WHEELING JESUIT UNIVERSITY
DEPARTMENT OF PHYSICAL THERAPY

Clinical Education Policy and Procedure Manual

Revised September 2018
TABLE OF CONTENTS

I. Program Description
   1. Statement of Purpose of Clinical Education
   2. Overview of the Clinical Education Experience
   3. Clinical Performance Assessment
   4. Physical Therapist Clinical Performance Evaluation Tool (PT CPI Web)
   5. Sequence into Curriculum

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

III. Director of Clinical Education
  1. Academic Standards for Participation in Clinical Education
  2. Health and Professional Requirements for Clinical Education
  3. Student Orientation to Clinical Education Curriculum
  4. Acquisition of New Clinical Education Sites
  5. EXXAT Clinical Education Database
  6. Clinical Education Agreement Renewal, Amendment and Termination
  7. Clinical Education Annual Slot Request Form
  8. Student Wishlist
  9. Student Assignment to Clinical Education Site
 10. Student Pre-Clinic Paperwork
 11. Student Clinical Education Information Form
 12. Infection Control and HIPAA Certificates
13. Student During/Post Clinical Education Paperwork
14. Clinical Education Site Visits
15. Grading Clinical Education Experiences
16. Dismissal from Clinical Education Site
17. Communication with the Clinical Education Site
18. Student Professional Liability Insurance
19. Communication with Academic Faculty
20. Student Withdrawal from Clinical Education Experience
21. Clinical Education Site Evaluation

IV. Site/Center Coordinator for Clinical Education
   1. Clinical Education Experience Dates
   2. Clinical Site Information Form (CSIF)
   3. Clinical Education Agreement Maintenance
   4. Student Orientation
   5. Assigning a Clinical Instructor
   6. Clinical Performance Assessment
   7. Student Problems
   8. Dismissing Students from the Clinical Education Site
   9. Adjunct Faculty Appointment for Clinical Education Faculty
  10. Use of University Resources

V. Clinical Instructor
   1. Student Orientation
   2. Student Supervision
   3. Student Clinical Performance Assessment
   4. Clinical Education Site Visits
   5. Student Problems
   6. Adjunct Faculty Appointment for Clinical Education Faculty
   7. Use of University Resources

VI. Clinical Education Site
   1. Appointment of the Site/Center Coordinator for Clinical Education
   2. Provision of Emergency Health Care
   3. Discrimination
   4. Compensation for Services
   5. Student Access to Facility Resources
VII. Wheeling Jesuit University
   1. Discrimination
   2. Compensation for Services
   3. Appointment of the Director of Clinical Education
   4. Conferring Rank of Adjunct Faculty

VIII. Appendices
   1. Statement of Uses of Appendices

<table>
<thead>
<tr>
<th>Appendices</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Clinical Education Policy &amp; Procedure Manual Acknowledgement Form</td>
</tr>
<tr>
<td>B</td>
<td>New Clinical Education Site Request Form</td>
</tr>
<tr>
<td>C</td>
<td>Pre-Clinic Inclusion List</td>
</tr>
<tr>
<td>D</td>
<td>Student Clinical Education Information Form</td>
</tr>
<tr>
<td>E</td>
<td>Clinical Education Experience Site Requirements Form</td>
</tr>
<tr>
<td>F</td>
<td>First Week Report</td>
</tr>
<tr>
<td>G</td>
<td>Clinical Education Agreement</td>
</tr>
<tr>
<td>H</td>
<td>Annual Slot Request Form</td>
</tr>
<tr>
<td>I</td>
<td>Clinical Education Site Visit Record</td>
</tr>
<tr>
<td>J</td>
<td>Curricular Feedback Form</td>
</tr>
</tbody>
</table>
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>1. Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>1. Statement of Purpose of Clinical Education</td>
</tr>
</tbody>
</table>

The purpose of the Clinical Education component of the Wheeling Jesuit University (WJU) Doctor of Physical Therapy (DPT) curriculum is to provide the learner with structured interactions with persons of varying degrees of health status and disability. The Clinical Education experiences and professional behavior activities bridge the knowledge and psychomotor skills learned in the academic setting to the real life clinical setting. Competent clinical educators design these interactions with progressively decreasing supervision in order to complete the students' emergence as competent entry-level practitioners. The goal of this Clinical Education Policy and Procedure Manual is to assist all stakeholders in any Clinical Education experience in having the best possible outcome.
<table>
<thead>
<tr>
<th>Section</th>
<th>1. Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>2. Overview of the Clinical Education Experiences</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Section</th>
<th>1.</th>
<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>3.</td>
<td>Clinical Performance Assessment</td>
</tr>
</tbody>
</table>

CIs are encouraged to provide constructive feedback frequently to the students and to the Director of Clinical Education (DCE). Formal, written evaluations are scheduled at the mid-term and the conclusion of each Clinical Educational experience. Each CI must complete specialized training specific to the Clinical Performance Evaluation Tool.
Wheeling Jesuit University  
Department of Physical Therapy  

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Program Description</td>
</tr>
</tbody>
</table>

| Policy  | 4. Physical Therapist Clinical Performance Evaluation Tool |

A clinical performance evaluation tool evaluates the cognitive, psychomotor, affective skills and incorporates multiple sources of information to make decisions about readiness to practice. The tool is intended to enable clinical education and academic faculty to obtain a comprehensive perspective of students’ progress throughout the curriculum and determine the level of competence to practice at entry-level. The adoption of the tool will ensure that all practitioners entering practice have demonstrated a core set of clinical attributes.

The Clinical Performance Evaluation Tool is the central component of the evaluation of WJU DPT students’ clinical abilities and is used by the Clinical Education program to ensure students’ readiness for practice. The tool is designed to evaluate student clinical performance in relation to entry-level competence and is to be completed by the supervising CI(s).
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

| Section |  
|---------|---|
|         | 1. Program Description |
|         | 5. Sequence into Curriculum |

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

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

Clinical Education I DPT 638 (CE I):  
This is the first full-time Clinical Education experience within the DPT curriculum. The students participate in 8 weeks of full-time clinical education for a total of 320 hours. This experience can be in the acute care, skilled care, long term care, long term acute care, home health, or outpatient settings. The Clinical Science Problem Based Learning (PBL) cases that have been introduced into the curriculum up to this point can be found in the Clinical Education I course syllabus. The focus of this experience will be on the examination, evaluation, diagnosis, prognosis, intervention and outcomes for patients across the lifespan and practice settings.

Clinical Education II DPT 658 (CE II):  
This is the second/intermediate full-time Clinical Education experience within the DPT curriculum. The students participate in 8 weeks of full-time clinical education for a total of 320 hours. This experience can be in the acute care, skilled care, long term care, long term acute care, home health, or outpatient settings. The Clinical Science PBL cases that have been introduced into the curriculum up to this point can be found in the Clinical Education II course syllabus. The focus of this experience will be to advance the skills learned and practiced during CE I. The students should require less supervision and show an increase in their case load. The students should be more confident with their cognitive, affective, and psychomotor skills.

Clinical Education III DPT 668a (CE III):  
This is the third/terminal full-time Clinical Education experience within the DPT curriculum. The students have completed all of their didactic coursework at this point. The students participate in 10 weeks of full-time clinical education for a total of 400 hours. This experience can be in the acute care, skilled care, long term care, long term acute care, home health, or
outpatient settings or in a specialty setting that can include but is not limited to neuromuscular rehabilitation, pediatric, oncology, cardiovascular, sports medicine, women’s health, military facilities, or other specialty settings. All Clinical Science PBL cases have been introduced into the curriculum at this point and can be found in the Clinical Education III course syllabus. The focus of this experience will be to advance the skills learned and practiced during CE I and II. The students should be capable of functioning without guidance or clinical supervision and be capable of maintaining 100% of a full-time physical therapist’s caseload. The students should be confident with their cognitive, affective, and psychomotor skills. The students should be practicing at entry-level at the completion of this Clinical Education experience.

Clinical Education IV DPT 668b (CE IV):
This is the fourth/terminal full-time Clinical Education experience within the DPT curriculum. The students have completed all of their didactic coursework at this point and have successfully completed one 10-week terminal Clinical Education experience. The students participate in 10 weeks of full-time clinical education for a total of 400 hours. This experience can be in the acute care, skilled care, long term care, long term acute care, home health, or outpatient settings or in a specialty setting that can include but not limited to neuromuscular rehabilitation, pediatric, oncology, cardiovascular, sports medicine, women’s health, military facilities, or other specialty settings. All Clinical Science PBL cases have been introduced into the curriculum at this point and can be found in the Clinical Education IV course syllabus. The focus of this experience will be to advance the skills learned and practiced during CE I, II, and III. The students should be capable of functioning without guidance or clinical supervision and be capable of maintaining 100% of a full-time physical therapist’s caseload. The students should be confident with their cognitive, affective, and psychomotor skills. The students should be practicing at entry-level at the completion of this Clinical Education experience and be capable of autonomous practice.
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

The Student is officially enrolled in the graduate doctor of physical therapy program at Wheeling Jesuit University. The student is an adult learner who is responsible for his/her own learning and is able to profit from constructive feedback provided by clinical education faculty. The student is responsible to clearly communicate personal learning objectives before and during the Clinical Education experience.
<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>1. Clinical Education Curriculum Orientation</td>
</tr>
</tbody>
</table>

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

Following this orientation, each student will access the Clinical Education Policy and Procedure Manual on the AUX Clinical Education Blackboard site and review all policies and procedures. The student must then sign the Student Clinical Education Acknowledgment Form (APPENDIX A), which is located on this Blackboard site, stating that he/she has received and reviewed the Clinical Education policies and procedures and understands and agrees to abide by them or consequences may follow. This form is placed in each student’s Clinical Education file.
Each student is responsible for reviewing the available Clinical Education site offers list posted by the DCE for each Clinical Education experience. Each student will browse the program sites in EXXAT for opportunities available at each Clinical Education site for a match to his/her Clinical Education needs and goals for each experience. Each student will fill out his/her Student Wishlist in EXXAT ranking 10 sites in order of preference from the available site offers list. If a student requested a new/particular site and a slot is being reserved for that student, the student will place that site as number one on the Student Wishlist. No other sites of interest will be needed on the form, but the student will still need to fill out the bottom portion with geographical areas.

