

SECTION F: CLINICAL EDUCATION

A. OVERVIEW OF CLINICAL EDUCATION

Clinical Education is the portion of the student's professional education involving practice and application of classroom knowledge and skills to on-the-job responsibilities. Clinical education is an integral part of the academic curriculum. Clinical internships take place at affiliating clinical education sites with the help of clinical educators who volunteer their time. Internships are based on a forty-hour week and occur during and upon conclusion of the academic curriculum. Students enrolled in a professional curriculum are not merely taking courses, but are internalizing the role of the professional.

The Core program faculty is responsible for ensuring that students demonstrate appropriate clinical and professional skills to attend clinical rotations. Special examinations may be required to ensure that a student is meeting performance criteria prior to clinical experience(s).

1. CLINICAL EDUCATION SITE (FACILITY)

The PT Program has contracts with approximately 200 clinical education sites located both in-state and out-of-state. These affiliating sites provide a variety of clinical experiences in several different settings including but not limited to acute care hospitals, rehabilitation hospitals, private clinics, public organizations, corporate facilities, nursing homes, and home health. Experiences available occur in settings including inpatient, outpatient, rehab, sub-acute, acute, recuperative care, sports, pediatrics, schools, orthopedics, geriatrics, and other specialty areas. Information is made available and includes details such as patient population, staff therapists, learning experiences available, etc.

2. DIRECTOR OF CLINICAL EDUCATION (DCE)

The DCE is an individual, employed by the educational institution, whose primary concern is relating the student's clinical education to the curriculum. The DCE plans and coordinates the individual student's program of clinical experience, known as the clinical Practicum and clinical internship. The DCE is also responsible for communicating with and educating all Clinical Faculty in matters related to clinical education. Clinical Faculty and students are provided with contact information for the DCE and Assistant DCE to be used during clinical rotations. The DCE, in association with the academic and clinical faculty, plans, coordinates, administers, and evaluates the clinical education process. The Administrative Clinical and Services Coordinator will assist the DCE with the database, clinical agreements, and student records.

3. ASSISTANT DIRECTOR OF CLINICAL EDUCATION

The Assistant DCE is responsible for making decisions related to clinical education that are urgent in nature in the event the DCE is not available for contact.

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4. CENTER COORDINATOR OF CLINICAL EDUCATION (CCCE)

The CCCE is an individual at each clinical education site who coordinates and arranges the clinical education for the student. Together, the CCCE and DCE coordinate student affiliations. The CCCE provides updated facility information. The CCCE is also responsible for assigning each student a Clinical Instructor(s) (CI) and assures that appropriate supervision is available at all times for the student involved in patient care. The CCCE may also serve as a CI. The CCCE will also: provide an orientation to new students, provide a student handbook on site for students regarding policies, procedures, and etc., serve as a resource for the student, mediate between the CI and student if an occasion arises, and provide information for students to the school about the clinical education experiences available.

5. CLINICAL INSTRUCTOR (CI)

The CI is a licensed physical therapist with at least one year of clinical practice who is assigned by the CCCE to be responsible for the instruction and supervision of the student(s) in the clinical education setting. The CI is to provide a quality learning experience for students in the areas of patient care, administration, and research as determined by availability and the student objectives. The CI provides a written and oral evaluation of the student's performance as requested by the DCE. The student also provides the clinical instructor with an evaluation whereby the student provides feedback regarding instruction and learning experiences received. A CI may supervise two students at a time, which is referred to as the 2:1 model. A student may be supervised by more than one CI in a clinical setting.

6. CLINICAL AGREEMENT

The responsibilities of UCA, the Department of Physical Therapy, the DCE, the Facility and its staff, as well as the student, as it relates to Clinical Education, are clearly defined in the Clinical Agreement (i.e. contract) between the SCHOOL and FACILITY. A FACILITY cannot be used unless an executed clinical agreement is on file. The responsibilities of the student will be defined in this handbook, the PT Department Student Manual, and/or clinical education course syllabi. Some clinical sites maintain their own clinical agreement that has been mutually agreed upon by both parties. If a facility agreement exists then the student is obligated to comply with all policies and procedures and or requirements of the facility as outlined in the agreement. The student will be responsible for reviewing the facility's agreement in advance of placement or assignment.

7. CLINIC ADVISORY COMMITTEE

The Clinic Advisory Committee serves to advise faculty on clinical education policy, initiatives, and programming. The committee is composed of the Director of Clinical Education (DCE), two faculty appointed by the DCE, and three or more clinicians appointed by the DCE, and one representative from each student class also appointed by the DCE. Student members are appointed by the DCE during their first fall semester and continue to

serve while enrolled in the program. Communication will occur twice per year either electronically through e-mail or through regular mailings to discuss clinical education issues and provide recommendations to the DCE, who will then in turn take these recommendations to the faculty as a whole.

B. CLINICAL EDUCATION RESOURCES AND TOOLS

1. MASTER LIST OF CLINICAL EDUCATION SITES

The Master List is a list of all clinical education sites affiliating with UCA and have a current contract on file. The information on the list includes site name, mailing address, phone numbers and CCCE. Sites on the list may be labeled as active, inactive, or developing. The contact information in the master list is frequently updated. A clinical site may be removed from the list at the discretion of the clinical site or the DCE. A clinical site may be FLAGGED while administrative paperwork is in progress or INACTIVE if there has not been any communication or activity in the last three to five years. An affiliation with a clinical site may be CANCELLED by either party.

2. CLINICAL SITE INFORMATION FORM (CSIF)

The center coordinator of clinical education provides a CSIF for their clinical education site. This provides students with detailed information about the site such as type and number of patients, work hours, housing information, as well as student instructions. Also, the CSIF contains contact information, directions, dress code and more. The CCCE is asked to update the CSIF every two years or when significant changes occur.

3. CLINICAL SITE BINDER

A binder with information about each clinical education site is made available to students next door to the PT Center in Prince Center, Room 105. Important information contained in each binder may include a clinical agreement, a Clinical Site Information Forms (CSIF), clinical date commitment forms, maps/directions, housing information, special requirements, and student evaluations of clinical experiences. The clinical education site is invited to provide any additional information that may benefit the student. Students are responsible for reviewing the site binder upon notification of placement in order to familiarize themselves with the facility and any special requirements to be completed prior to clinical rotations.

4. COMMITMENT FORM

On March 1 of each year the DCE sends a commitment form to each clinical site. The commitment form provides the exact date of each clinical rotation for the following calendar year and a request for clinical affiliation slots that the site can provide. This allows the clinical site to indicate when they are interested in hosting a UCA physical therapy student. A list is prepared from this information and then provided to students. Clinical dates are only considered for one calendar year in advance.

