE will request a CSIF from the CCCE upon initial site acquisition and annually thereafter. A new CSIF should be sent to the ACCE 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 JUN 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 and corporate folders or sites that have not offered a current slot for student placement, but which we currently have an active Affiliation Agreement, are in the ACCE's office.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: III
Policy: 3 Affiliation Agreement maintenance

Initial Affiliation Agreement execution:

Two copies of the WJU **Clinical Education Affiliation Agreement** (APPENDIX B) 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 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 ACCE will work together to maintain a current Agreement between the university and the Clinical Education facility. If the original agreement was not rolling or self-renewing, the ACCE 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: III
Policy: 4 Student orientation to the Clinical Education site

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: III
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.

Clinical Education Policy and Procedure Manual

Section: III
Policy: 6 Evaluation of student performance

Although the evaluation of the student's performance is primarily to responsibility of the Clinical Instructor, the CCCE must review the completed CPI and sign it prior to it being submitted online or returned to the university.

The CCCE may comment on the CPI on areas of student performance that they have observed.

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

Clinical Education Policy and Procedure Manual

Section: III
Policy: 7 Student problems

The clinical instructor and/or CCCE are required to communicate with the ACCE regarding any student problems. Communication regarding student progress or lack thereof must occur no later than following the midterm student evaluation. Documentation of this communication is placed in the student's Clinical Education file and taken to the Academic Progress Committee for an action plan if necessary.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: III
Policy: 8 Dismissing students from clinic

The CCCE 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 ACCE 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, ethical, safety, legal or other clinical issues arise

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: III
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 clinical instructor (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: III
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.

Section IV Clinical Instructor (CI)

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: IV
Policy: 1 Student orientation to Clinical Education facility

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: IV
Policy: 2 Student supervision

The clinical instructor (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.

Clinical Education Policy and Procedure Manual

Section: IV
Policy: 3 Evaluation of student performance

CI's are encouraged to provide feedback frequently to the students and to the ACCE as necessary. Formal, written evaluations are scheduled for mid-term and the conclusion of each clinical assignment period. 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.

Clinical Performance Instrument (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 CPI Web 2.0 will ensure that all practitioners entering practice have demonstrated a core set of clinical attributes.

The 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 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 electronically sign, and have the student and 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 CPI. Midterm and final marks and comments are recorded; the CI and student must sign the form; and it must be returned to the ACCE by the CI.

Each clinical instructor (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 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 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.** (APPENDICES J, K, L and Q)

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: IV
Policy: 4 Site visits

Site Visits are performed by the ACCE 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 in person or over the telephone. A **Site Visit Record** (APPENDIX C) will be completed by the ACCE, 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: IV
Policy: 5 Student problems

The Clinical Instructor and/or CCCE are required to communicate with the ACCE regarding any student problems. Communication regarding student progress or lack thereof must occur no later than following the midterm student evaluation. Documentation of this communication is placed in the student's Clinical Education file and taken to the Academic Progress Committee for an action plan if necessary.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: IV
Policy: 6 Adjunct appointment

The clinical instructor (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 clinical instructor (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: IV
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.

Section V Student

The **Student** is officially enrolled in the graduate 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 the Clinical Instructor. The student is responsible to clearly communicate their learning objectives before and during the clinical experience.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: V
Policy: 1 Curricular Clinical Education orientation

The student is responsible to attend the scheduled WJU Clinical Education orientation session by the ACCE. Following Orientation, students have one week to access the Clinical Education Policy and Procedure Manual on the AUX Clinical Education Blackboard site and review all policies and procedures and then sign the **Student Clinical Education Acknowledgment Form** (APPENDIX A) stating that they have received the policies and understand and agree to abide by them or consequences may follow. This form is then placed in the students Clinical Education file.

Students are then given an orientation to the Clinical Education portion of the curriculum during Term II by the ACCE. At this time, students are instructed in the policies regarding Clinical Education and descriptions of all paperwork required throughout the process. The ACCE schedules class time with students during each Term to discuss ongoing or upcoming Clinical Education issues.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: V
Policy: 2 Preference List

Each student is responsible for reviewing the available sites list posted for an upcoming Clinical Education experience by the ACCE. Each student will review the Clinical Education site blue folders located in the physical therapy main office or the ACCE's office for opportunities available at each available site for a match to his/her Clinical Education needs and goals for each experience. Each student will submit his/her **Student Preferences Form** (APPENDIX G) listing 10 sites of interest to the ACCE by the assigned date. Failure to turn in the form by the designated due date may result in the loss of the preference. 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. The ACCE will review the selections for appropriateness considering the student's previous Clinical Education experiences, future needs and clinical goals. Once the preference list is approved by the ACCE, it will be entered into the JUN program.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: V
Policy: 3 Attendance