Each student is encouraged to choose sites that will:

1. Meet the curricular needs of one acute care experience, one outpatient experience, one skilled care/long term care experience, and one setting of choice.
2. Offer opportunities to practice psychomotor skills learned in the curriculum and utilize didactic cognitive knowledge learned in the curriculum and put it into clinical practice.
3. Offer opportunities to advance his/her skills and improve on areas needing further development.
4. Meet the academic (cognitive, psychomotor, and affective) needs rather than geographical positions.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>3. Attendance</td>
</tr>
</tbody>
</table>

Clinical Education experiences are all full time 40 hour/week experiences that are either 8 or 10 weeks in length. Students are expected to be punctual in arriving and then remain for the time scheduled or until dismissed by the Site/Center Coordinator for Clinical Education (SCCE/CCCE) or CI. If the student is dismissed early from the clinic, the DCE must be notified and the missed hours will need to be made up before the final day. If it is necessary to remain in the department after hours to complete patient care or other responsibilities, the student will be expected to do this.

There are no excused absences during any Clinical Education experience. Students may not miss any scheduled clinic days (full or partial days) or any scheduled hours.

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

Students are permitted and encouraged to attend the APTA National Student Conclave, the APTA Combined Sections Meeting and the APTA Next Conference. The student must receive prior approval from the DCE to attend a national APTA conference before making plans or discussing this opportunity with his/her CI. The student will be provided directives from the DCE regarding missed clinic time due to travel days and conference days. All travel time must be limited, approved by the DCE, and made up. The actual conference days must be approved by the DCE and made up if required by the CI. If the Clinical Education site is providing a mandatory education course for the employees and the SCCE/CCCE or CI is requiring the student to attend, the DCE must be notified in advance.

If the CI requests/requires a student to attend a state APTA sponsored event, the student must have prior approval from the DCE and will receive directives related to the missed clinic time.
Students will not be permitted to attend any other continuing education courses for professional development during clinical education courses.

The Clinical Education Attendance Log will be completed in EXXAT. The Attendance Log must be submitted weekly by the student and reviewed by the CI by the dates specified in the course syllabus.
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 (available on the AUX Clinical Education Blackboard site) and to abide by all rules/regulations and policies and procedures at their assigned Clinical Education site.

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

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

Students should demonstrate professional boundaries with all Clinical Education communication. Students should contact Clinical Education sites via direct site telephone number or email address and should refrain from contacting clinic members through texting (unless specifically directed to do so by the CI) or other social media avenues. Students should contact the DCEs, the DPT Office Manager, the SCCE/CCCE, and the CI(s) during normal working hours unless an emergency arises that needs to be communicated immediately.
Wheeling Jesuit University  
Department of Physical Therapy  

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>5. Dress Code</td>
</tr>
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Students are expected to follow the dress code enforced by each clinic site. Site-specific information on the dress code may be included in EXXAT, otherwise students may contact the Clinical Education site to determine the appropriate dress code. Some Clinical Education sites may have specific dress code requirements including but not limited to a white lab coat with pockets, tan docker style dress pants, or a particular colored shirt. WJU students are expected to present an appropriate professional appearance during Clinical Education experiences. Name tags, including the "student" designation, are mandatory in clinic settings. Hair must be of natural color. Earlobes with professional style earrings are the only permitted body piercings acceptable for all Clinical Education experiences.

Clinic dress codes often prohibit display of religious, political and other insignia as well as tattoos of any design.

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

**Hygiene**

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

**Clothing**

Clothing must include socks or hose, dress slacks (no jeans or denim of any color), dress shirt with sleeves, and closed toe and closed heeled shoes. Shirts should have a collar and should not include any writing across the front or back. Sleeveless, tank, or cap sleeve tops are not appropriate clinic attire. Sleeves are to come midway down the bicep. Cleavage and midriff skin should be covered and stay covered at all times. Therefore, tops that can be tucked in are
the best choices. If you raise your hands above your head and any skin shows, it is not appropriate clinic attire. If you bend forward or over as if to tie a shoe and any skin shows, it is not appropriate clinic attire. Pants should come to within one inch of the floor while wearing low heeled shoes and must not to drag the floor. Pants should not have frayed areas or holes. Large pockets (as on cargo pants) can become a safety concern and catch on clinic equipment; therefore, they are not appropriate for clinic wear. Clinic shoes should be comfortable, have enclosed heels and toes, have nonskid soles, not make offensive noise, and be easy to don and doff. Hose or socks must be worn at all times in the clinic.

**Jewelry and accessories**

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

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

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

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>6. Travel and Living Expenses</td>
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Students are responsible for locating and funding their own living expenses (room, board, etc.) during their Clinical Education experiences. A few sites provide housing, but this is becoming increasingly rare. Some sites will provide students with a housing list or a contact person with whom housing can be arranged. Some sites may provide meals and some may provide discounted meals in their cafeterias, if available. All information concerning travel and living expenses may be available in EXXAT or by contacting the facility after discussion with the DCE. The student may work with the DCE and SCCE/CCCE to make living arrangements, but this is ultimately the student’s responsibility.

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

All students are expected to travel outside of the Wheeling area (60-mile radius) for at least one Clinical Education experience. A completed Wishlist does not guarantee final placement in that geographical location.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
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</thead>
<tbody>
<tr>
<td>Policy</td>
<td>7. New Clinical Educate Site Request</td>
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Students are not to pursue new Clinical Education site acquisition independent of the DCE in any fashion. Only the DCE may solicit new sites. All contact with new sites must be made by the DCE. Students, or anyone acting on behalf of the student, are prohibited from all contact with a potential new site during the acquisition process. In the event that this policy is violated, the student may lose the opportunity to utilize that site. Students may not have any other individuals contact a potential new site. If a student has a personal contact in any new facility, the student must bring that contact person’s name and information to the DCE.

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

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

Note: Students are also not permitted to, or have others on their behalf, contact any Clinical Education site that has an active executed Clinical Education Agreement with WJU regarding any potential Clinical Education experiences that may be offered. These requests should all be addressed with the DCE.
The student is responsible for completing the required paperwork by the due date assigned by the DCE and listed in the syllabus for each Clinical Education course. The student is responsible for submitting a professionally presented copy of the following for each Clinical Education experience placement.

1. Pre-Clinic Paperwork Inclusion List (APPENDIX C)
2. Student Letter to Facility (see sample guidelines on the AUX Clinical Education Blackboard site)
3. Current Student Resume (see sample guidelines on the AUX Clinical Education Blackboard site)
4. Student Clinical Education Information Form (APPENDIX D)
5. Health Record and supporting documentation, which includes the following (see immunization and health requirements on the DPT web page):
   a. Annual physical exam
   b. Two-step PPD placed prior to the start of term II on campus followed by a One-step annually
   c. Immunizations:
      i. All immunizations are required as outlined on the WJU DPT home page under Health Requirements and as listed on the Pre-Entrance Health Record. This includes the meningococcal vaccination or waiver. Clinical sites may require some or all of this information and even other items.
   d. Current health insurance card
   e. Additional site requirements- It is the student’s responsibility to research the Clinical Education site in EXXAT, determine what information is needed, and notify the school nurse in the Health Center of all requirements. Once the requirements are completed and documentation is provided to the Health Center, both the student and school nurse/university representative from the Health Center will sign the form. The Health Center will return all completed forms to the DCE. Failure to meet all health requirements may result in postponement or cancellation of a Clinical Education experience. This may result in delaying graduation and the student will be responsible for all costs due to such circumstances.
6. Evidence of Citizenship/Photo identification - Two forms are required and should include the WJU Student ID Card plus a driver’s license, birth certificate, or passport.

7. Infection Control Certificate- This is required of all students. The certification is updated annually through the AUX Health Sciences Clinical Training Blackboard course. A copy of this form must be maintained by the student and placed in the student’s Clinical Education Portfolio.

8. HIPAA Certificate- This is required of all students. The certification is updated annually through the AUX Health Sciences Clinical Training Blackboard course. A copy of this form must be maintained by the student and placed in the student’s Clinical Education Portfolio.

9. Evidence of current CPR & BLS – CPR with Basic Life Support by the American Heart Association with certification for adult, child and infant, including AED, is required of all physical therapy graduate students. The DCE will arrange for the CPR course to be provided to the students. Evidence of current certification must be maintained throughout the tenure of the program. CPR certification may not be acquired through an online course.

10. Evidence of First Aid Training - First Aid training is required of all WJU DPT students. The DCE will arrange for the First Aid course to be provided to the students. Evidence of current certification must be maintained throughout the tenure of the program.

11. Evidence of Liability Insurance – Professional liability insurance must be carried by all students. The current coverage is an occurrence type with $2 million/$4 million limits. The University will obtain this liability insurance policy and bill each student for this. The student will be given a copy of the certificate and the student must submit a copy for each Clinical Education experience.

12. Health Insurance – This is required of all students during the tenure in the program. Evidence of current health insurance coverage must be provided. Students are responsible for all costs of health care during a Clinical Education experience.

13. Site Specific Requirements - The student is required to research EXXAT for any specific requirements requested by the site. The student is responsible for completing all required paperwork, background checks, drug screens, child clearances, etc. prior to the start date of the Clinical Education experience or by the due date requested by the Clinical Education site. It is the financial responsibility of each student to complete all site requirements accurately and in a timely manner. Students are required to turn in the Clinical Education Experience Site Requirements Form (APPENDIX E) to the DCE 2 weeks after being assigned to his/her site for each of the four Clinical Education experiences.

14. Prior to the first Clinical Education experience, each student will be oriented and must complete training on the Clinical Performance Evaluation Tool. Any student who fails to complete the training course prior to the start date of the first Clinical Education experience will not be permitted to participate in the Clinical Education experience.