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5. CLINICAL PERFORMANCE INSTRUMENT (CPI)

The CPI is the instrument completed by clinical faculty and students to assess clinical performance. The instrument is provided by the school and was developed by the American Physical Therapy Association. Information from the completed CPI or instructor's evaluation is used to ensure student's readiness for practice.

6. PTSECECI

The Physical Therapy Student Evaluation of Clinical Education and Clinical Instruction (PTSECECI) is an evaluation tool prepared by the American Physical Therapy Association (APTA). Each student is required to evaluate each clinical experience both at midterm and final utilizing this tool.

C. STUDENT REQUIREMENTS

1. NOTICE FOR STUDENTS

a. Health Risks and Universal Precautions

Certain health risks exist, such as contracting infectious diseases, as well as possible injury to oneself while working in the healthcare environment. Clinical education will require contact with patients in a variety of atmospheres. All students will spend time in acute care hospitals, rehabilitation centers, and outpatient clinics and possibly in home health and nursing home environments. Students will be expected to follow all safety policies and procedures at all times. Each facility will provide information pertinent to their setting regarding health risks and safety. Students will also be informed and expected to follow precautions for preventing transmission of blood-borne pathogens. Minimum guidelines have been determined by the UCA PT Department to ensure safety. However, clinical sites may have additional guidelines that must be followed as well. Clinical sites may also have specific protocol for students during clinical internships regarding communicable diseases that they may have or contract during the internship.

b. Holidays And Breaks

Please note that students in the professional program may be scheduled for clinical internships during times that the university is closed. Internships may occur during holidays and/or breaks observed by the university. Student class schedules for each semester will provide dates of classes and breaks. Students will be provided with the clinical internship dates for the following calendar year by the Spring Semester. (For example, in March of 2008, students will be given the clinical education dates for the year 2009).

c. Required Clinical Rotation Out-of-State

Each student is required to complete one of the five clinical internships out-of-state. The facility must be an affiliating facility. The student may indicate which rotation and which clinical facility is their preference for assignment, but as with all clinical assignments the final decision for placement rests with the DCE. All students are required to follow this policy. In order to meet clinical requirements, more than one out-of-state rotation may be assigned.

d. Clinical Education Costs

Students should be aware of the possible costs of clinical education in addition to regular university tuition, fees, and books. Various costs may be incurred by the student such as: miscellaneous photocopy expenses, immunizations, CPR certification, personal health insurance, travel expenses, phone calls, housing accommodations, postage, uniforms, lab coat, and other materials as necessary. Clinical internships are not for pay. Also, a stipend (a monetary sum) provided by a clinical site is subject to change or withdrawal with or without notice. Students should seek further information from the DCE.

e. Grievance Policy for Students or Clinical Faculty

Complaints regarding clinical education by clinical faculty or students should be brought to the attention of the DCE. Beyond the DCE, formal complaints should go to the Chairperson of the Physical Therapy Department, then the Dean of the College of Health and Behavioral Sciences and then the University Provost/Dean of Faculty. Students may appeal a clinical education policy the same as any other department policy or procedure by utilizing the Academic Progress Committee, a standing committee made up of appointed PT faculty and peer-elected students.

f. Professional Liability Insurance

UCA provides a professional liability policy that covers each student during all clinical internship courses at no cost to the student (\$1,000,000 at each occurrence and \$3,000,000 aggregate). The policy is renewed by the university at the beginning of each fiscal year on the first day of July. Proof of the policy can be provided to clinical sites upon request. The student should inform the DCE if one is needed. Professional liability coverage does not include personal health/medical coverage. Students are required to wear their UCA PT name badge daily during each clinical affiliation. A substitute should be made and worn in the event it is misplaced until the student is able to obtain a replacement.

2. ELECTRONIC COURSE AND COMMUNICATION

a. Blackboard courses for Clinical Education

Students will enroll in a Clinical Education on-line course via Blackboard to receive policies and procedures, communicate with the DCE, receive and post assignments, be

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informed of important dates, and access resource information. Students will use Blackboard before, during, and after clinical affiliations. Students will be asked to regularly check information pertaining to clinical education via Blackboard in lieu of or in addition to scheduled meetings during each semester. Class meetings will be arranged as necessary. The student is responsible for checking Blackboard on a regular basis while on clinical rotations for announcements and information related to assignments.

b. Email communications

The DCE will communicate with students in the email feature of Blackboard regarding clinical education issues and topics pertaining to internships. Also, the student list-serve may be used to make announcements to the whole class regarding clinical education. Students are asked to check their email routinely.

3. REQUIRED RECORDS

Students are required to maintain the following records throughout the PT Program. It is the student's obligation to provide and/or renew each health record as necessary in order to comply with either the school or clinical facility's policy.

a. Personal Health Insurance

Beginning with the 2000 entering classes, all physical therapy students must hold personal health insurance. The coverage must at minimum include accident and injury. This coverage will be required for both academic activities and clinical education activities. It is a Department of Physical Therapy policy and often a Clinical Education Site policy. Many facilities require students to carry personal health insurance for emergency medical care, hospitalization and/or healthcare during the clinical experience. Proof of the policy (copy of card) needs to be submitted to DCE at the beginning of the academic program and maintained throughout the program. The student is responsible for providing updated information to the DCE in the event of any changes in coverage.

b. Hepatitis B Vaccine or Waiver

Students will be provided an in-service regarding the OSHA Standard on Blood-borne Pathogens as well as information from the Centers of Disease Control (CDC) regarding universal precautions and risk factors for contracting Hepatitis B as a healthcare worker. Students are required to sign an affidavit which states that they have received the information. The student must provide evidence that the vaccination has been started, completed, or declined. A declination form will be provided. Information concerning the vaccination and universal precautions will be provided by the DCE following the in-service. Although the Hepatitis B vaccine is not provided by the School or Facility, it is encouraged and offered at a nominal fee by the university Student Health Center.

c. TB Skin Test

It is department policy that students must provide documentation of a TB skin test with negative results in the last 12 months. Students will update their TB skin test annually. This requirement is the department policy regardless of whether an individual facility requires it or not. This requirement is due to the national concern regarding the increased incidence of TB. Proof (photocopy) of a negative skin test must be submitted to the DCE no later than 12 months following the last test or by deadlines provided by the DCE. Some facilities may require a negative test more frequently than once a year (i.e. every three months, etc.). A TB skin test may need to be performed sooner than the traditional one-year in order to meet facility requirements. Students will abide by facility policies to prepare for an internship. Also, the Clinical Instructor Packet will be prepared in advance of the clinical and students may need to renew their TB skin test sooner than one year. The Clinical Education office will retain a copy of the negative test or proof of clear chest x-ray and clinical sites will be informed of the student's status at least one month in advance of the internship.