Attendance is mandatory for all Clinical Education preparatory sessions and clinical assignments. Clinical experiences are all full time 40 hour/week experiences. Students will be punctual in arriving and remain for the time scheduled or until dismissed by the 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. Excused absences include but may not be limited to personal illness or death in the immediate family. Absences for any other reason are not excused and may result in referral to the Academic Progress Committee (APC). All absences must be reported to both the CI and the ACCE. The student must contact the ACCE, 304-243-2174, or office manager, 304-243-2068 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 may be required to make up excused Clinical Education time at the discretion of the ACCE, in consultation with the CI and CCCE. Students will be required to make up unexcused Clinical Education time. If the period of assignment at a given facility cannot be prolonged, an additional Clinical Education assignment may be made at the discretion of the ACCE in order to provide the student the opportunity to make up missed time. Students will be granted excused absence from clinical time for attendance at the APTA National Student Conclave, APTA Combined Sections Meeting, APTA National Conference and one day during CE III and one day during CE IV for potential employment interviews. These will be considered excused absences; however, students will be required to make up missed clinical time. Scheduled Service Learning trips will be considered excused absences but students will not be required to make up missed clinical time since they are considered Clinical Education learning experiences. The only exception to this is for the international service learning trip to Mexico where students will be expected to make up for missed “travel” time.

The **Clinical Education Attendance Log** (APPENDIX Q) must be completed daily and returned to the ACCE 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: V
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 M) and to abide by all rules and regulations at their assigned Clinical Education site

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

Poor performance during a Clinical Education experience may also be addressed through official letters from the ACCE and may require remediation activities. The ACCE may address poor clinical performance with the Academic Progress Committee for recommendations and an action plan if necessary.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: V
Policy: 5 Dress code for Clinical Education experiences

Students are expected to follow the dress codes enforced by each clinic site. Site-specific information is included in material available to students during the site assignment process. WJU students are expected to present an appropriate professional appearance during Clinical Education. Nametags including the “student” designation are mandatory in clinic settings.

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.

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 to tie a shoe, etc., 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 also become entangled in bandages or 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.

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. Also, beards and facial hair makes it more difficult for the hearing-impaired to read lips. Students will follow the facility policy regarding fit-testing for this type of mask.

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 behavior continues. Any time lost due to these circumstances must be made up at the clinics convenience. Any repeated offenses of the dress code policy will be referred to the PT Department's Academic Progress Committee for discussion and an action plan.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: V
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. Few out-of-area 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 will provide discounted meals in their cafeterias, if available. All information concerning travel and living expenses may be obtained in the clinic file or by contacting the facility.

Students may be required to travel out of the local area during clinical assignments. The student may work with the ACCE and CCCE to make living arrangements, but this is ultimately the student's responsibility.

All students are expected to travel outside of the Wheeling (60 mile radius) area for at least one Clinical Education experience. Preferences are entered for each student, however, this does not guarantee final placement.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: V
Policy: 7 Request for new affiliation site

Students are not to pursue new site acquisition independent of the ACCE. Only the ACCE may solicit new sites. All contact with new sites must be made by the ACCE. Students are prohibited from all contact with a potential new site during the acquisition process. In the event that a student violates this policy, they may lose the opportunity to utilize that site.

Students are permitted to request up to two new Clinical Education sites to be researched by the ACCE during their tenure in the program. Students must complete the Request for New Site Form (APPENDIX U) and turn it in to the ACCE no later than the end of Term II. If the ACCE 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 and will then be removed from the random selection process.