Students are required to read all of the site specific information on EXXAT, including the Clinical Education Agreement, site specific notes, site specific requirements. Students are also required to read the state practice act for their assigned site for each Clinical Education
experience. WJU is dependent on the facilities to provide the most current list of requirements for students. These requirements change often and students are responsible for completing those additional items before the start of the Clinical Education experience.
Prior to the start of a Clinical Education experience, the students are notified of all required Clinical Education paperwork. This paperwork is to be completed before the final day of the Clinical Education experience. Items are available on EXXAT and Blackboard. Clear instruction is provided in both the Clinical Education stream and Clinical Education courses. All paperwork is to be completed by the dates outlined in each Clinical Education course syllabus.

1. First Week Report (APPENDIX F) - This completed report must be uploaded to the CE Blackboard course by Sunday at midnight following the first week of each CE experience. It can be found on the AUX Clinical Education Blackboard site and EXXAT.

2. Clinical Education Experience Record (available through EXXAT) - This form will help the student keep track of the types and ages of the patients seen and the in-services provided over all four clinical experiences. CIs and students will sign this form electronically.

3. Tests /Measures Summary Form (available through EXXAT) - This form is a summary of the student’s ability to perform within each of the categories of tests and measures. During each Clinical Education experience, the student will be keeping a record of the specific tests/Measures performed. This record should illustrate the level of independence the student has demonstrated following each experience with each category as a whole. CIs will sign this form electronically.

4. Interventions Summary Form (available through EXXAT) - This form summarizes the extent to which the student has performed the categories of the interventions. During each Clinical Education experience, the student will be keeping a record of the specific types of interventions performed. At the end of the experience the student will complete this form using that data. CIs will sign this form electronically.

5. APTA Student Evaluation of Site (available through EXXAT)- This form is completed for each Clinical Education experience at the final evaluation. The student is required to review the material in this form with the CI.

6. APTA Midterm Student Evaluation of Clinical Instructor (available through EXXAT) - This form is completed for each Clinical Education experience at the midterm evaluation. The student is required to review the material in this form with the CI at the midterm evaluation.
7. APTA Final Student Evaluation of Clinical Instructor (available through EXXAT)- This form is completed for each Clinical Education experience at the final evaluation. The student is required to review the material in this form with the CI at the final evaluation.

8. CI Information (available through EXXAT)- This form is completed for each Clinical Education experience for each Clinical Instructor. This form must be completed in order to have the midterm and final Student Evaluation of Clinical Instructor be available.

9. Student Survey of Clinical Experience (available through EXXAT) – This form provides the student’s personal opinions regarding the Clinical Education experience.

10. Student Clinical Performance Evaluation Tool – The student will be oriented to the tool and must complete the required training that will be outlined in Clinical Education Stream courses.

11. An in-service of doctoral level work is required of all students for all Clinical Education experiences. A written copy of the in-service or a written summary of the topic covered will need to be uploaded to the CE Blackboard course by the dates outlined in each Clinical Education course syllabus. A student cannot present the same in-service during any Clinical Education experience. This includes student research projects.

12. Attendance Log- The Attendance Log will be completed in EXXAT. The Attendance Log must be submitted weekly by the student and reviewed by the CI by the dates specified in the course syllabus.

13. All Clinical Education paperwork must be fully and accurately completed and submitted in EXXAT/Blackboard on or before the During/Post Clinic Paperwork due date outlined on each Clinical Education course syllabus. Should a student not complete all Clinical Education experience paperwork by the due date, the student will be given a grade of zero for that assignment.
Professional Liability Insurance is required for each student throughout his/her tenure in the program.

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

The insurance provider will provide the physical therapy department with a Certificate of Insurance (COI) and it is available for reference if necessary. A copy of the COI is given to each student to keep in his/her personal file. Each student must make a copy of the COI and include it in his/her pre-clinic paperwork packet for each Clinical Education experience to show proof of professional liability insurance coverage.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>11. Health Care during Clinical Education Experiences</td>
</tr>
</tbody>
</table>

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

The student will receive emergency first aid on the same basis as regular employees in the event of an accident or sudden illness during participation in scheduled Clinical Education experiences. 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 which includes workers compensation benefits.
Each student is responsible to clearly communicate his/her learning objectives before and during the Clinical Education experience. This will be initially achieved through the student’s introduction letter included in the pre-clinic paperwork packet. This can also be achieved through student communication with the CI during the site orientation process and throughout the Clinical Educational experience. Each student must take the initiative and the responsibility for his/her learning in the Clinical Education environment.

Each Clinical Education experience is an individual course and has its own syllabus. Each course has requirements and assignments associated with the course. Each course syllabus is posted on the AUX Clinical Education Blackboard site and it is sent to the SCCE/CCCE prior to each Clinical Education experience.
<table>
<thead>
<tr>
<th>Section</th>
<th>II.</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>13.</td>
<td>Substance Abuse</td>
</tr>
</tbody>
</table>

Please refer to the Wheeling Jesuit University Student Handbook [http://www.wju.edu/studenthandbook/](http://www.wju.edu/studenthandbook/) and reference the ALCOHOL AND ILLICIT DRUG POLICIES.

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

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

A student who refuses to comply with substance abuse and illicit drug policies will be subject to dismissal from the DPT program.
<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>14. Sexual Misconduct and Harassment Policies</td>
</tr>
</tbody>
</table>

Please refer to the Wheeling Jesuit University Student Handbook http://www.wju.edu/studenthandbook/ and reference the SEXUAL MISCONDUCT AND HARASSMENT POLICIES

A student who refuses to comply with the Sexual Misconduct and Harassment Policies will be subject to dismissal from the DPT program.
Wheeling Jesuit University  
Department of Physical Therapy  

Clinical Education Policy and Procedure Manual  

<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>15. Pregnancy</td>
</tr>
</tbody>
</table>

Immediately upon medical confirmation, students must report a pregnancy to the DCE and the Director of the program. This is in order to protect the student from activities or materials which may have an undesirable effect on mother and/or baby. A medical authorization to continue one’s education during pregnancy must be completed by the student’s physician and returned to the DCE and the Director of the program and to the Health Center when the pregnancy is reported.
### Wheeling Jesuit University
### Department of Physical Therapy
### Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>16. Student Concerns during Clinical Education Experiences</td>
</tr>
</tbody>
</table>

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

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

All email communication must go through the WJU Cardinal email account on all instances.
<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>17. Personal Cell Phone Use during Clinical Education Experiences</td>
</tr>
</tbody>
</table>

Students are not permitted to use or carry cell phones during regular patient care/clinic times during any Clinical Education experience. All phones should be turned off during regular patient care/clinic hours for each Clinical Education experience. If a student needs to be reached for an emergency, it should be by way of the main number at the clinic. Students may check cell phones during breaks and lunch time only.
The Director of Clinical Education (DCE) is the core faculty member who serves as a liaison between the WJU DPT program and the Clinical Education sites. The DCE is responsible for: the establishment of Clinical Education site standards for the Clinical Education of the WJU DPT students; the implementation of the Clinical Education curriculum; the selection and evaluation of Clinical Education sites; and the ongoing development of, and communication with Clinical Education sites, Clinical Education faculty and other Clinical Education programs. The DCE develops, teaches, evaluates, and modifies as necessary the Clinical Education courses in the curriculum. The DCE, along with the clinical education faculty, evaluates students’ performance to determine their ability to integrate didactic and clinical experiences and to progress within the curriculum. The DCE plans development opportunities for the clinical faculty as needed and requested.
### Wheeling Jesuit University
#### Department of Physical Therapy

**Clinical Education Policy and Procedure Manual**

<table>
<thead>
<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>1. Academic Standards for Participation in Clinical Education</td>
</tr>
</tbody>
</table>

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

In order to participate in any Clinical Education experience, each student must have an acceptable academic status. If a student does not have acceptable academic status and is put on probation, it is up to the APC to decide if the student is able to proceed on to the Clinical Education experience while remediating academic coursework or if the student must refrain from participating in an experience, remediate the required coursework, and make up the experience at a later date, with all associated costs at the responsibility of the student. Refer to the WJU DPT Student Handbook for details regarding the APC and academic probation/remediation.

The DCE will verify that all students are able to participate in each Clinical Education experience.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>III.</td>
<td>Director of Clinical Education</td>
</tr>
<tr>
<td>2.</td>
<td>Health and Professional Requirements for Clinical Education</td>
</tr>
</tbody>
</table>

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

1. Annual physical exam  
2. Two-step PPD placed prior to the start of term II on campus followed by a One-step annually  
3. Healthcare Provider CPR certification for adult/child and AED (This course will be provided on campus)  
4. First Aid Certification (This course will be provided on campus)  
5. Immunizations:  
   a. All immunizations are required as outlined on the WJU DPT home page under Health Requirements and as listed on the Pre-Entrance Health Record. This includes the meningococcal vaccination or waiver. Clinical sites may require some or all of this information and even other items.  
6. Current health insurance card

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

Frequently, a Clinical Education 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 Education site and possible failure of the Clinical Education experience. The student will be responsible for all associated costs for these circumstances.
Some Clinical Education sites require a background check and/or drug test prior to starting the Clinical Education experience. If a student selects a site that requires a background check and/or drug screen, it is the student’s financial responsibility to have the background check or drug screen performed and turned in to the DCE and/or Clinical Education site in a timely manner. Any background checks or drug screens that are maintained by the DCE will be stored in a locked file cabinet in the Office Manager’s office.