d. Criminal Background Check

Some clinical education sites require the student to submit a criminal background check. The student should be aware of this requirement prior to selecting the clinical education site. The student is responsible for providing the results of the background check to the facility. The DCE can provide information to the student regarding obtaining the background check. The fee for the background check is the responsibility of the student.

e. Maintaining Records for Clinical Education

Students are responsible for providing documentation of each of the above requirements to the Clinical Education Office. It is necessary for students to keep the original of these health records with them during their clinical internships in the event the facility needs to view them. Students are responsible for any other requirements such as a physical, proof of chicken pox immunization, measles, or other health issues as requested by the facility. The Administrative Clinical and Services Coordinator will maintain records for students related to clinical education. Students who do not provide required documentation will not be allowed to begin clinical rotations.

f. Note for full-time PT Internships (CE III, IV, and V)

It may be necessary for the DCE to request documentation of updated, required health records and/or CPR certification before students leave for extended off-campus internships. A deadline for materials will be announced.

4. REQUIRED TRAINING

a. OSHA Blood-borne Pathogens and Universal Precautions Training

Students will complete training on OSHA blood-borne pathogens transmission and

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universal precautions. Upon completion students will sign a statement indicating they have received such training. This will be required before the student can begin the first clinical internship. It will be completed one additional time during the last year of the program.

b. HIPAA Training

Students are expected to comply with the Health Information Portability Accountability Act of 1996. Students will complete training on HIPAA guidelines and requirements related to protecting personal health information. Upon completion students will sign a statement indicating they have received such training.

c. CPR Certification

Cardiopulmonary resuscitation (CPR) certification (up-to-date within two years) is required for all PT students prior to and during all clinical internships. Students are responsible for obtaining and maintaining specified CPR certification. The certification should be by the American Heart Association (Healthcare Provider Course or equivalent, which includes 1 man, 2 man and infant). Each student shall provide a copy of their certification to the DCE by mid March of their 1st spring semester and are responsible for renewing certification. A copy of certification will be kept in the DCE office. CPR Certification classes are often offered by a member of the college. The CCCE of the assigned clinical education site will be informed of each student's status regarding CPR. Students without current CPR certification will not be allowed to attend clinical internships. Students for whom CPR certification will expire while on a clinical rotation should make arrangements to update CPR certification prior to beginning the clinical rotation.

d. First Aid Certification

Each student will complete First Aid Certification if it is required by the clinical site to which they are assigned for a clinical internship. Students will read about this requirement in the Clinical Site Information Form and comply with the requirement if it is necessary. Many pediatric facilities require first aid certification.

D. CLINICAL INTERNSHIP PREPARATION

1. LEARNING OBJECTIVES

a. During the clinical experience the student will be able to:

- 1) Develop and demonstrate professional behaviors while interacting with others utilizing good communication skills, appropriate attitude, safety, and legal/ethical guidelines consistent with an early clinical experience.
- 2) Perform the Clinical Performance Instrument criteria 1-18 in the designated practice area.

- 3) Carry out patient care and treatment programs as determined by the supervising physical therapist.
 - 4) Identify those tests and measures and interventions related to the designated physical therapy practice patterns accomplished during the clinical experience.
 - 5) Comply with all policies and procedures listed in the Clinical Education Student Policy and Procedure Handbook.
 - 6) Utilize the Clinical Performance Instrument as an accurate assessment of clinical skills performed during the clinical experience at mid-term and final.
 - 7) Evaluate personal performance during the clinical experience.
- b. During the course, a student must:
- 1) Demonstrate the ability to practice in a safe manner that minimizes risk to patients, self, and others.
 - 2) Demonstrate the ability to present self in a professional manner.
 - 3) Demonstrate professional behavior during interactions with others.
 - 4) Adhere to ethical practice standards.
 - 5) Adhere to legal practice standards.
 - 6) Be in good standing in the program (not on probation or suspended) to participate in a clinical internship.
 - 7) Receive a grade of B or better in all components of this course.
 - 8) Complete all assignments made by DCE or clinical faculty during the course in a timely manner.
 - 9) Successfully complete the assigned clinical clock hours (based on an average 40 hour week).
 - 10) Complete a self-assessment of clinical skills 1-18 in the Clinical Performance Instrument.
 - 11) Write learning objectives for the designated practice patterns.
 - 12) Complete additional assignments specified in course syllabi.
- c. Student's objectives
- Each student will review the learning experiences available at assigned clinical education sites in order to prepare written objectives that will be used to guide clinical experiences for themselves and their clinical instructor(s). These objectives will be discussed by the DCE in advance so that each student can successfully prepare written objectives that will be included in the Clinical Instructor packet. The DCE will also provide instructions on the due date for these objectives for each clinical internship. Students will write objectives prior to attending the clinical experience and will update these objectives at midterm of the clinical experience.
- d. Clinical Site's objectives

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It is recommended that the CCCE and CI of each clinical education site prepare learning objectives for students to meet during their affiliation. Students will be informed of these during orientation at their assigned clinical education site. Not every clinical site will provide these objectives. The student will work toward meeting objectives for those sites who do utilize their own.

2. CLINICAL SITE SELECTION POLICIES AND PROCEDURES

a. Site Selection Process

Students will complete five separate internships in a variety of settings. Guidelines for selecting a variety will be provided by the DCE. Prior to site selection students are given a list of sites that have committed to a space for the upcoming internship (selection list). Students will meet with the DCE to discuss clinical assignments. Following the meeting, students will provide the DCE with a prepared, ranked list of their top choices or “preferences” for each internship as requested by the DCE. The number of preferences required (approximately 10) will be specified by the DCE. If the student fails to provide the DCE with a ranked list with the specified number of preferences by the deadline, then that student’s assignment may be made by the DCE. Student preferences will be considered in the selection process. In the event a student does not match with a preference list selection, the DCE will assign an alternative with input from the student.

Students have the privilege and responsibility of researching potential clinical education sites for internships and providing their preferences to the DCE for assignment. Students should utilize information provided in site binders available in the Prince Center Room 105, discussion with DCE, and web information if available to make informed decisions regarding development of preference lists.