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: V
Policy: 8 Pre-Clinic Paperwork

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

1. **Pre-Clinic Paperwork Inclusion Check-off Form** (APPENDIX P)
2. **Student Letter to Facility** (see sample guidelines on Blackboard)
3. **Current Student Resume** (see sample guidelines on Blackboard)
4. **Student Clinical Education Information Form** (APPENDIX E)(with 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 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 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 ACCE. Some clinics require additional information. The student is responsible for checking the clinic folder for these exceptions and for meeting the criteria.
5. **Evidence of Citizenship – (Two forms required)** WJU Student ID Card and Drivers license; or birth certificate, or passport must be provided.
6. **Infection Control Certification Form** (APPENDIX N) is required of all students. The Certification is updated annually and certification forms are presented by the ACCE for student signature. A copy of this form must be maintained by the student to copy for future Clinical Education experiences.
7. **HIPAA Certification Form** (APPENDIX O) is required of all students. The Certification is updated annually and certification forms are presented by the ACCE for student signature. A copy of this form must be maintained by the student to copy for future Clinical Education experiences.
8. **Evidence of current CPR & BLS documentation.** Basic Life Support Certification is required of all physical therapy graduate students. Either the American Heart Association's Health Care Provider ("Course C"), or the Red Cross Course Professional Rescuer, is acceptable. Evidence of current certification must be provided. It is the student's responsibility to locate and schedule this training and to provide proof to the ACCE for these paperwork purposes. CPR certification may not be acquired through an online course.
9. **Evidence of First Aid Training.** First Aid training is required of all physical therapy graduate students. It is the student's responsibility to locate and schedule this training and to provide proof to the ACCE for these paperwork purposes. Evidence of current certification must be provided. First Aid training may be acquired on-line.
10. **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 ACCE and the student must submit a copy for each clinical experience. The original will be filed in the ACCE office.

11. **Health Insurance** 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.
12. The student is required to research the clinical 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 experience or by the due date requested by the site. It is the financial responsibility of each student to complete all site requirements and in a timely manner.
13. Prior to the first Clinical Education experience, each student must attend the Orientation to the 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 ACCE. 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 experience.

Students are required to read the blue site file for the site they are assigned to. They are encouraged to read the contract, CSIF, and state practice act for their assigned site.

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Clinical Education Policy and Procedure Manual

Section: V
Policy: 9 Clinical paperwork

Prior to the start of clinic, students are notified all of their clinic assignment paperwork. This is to be completed before the final day of clinic and returned to the ACCE by the dates outlined in each Clinical Education course syllabus.

1. **First Week Report**—(APPENDIX I) this completed report must be e-mailed by Sunday at midnight of the first week of each clinic affiliation. It can be found on the Blackboard Clinical Education course site. If the student will not have access to the internet while on rotation, it is the student's responsibility to get a hard copy from the ACCE to complete and fax in by the due date.
This form is completed by the student to provide the ACCE with CI information and to ensure the student received an orientation and developed goals for each Clinical Education experience.
2. **Clinical Education Experience Record** (APPENDIX J). This form will help the student keep track of the types and ages of the patients seen over all four clinical experiences. Clinical Instructors must verify this form by a signature.
3. **Tests /Measures Record** (APPENDIX K). 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. Clinical Instructors must verify this form by a signature.
4. **Interventions Record** (APPENDIX L). 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. Clinical Instructors must verify this form by a signature.
5. **APTA Physical Therapist Student Evaluation: Clinical Experience and Clinical Instruction** (APPENDIX R) (Yellow Form)
6. **WJU Student Survey of Clinical Experience** (APPENDIX S) (Blue Form)
7. **CPI Self-Evaluation** – The student must complete the online CPI Web marking each anchor and commenting on each criterion at the midterm and final dates of each 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 CE I. The student must complete the course in order to log onto the CPI Web site to complete his/her self assessment CPI.
8. An **In-service** is required of all students for all **Clinical Education** experiences. A written copy of the in-service or written summary of the topic covered will need to be turned in to the ACCE by the dates outlined in each Clinical Education course syllabus.
9. An **Attendance Log** must be completed daily and signed by the student and CI(s) at the end of each clinical experience. (APPENDIX Q).

10. All Clinical Education paperwork must be completed and received by the ACCE on or before the Post-Clinic Paperwork due date outlined on the syllabus or an "incomplete" grade will be given. Should the student not complete all clinical assignments by the due date, grades in other courses may also be affected. Should the student not complete all clinical assignments by the second date request a grade of "fail" will be given for the course.

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Clinical Education Policy and Procedure Manual

Section: V
Policy: 10 Professional Liability Insurance

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

The ACCE 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 2M/4M 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 ACCE'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 in the LRC. 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.

Clinical Education Policy and Procedure Manual

Section: V
Policy: 11 Health care during affiliation

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 ACCE for guidance. If a student fails to maintain health insurance coverage while enrolled in the DPT program his/her Clinical Education rotation will be postponed until proof of health insurance coverage is verified. Postponement or cancellation of a clinical experience may result in delaying graduation and the student will be responsible for all costs due to such delay.