The DCE will assist students with site specific requirements as necessary. Students will not be permitted to begin any Clinical Education experience if the requirements are not fulfilled and will be responsible for any costs associated with this circumstance.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>3. Student Orientation to Clinical Education Curriculum</td>
</tr>
</tbody>
</table>

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

Following this orientation, students must access the Clinical Education Policy and Procedure Manual on the AUX Clinical Education Blackboard site and review all policies and procedures. The students must then sign the Clinical Education Policy and Procedure Manual Acknowledgment Form (APPENDIX A), which is located on the AUX Clinical Education Blackboard site, stating that they have received and reviewed the policies and procedures and understand and agree to abide by them or consequences may follow. This form is placed in each student’s Clinical Education file.
Any proposed Clinical Education site, for which the WJU DPT program does not currently affiliate, will be investigated by the DCE, or other Clinical Education program staff. Once initial information is obtained and the site deemed appropriate, two copies of the Clinical Education Agreement (APPENDIX G) are sent to the Clinical Education site for signature. The Clinical Education site and the official representatives will review the agreement. The site will sign and return both copies to the university. The university’s administration will sign both agreements. The DCE will send an original fully executed Clinical Education Agreement back to the site and keep one fully executed Clinical Education Agreement for WJU DPT records. In the event that the Clinical Education site requires their own contract, the university’s DCE, the administration, and legal counsel will review it. If the Clinical Education Agreement is found to be appropriate, the procedure for signatures continues as stated above.

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

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

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

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

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th><strong>Section</strong></th>
<th><strong>III.</strong> Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy</strong></td>
<td>5. EXXAT Clinical Education Database</td>
</tr>
</tbody>
</table>

The DCE will manage the Clinical Education program and curriculum using the EXXAT database.

The EXXAT database will be used for, but not limited to, the following:

- To keep demographic information
- To keep Clinical Education site information
- To update and maintain Clinical Education site requirements
- To manage Clinical Education Agreements
- To track student information
- To keep record of Clinical Education site assignments
- To store Pre and Post Clinical Paperwork associated with each student’s Clinical Education experience

The DCE/Office Manager will manage data for the students, the CIs, and the Clinical Education sites to compile reports and outcomes regarding the Clinical Education curriculum.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>6. Clinical Education Agreement Renewal, Amendment and Termination</td>
</tr>
</tbody>
</table>

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

Clinical Education Agreement requirements will be tracked using the EXXAT database. The DCE will work with the SCCE/CCCE to proceed with annual renewal of site contracts not deemed as rolling or self-renewing.

The Clinical Education Agreements may be modified or amended as needed from time to time. 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 Clinical Education Agreement.

A Clinical Education Agreement may be terminated by either party either by following the procedure outlined in the facility’s signed agreement.

All Clinical Education Agreements are located in EXXAT.
# Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>III.</td>
<td>Director of Clinical Education</td>
</tr>
<tr>
<td>7.</td>
<td>Clinical Education Annual Slot Request Form</td>
</tr>
</tbody>
</table>

Annually in March of the current year, the DCE will electronically send an Annual Slot Request Form (APPENDIX II) through EXXAT for the upcoming year to the SCCE/CCCE of each Clinical Education site. The form is completed by the SCCE/CCCE and returned to the DCE. After the form is returned, the information will be entered into the EXXAT database. The DCE will release the sites available for each Clinical Education experience during the selection process.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>8. Student Wishlist</td>
</tr>
</tbody>
</table>

The DCE will run a report from EXXAT listing the available Clinical Education site offers for every Clinical Education experience during the site selection process. Each student will fill out his/her Wishlist in EXXAT ranking his/her top 10 sites of interest. If a student requested a new/particular site and a slot is being reserved for that particular student, the student will place that site as number one on the Student Wishlist.
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>9. Student Assignment to Clinical Education Site</td>
</tr>
</tbody>
</table>

The Clinical Education curriculum provides students with information regarding all Clinical Education sites. This information can be found in EXXAT. Students will receive an orientation on how to access this information in the EXXAT program during the Clinical Education stream courses. Information available will include a website address if applicable, the current Clinical Education Agreement, the Clinical Education site requirements, the Annual Slot Request replies, on-going correspondence with the site and the APTA Student Evaluation of Site.

Students are encouraged to research EXXAT and all Clinical Education sites they are interested in so that they may make the best educated decision when completing the Student Wishlist for student Clinical Education placements. Students are encouraged to meet with the DCE to discuss their preferences and overall Clinical Education goals to ensure they meet the program as well as their personal Clinical Education goals. Throughout the students’ tenure in the program, they are required to complete one experience in the acute care setting, one in the skilled care/home health/long term care setting, one in the outpatient setting, and one setting of their choice. Students are also informed that they most likely will travel outside of their hometown and the local 60-mile radius for one or more Clinical Education experiences.

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

The DCE will review the placements again for appropriateness, confirm each student is meeting his/her Clinical Education requirements, and reserves the right to make changes to the site assigned if deemed necessary. The DCE may need to re-confirm a specific slot offering. A confirmation letter will be sent to the Clinical Education site.

To avoid potential conflicts of interest:

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

These restrictions are meant to protect all parties including the student, academic faculty, clinical education faculty, and the general 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 Education experience.

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

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>III.</td>
<td>Director of Clinical Education</td>
</tr>
<tr>
<td>10.</td>
<td>Student Pre-Clinic Paperwork</td>
</tr>
</tbody>
</table>

The DCE will monitor that the following information is submitted to EXXAT by each student according to the date provided in the Clinical Education Stream courses. The student is responsible for submitting a professionally presented copy of the following to EXXAT for each Clinical Education experience placement:

1. Pre-Clinic Paperwork Inclusion List (APPENDIX C)
2. Student Letter to Facility (see sample guidelines on the AUX Clinical Education Blackboard site)
3. Current Student Resume (see sample guidelines on the AUX Clinical Education Blackboard site)
4. Student Clinical Education Information Form (APPENDIX D)
5. Health Record and supporting documentation, which includes the following (see immunization and health requirements on the DPT web page):
   a. Annual physical exam  
   b. Two-step PPD placed prior to the start of term II on campus followed by a One-step annually  
   c. Immunizations:
      i. All immunizations are required as outlined on the WJU DPT web page under Health Requirements and as listed on the Pre-Entrance Health Record. This includes the meningococcal vaccination or waiver. Clinical sites may require some or all of this information and even other items.  
   d. Current health insurance card  
   e. Additional site requirements- It is the student’s responsibility to research the Clinical Education site in EXXAT, to determine what information is needed, and notify the school nurse in the Health Center of all requirements. Once the requirements are completed and documentation is provided to the Health Center, both the student and school nurse/university representative from the Health Center will sign the form. The Health Center will return all completed forms to the DCE. Failure to meet all health requirements may result in postponement or cancellation of a Clinical Education experience. This may result in delaying graduation and the student will be responsible for all costs due to such circumstances.
6. Evidence of Citizenship/Photo Identification - Two forms are required and should include the WJU Student ID Card plus a driver's license, birth certificate, or passport.

7. Infection Control Certificate - This is required of all students. The certification is updated annually through the AUX Health Sciences Clinical Training Blackboard course. A copy of this form must be maintained by the student and placed in the student's Clinical Education Portfolio.

8. HIPAA Certificate - This is required of all students. The certification is updated annually through the AUX Health Sciences Clinical Training Blackboard course. A copy of this form must be maintained by the student and placed in the student's Clinical Education Portfolio.

9. Evidence of current CPR & BLS – CPR with Basic Life Support by the American Heart Association with certification for adult, child and infant, including AED, is required of all physical therapy graduate students. The DCE will arrange for the CPR course to be provided to the students. Evidence of current certification must be maintained throughout the tenure of the program. CPR certification may not be acquired through an online course.

10. Evidence of First Aid Training - First Aid training is required of all WJU DPT students. The DCE will arrange for the First Aid course to be provided to the students. Evidence of current certification must be maintained.

11. Evidence of Liability Insurance – Professional liability insurance must be carried by all students. The current coverage is an occurrence type with 2 million/4 million limits. The University will bill each student for this and submit the proper forms. The student will be given a copy of the certificate by the DCE and the student must submit a copy for each clinical experience.

12. Health Insurance – This is required of all students. Evidence of current health insurance coverage must be provided. Students are responsible for all costs of health care during a Clinical Education experience.

13. Site Specific Requirements - The student is required to research EXXAT for any specific requirements requested by the site. The student is responsible for completing all required paperwork, background checks, drug screens, child clearances, etc. prior to the start date of the Clinical Education experience or by the due date requested by the Clinical Education site. It is the financial responsibility of each student to complete all site requirements accurately and in a timely manner. Students are required to turn in the Clinical Education Experience Site Requirements Form (APPENDIX E) to the DCE 10 days after being assigned to his/her site for each of the four Clinical Education experiences.

14. Prior to the first Clinical Education experience, each student will be oriented and must complete training on the Clinical Performance Evaluation Tool. Any student who fails to complete the training course prior to the start date of the first Clinical Education experience will not be permitted to participate in the clinical education experience.

This pre-clinic paperwork packet and any additional site required items will be emailed to the SCCE/CCCE, and others as outlined, of the Clinical Education site four weeks prior to the student’s first day of the Clinical Education experience.
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>11. Student Clinical Education Information Form</td>
</tr>
</tbody>
</table>

The Student Clinical Education Information Form (APPENDIX D) is completed by the student, signed by both student and DCE and sent to Clinical Education site along with all other Pre-Clinic Paperwork for the experience. The student will complete all information to include: demographic information, Clinical Education history, emergency contact information and confirmation of items included in the packet.
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>12. Infection Control and HIPAA Certificates</td>
</tr>
</tbody>
</table>

Annually, the DCE will provide education to the students on Infection Control and the Health Insurance Portability and Accountability Act (HIPAA) through the AUX Health Sciences and Clinical Education Stream Blackboard courses. The student must complete the training and pass the online test with a score of 100% to access the certificates from the Blackboard course. The students can then sign the Infection Control and the HIPAA Certificates. The DCE will maintain copies of the certificates in the student Clinical Education file and ensure they are included with each pre-clinic paperwork packet.