Final decisions regarding student clinical placement rest with the DCE.

b. Required Clinical Rotation Out-of-State

Each student is required to complete at least one of the five clinical internships out-of-state. The facility must be an affiliating facility and the student will be allowed input regarding which rotation and which clinical facility is their preference for assignment. Some students may attend more than one rotation out-of-state depending on availability of clinical sites and student preference.

c. Using Clinical Site Information and Resources

Several methods exist for finding information about the facilities that affiliate with the UCA Department of Physical Therapy. All students are **REQUIRED TO READ THE INFORMATION** available about a facility before choosing that facility as a possible experience. The binder may contain important information about housing, stipend, work hours, special requirements, and more. The Master Site List, Facility/Site Binders,

and Clinical Date Binder are provided for students' use in the Clinical Education Library located in the Prince Center room 105 (East side of the PT Center). Each clinical education site will provide pertinent information about their facility and learning opportunities. Please note the following about clinical education materials:

- i. Master Site List - The DCE will determine if a clinical site is available for student assignment prior to each site selection or at the time of a student's inquiry. A clinical site is removed from the Master Site List if the clinical agreement is canceled by the SCHOOL or the FACILITY. If a site is not on the master list, then we do not affiliate or no longer affiliate with that site, or are not currently affiliating with that site for other circumstances as determined by the DCE.
- ii. Facility/Site Binder - Facility/Site Binders are housed in the Prince Center Room 105. Each binder contains student evaluations of clinical experiences, Facility Clinical Agreements, and other information provided by the clinical site. Students are responsible for reading and adhering to facility requirements listed in the binder. Students should pay particular attention to the Clinical Site Information Form (CSIF), the current commitment form and previous student site evaluations. Failure to comply with requirements may result in the student being unable to attend a clinical rotation. The Facility Binders or videos may be checked-out by the student. All materials checked out must be approved first by the DCE. Check-out time is after 4:00 p.m. and the binder(s) must be checked in by 8:00 a.m. the following morning.
- iii. Clinical Site Information Form (CSIF) - The CSIF can be found in the Facility Binder. Students are required to read the CSIF prior to site selection. The CSIF provides general and specific information concerning the site, the experiences available, policies, expectations, and expertise of instructors. It might also contain optional information about the facility such as maps, pictures, and/ or brochures. Students should note the date of the CSIF in case the material has become out-dated. Students are responsible for reading and adhering to any requirements listed in the CSIF.
- iv. Commitment Forms - A Commitment Form is requested annually from each clinical education site so that they may indicate if a student internship slot is available for a particular date. These forms can be found in a Commitment Forms Binder in OG 105 as well as in each facility binder. Each commitment form also provides important notes from the facility. **STUDENTS ARE REQUIRED TO READ THIS FORM PRIOR TO SELECTING A SITE.** This information is received annually and is probably the most current, but is always subject to change. Students are responsible for reading and adhering to any requirements listed on the commitment form. The DCE will prepare the site selection lists from the commitment forms received.

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- v. New clinical site information will be kept in a new/developing file until the facility officially becomes an affiliation or, until a binder is made and placed in the clinical education library. See the DCE for any questions concerning a new/developing site.

- d. Policy For Student Requests Regarding a New Clinical Site

A new site is defined as a physical therapy clinic or department that UCA currently does not contract with and is not on the Master List. In order to complete a new contract in a timely manner and insure a safe, appropriate clinical experience for our students, a few policies below govern the process:

Requests will only be accepted by November 1 of each year for the following year's site selection process. A student can only submit one (1) new site request at a time. If the new clinical site is not approved, the DCE will determine if another request can be submitted. It is important to submit all requests as early as possible. No late requests will be accepted. A student inquiring about a new clinical affiliation site should submit the name, location, and phone number of the facility to the DCE using the form for Establishing a New Clinical Education Site available from the DCE. Approval of a new site request resides with the DCE and is based on but not limited to the reputation of the facility, availability, interest in future assignments, mutually agreed upon contract, and clinical instruction experience. Students submit a request for development of a new clinical site for Clinical Rotations II, III, IV, or V assignments only, but the establishment of only one new site per student is acceptable. Students are not to contact clinical sites to discuss the possibility of a rotation. Direct or indirect (through friends or family members) contact with clinical sites to discuss the possibility of a rotation violates program policy and is subject to disciplinary action.

- e. Procedure For Establishing A New Clinical Site

To pursue a new clinical education site students will submit a written request to the DCE within the required time frame with the name and address of the facility you are interested in as well as preferred rotations using the form for Establishing a New Clinical Education Site available from the DCE. The DCE will approve or deny the request to establish a new clinical site based upon the clinical opportunities it can provide future PT students, the type of facility, location, etc., all of which will be based on the needs of the program at that time. The process involves the correspondence between the DCE and Administrative Clinical and Services Coordinator and the facility to complete the necessary paperwork that must be approved and signed by both parties involved. The approval process can be complicated and very time consuming, especially if legal counsel is involved. The student should periodically check with the DCE concerning the status of the new clinical site. The DCE may or may not have time to repeatedly contact a site concerning their intentions to affiliate or not. The student will be asked to be patient during the process. The student will be informed as soon as possible if the affiliation is not going to work for them.

- f. **The Site Selection List**
Students will research sites from the Site Selection List first by accessing information in site binders, then by directing questions to the DCE if the student is unable to find needed information in the site binder. Clinical sites will be notified of the results of clinical internship assignments. All commitments by clinical sites (and the selection list) are subject to change due to staffing or other unforeseen circumstances.
- g. **Clinical Inquiry (about possible student slot)**
At the time the student submits ranked preferences for clinical assignments, the student can submit a Clinical Inquiry (in writing using the Clinical Inquiry form available from the DCE) to the DCE about a site that is on the Master List but has not submitted a commitment form. The student must indicate where the site ranks among the preferences submitted. Students are NOT to contact a clinical site to inquire about a clinical internship. Clinical Inquiries will be accepted AFTER the site selection list is distributed. Clinical inquiries are processed on a first-come, first-serve basis and are at the discretion of the DCE. The student should wait and review the site selection list first. The DCE will establish a deadline for submitting inquiries and a deadline for resolution of inquiries.
- h. **Clinical Site Preference Lists**
Clinical site preference lists are ranked lists of preferred sites for clinical placement that students provide to the DCE during the selection process to indicate sites at which they would like to experience clinical rotations. Students will be assigned to a different clinical site for each clinical rotation to provide a variety of clinical experiences and prepare the student for entry-level practice. Students should carefully consider their choices before indicating their preferences to the DCE. The DCE will suggest to students particular types of clinical experiences in order to help them achieve a variety. Each student is required to complete at least one of the five clinical internships out-of-state. Students are required to complete one rotation each in acute care, rehabilitation, and out-patient settings on Clinical II, III, IV, or V. Students should also select sites based on variety including geographical location, life span, and specialization based on personal and course objectives to ensure a broad overall clinical experience. The final decision for an assignment rests with the DCE and/or Department Chairperson. The student is allowed to provide input through providing preferences to the DCE, but the final assignment decision resides with the DCE.
- i. **Clinical Site Selection Meetings**
Students will meet with the DCE in person or via email prior to each clinical assignment period. After receiving information related to the upcoming clinical site selection, the student will submit a ranked list of top preferences for each clinical rotation. The DCE will specify the number of top preferences to be provided. If a student fails to meet with

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the DCE and submit preferences during the required time period, the DCE will make the student assignments without the student's input.