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.

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Clinical Education Policy and Procedure Manual

Section: V
Policy: 12 Clinical Education goals

Each student is responsible to clearly communicate his/her learning objectives before and during the clinical 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 educational experience. Each student must take initiative and 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 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 student Clinical Education experience in the student packet.

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Clinical Education Policy and Procedure Manual

Section: V
Policy: 13 Applying for Clinical Education reimbursement funds

Students will have the option to apply for funds to assist with Clinical Education expenses following the requirements listed. These funds are provided primarily to assist with Clinical Education experiences that are in the Appalachian region of the United States or in rural/underserved areas. Monies granted are to be used for housing or rent and travel only if the daily travel is greater than 60 miles one way.

Students will need to submit the application form (available on Blackboard Clinical Education Course) with all areas thoroughly completed. Incomplete forms will not be accepted or considered for funding. In order to apply for funds, the clinic site must be more than 60 miles one way from the student's local or permanent residence. Monetary awards will be granted based upon the following criteria in priority order:

1. Appalachian region
2. Rural site with underserved population
3. Specialty site which meets student's clinical objectives and is not available locally

Awards will be determined after all applications are reviewed by the Program Director and ACCE. Students will then be notified.

Reimbursement of funds will be made following completion of the Clinical Education experience and following receipt of all receipts by the ACCE. Receipts for gas/travel must have the date, and the cost per gallon listed. Receipts for housing/rent must be signed by the landlord or appropriate property owner/representative

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Clinical Education Policy and Procedure Manual

Section: V
Policy: 14 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 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.

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Clinical Education Policy and Procedure Manual

Section: V
Policy: 15 Anti-harassment/Sexual assault policies

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.

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Clinical Education Policy and Procedure Manual

Section: V
Policy: 16 Pregnancy

Immediately upon medical confirmation, students must report a pregnancy to the ACCE. 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 ACCE and to the school nurse.

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Clinical Education Policy and Procedure Manual

Section: V
Policy: 17 Student concerns during Clinical Education experiences

The ACCE is the primary contact person for students experiencing a problem while on a Clinical Education experience. Students should report their concern to the ACCE immediately. The ACCE can be contacted in the office during regular office hours. The ACCE provides each student with a cell phone number should he/she need to contact the ACCE after normal office hours or on weekends. Together, the ACCE and student will establish whether or not the student will need the ACCE's presence or support to discuss the concern or if he/she needs to handle the concern independently. If it is established that the ACCE needs to schedule a meeting, the ACCE will contact the CCCE and/or CI to arrange for a meeting. If the ACCE is not available, another core faculty member will attend the meeting with input from the ACCE. 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 ACCE, with input from the core faculty if academic deficiencies are noted, if necessary. The APC will be consulted if necessary. The ACCE will report the concern and the outcome of the meeting to the Director of the program and the core faculty.

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Clinical Education Policy and Procedure Manual

Section: V
Policy: 18 Student personal cell phone use during Clinical Education experiences

Students are not permitted to use or carry cell phones/beepers during regular patient care/clinic time during any Clinical Education experience. All phones/beepers should be turned off during regular patient care/clinic hours for this clinical 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.

Section VI University

**Wheeling Jesuit University
Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: VI
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.

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Department of Physical Therapy**

Clinical Education Policy and Procedure Manual

Section: VI
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.

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Clinical Education Policy and Procedure Manual

Section: VI
Policy: 3 Appointment of the ACCE

The university and/or department chair shall appoint the ACCE. The ACCE is the core faculty member who serves as a liaison between the physical therapy program and the Clinical Education site. The ACCE 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.

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Clinical Education Policy and Procedure Manual

Section: VI
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.

Section VII Clinical Education Facility

**Wheeling Jesuit University
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Clinical Education Policy and Procedure Manual

Section: VII
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 ACCE regarding the site's Clinical Education program. The CCCE is responsible for assisting the ACCE in contract maintenance, updating and submitted appropriate paperwork to the ACCE (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 at his/her site to the necessary policies and procedures which the student will be required to follow.

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Clinical Education Policy and Procedure Manual

Section: VII
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: VII
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
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Clinical Education Policy and Procedure Manual

Section: VII
Policy: 4 Compensation for services

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

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Clinical Education Policy and Procedure Manual

Section: VII
Policy: 5 Student access to facility resources

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