The certificates are sent with the student paperwork packet that is sent to each student’s SCCE/CCCE four weeks prior to the start of each Clinical Education experience.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>13. Student Post-Clinical Education Paperwork</td>
</tr>
</tbody>
</table>

The DCE will educate the students on all required Clinical Education paperwork and provide instructions for completion prior to departing for the Clinical Education experience. Items are available on EXXAT and Blackboard. This includes but may not be limited to the following:

1. First Week Report (APPENDIX F)  
2. Clinical Education Experience Record (available through EXXAT)  
3. Tests/Measures Summary Form (available through EXXAT)  
4. Interventions Summary Form (available through EXXAT)  
5. APTA Student Evaluation of Site (available through EXXAT)  
6. APTA Midterm Student Evaluation of Clinical Instructor (available through EXXAT)  
7. APTA Final Student Evaluation of Clinical Instructor (available through EXXAT)  
8. CI Information (available through EXXAT)  
9. Student Survey of Clinical Experience (available through EXXAT)  
10. Attendance Log (available in EXXAT)  
11. In-service or written summary of In-service
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>14. Clinical Education Site Visits</td>
</tr>
</tbody>
</table>

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

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

The purpose of each Clinical Education 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 Education experience, strengths and weaknesses, and clinical progress are discussed during each visit. It also allows the academic faculty a chance to acquire curricular or program feedback. The DCE compiles this feedback and communicates it to academic faculty and the department chair via the Curricular Feedback Form (APPENDIX J).
The DCE is responsible for assigning the letter grade for the Clinical Education courses. The requirements and grading rubric for each course are listed on each course syllabus. The DCE will review the PT CPI data to verify each student is performing at the appropriate level for each Clinical Education experience. The CI’s written comments on the CPI and verbal comments during the live site/telephone visit are taken into consideration when assigning the clinical performance grade. Clinical performance, written assignments, pre-clinic paperwork and during/post-clinic paperwork comprise the grade for Clinical Education experiences. Professional behaviors are expected; or student grades may be impacted due to lack of professional behaviors.

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

Successful passage of the Clinical Education experience is also contingent upon the student’s fulfillment of the paperwork and site specific requirements for each Clinical Education experience. Should a student be tardy with any requirements, the student will risk cancellation or postponement of the experience or potentially failure of the Clinical Education course. The student will receive percentage points for turning in completed work on time as noted on each individual course syllabus.

Criteria for failing a Clinical Education experience include: incomplete/tardy paperwork, failure to complete all criteria as stated above in paragraph two, written and/or verbal comments from the CI indicating failing performance regardless of the criteria rating, if a student is asked to
terminate the clinical experience before the scheduled end date due to unacceptable professional behavior or clinical performance, unsafe practice in the clinical setting or any action plan that is not successfully remediated prior to the end of the clinical experience. The grading rubric for each Clinical Education experience is listed on each individual course syllabus.

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

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>III.</td>
<td>Director of Clinical Education</td>
</tr>
<tr>
<td>16.</td>
<td>Dismissal from the Clinical Education Site</td>
</tr>
</tbody>
</table>

Should a student’s performance be deemed detrimental to the practice of physical therapy, to the Clinical Education site, or to the patients, the student may be asked to leave the site by his/her CI(s) or the SCCE/CCCE. A telephone call must be made to the DCE prior to the student being dismissed from the Clinical Education site. The student will meet with the DCE to discuss reason(s) for dismissal and develop an action plan. The student’s case may be referred to the APC for an action plan.
Wheeling Jesuit University  
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>17. Communication with the Clinical Education Site</td>
</tr>
</tbody>
</table>

The DCE will communicate any changes within the program or curriculum to the Clinical Education site. The information may be sent electronically or via USPS. The DCE will send the course syllabus and any other records that are to be used in the evaluation of the student. The DCE will send the current Clinical Education Policy and Procedure Manual to each active Clinical Education site prior to the start of a Clinical Education experience.
<table>
<thead>
<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>18. Student Professional Liability Insurance</td>
</tr>
</tbody>
</table>

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

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

The insurance provider will provide the physical therapy department with a Certificate of Insurance (COI). The COI is kept on file and is available for reference if necessary. A copy of the COI is given to each student to keep in his/her mail file. Each student must make a copy of the COI and include it in his/her pre-clinic paperwork packet for each Clinical Education experience to show proof of professional liability insurance coverage.
The DCE will communicate any changes in the Clinical Education program to the core academic faculty as appropriate. Any information that needs to be communicated to the core academic faculty can be done during regular faculty meetings. The DCE will meet regularly with the department director to discuss the Clinical Education program and its relationship to the didactic curriculum.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>III.</td>
<td>Director of Clinical Education</td>
</tr>
<tr>
<td>20.</td>
<td>Student Withdrawal from Clinical Education Experience</td>
</tr>
</tbody>
</table>

Students may have 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 issues will not be considered 'Failure' for the experience. The student will meet with the DCE to develop an action plan. APC and the Department Director will be alerted to this situation.
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>III.</th>
<th>Director of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>21.</td>
<td>Clinical Education Site Evaluation</td>
</tr>
</tbody>
</table>

Clinical Education sites are evaluated through several methods. The sites are evaluated through the Clinical Education Site Visit where the DCE, core academic faculty member or physical therapist appointed by the DCE, performs a live or telephone site visit of a student Clinical Education experience. Each student completes the APTA Physical Therapy Student Evaluation of Clinical Experience and Clinical Instruction (available through EXXAT as the APTA Student Evaluation of Site) 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 Student Survey of Clinical Experience (available through EXXAT). This form is available for reference.

Students will complete the APTA Physical Therapy Student Evaluation of Clinical Experience and Clinical Instruction. The DCE or designated support staff member also makes notes of the comments and information obtained during the Clinical Education Site Visit and from the Clinical Education Site Visit Record (APPENDIX I). The DCE analyzes the information and runs a yearly report.

When issues related to the Clinical Education site, SCCE/CCCE or CI are identified, DCE involvement may be initiated. A student may be removed from the site if necessary. The SCCE/CCCE may be notified to assist if necessary. An action plan may be designed to assist the clinical education faculty in site development such as providing additional information on the program or a topic to the site, providing an in-service to the site, or as a last resort, the site may be terminated from future student placements.
Wheeling Jesuit University  
Department of Physical Therapy  

Clinical Education Policy and Procedure Manual  

The Site/Center Coordinator for Clinical Education (SCCE/CCCE) is a professional who organizes and maintains an appropriate Clinical Education program for students at the Clinical Education site. The SCCE/CCCE is the point of contact for the DCE regarding the site’s Clinical Education program. The SCCE/CCCE is responsible for assisting the DCE in maintenance of the Clinical Education Agreements, updating and submitting appropriate paperwork to the DCE, student placement, and assigning CIs. The SCCE/CCCE has final authority over student placement within the Clinical Education site. The SCCE/CCCE will assure the orientation of students placed in the Clinical Education site to the necessary policies and procedures which they will be required to follow.

Note: The SCCE was formerly known as the Center Coordinator for Clinical Education (CCCE). The new terminology reflects the updated Physical Therapist Clinical Education Glossary released by ACAPT in January 2018.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual  

<table>
<thead>
<tr>
<th>Section</th>
<th>IV. Site/Center Coordinator of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>1. Clinical Education Dates</td>
</tr>
</tbody>
</table>

An Annual Slot Request Form (APPENDIX H) will be sent electronically through EXXAT to each SCCE/CCCE for consideration and returned by the SCCE/CCCE to the DCE for entrance into the EXXAT database. The dates offered will be utilized for student site selection for the Clinical Education courses. Annual Slot Request Forms will be sent to all current Clinical Education sites in March for the next clinical year.
The Clinical Site Information is requested for all active Clinical Education sites. The goal of the program is to obtain current Clinical Education site information from each active site yearly. It is the responsibility of the clinical site to provide the university with this information or to upload changes/updates to current forms for access by the university. The information may be returned to the DCE electronically or by fax, verbal, or USPS methods.

The DCE will request Clinical Education site information from the SCCE/CCCE upon initial site acquisition and annually thereafter. All new Clinical Education site information should be sent to the DCE 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 Clinical Education site information is entered into the EXXAT database. The Clinical Education site information provides current descriptions of the demographics, services and programs available at each Clinical Education site.
Wheeling Jesuit University  
Department of Physical Therapy  

Clinical Education Policy and Procedure Manual  

<table>
<thead>
<tr>
<th>Section</th>
<th>IV. Site/Center Coordinator of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>3. Clinical Education Agreement Maintenance</td>
</tr>
</tbody>
</table>

Initial Clinical Education Agreement execution:

Two copies of the WJU Clinical Education Agreement (APPENDIX G) are sent to the Clinical Education site SCCE/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 Clinical Education Agreements and will send a fully executed agreement back to the site and maintain a fully executed agreement on file for the department records. In the event the Clinical Education site requires its own Clinical Education Agreement, the university’s DCE, administration and legal counsel will review the agreement and make any necessary requests for change. If the contract is found to be appropriate, the procedure for signature continues as stated above.

Annual review:

The SCCE/CCCE and DCE will work together to maintain a current Clinical Education Agreement between the university and the Clinical Education site. If the original agreement was not rolling or self-renewing, the DCE or SCCE/CCCE will submit a Clinical Education Agreement renewal form and obtain the necessary signatures. The current agreements will be kept in EXXAT, under the Site Details tab under Contract History.
Wheeling Jesuit University  
Department of Physical Therapy  

Clinical Education Policy and Procedure Manual  

<table>
<thead>
<tr>
<th>Section</th>
<th>IV. Site/Center Coordinator of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>4. Student Orientation</td>
</tr>
</tbody>
</table>

The SCCE/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

<table>
<thead>
<tr>
<th>Section</th>
<th>IV. Site/Center Coordinator of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>5. Assigning a Clinical Instructor</td>
</tr>
</tbody>
</table>

The SCCE/CCCE will assign a CI to the student prior to the student’s arrival. The SCCE/CCCE will take into consideration the Clinical Education experience goals, treatment setting and experience of the physical therapist before assigning them as CIs. All CIs 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 CIs 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 clinical performance goals and expectations; create a positive learning experience for the student; provide regular constructive feedback to the student; incorporate evidence based medicine into practice and provide the appropriate level of supervision to the student.