3. CLINICAL ASSIGNMENT

Once the final clinical site assignments are made, changes by students are not allowed. The site will be notified in writing of the upcoming clinical assignment making it official. The clinical site assigned is where the student will "likely" be assigned, however circumstances may necessitate a change in site assignment. Final authority for clinical site placement rests with the DCE and Department Chairperson. The need to make a change in an assignment of clinical site by the DCE could be based on a variety of reasons. Some examples include a special circumstance concerning a previous clinical experience, the terms and conditions of probation or suspension, or the need to focus on specific goals or special skills determined by the DCE.

4. HOUSING

a. Housing Accommodations

The student is responsible for contacting the facility regarding housing accommodations available before the selection process if the availability of housing is essential to the student's assignment. Permission to contact a site where a student has not been assigned must be obtained from the DCE prior to contacting the site. A facility may indicate that housing is available in their paperwork, but situations may change and the DCE may not be notified. Housing availability can be a first-come, first-serve basis. It is important that the facility is notified as early as possible if a student intends to take advantage of opportunities offered by the facility. If housing was offered and the student DOES want it, then it is the student's responsibility to make arrangements with the facility; otherwise, the facility will not know that the student wants to use the housing available. Students may contact sites regarding housing options as soon as the student is notified of the placement.

b. Housing Cancellation

If housing was provided by the facility, but then canceled after the student was assigned, then the student can choose to be re-assigned to another facility. The student will not be allowed to be re-assigned because housing is no longer provided by the facility if the student neglected to confirm housing availability or the student originally planned to provide his/her own housing.

c. Housing Problems

If the student feels that the conditions of the housing provided is substandard, such as unsanitary, hazardous, etc., then the student should discuss his/her concerns with the CCCE or housing coordinator. If the problem is not resolved, then the student is to contact the DCE.

5. PREPARATION FOR CLINICAL PRACTICUM

a. Clinical Instructor Packet

A clinical instructor packet is sent to the facility at least four weeks prior to the clinical date or earlier, and includes information prepared by the student and DCE. Information will be requested by the DCE from the student following site assignments to prepare the clinical instructor's packet. This information must be submitted in a timely manner according to the deadline given. The packet contains instructions for the CI, contact information for the school and student, health records verification, student's learning objectives and summary of experiences, a blank Clinical Performance Instrument (CPI), grading criteria for the CPI, and additional assignment instructions (i.e. Case Report).

b. Contacting the Clinical Education Site

Once assigned to a clinical education site, the student will contact the CCCE or CI at the facility in person, by phone or by email at least three weeks prior to the scheduled start date. At this time the student will discuss arrangements for the first day, holidays, dress code, lunch arrangements, or any other questions about the affiliation. Upon arrival, the CCCE or CI will orient the student to the facility and policies and procedures. A policy for supervision is provided to clinical instructors and students prior to each rotation and is a part of the clinical agreement. A student SHOULD NOT contact a clinical site unless they have been assigned to the site or they receive permission from the DCE.

6. CLINICAL EDUCATION APPEALS

a. Academic Progress Committee

Students may appeal a clinical education policy the same as any other department policy or procedure by utilizing the Academic Progress Committee, a standing committee made up of appointed PT faculty and peer-elected students. The committee will then make a recommendation to the DCE regarding their decision.

b. Special Request

A student shall follow the formal process in place for any exceptions to clinical education policies. A Special Request concerning clinical education assignments must be submitted to the DCE in writing. The DCE will make a decision based on the merits of the request or forward the request to the Academic Progress Committee, which is a standing committee made up of appointed PT faculty and peer-elected students.

7. CLINICAL ASSIGNMENT CANCELLATION BY STUDENT

Once a student has been assigned to a clinical site, the student will not be allowed to change his/her clinical site assignment. A student wishing to appeal this policy must prepare a

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written SPECIAL REQUEST for the Academic Progress Committee and submit it to the DCE. The resulting decision will be based on all the information provided. Situations like weddings, vacation, employment opportunities, and circumstances that existed before the clinical site was selected, do not warrant the DCE changing the assignment. However, special family situations, medical motivations, and other unavoidable situations will be taken into consideration upon request.

8. CLINICAL ASSIGNMENT CANCELLATION BY SCHOOL OR SITE

Sometimes a clinical site/facility is unable to take a student as planned due to a variety of reasons including staffing changes. In the event of cancellation by the facility, the student will be notified by the DCE. If an equitable alternative placement is available, the DCE may place the student at the alternate site and will inform the student. If no equitable site is available, the student will be required to submit alternative choices for the DCE to pursue. If approved, then the student will be assigned to the facility. In order to prepare choices, students will utilize the remaining selection list and the master list as possibilities. Students should thoughtfully choose an alternative. Students should not contact any site to inquire about possible placement. Preferences for placement will be taken into consideration, but the final decision for assignment will be made by the DCE.

9. ACADEMIC PROBATION/ SUSPENSION

The Minimum Academic Performance for the Professional Curriculum policy is outlined on pages C.1-C.3 concerning academic probation and suspension. A DPT student must have a cumulative grade point average of 3.0 for all required course work within the curriculum to be eligible for enrollment in the clinical education practicum courses. A student will not be allowed to begin ANY clinical experience while on academic probation or suspended from the program without approval of the Department Chairperson.

10. CLINICAL EDUCATION FOR A STUDENT PLACED ON ACADEMIC PROBATION

If the student should encounter academic difficulty (academic probation) that precludes participation in the Clinical Education I Practicum (CE1) at the scheduled time in the curriculum (first May intercession), the student will be required to follow an alternate plan for completion of the DPT program as outlined below:

- a. Students unable to attend CE I due to academic probation in the 1st spring semester will follow an individualized course for clinical education. CE I for those students will occur during the third fall semester if the student is no longer on academic probation. Assignment to all clinical education sites (CE I – CE V) will be made by the DCE as clinics will need to agree to alternate timing for rotations.