It is preferred, but not mandatory, that CIs 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.

The student may also be assigned a preceptor. This is another professional, not a physical therapist, who can provide the student with learning opportunities. In this situation, the student is still required to have a CI of record within the Clinical Education site.
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>IV. Site/Center Coordinator of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>6. Clinical Performance Assessment</td>
</tr>
</tbody>
</table>

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

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

Assignment of the Clinical Education course grade is the responsibility of the DCE.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>IV. Site/Center Coordinator of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>7. Student Problems</td>
</tr>
</tbody>
</table>

The CI and/or SCCE/CCCE are required to communicate with the DCE regarding any student problems. Communication regarding student progress or lack of progress must occur no later than following the midterm student evaluation or as soon as the behavior/lack of progress is identified. Documentation of this communication is placed in the student’s Clinical Education file. Together the SCCE/CCCE, CI and DCE will work with the student to develop an action plan. The student’s case may be taken to the APC for an action plan if necessary.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>IV. Site/Center Coordinator of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>8. Dismissing Students from Clinical Education Site</td>
</tr>
</tbody>
</table>

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

Process for application:

The SCCE/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.
Wheeling Jesuit University  
Department of Physical Therapy  

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>IV. Site/Center Coordinator of Clinical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>10. Use of University Resources</td>
</tr>
</tbody>
</table>

The SCCE/CCCE will have access to the Physical Therapy Department’s Learning Resource Center, the PT Department’s online information page (http://wju.edu/gps/dpt/default.html) as well as the university’s library resources on campus.
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

The **clinical instructor** (CI) is a physical therapist that is licensed to practice physical therapy in the state or states served by the Clinical Education site or in which they provide services. The CI is responsible for orienting the student to policies and procedures specific to the Clinical Education site, supervising the student and providing constructive feedback, and completing the student evaluation records. The CI will be assigned by the SCCE/CCCE.
Wheeling Jesuit University  
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>V. Clinical Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>1. Student Orientation</td>
</tr>
</tbody>
</table>

The CI may participate in the student’s orientation to the policies, procedures and rules of conduct of the site as directed by the SCCE/CCCE.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>V. Clinical Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>2. Student Supervision</td>
</tr>
</tbody>
</table>

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

Supervision levels will fluctuate based upon the students’ academic level, previous clinical experience and any external requirements that the Clinical Education 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. The APTA website has information regarding physical therapy student supervision guidelines in different settings as well as supervision and billing guidelines for services provided under Medicare Part A and Part B.
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>V. Clinical Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>3. Student Clinical Performance Assessment</td>
</tr>
</tbody>
</table>

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

Physical Therapist Clinical Performance Instrument (PT CPI Web 2.0)
This clinical performance evaluation tool evaluates knowledge, skills, and attitudes, and incorporates multiple sources of information to make decisions about readiness to practice. The tool is intended to enable clinical educators and academic faculty to obtain a comprehensive perspective of students’ progress through the curriculum and competence to practice at entry-level. The adoption of the PT CPI Web 2.0 will ensure that all practitioners entering practice have demonstrated a core set of clinical attributes.

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

Each CI must go to the APTA Learning Center and complete the APTA Physical Therapist Clinical Performance Instrument for Students – A Self-Guided Training Course prior to logging on to the PT CPI Web site for the first time. The course is free. The CI must complete the training in order to log onto to PT CPI Web site to complete the student evaluation.
The CI will also be responsible for electronically signing off on the Clinical Education Experience Record, Tests/Measures Record, Interventions Record and the Attendance Log.
Wheeling Jesuit University  
Department of Physical Therapy  

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>V. Clinical Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>4. Clinical Education Site Visits</td>
</tr>
</tbody>
</table>

Site visits are performed by the DCE or academic faculty to communicate with the Clinical Education site, CI and/or SCCE/CCCE regarding student performance during the Clinical Education experience. These visits also give the academic faculty a chance to acquire curricular or program feedback from the Clinical Education sites. These visits may occur live in person, over the telephone or via distance communication with the use of technology. A Clinical Education Site Visit Record (APPENDIX I) will be completed by the DCE, or core academic 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 academic faculty for curricular development purposes.
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>V. Clinical Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>5. Student Problems</td>
</tr>
</tbody>
</table>

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

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>V. Clinical Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>6. Adjunct Faculty Appointment for Clinical Education Faculty</td>
</tr>
</tbody>
</table>

The CI may be considered for a faculty appointment of a type used to recognize persons who perform a service to the university without remuneration for such services. The CI should contact the university’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 CI may request a copy of the Faculty Handbook for policies for appointment.

Process for application:

The CI 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.
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>V. Clinical Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>7. Use of University Resources</td>
</tr>
</tbody>
</table>

CIs will have access to the Physical Therapy Department’s Learning Resource Center, the PT Department’s online information page (http://wju.edu/gps/dpt/default.html) as well as the university’s library resources on campus.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>VI.</td>
<td>Clinical Education Site</td>
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<td>1.</td>
<td>Appointment of the Site/Center Coordinator for Clinical Education</td>
</tr>
</tbody>
</table>

The Clinical Education site will appoint a qualified person as SCCE/CCCE. The SCCE/CCCE is a professional who organizes and maintains an appropriate Clinical Education program for students at the Clinical Education site. The SCCE/CCCE is the point of contact for the DCE regarding the site’s Clinical Education program. The SCCE/CCCE is responsible for assisting the DCE in maintenance of the Clinical Education Agreement, updating and submitting appropriate paperwork to the DCE, student placement, and assigning CIs. The SCCE/CCCE has final authority over student placement within the Clinical Education site. The SCCE/CCCE will assure the orientation of students placed at his/her site to the necessary policies and procedures which the student will be required to follow.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>VI. Clinical Education Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>2. Provision of Emergency Health Care</td>
</tr>
</tbody>
</table>

The Clinical Education site 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

<table>
<thead>
<tr>
<th>Section</th>
<th>VI.</th>
<th>Clinical Education Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>3.</td>
<td>Discrimination</td>
</tr>
</tbody>
</table>

The Clinical Education site 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 the Clinical Education site.
The Clinical Education site is not obligated to pay any monetary compensation to the university for services performed in connection with the Clinical Education Agreement.
Wheeling Jesuit University  
Department of Physical Therapy  

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>VI.</th>
<th>Clinical Education Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>5.</td>
<td>Student Access to Site Resources</td>
</tr>
</tbody>
</table>

The Clinical Education site will allow students to have access to available facilities such as parking, cafeteria, medical library, and any other resources necessary for the performance of tasks and assignments related to the Clinical Education experience.
Wheeling Jesuit University  
Department of Physical Therapy  
Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>VII. Wheeling Jesuit University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>1. Discrimination</td>
</tr>
</tbody>
</table>

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 the Clinical Education site.
Wheeling Jesuit University  
Department of Physical Therapy  

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>VII. Wheeling Jesuit University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>2. Compensation for Services</td>
</tr>
</tbody>
</table>

The university is not obligated to pay any monetary compensation to the Clinical Education site for services performed in connection with the Clinical Education Agreement.
Wheeling Jesuit University  
Department of Physical Therapy  

Clinical Education Policy and Procedure Manual  

<table>
<thead>
<tr>
<th>Section</th>
<th>VII. Wheeling Jesuit University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>3. Appointment of the DCE</td>
</tr>
</tbody>
</table>

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

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>VII. Wheeling Jesuit University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>4. Conferring Rank of Adjunct Faculty</td>
</tr>
</tbody>
</table>

The university will be responsible for conferring faculty rank when requested by clinical education faculty.

The university will follow the Faculty Handbook for policies and procedures regarding conferring rank.
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual

<table>
<thead>
<tr>
<th>Section</th>
<th>VIII. Appendices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>1. Statement of Uses of Appendices</td>
</tr>
</tbody>
</table>

The following items are utilized in the Clinical Education portion of the WJU DPT program. The student will have access to these forms through the Blackboard and EXXAT systems.
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual
Acknowledgement Form

I, ____________________________, have reviewed and been educated on the contents of the Wheeling Jesuit University Physical Therapy Clinical Education Policy and Procedure Manual. I agree to abide by the policies and procedures set forth within and therefore, agree to any consequences put in motion for my failure to do so. In addition, if professional behaviors are not exhibited including timeliness and completeness of documentation, I understand that the consequences may include the following: cancellation of experience and elimination of preferences.

____________________________
Student Signature

____________________________
Date
Appendix B

New Clinical Education Site Request Form

Student name: ___________________________

Guidelines for requesting a new Clinical Education Site:
1. Requests must be submitted electronically to your respective DCE, rhaley@wju.edu or mkolb@wju.edu by the end of Term II in order to be considered for any Clinical Education Experience throughout a student’s tenure in the WJU DPT program.
2. Each student may provide the DCE with one Clinical Educate Site name for possible Clinical Education Affiliation Agreement initiation during his/her tenure in the DPT program.
3. Each student must provide rationale for requesting the Clinical Education Site. If WJU has a current Clinical Education Affiliation Agreement with a Clinical Education Site in the same geographic location and setting that the student is requesting, the DCE may not initiate the request.
4. Each student must submit to the DCE the Clinical Education Site name, contact number and web address if applicable. Students are not permitted to contact the Clinical Education Site on their own. If a student fails to follow this policy, the request will not be initiated and the student will not be permitted to perform a Clinical Education Experience at that site.
5. There is no guarantee the Clinical Education Site requested will be established.
6. Students must be aware that even if the Clinical Education Affiliation Agreement is established and the site offers a slot, the site may not offer a slot for that student’s requested experience resulting in that student not having the opportunity to attend the clinical site, but an Clinical Education Affiliation Agreement established.
7. Please note that once the Clinical Education Site has accepted our request and the paperwork is completed, the placement will be final and further changes will not be made. At this point, the student will be obligated to complete the Clinical Education Experience as assigned.