- b. Clinical education experiences will occur as follows:

Rotation	Duration	Timing
CE I	5 weeks	Third fall semester
Return to campus for classes		Third fall semester
CE II	8 weeks	Third spring semester
CE III	10 weeks	Third spring semester
CE IV	10 weeks	Third summer semester
CE V	10 weeks	Third fall semester

- c. These students will continue in the curriculum with the exception of participation in CEI as long as their GPA meets the requirements (making sufficient gains towards improvement in the semester following placement on probation and increasing to 3.0 or greater the next semester)
- d. Faculty will be notified of students on academic probation in order to allow faculty to be aware of the need for increased supervision during clinical contact (patient's in the classroom setting or assignments completed in the clinic)
- e. In order to provide directed opportunities for continued clinical and academic development during the first May intercession when the student would have gone to CEI, the student will participate in an individual learning experience under the supervision of the DCE. In addition to assignments which will be individualized to student needs, the student will perform clinical observation at a facility to be assigned by the DCE. The student will not have physical patient contact during observation hours.
- f. Clinical faculty will be notified of the student's academic history and progress prior to placement for clinical rotations and observation hours.

E. POLICIES REGARDING CLINICAL EDUCATION INTERNSHIPS

1. CLINIC WORK SCHEDULE

While at an affiliation, the student should follow the facility work schedule unless assigned different hours by the CCCE or CI. The student will not be expected to work when the facility is closed. The student will be expected to work weekends, holidays, etc., if asked to do so. Holidays should be discussed well in advance with the clinical instructor to avoid any confusion or miscommunication. The student and instructor should have a mutually agreed upon schedule established. While rotations are generally based around a forty-hour work week schedule, students should be aware that individual clinic hours vary. The student

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should never try to negotiate special hours with the facility before discussing his/her situation with the DCE. The DCE will determine if the situation warrants a special arrangement to be made.

2. CLINIC ATTENDANCE / TARDINESS

Attendance by the student during the clinical experience should occur as if the student is reporting to work. A student should call the CCCE/CI as early as possible if they cannot be at the facility for any reason or if the student will be late for any reason. (Call prior to the time that you are expected if possible). If more than one day is missed, the student is expected to make arrangements to make up the time. Repeated absences or tardiness for any reason are considered unprofessional and the DCE should be notified. Students are not allotted any personal days during clinical rotations. Students should not plan activities that would interfere with attendance on a clinical rotation.

3. STUDENT ILLNESS

In the event of multiple sick days the clinical instructor and DCE will discuss requirements for make-up time. Students are allowed one sick day per rotation.

4. TRAVEL

Occasionally, a student may have to travel a great distance (more than eight hours) from one clinical experience to the next; therefore, a student may need some designated travel time. The student should not ask for more than one travel day total and if the student has already missed more than a day in the clinic, arrangements should be made ahead of time to compensate for missing a day for travel. Students should not request travel time unless the time is needed (more than eight hours travel time) to allow the student to arrive at a new location to access housing, etc., at a subsequent rotation.

5. CLINIC DRESS CODE

During clinical internships and contact with patients on-campus, the student should wear the following clinic attire: UCA PT name badge, long pants (not denim) and shirt with collar (not sleeveless) or solid color scrubs along with socks and shoes that are closed-toe and rubber soled. Furthermore, there should be minimal perfume/cologne, no excessive or dangly jewelry, no facial piercing(s), no visible tattoos, and no unusual hair color (i.e. blue, green, or pink, etc.). Long hair should be out of the way during treatment procedures. Nails should be kept short. Students should check clothing fit to ensure that the midriff, underclothing, cleavage and gluteal folds or clefts will be not be exposed, particularly when performing activities (i.e. reaching, bending, and stooping). Gum chewing during treatment procedures is distracting and considered unprofessional. Students are expected to maintain professional appearance and observe this dress code during all clinical internships and patient contact on campus. If the clinical facility has a more strict dress code, then the student should abide by it during clinical internships. Clinical sites will normally inform students of the dress code of the facility. Students should follow the facility's dress code if

one is indicated and maintain professional appearance. Capri pants, shorts, open-toed shoes and t-shirts are not considered professional attire and are not allowed.

6. NAME BADGE

Each student will be responsible for wearing their UCA PT name badge daily during all clinical experiences. This is required for the professional liability coverage and the clinic dress code. The name badge will be ordered at the beginning of the program. Students must replace the name badge if it is lost or their name changes.

7. CONFIDENTIALITY

Students are required to uphold patient and facility confidentiality at all times during and after any clinical experience. Confidentiality must be upheld for all written assignments such as a case report, presentation, etc., as well. Copies of patient's charts, for example, are not necessary for case reports or other papers and will not be permitted. Students must comply with HIPPA (Health Insurance Portability and Accountability Act of 1996) regarding Protected Health Information.

8. USE OF HUMAN SUBJECTS

Informed consent and confidentiality is required for use of human subjects for education purposes. Students should seek and abide by the human subjects policy and procedure for individual facilities as well the Internal Review Board (IRB) policies of the university.

9. AFTER HOURS SITUATIONS

If the problem occurs after office hours and is urgent in nature, then the student should contact the DCE at home or by cell phone (see address and phone number list). In the event the DCE cannot be reached at home or by cell phone, then the student can contact first the Assistant DCE and then if necessary the Department Chairperson at home. Do not call the assistant DCE or department chairperson unless absolutely necessary and the situation cannot wait.

10. EMERGENCY SERVICES

Each clinical education site will orient students to policies regarding emergency services available. Clinical sites offer emergency services if necessary but are under no obligation to pay for services rendered to the student. According to the UCA Clinical Agreement, students will be responsible for any costs incurred for medical services while in a clinical facility. Students are required to maintain and provide proof of individual medical insurance coverage. Information concerning emergency services is available in the Clinical Site Information Form as well. Incidents occurring when the student is in the clinic should be reported to the CCCE and the DCE.

11. CLINICAL SUPERVISION

Student physical therapists, when participating as a part of a physical therapist professional

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curriculum and when acting in accordance with APTA policy and applicable state laws and regulations, are qualified to provide services only under the direction and direct supervision of the physical therapist, who is responsible for patient/client management. Direct supervision means the physical therapist is physically present and immediately available for direction and supervision. The physical therapist will have direct contact with the patient during each visit that is defined in the Guide to Physical Therapist Practice as all encounters with a patient/client in a 24-hour period. A licensed physical therapist must be on premises for the student to engage in patient contact. Telecommunication does not meet the requirement of direct supervision. The supervising physical therapist is responsible for ensuring that appropriate supervision is provided to meet any additional facility requirements pertaining to a specific practice setting.

12. DRUG TESTING

a. Policies for Drug Testing

Drug testing is common by employers in healthcare facilities. Drug testing for students is becoming more common and may be required either on-site or prior to beginning a clinical rotation. A facility may indicate a requirement for drug testing on the CSIF or on the commitment form. The procedure for drug testing may be performed by the facility (contact the CCCE to make the necessary arrangements, often this has to be done in advance or 1 week prior to beginning), or it may be necessary for students to obtain a drug test independently. To find out about a facility's policy, read the facility/site binder.

b. Procedure for Results of Failing a Drug Test

If a student tests positive after a drug test, then the facility will immediately discontinue the student's clinical. The DCE will arrange for the student to meet with the Counseling Center at UCA in accordance with standard UCA policy. Based on the Counseling Center's professional evaluation and the Clinical Performance Evaluation submitted by the Clinical Instructor, the department will decide the next course of action. Before a student can return to a clinical setting to repeat or finish a clinical Practicum or internship, he or she must complete a negative drug test. Any expenses occurred are the responsibility of the student. The student may be subject to additional random tests by the same facility if the clinical is repeated at the same site. Any appeal or grievance concerning this issue will be handled as any other student appeal by the department.

13. ABIDING BY FACILITY'S RULES AND REGULATIONS

As stated in the Clinical Agreement between the SCHOOL and the FACILITY, and in the PT Student manual, students are obligated to conform to the rules, regulations, policies, and procedures of the FACILITY at all times. Students should review any information provided on the CSIF and commitment forms prior to selecting a site. Students should review facility rules, policies, and procedures with the CI at each affiliation.

14. COMPLICATIONS DURING A CLINICAL

a. When a Problem Occurs

The DCE should be notified to any problems occurring during clinical affiliation. Documentation is kept by the DCE regarding any clinical situation. Documentation will occur concerning current or potential future problems during a clinical experience based on discussion with the DCE and the CCCE, CI, or student. If a problem arises in the clinic, then the student and the CCCE or CI should first attempt to seek a solution to the problem. Either way, the DCE should be kept informed of the situation, and if necessary, will become involved in the plan of action to resolve the problem. The student may feel the need to discuss the problem with the DCE, due to an uncomfortable situation or problem of a delicate nature. In this case, the student and the DCE should discuss the situation first, and then determine the next plan of action. However, the DCE has a responsibility to the facility to discuss the matter with the CCCE, CI, or appropriate representative as necessary to resolve any issues related to clinical education.

b. Legal & Ethical Questions

A student must abide by pertinent state and federal laws, even if the facility chooses to do otherwise. Such a site is not a clinical environment suitable for students. All facilities should have the "Rules and Regulations" available at the facility. Students should notify the DCE immediately if he/she identifies clinical situations in which legal or ethical questions are present or a clear violation is being observed. While state law may indicate the minimum standards of supervision, the University of Central Arkansas Physical Therapy Program abides by the American Physical Therapy Association standards of supervision, safety, and professional conduct.

c. Dismissal from a Clinical

The DCE or CI, with cooperation of the CCCE, may request that the student be withdrawn from the clinical education experience, or other action taken, when mutual objectives cannot be met. The request should be initiated through the DCE if a student is requesting to be withdrawn. The request will be considered and the decision will be based on the reason for the request. The CCCE and DCE will confer regarding the circumstances and outcome of any request for withdrawal or dismissal.

d. Discontinuing/ Postponing a Clinical

Should a student not be able to fulfill (begin or complete) a clinical internship within the allotted time, postponement will be at the discretion of the Physical Therapy Department and DCE. Failure to successfully complete an internship for reasons based on the student's evaluation (i.e. grade) will be treated the same as for any other course in the curriculum. Refer to the Section D, pages D.1-D.2.

F. ASSESSMENT OF STUDENT PERFORMANCE

1. ASSESSMENT

A quality assessment system evaluates the student's cognitive, psychomotor, and affective behaviors while incorporating multiple sources of information to determine a student's readiness to practice physical therapy. Sources of information may include student clinical performance evaluations, classroom performance evaluations, the student's self-assessment, peer assessments, and patient assessments. The Director of Clinical Education (DCE) may use these sources, as provided by academic faculty, clinical faculty, students, and others, to help determine appropriate course of action concerning a student's clinical education. While the CI evaluates the student in the clinic, the DCE is ultimately responsible for assigning the student's final grade for the course. Discussion of the final grade should begin with the DCE.

a. Course Syllabus

Each course syllabus will define the course objectives, course requirements, grading system, grading scale, and assignments for each course in clinical education. A syllabus will be provided to the student. In addition, a meeting will be held to discuss the course and requirements regarding each internship.

b. Course Sequence

Students will complete five clinical internships at various clinical education affiliations for a total of forty-three weeks to gather a wide variety of learning experiences and meet course objectives. Requirements for type of setting will be discussed prior to each clinical site selection. Students are required to complete one rotation in acute care, one in long-term rehabilitation, and one in an outpatient setting. One out of state rotation is required as well. Dates for clinical rotations are selected in January of the year prior. Students are discouraged from selecting clinical sites where they have been employed.

c. Clock Hours/Credit Hours

The Department of Physical Therapy makes every effort to adhere to UCA policies regarding the clock hour-credit hour ratio. A professional curriculum leading to eligibility to take examinations for licensure may require contact hours in excess of the usual ratio for determining credit hours. As such a professional curriculum, the PT Department may need to plan both didactic and clinical experiences that exceed the usual requirements. The student will be given a schedule each semester, which may reflect the hours required for that course. A student will be expected to complete each clinical based on the hours required by that facility, not based on the credit hours for the particular clinical education course. The DPT program includes 43 weeks of internship or approximately 1,720 hours.

2. THE PHYSICAL THERAPIST CLINICAL PERFORMANCE INSTRUMENT (CPI)

The APTA's Clinical Performance Instrument (CPI) (June 2006) describes the skills a newly graduated physical therapist needs in order to engage in safe and effective clinical practice. Eighteen performance criteria are evaluated to determine the student's level of preparedness for clinical practice. The CPI includes instructions for use, a glossary, and appendices with examples. It is a tool designed and tested by the American Physical Therapy Association. The student and clinical faculty will use the CPI to assess performance in the clinic. Information concerning the purpose of the CPI and how to use it before, during, and after the clinical experience will be discussed by the DCE and described in each course syllabus.

- a. The web-based version of the CPI will be made available by the DCE to each CI and student prior to the clinical assignment.. It will be submitted electronically at mid-term and final of every affiliation.
- b. Grading using the CPI
A student's performance during a course in clinical education will be assessed/measured with the CPI by the clinical instructor at mid-term and final of each affiliation. The student will be responsible for completing other assignments outlined in course syllabi. A grade will then be assigned by the DCE based upon the grading system defined in the corresponding syllabus. Specific deadlines will be given for the date of submission. Prompt completion of paperwork is important in order to assess the student's performance and record the student's grades for that course according to university deadlines.
- c. Self-Assessment using the CPI
The student will also use the CPI to complete a self-assessment. The self-assessment counts toward the course grade and is to be completed during each clinical at mid-term and final. It will be submitted to and graded by the DCE at the conclusion of an internship. More information will be provided in the corresponding course syllabus for each affiliation.
- d. Log of Tests and Measures and Interventions
Appendix B in the CPI contains a list of tests, measures, and interventions. Students should pursue a variety of tests, measures, and interventions and then record those that they perform during each of their clinical internships. Students will report at the end of the curriculum that they have completed items from Appendix B across the lifespan. Forms for recording and summarizing tests, measures and interventions completed on clinical rotations will be provided through Blackboard.