Clinical Education Site Information:

<table>
<thead>
<tr>
<th>CE experience</th>
<th>Clinical Education Site Name, telephone number, and web address</th>
<th>Clinical Education Site mailing address</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td>Acute</td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
<td>Skilled</td>
</tr>
<tr>
<td>III</td>
<td></td>
<td></td>
<td>OP</td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
<td>Pediatric</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rehab</td>
</tr>
</tbody>
</table>

Rationale for request: ________________________________________________________________

________________________________________________________________________

Student Signature: ___________________________
Wheeling Jesuit University Department of Physical Therapy  
Pre-Clinic Paperwork Inclusion List

STUDENT NAME

<table>
<thead>
<tr>
<th>CE</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
</table>

After all inclusions have been checked off, place this form on top of your packet and turn all in to the DCE on or before the due date.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>LETTER TO SITE: Address letter to Primary CCCE</td>
<td></td>
</tr>
<tr>
<td>SIGNED: STUDENT PHYSICAL THERAPIAN</td>
<td></td>
</tr>
<tr>
<td>RESUME</td>
<td></td>
</tr>
<tr>
<td>STUDENT CLINICAL EDUCATION INFO FORM COMPLETED AND SIGNED</td>
<td></td>
</tr>
<tr>
<td>COPY OF INFECTION CONTROL CERTIFICATE</td>
<td></td>
</tr>
<tr>
<td>COPY OF HIPAA TRAINING CERTIFICATE</td>
<td></td>
</tr>
<tr>
<td>COPY OF HEALTH INSURANCE CARD</td>
<td></td>
</tr>
<tr>
<td>COPY OF BLS CARD</td>
<td></td>
</tr>
<tr>
<td>COPY OF FIRST AID CARD</td>
<td></td>
</tr>
<tr>
<td>COPY OF PROFESSIONAL LIABILITY CERTIFICATE</td>
<td></td>
</tr>
<tr>
<td>PROOF OF CITIZENSHIP</td>
<td></td>
</tr>
<tr>
<td>COPY OF STUDENT ID AND DRIVER’S LICENSE</td>
<td></td>
</tr>
<tr>
<td>HEALTH Center Health Record</td>
<td></td>
</tr>
<tr>
<td>SIGNED by student and nurse</td>
<td></td>
</tr>
<tr>
<td>Please list all contacts that paperwork must be sent to: CCCE, HR, CI, Regional Rep, etc.</td>
<td></td>
</tr>
<tr>
<td>Site Specific Requirements: (Background Checks, Fingerprinting, Child Clearance, DCE/Attestation letter)</td>
<td></td>
</tr>
</tbody>
</table>

I ATTEST THAT ALL OF THE ABOVE INCLUSIONS ARE PRESENT AND COMPLETE.

STUDENT SIGNATURE
WHEELING JESUIT UNIVERSITY
DEPARTMENT OF PHYSICAL THERAPY

STUDENT CLINICAL EDUCATION INFORMATION FORM

Please complete this form in its entirety and turn in to DCE with all inclusions for clinical education paperwork packet.

Student Name: __________________________ Class: __________

Current mailing address: ____________________________________________________________

City_________________________ State_________ Zip________

Clinical Education: CE I CE II CE III CE IV

Dates of Clinical Education Experience: ____________________________

Previous Clinical Education Experiences:

CE I: Dates________________________ Setting: __________________________

Facility Name: ____________________________

CE II: Dates________________________ Setting: __________________________

Facility Name: ____________________________

CE III: Dates________________________ Setting: __________________________

Facility Name: ____________________________

Person to be notified in case of emergency during this Clinical Education Experience:

Name: ____________________________ Relationship: ____________________________

Address: __________________________________________

Preferred Telephone: ( ) ____________________________

Student Attestation:

____ I have reviewed the affiliation agreement between Wheeling Jesuit University and the clinical education site.

____ I understand that I am responsible for maintaining confidentiality of patient information.

____ I have provided a copy of my HIPAA training certificate.

____ I have provided a copy of my Infection Control training certificate.

____ I have provided a copy of my Healthcare Provider CPR certification card.

____ I have provided a copy of my First Aid certification card.

____ I understand that I am responsible for the cost of my health care.

____ I have health insurance and provided a copy of my health insurance card.

____ I have provided two photo IDs as proof of citizenship.

____ I have completed all site requirements for this experience.

Student Signature ____________________________ Date __________

DCE Signature ____________________________ Date __________
Wheeling Jesuit University
Department of Physical Therapy

Clinical Education Experience
Site Requirements

Student Name: ___________________________ Class: ___________________________

Clinical Education Course: (Circle One) I II III IV

Site Name: ____________________________

Setting: (Circle One) Acute SNF Outpatient Other: ____________________________

Date assigned to the Site: ____________________________

Site Specific Requirements: (Please circle and/or list)

- Federal Criminal (CertiPhi) Background Check (time frame: ____________________________)
- State Specific Background Check State: ____________________________ (time frame: ____________________________)
- Child Clearance Check State: ____________________________ (time frame: ____________________________)
- Fingerprint
- Physical (time frame: ____________________________)
- PPD – 1 Step 2 Step (time frame: ____________________________)
- Flu Shot
- Immunization Titers (Specific titers: ____________________________)
- Drug Screen
- Site Specific Paperwork: ____________________________
- Other: ____________________________

I have reviewed the Blue Site Folder for my Clinical Education Site assignment. The above site specific requirements are listed as needed for this experience. I am aware of these requirements and will turn in all of the above requirements with my pre-clinic paperwork packet. Failure to do so may result in a delayed start or cancellation of this experience.

Student Signature

Date ____________________________ DCE Initials ____________________________ Date ____________________________
Appendix F

WHEELING JESUIT UNIVERSITY- DEPARTMENT OF PHYSICAL THERAPY
FIRST WEEK REPORT

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening Phone:</td>
<td>Daytime Phone:</td>
</tr>
</tbody>
</table>

Student address while on affiliation: (include complete address)

<table>
<thead>
<tr>
<th>Clinical Education Experience:</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
</table>

Setting: Acute SNF OP Specialty:

Clinic Name:

Clinic Address:

Clinical Instructor: (please include any/all credentials your CI may have e.g., OCS, ATC, etc.)

Clinical Instructor E-mail address: (username for CPI evaluations)

<table>
<thead>
<tr>
<th>Clinic Phone:</th>
<th>Clinic Fax:</th>
</tr>
</thead>
</table>

***Please be sure to note if you were placed in a different site/dept. than expected upon your arrival at clinic!!!***

Please complete this form on the last day of the first week of your clinical education experience. Return the form to the DCE by mail, fax or e-mail no later than Sunday at midnight of the first week of this clinical education experience.

1. What is your work schedule for this Clinical Education experience?

2. Have you been oriented to the facility and the policies and procedures (Departmental policies, protocols, etc.) of your site necessary for daily tasks and patient care?
3. Have you reviewed and discussed your goals with your CI?

4. Which feature of this experience makes you feel most comfortable with this assignment?

5. Which feature of this experience makes you feel least comfortable with this assignment?

6. What do you expect to be the most intense learning you will encounter during this clinical education experience?

7. Do you expect to encounter any problems/issues during this clinical education experience? How do you intend to handle each problem/issue? Do you want/need assistance from the DCE or can you manage?

8. Do you want the DCE to call you during the second week? What time/day would be convenient?

9. So far, the type of supervision appears to be:
   - Too close
   - About right
   - Not enough
   - Have not talked to my CI about this yet

10. Is there anything else you would like the DCE to know?

11. My goals for week two are:
Appendix G

CLINICAL EDUCATION AFFILIATION AGREEMENT
Wheeling Jesuit University
Doctor of Physical Therapy Program
316 Washington Avenue
Wheeling, WV 26003

THIS AGREEMENT made this _____ day of ___________ XXXX, by and between

WHEELING JESUIT UNIVERSITY, a West Virginia Corporation with its principal place of business
at Wheeling, West Virginia, party of the first part (hereinafter called "UNIVERSITY"), and, , party of the
second part (hereinafter called "CLINICAL EDUCATION FACILITY").

WHEREAS, it is mutually beneficial for the CLINICAL EDUCATION FACILITY and the
UNIVERSITY to enter into this agreement in order to provide clinical education opportunities in the
Physical Therapy Department of the CLINICAL EDUCATION FACILITY for students enrolled in the
Physical Therapy Department at the UNIVERSITY.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That for and in consideration of the
mutual covenants and agreements hereinafter provided, the parties hereto agree as follows:

1. Clinical education will be an educational experience planned to meet the learning objectives
   specified in the course syllabus. The clinical education experience includes the supervision,
evaluation, and instruction, as needed, of students in appropriate patient care including patient
evaluation, program planning, and treatment implementation; prevention of disease and
disability; delegation to and supervision of others; and appropriate management, education and
research functions of a physical therapist. Formative and summative feedback will be provided
to the student and to the UNIVERSITY using a format designated by the UNIVERSITY.

2. Students will be supervised directly by a physical therapist that is licensed to practice in the state
   or states in which physical therapy services are provided by the student assigned to that
   CLINICAL EDUCATION FACILITY. Direct supervision means that the responsible physical
   therapist is on the premises.

3. The number and scheduling of students to be placed at the CLINICAL EDUCATION FACILITY
   shall be determined by mutual agreement between the Clinical Coordinator of Clinical Education
   of the CLINICAL EDUCATION FACILITY and the Academic Coordinator of Clinical Education of the UNIVERSITY.

4. The CLINICAL EDUCATION FACILITY will appoint a qualified person as Center Coordinator
   of Clinical Education. The UNIVERSITY will appoint a qualified person as Academic Coordinator of Clinical Education. The Center Coordinator of Clinical Education and the
   Academic Coordinator of Clinical Education will serve as liaison persons between the
   CLINICAL EDUCATION FACILITY and the UNIVERSITY.
5. The UNIVERSITY will consider the Center Coordinator of Clinical Education for a faculty appointment of a type used to recognize persons who perform a service to the UNIVERSITY without remuneration for such services. Final approval of faculty appointment, type of appointment, rank, and length of appointment is reserved to the UNIVERSITY.