3. OTHER ASSIGNMENTS DURING CLINICAL INTERNSHIPS

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Clinical Education may also include other assignments while in the clinic. Such assignments may include but are not limited to in-service presentations and administrative assignments. These will be discussed at various points in the curriculum. An in-service is a presentation to the staff on a particular topic and serves as a mechanism for continuing education. An in-service or other project may be required by a facility in addition to the in-service or other assignments required by the School. The facility may assign a student the topic to present or may request that the student pick a topic.

4. STUDENT EVALUATION OF CLINICAL EXPERIENCES

Students will complete an evaluation of the clinical experience using the Physical Therapy Student Evaluation of Clinical Education and Clinical Instruction (PTSECECI) as a part of the course grade. The information will provide feedback for the DCE, school, facility, clinical instructor, and other students regarding the affiliation. This information will be read and taken into consideration during planning and during development of clinical education experiences. The whole evaluation will be returned to the clinical instructor to provide feedback regarding instruction. Part of the evaluation will be placed in the Facility Binder and should be read by students during the site selection research process. Students will also be asked to evaluate the overall clinical education program and experiences during and at the conclusion of the DPT program.

5. FAILURE TO SUCCESSFULLY COMPLETE AN INTERNSHIP

A Clinical Practicum or Clinical Internship is treated just as any other course in the PT curriculum. Clinical internships must be completed in their entirety (i.e. 10 weeks). Course of action for failure to successfully complete a clinical education course is defined in Section D of the PT Student Manual and course syllabi. Although the Clinical Instructor assesses a student's performance, the DCE ultimately assigns the student's grade based on the documentation received from the CI, their comments, and the grading system. A formal evaluation of the student is requested at mid-term and at final of each clinical education course via the CPI.

G. EXPECTATIONS AND RESPONSIBILITIES OF STUDENTS AND CLINICAL SITES

1. EXPECTATIONS AND RESPONSIBILITIES FOR STUDENTS

a. During clinical experiences students are expected to:

- 1) Read and follow all policies of the Clinical Education Section of the DPT Student Handbook.
- 2) Read the UCA Clinical Agreement and Facility Agreement if applicable.
- 3) Attend Clinical Education Meetings.
- 4) Submit all paperwork requested by the DCE in a timely manner.
- 5) Maintain current health records at all times as required by the program including providing a copy to the DCE.

- 6) Inform the DCE of changes in health status, health records, last name, address, phone number, and e-mail, etc., pertinent to clinical education.
 - 7) Maintain professionalism with the DCE and classmates in all clinical education activities.
 - 8) Refer to the Clinical Education Section of the DPT Student Handbook prior to seeking help from the DCE.
 - 9) Seek clarification and explanation from the DCE on all policies and procedures pertaining to clinical education as needed.
 - 10) Research clinical education sites prior to site selection and prepare for all clinical education site selections and assignments.
 - 11) Utilize the process outlined in the DPT Student Handbook for special requests as a formal process.
 - 12) Submit any item for consideration by the DCE according to prescribed deadlines.
 - 13) Not contact a clinical site without approval of the DCE.
 - 14) Contact the assigned clinical site in advance of an assigned affiliation to discuss the upcoming affiliation.
- b. During clinical experiences students are responsible for:
- 1) Performing with high standards in accordance with the American Physical Therapy Code of Ethics and appropriate state laws.
 - 2) Participating in the clinical education experience utilizing a proactive approach to opportunities for clinical learning.
 - 3) Conforming to rules and regulations of the facility.
 - 4) Being prompt and regular in attendance. If absent, the student will notify the CCCE and/or CI and the DCE. The student is responsible for initiating plans for make-up work.
 - 5) Assuming financial responsibility for any illness or injury incurred during the clinical education period.
 - 6) Maintaining records (i.e. TB skin test, etc.) as required by the UCA PT Department and the Clinical Facility.
 - 7) Respecting and maintaining confidentiality of patient records, classmates, and colleagues.
 - 8) Providing the UCA PT Department and the Facility a written evaluation of the clinical experience.
 - 9) Presenting a professional appearance in accordance with dress code policies described in the Clinical Education Section of the DPT Student Handbook.

2. EXPECTATIONS AND RESPONSIBILITIES FOR CLINICAL INSTRUCTORS AND CCCES

- 1) The FACILITY provides an active, stimulating environment for the student and has a staff, which practices ethically and legally, and which is committed to the principle of equal opportunity and affirmative action.

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- 2) The student accomplishes pre-planned objectives specified by the clinical faculty, the academic faculty and the student.
 - 3) Learning experiences are designed to provide opportunities for enhancing cognitive, psychomotor and affective skills in the areas of patient care, administration, supervision, teaching and research.
 - 4) The student explores areas of special interest in addition to acquiring entry-level skills and determines compatibility with certain areas of practice and in certain practice sites.
 - 5) The FACILITY obtains growth and development through preparation for student learners and through knowledge and skills brought by the students and determines compatibility of certain students with the FACILITY.
3. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
- The Clinical Site will comply with the provisions of the Family Educational Rights And Privacy Act (FERPA) agreeing not to disclose information about the student or from the student's educational records provided by the SCHOOL to a third party without the student's consent and further agrees to use the information only for the purposes for which it is requested. The CI and CCCE agree not to discuss the student's performance with a third party unless consent is obtained from the student.
4. OBJECTIVES FOR CI AND CCCE
- The clinical education site will designate one member of the professional physical therapy staff as the CCCE and notify the school of changes. The CCCE ensures each CI has had one year clinical experience prior to serving as a CI. The CCCE will provide regularly updated information about the facility. The CI will formally evaluate the student's performance at mid-term and final. The CCCE will provide a student handbook for policies and procedures of the clinical site. The CCCE or CI will provide an orientation to the facility for each student prior to patient care. The CI will provide appropriate supervision for each student. Students are trainees, not employees, and are not to replace facility staff. The CI/CCCE will provide quality learning experiences in the areas of patient care, research, and administration. The CCCE/CI will request any additional student records other than TB skin test, Hepatitis B vaccine, (such as MMR, physical exam, etc.,) from the student or DCE.