6. The UNIVERSITY will provide names of students assigned to the CLINICAL EDUCATION FACILITY, copies of the Clinical Education course syllabi and clinical education policies, and records to be used for the evaluation of student performance.

7. Students assigned to the CLINICAL EDUCATION FACILITY shall be required to obtain, at the student's own cost and expense, professional liability insurance. The liability insurance policy shall be an "occurrence" policy with minimum limits of two million dollars per individual claim and four million dollars annual aggregate. The identifying number of the individual insurance policy shall be supplied to the CLINICAL EDUCATION FACILITY before the beginning date of the clinical education course.

8. Each student shall satisfy all health requirements designated by the CLINICAL EDUCATION FACILITY. Medical records will be maintained by the UNIVERSITY and shall be made available to the CLINICAL EDUCATION FACILITY on request.

9. CLINICAL EDUCATION 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, solely as a result of this Agreement, by any of the employee benefit programs of the CLINICAL EDUCATION FACILITY, including, but not limited to Social Security coverage, health insurance coverage, unemployment compensation, sick and accident disability insurance coverage or workmen's compensation insurance coverage.

10. CLINICAL EDUCATION FACILITY and UNIVERSITY hereby warrant that neither employees nor students shall on account of race, color, religious creed, national origin, ancestry, sex, handicap, age or marital status be unlawfully excluded from participation in any program sponsored by either of the parties to this Agreement.

11. The UNIVERSITY will notify the CLINICAL EDUCATION FACILITY of any significant changes in personnel or curriculum which might affect clinical education.

12. The CLINICAL EDUCATION FACILITY will update descriptive information about the facility and physical therapy personnel annually, and will notify the UNIVERSITY of any changes in the organization or personnel that might affect clinical education.

13. Previous contracts with other institutions in regard to Physical Therapy are not affected by this Agreement. Nothing in this Agreement shall be construed as limiting the right of CLINICAL EDUCATION FACILITY or UNIVERSITY to affiliate or contract with any other institution in regard to clinical education.

14. Neither CLINICAL EDUCATION FACILITY nor UNIVERSITY shall be obligated to pay any monetary compensation to the other for services performed in connection with this Agreement.

15. This Agreement may be modified or amended from time to time by signed written agreement of the parties hereto, and any such written modification or amendment shall be attached to and become a part of this Agreement.

16. The term of this Agreement shall be for one year, commencing on __________________
and shall continue in full force and effect for a period of one year, unless earlier terminated by the parties upon (1) mutual consent, (2) upon ninety days prior written notice, with or without cause, by either party, or (3) as otherwise set forth herein. After the initial one-year term of this Agreement, this Agreement shall automatically renew for successive one-year terms unless either party gives notice of non-renewal at least ninety days prior to the next renewal date. Students participating in an affiliation at a CLINICAL EDUCATION FACILITY at the time of notice of termination shall be given the opportunity to complete their clinical program at the CLINICAL EDUCATION FACILITY, such completion not to exceed three months.

17. CLINICAL EDUCATION FACILITY agrees to permit students access to available facilities such as parking, cafeteria, medical library, and any other facilities necessary for the performance of tasks and assignments related to the clinical education experience.

18. CLINICAL EDUCATION FACILITY shall provide orientation for students and faculty to policies, procedures and rules for conduct applicable to the clinical education experience. CLINICAL EDUCATION FACILITY has the right to withdraw any student from its facility when conduct or performance does not meet standards specified by the CLINICAL EDUCATION FACILITY.

19. The UNIVERSITY will apprise their students and faculty of those parts of the Agreement which affect them.

20. Each of the parties hereto represents and warrants to the other that the person signing this Agreement upon such party's behalf has full power and authority to bind such party to execute this Agreement on such party's behalf. In addition, each person signing on behalf of a party hereto represents and warrants to the other party that he or she has full power and authority to bind such party and to execute this Agreement on such party's behalf.

21. As permitted by applicable law, each party shall indemnify, defend and hold harmless the other party against: (i) any and all liability arising solely out of the indemnifying party's failure to comply with the terms of the Agreement, and any injury, loss, claims, or damages arising from the negligent operations, acts, or omissions of the indemnifying party's students, employees or agents relating to or arising out of their services under this Agreement; and (ii) any and all costs and expenses, including reasonable legal expenses, incurred by or on behalf of indemnifying party in connection with the defense of such claims.

22. HIPAA. During the course of the Program, UNIVERSITY acknowledges that students may be privileged to certain patient information. UNIVERSITY shall inform students that such information is strictly confidential and shall ensure that students comply with all federal and state rules and regulations regarding such information, including, but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers by authority given by their respective Board of Directors, each as of the date first above written.

WHEELING JESUIT UNIVERSITY, INC.

______________________________
By ___________________________
Its __________________________

CLINICAL EDUCATION FACILITY:

______________________________
By ___________________________
Its __________________________
XXXX Annual Slot Request Form

WHEELING JESUIT UNIVERSITY
DEPARTMENT OF PHYSICAL THERAPY
316 WASHINGTON AVENUE
WHEELING, WV 26003
304-243-7201
Fax: 304-243-7208

Request for Physical Therapy Clinical Education Experiences – Year XXXX

Dear CCCE:

We are beginning to plan for our clinical education experiences for the year of XXXX. This email is our request for clinical education slots for the physical therapy students at Wheeling Jesuit University for the calendar year of XXXX.

The table below provides the dates and the level for each of the clinical education experiences we have set for XXXX. If you can offer any slots for XXXX, please print this form, fill out the table indicating the number of students and the settings you can offer, and return it to Rhonda Haley, Director of Clinical Education, by email (rhealey@wju.edu) or by fax (304-243-7208 attn: Rhonda Haley).

We also ask that you please let us know if there have been any changes related to the CCCE, including the name, email address, and telephone number, and we will update our system. We are now using the EXXAT database in our program and are updating it as quickly as possible.

We realize scheduling clinical education experiences is an enormous undertaking. The students highly value these experiences and we appreciate your time and contributions. Thank you very much for your investment in the future of our profession and for supporting our students!

Thank you again for your time and commitment to the next generation of students and for your continued support for our program! If you have any questions, do not hesitate to contact me.

Sincerely,

Rhonda Haley
Director of Clinical Education
Doctor of Physical Therapy Program
Wheeling Jesuit University
Wheeling, WV 26003
304-243-7201 ext. 104
Fax: 304-243-7208
rhealey@wju.edu
XXX Annual Slot Request Form

WHEELING JESUIT UNIVERSITY
DEPARTMENT OF PHYSICAL THERAPY
316 WASHINGTON AVENUE
WHEELING, WV 26003
304-243-7201
Fax: 304-243-7208

Request for Physical Therapy Clinical Education Experiences – Year XXXX

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Clinical Experience Dates</th>
<th>Type of Experience Length</th>
<th>Number of Students (Slot Offers)</th>
<th>SETTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE II DPT 658 Class XXXX</td>
<td>Dates</td>
<td>Intermediate Experience 8 weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE I DPT 638 Class XXXX</td>
<td>Dates</td>
<td>First/Intermediate Experience 8 weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE III DPT 668a Class XXXX</td>
<td>Dates</td>
<td>Final Experience 10 weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE IV DPT 668b Class XXXX</td>
<td>Dates</td>
<td>Final Experience 10 weeks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 1

CLINICAL EDUCATION TELEPHONE/LIVE SITE VISIT RECORD

<table>
<thead>
<tr>
<th>COURSE:</th>
<th>DPT 638</th>
<th>DPT 658</th>
<th>DPT 668a</th>
<th>DPT 668b</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENT NAME:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CI NAME:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SITE NAME:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SETTING:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FACULTY MEMBER NAME:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DISCUSSION WITH THE STUDENT

Did you receive a formal orientation to the facility?  
Yes  No

Does your CI provide constructive feedback?  
Yes  No

The amount of feedback from your CI is:  
Not enough  Adequate  Too much

Do you incorporate your CI's feedback into your practice?  
Yes  No

Do you incorporate evidence based medicine into your clinical practice?  
Yes  No

Describe your relationship with your CI.  
Could be better  Good  Great

Does the site offer good learning experiences?  
Yes  No

What is your overall impression of this site?  

Your academic preparation for this experience was:  
Lacking  Adequate  Above Average

What are your strengths?  

What are your areas needing improvement?  

COMMENTS:
DISCUSSION WITH THE CLINICAL INSTRUCTOR

Did the student receive an orientation to the facility?
Yes
No

How are the student's communication skills? With families, staff, and other health care professionals?
Yes
No

How are the student's non-verbal communication skills?
Yes
No

Does the student accept constructive feedback?
Yes
No

Does the student integrate your feedback into his/her patient practice?
Yes
No

Does the student advocate for his/her patient when indicated?
Yes
No

Was the student's academic preparation for this experience appropriate?
Yes
No

Does the student demonstrate professionalism, initiation, confidence, and motivation?
Yes
No

Does the student practice in a safe manner?
Yes
No

Does the student arrive early and planned for each day?
Yes
No

Is the student able to perform basic/advanced movement analysis?
Yes
No

Can the student identify prime movers, types of contractions, compensations, etc.?
Yes
No

Does the student rationalize his/her selected interventions?
Yes
No

Does the student progress a plan of care appropriately?
Yes
No

Does the student utilize EB resources for best clinical practice?
Yes
No

Did the student perform an accurate self-assessment on the CPI?
Yes
No

Did the student participate in a site-wide or community project?
Yes
No

Did the student perform an in-service of doctoral level work?
Yes
No

Did the student consistently demonstrate unsolicited reflection and self assessment ?
Yes
No

Did the student complete any/all assignments given by the CI?
Yes
No

How was the overall performance of the student?
Below expectations
At expectations
Above expectations

COMMENTS:
Curricular Feedback Noted by Clinical Education Experiences

Class ________ Experience □ CE I □ CE II □ CE III □ CE IV

Identified by: 
Clinical Instructor:

Student:

Comments: