WHEELING UNIVERSITY

DEPARTMENT OF PHYSICAL THERAPY

Clinical Education Policy and Procedure Manual

Revised August 2019
# TABLE OF CONTENTS

## I. Program Description
1. Statement of Purpose of Clinical Education
2. Overview of the Clinical Education Experiences
3. Clinical Performance Assessment
4. Clinical Performance Evaluation Tool
5. Sequence into Curriculum

## II. Student
1. Clinical Education Curriculum Orientation and Updates to the Clinical Education Policy and Procedure Manual
2. Student Wishlist/Preference List
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 Clinic 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. Orientation to Clinical Education Curriculum and Updates to the Clinical Education Policy and Procedure Manual
4. Acquisition of New Clinical Education Sites
5. EXXAT Clinical Education Program Database
6. Clinical Education Agreement Renewal, Amendment, and Termination
7. Clinical Education Annual Slot Request Form
8. Student Wishlist/Preference List
9. Student Assignment to Clinical Education Site and Clinical Education Site Information
10. Pre-Clinic Paperwork
11. Student Clinical Education Information Form
12. Infection Control and HIPAA Certificates
13. During/Post Clinic 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. Professional Liability Insurance
19. Communication with Academic Faculty
20. Student Withdrawal from Clinical Education Experience
21. Clinical Education Site Evaluation

IV. Site Coordinator for Clinical Education
1. Clinical Education Experience Dates and Offered Slots
2. Clinical Site Information
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. Faculty Appointment for Clinical Education Faculty
10. Use of University Resources

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

VI. Clinical Education Site
1. Appointment of the Site Coordinator for Clinical Education
2. Provision of Emergency Health Care
3. Discrimination
4. Compensation for Services
5. Student Access to Site Resources
VII. Wheeling University
   1. Discrimination
   2. Compensation for Services
   3. Appointment of the Director of Clinical Education
   4. Conferring Rank of 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 and 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 Paperwork 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 University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual: Section I

<table>
<thead>
<tr>
<th>Section</th>
<th>I. 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 University (WU or University) 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>I. 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, called Clinical Instructors (CIs), in such settings including, but not limited to, 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 (preceptors). The Clinical Education program is managed by the Director of Clinical Education (DCE) at the University and by the Site Coordinator of Clinical Education (SCCE) at the clinical facility. EXXAT is the database used by the University DPT
program to house information related to the clinical education experiences, including but not limited to the clinical sites, the clinical staff, the clinical experience slot offers, the DCE, the students enrolled in the University DPT program, and communication between those stakeholders.

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

CIs are encouraged to provide informal constructive feedback on a frequent basis to the students and to the DCE. Additionally, formal, written evaluations are scheduled at the mid-term and the conclusion of each Clinical Educational experience. Prior to such written evaluations, each CI must complete specialized training specific to the clinical performance evaluation tool (as described in the following section).

<table>
<thead>
<tr>
<th>Section</th>
<th>I. Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>4. Clinical Performance Evaluation Tool</td>
</tr>
</tbody>
</table>

A Clinical Performance Evaluation Tool evaluates the cognitive, psychomotor, and 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 University DPT students’ clinical abilities and is used by the Clinical Education program to ensure students’ readiness for practice. The tool is designed to assess/evaluate students’ clinical performance in relation to entry-level competence and is to be completed by the supervising CI(s). This University utilizes the Physical Therapist Clinical Performance Instrument (PT CPI) for the Clinical Performance Evaluation Tool.
<table>
<thead>
<tr>
<th>Section</th>
<th>I. Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>5. Sequence into Curriculum</td>
</tr>
</tbody>
</table>

The Clinical Education component of the University 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 and students progressively gain additional responsibilities for patient care while supervised by the CI. Typically, each Clinical Education experience consists of 40 hours/week. However, the Clinical Education site establishes the working schedule and it therefore, may vary depending on the site. 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 eight weeks (including approximately 320 hours) of full-time clinical education. 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 to date 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 and the skills that were learned in preceding terms.

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 eight weeks (including approximately 320 hours) of full-time clinical education. 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 to date can be found in the Clinical Education II course syllabus. The focus of this experience will be to advance the skills learned and practiced in preceding terms. The students should require less supervision and show an increase in their case load from Clinical Education I. Additionally, the students should be more confident with their cognitive, psychomotor, and affective skills.

Clinical Education III DPT 668a (CE III):
This is the third/terminal full-time Clinical Education experience within the DPT curriculum. By the time the students reach Clinical Education II, they should have completed all their didactic coursework. The students participate in 10 weeks (including approximately 400 hours) of full-time clinical education. This experience may be in the acute care, skilled care, long term care, long term acute care, home health, or outpatient settings, or in a specialty setting. Such specialty settings may include, but are not limited to, neuromuscular rehabilitation, pediatric, oncology, cardiovascular, sports medicine, women’s health, military facilities, or other specialty settings. All Clinical Science PBL cases that have been introduced into the curriculum to date can be found in the Clinical Education III course syllabus. The focus of this experience is to advance
the skills learned in preceding terms. 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, psychomotor, and
affective skills. The students should be practicing at entry-level at the completion of this Clinical
Education experience and be capable of autonomous practice.

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 their didactic coursework at this point. The students participate
in 10 weeks (including approximately 400 hours) of full-time clinical education. This experience
may be in the acute care, skilled care, long term care, long term acute care, home health, or
outpatient settings, or in a specialty setting. Such specialty settings may include, but are not
limited to, neuromuscular rehabilitation, pediatric, oncology, cardiovascular, sports medicine,
women’s health, military facilities, or other specialty settings. All Clinical Science PBL cases
that have been introduced into the curriculum to date can be found in the Clinical Education IV
course syllabus. The focus of this experience is to advance the skills learned and practiced
during preceding terms. 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, psychomotor, and affective
skills. The students should be practicing at entry-level at the completion of this Clinical
Education experience and be capable of autonomous practice.

Wheeling University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual: Section II

The Student is officially enrolled in the graduate DPT program at the 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 for
clearly communicating personal learning objectives before and during the Clinical Education
experience to the SCCE, CIs, and the DCE.

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<tr>
<th>Section</th>
<th>II. Student</th>
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</table>

Students will be oriented to the Clinical Education curriculum throughout Term I and Term II.
Following this orientation, each student must review the entire Clinical Education Policy and
Procedure Manual, which will be made available on the AUX DPT Clinical Education
Blackboard course. The student must then sign the Clinical Education Policy and Procedure
Manual Acknowledgment Form (APPENDIX A) before the end of Term II. This Acknowledgment Form is also located on the AUX DPT Clinical Education Blackboard course, and by signing the Form, the student is warranting that he/she has received, reviewed, and understands the Clinical Education policies and procedures and that the student agrees to abide by those policies and procedures. Once signed, this form is placed in each student’s Clinical Education file. The same process must be followed for any updates to the Clinical Education Policy and Procedure Manual that occurs during the tenure in the program.

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<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
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<tr>
<td>Policy</td>
<td>2. Student Wishlist/Preference List</td>
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Each student is responsible for reviewing the available Clinical Education site offers for each Clinical Education experience. Each student will browse the program sites in EXXAT for opportunities available at each Clinical Education site in order to find a match to his/her Clinical Education needs and goals for each experience. Each student is encouraged to fill out his/her student wishlist/preference list ranking 10 sites in order of preference from the available site offers. If a student requests a new/particular site and a slot is being reserved for that student, the student must place that site as number one on the student wishlist/preference list. Students should include at least three different geographical areas on their student wishlist/preference list to assist in the consideration of a variety of Clinical Education experience slot offers.

Each student is encouraged to choose Clinical Education 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 the psychomotor skills learned in the curriculum and utilize didactic cognitive knowledge learned in the curriculum and to use both in clinical practice;
3. Offer opportunities to advance his/her skills and improve on areas needing further development; and
4. Meet the academic (cognitive, psychomotor, and affective) needs rather than geographical positions.

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<tr>
<th>Section</th>
<th>II. Student</th>
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<tbody>
<tr>
<td>Policy</td>
<td>3. Attendance</td>
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Clinical Education courses are all full time (approximately 40 hours/week) experiences for either 8 or 10 weeks in length. 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 except with prior approval from the DCE for American Physical Therapy Association (APTA) sponsored conference days.

Students are expected to be punctual in arriving and remain for the time scheduled, or until dismissed by the CI or SCCE. If the student is dismissed early from the clinic by the CI/SCCE due to site reasons, the student should notify the DCE by email that day. Making up this missed time is at the discretion of the CI/SCCE and DCE. If the student leaves the clinic early due to illness, the student should notify the DCE by email that day and must make up any missed time. The students are expected to remain at the site after hours to complete patient care or other responsibilities, if deemed necessary by the CI/SCCE.

In the event a student misses any clinical time (for example, due to illness), it must be reported to the CI and the DCE must be notified by email at the same time. 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 (such as, but not limited to, inclement weather or clinic power failure). Students are required to make up missed Clinical Education time before the last scheduled day of the Clinical Education experience with an agreed upon plan between the CI, the DCE, and the student. 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. A 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/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 miss any Clinical Education experience time to attend any other continuing education courses for professional development.

The Clinical Education Attendance Log must be completed in EXXAT and 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. Professional behaviors are a significant component of Clinical Education in the curriculum. The DPT Student Handbook addresses these topics in various policies including, but not limited to, 1.1 Code of Conduct, 2.27 Noncompliance with Rules of Conduct, and 2.33 Professional Behavior Expectations. Students are required to adhere to the APTA Code of Ethics and to abide by all University, DPT program, and assigned Clinical Education site rules, regulations, policies, and procedures.

Professional behavior infractions including, but not limited to, not turning in assignments by the due date, submitting incomplete assignments/paperwork, and not following policies and procedures will be addressed by the DCE. Professional/affective behaviors demonstrated during a Clinical Education experience that are not of acceptable standards may be addressed through official letters from the DCE placed in the student file and may require remediation activities. The DCE may also bring the infraction/affective behaviors to the Academic Progress Committee (APC) for review, recommendations, and/or an action plan if deemed necessary by the DCE’s discretion.

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, and the CI(s) during normal working hours unless an emergency arises that needs to be communicated immediately.

Students are required to follow any dress code specified by the assigned clinic site. Site-specific information on the dress code may be included in EXXAT; otherwise, the students should contact the SCCE to determine the appropriate dress code. DPT 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 visible body piercings acceptable for all Clinical Education experiences.
Dress codes often prohibit display of religious, political, and other insignia as well as visible 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**

Students are to refrain from wearing perfumes/cologne/scented body washes when in the clinic setting. Hair and attire must not obstruct the face, contaminate sterile items, or interfere with patient safety, education, and comfort.

**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. Students must not wear sleeveless, tank, or cap sleeve tops. Sleeves should at least come midway down the bicep. Cleavage and midriff skin should be covered and stay covered at all times. Pants should come to within one inch of the floor while wearing low heeled shoes, must not drag the floor, and 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 put on and take off.

**Jewelry and accessories**

Jewelry, including watches, may injure patients or become entangled in bandages or equipment. Hand jewelry must be removed when gloves are worn during performance of sterile procedures, as well as during hand washing. Long necklaces are not permitted. A watch for timing of therapy procedures is required for clinic. Stud ear piercings are acceptable for men and women. Larger earrings are not permitted because they 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 workday or removal from assignment if the behavior continues. Any time lost due to these circumstances must be made up at the clinic’s convenience. Dress code is included in the professional behavior expectations of the DPT student and is subject to Section II - Policy 4: Professional Standards of Conduct in this manual.
<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
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<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. While a few sites provide housing, students should be aware that this is uncommon. Most sites do not provide housing. 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 are available in EXXAT or through contacting the SCCE after discussion with the DCE. The student may work with the DCE and SCCE 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 WU 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/preference list does not guarantee final placement in that geographical location.

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<tr>
<th>Section</th>
<th>II. Student</th>
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<td>Policy</td>
<td>7. New Clinical Education 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 only applies for sites for CE III or CE IV but at times may be adjusted to CE II at the discretion of the DCE and the SCCE. 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 Clinical Education experience slot offer at a new site at a student’s request, the student is required to select that site for the Clinical Education experience requested.

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 the DPT program 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 with the requested site. There is also no guarantee that the new Clinical Education Agreement will be executed in any certain time frame, and may not be made available 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 the DPT program regarding any potential Clinical Education experiences that may be offered. These requests should all be addressed with the DCE.

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<th>Section</th>
<th>II.</th>
<th>Student</th>
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<td>Policy</td>
<td>8.</td>
<td>Pre-Clinic Paperwork</td>
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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
3. Current Student Resume
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 program web page and as outlined in the AUX DPT Clinical Education BB course):
a. Annual physical exam
b. Two-step TB skin test placed prior to the start of Term II on campus followed by a one-step TB skin test annually
c. Immunizations:
   i. All immunizations are required as outlined on the DPT program home page under Health Requirements, as written on the Pre-Entrance Health Record, and listed on the AUX DPT Clinical Education Blackboard course. This includes the meningococcal vaccination or waiver. Clinical sites may require some or all of this information and may also require additional 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 provide a copy of the signed form to the student to copy for the Pre-Clinic Paperwork packet. 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 WU Student ID Card plus a driver’s license or passport.

7. Infection Control Certificate - This is required of all DPT 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.

8. HIPAA Certificate - This is required of all DPT 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.

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 DPT 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 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 DPT 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 provided a copy of the certificate and the student must submit a copy of the current policy in the Pre-Clinic Paperwork packet for each Clinical Education experience.

12. Health Insurance – This is required of all DPT 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 two 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, notes, and requirements. Students are also required to read the state practice act for their assigned site for each Clinical Education experience. The DPT program is dependent on the SCCEs/sites to provide to the DCE the most current list of requirements for students. These requirements change often and students are responsible for completing any additional items before the start of the Clinical Education experience, even if the Pre-Clinic Paperwork packet has already been turned in to the DCE.

<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
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</thead>
<tbody>
<tr>
<td>Policy</td>
<td>9. During/Post Clinic Paperwork</td>
</tr>
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Prior to the start of a Clinical Education experience, the students are notified of all required Clinical Education experience course paperwork. Students must complete this paperwork by the due dates for each as listed on the syllabus. Items are available on EXXAT and on the Clinical Education experience Blackboard course. Instructions for completing the paperwork can be found in the AUX DPT Clinical Education Blackboard course and in Clinical Education Blackboard course. All paperwork is to be completed in its entirety, and accurately, by the dates outlined in each Clinical Education experience course syllabus or the student will receive a grade of zero for that particular required item. The following paperwork is required:

1. First Week Report (APPENDIX F) - Students must accurately complete and upload this report to the Clinical Education experience Blackboard course by Sunday at midnight following the first week of each Clinical Education experience. It can be found on the AUX DPT Clinical Education Blackboard course and on EXXAT.
2. Clinical Education Experience Record - This form, completed electronically by the student in EXXAT, is a summary of the types and ages of the patients seen and the in-
services provided over all four Clinical Education experiences. CIIs and students must review this form electronically before the end of the final day of the experience.

3. Tests /Measures Summary Form - This form, completed electronically by the student in EXXAT, 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 must keep 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. CIIs and students must review this form electronically before the end of the final day of the experience.

4. Interventions Summary Form - This form, completed electronically by the student in EXXAT, is a summary of the extent to which the student has performed the categories of the interventions. During each Clinical Education experience, the student must keep a record of the specific types of interventions performed. At the end of the experience the student must complete this form using that data. CIIs and students must review this form electronically before the end of the final day of the experience.

5. APTA Student Evaluation of Site - This form, completed electronically by the student in EXXAT, is a summary of the Clinical Education site information and an evaluation of the Clinical Education site. The student is required to review this form electronically with the CI before the end of the final day of the experience.

6. APTA Midterm Student Evaluation of Clinical Instructor - This form, completed electronically by the student in EXXAT, is a summary of the clinical instruction information at the midterm evaluation. The student is required to review this form electronically with the CI at the midterm evaluation.

7. APTA Final Student Evaluation of Clinical Instructor - This form, completed electronically by the student in EXXAT, is a summary of the clinical instruction information at the final evaluation. The student is required to review this form electronically with the CI at the final evaluation and before the end of the final day of the experience.

8. CI Information - This form, completed electronically by the student in EXXAT, is a summary of the CI information. This form must be completed before the midterm evaluation in order for the midterm and the final Student Evaluation of Clinical Instructor forms to be made available. The student is required to review this form electronically with the CI before submission to ensure accuracy.

9. Student Survey of Clinical Experience – This form, completed electronically by the student in EXXAT, is a summary of each Clinical Education experience. It is completed before the end of the final day of the experience and provides the student’s personal opinions regarding the Clinical Education experience. This form is not to be shared with the CI.

10. Student Clinical Performance Evaluation Tool – The student will be oriented to the tool and must complete the required training prior to participating in the first Clinical Education experience course. The Clinical Performance Evaluation Tool is completed electronically for a midterm evaluation half-way through the Clinical Education experience and for a final evaluation by the final day of the Clinical Education experience. The student will review each completed evaluation with the CI.

11. In-Service - An in-service of doctoral level work is required of all DPT students for all Clinical Education experiences. All students must upload a written copy of the in-
service or a written summary of the topic covered to the Clinical Education experience Blackboard course by the date outlined in each Clinical Education course syllabus. A student cannot present the same in-service topic twice.

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

<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
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<tbody>
<tr>
<td>Policy</td>
<td>10. Professional Liability Insurance</td>
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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. The University will purchase a blanket student liability policy in the amount of $2 million/$4 million for each student. Each student is then 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 Department with a Certificate of Insurance (COI). A copy of the COI is sent to each student by the Office Manager 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 current professional liability insurance coverage.

<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
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<tr>
<td>Policy</td>
<td>11. Health Care during Clinical Education Experiences</td>
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All students must carry health insurance coverage while enrolled in the University DPT program. Acquisition of 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, participation in Clinical Education experiences will be postponed or canceled 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 resulting from such delay.
The student will receive emergency first aid as outlined by the Clinical Education Agreement for the assigned site 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 emergency care.

Students shall not be covered by any of the employee benefit programs of the Clinical Education site which includes workers’ compensation benefits.

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<th>Section</th>
<th>II. Student</th>
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<tr>
<td>Policy</td>
<td>12. Clinical Education Experience Goals</td>
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Each student is responsible to clearly communicate his/her learning objectives to the CI 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.

<table>
<thead>
<tr>
<th>Section</th>
<th>II. Student</th>
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<tbody>
<tr>
<td>Policy</td>
<td>13. Substance Abuse</td>
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Students are required to follow the Alcohol & Illicit Drug Policy in the Wheeling University Student Handbook, available at [http://www.WJU.edu/studenthandbook/](http://www.WJU.edu/studenthandbook/).

Students are prohibited from reporting to Clinical Education sites while under the influence of 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 the University’s Alcohol & Illicit Drug Policy will be subject to dismissal from the DPT program.
<table>
<thead>
<tr>
<th>Section</th>
<th>II.</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy</strong></td>
<td>14.</td>
<td>Sexual Misconduct and Harassment Policies</td>
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</table>

Students are required to follow the Sexual Misconduct and the Harassment policies in the Wheeling University Student Handbook, available at [http://www.WJU.edu/studenthandbook/](http://www.WJU.edu/studenthandbook/).

A student who refuses to comply with the Sexual Misconduct and Harassment policies will be subject to dismissal from the DPT program.

<table>
<thead>
<tr>
<th>Section</th>
<th>II.</th>
<th>Student</th>
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<td><strong>Policy</strong></td>
<td>15.</td>
<td>Pregnancy</td>
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Immediately upon medical confirmation, students must report a pregnancy to the DCE and to the Director of the Program in order to protect the student from activities or materials which may have an undesirable effect on mother and/or baby.

When a pregnancy is reported, a medical authorization to continue one’s education during pregnancy must be completed by the student’s physician using the physician’s own preferred format and returned to the DCE, the Director of the Program, and to the University’s Health Center.

Consistent with the University’s “Student Rights within the University Community,” the Department will not discriminate against a student on the basis of that student’s pregnancy.

<table>
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<th>Section</th>
<th>II.</th>
<th>Student</th>
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<tbody>
<tr>
<td><strong>Policy</strong></td>
<td>16.</td>
<td>Student Concerns during Clinical Education Experiences</td>
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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 University 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 and/or CI to arrange for such a meeting. If the DCE is not available, the DCE will assign another full-time DPT faculty member to attend the meeting with input from the DCE. The outcome of the meeting will determine if the student will complete the Clinical Education experience or if the student will be pulled from the site. An action plan will be created by the DCE, with input from DPT 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 DPT faculty as necessary.

Students should maintain professional boundaries and only contact the DCE outside of the regular workday 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 48-72 hours if over weekend/holiday times) for the CI(s) or DCE(s) to reply to emails.

All email communication must go through the University Cardinal email account on all instances.

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<tr>
<th>Section</th>
<th>II. Student</th>
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<tr>
<td>Policy</td>
<td>17. Personal Cell Phone Use during Clinical Education Experiences</td>
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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.

**Wheeling University**
**Department of Physical Therapy**

**Clinical Education Policy and Procedure Manual: Section III**

The Director of Clinical Education (DCE) is the core faculty member who serves as a liaison between the University DPT program and the Clinical Education sites. The DCE is responsible for the following: the establishment of Clinical Education site standards for the Clinical Education of the University 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.

<table>
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<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
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</thead>
<tbody>
<tr>
<td>Policy</td>
<td>1. Academic Standards for Participation in Clinical Education</td>
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All students in the University DPT program are reviewed at the mid-term and final points of each term by the APC. The DCE is a member of the APC. Any issue involving the student’s academic performance and professional behaviors are reviewed by the APC. Clinical Education performance and/or professional/affective 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 by the APC with all information available to them. All decisions are applied in an equitable manner for all students.

The APC will determine if a student is able to advance in the program, which includes participation in any Clinical Education experience as outlined in the Student Handbook policies 2.30 Advancement in the Physical Therapy Curriculum and 2.32 Permission to Participate in Clinical Education. All costs associated with not participating in a Clinical Education experience as originally established will be the responsibility of the student.

The DCE, in his/her discretion, will verify that all students are able to participate in each Clinical Education experience.

<table>
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<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
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</thead>
<tbody>
<tr>
<td>Policy</td>
<td>2. Health and Professional Requirements for Clinical Education</td>
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The University DPT program mandates that 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 (Dates are outlined on the Pre-Entrance Health Record and on the AUX DPT Clinical Education Blackboard course)
2. Two-step TB skin test placed prior to the start of Term II followed by a one-step TB skin test annually (Dates are outlined on the Pre-Entrance Health Record and on the AUX DPT Clinical Education Blackboard course)
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 University 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 required to provide/turn in all of the outlined pre-entrance and annual health requirements documentation to the nurse in the University Health Center, upload all documentation to MedProctor, and maintain a copy. The University Health Center will retain all health requirements documentation on campus and MedProctor will house all health requirements documentation electronically. The University Health Center will provide to the student a copy of the student Health Record signed by each student and the nurse/University Health Center representative prior to each Clinical Education experience. A copy of this form is to be placed in each Pre-Clinic Paperwork 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, following the DPT Clinical Education program outline, 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. Students are also responsible for all associated costs for, and expenses related to, 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 and prior to any applicable deadlines. 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.
<table>
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<th>Section</th>
<th>III. Director of Clinical Education</th>
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<tr>
<td>Policy</td>
<td>3. Orientation to Clinical Education Curriculum and Updates to the Clinical Education Policy and Procedure Manual</td>
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The DCE is responsible for providing an orientation to the Clinical Education curriculum of the program to all enrolled students. This orientation may begin in Term I and will be completed before the end of Term II. The DCE will provide to the students, and educate them on, the Clinical Education Policy and Procedure Manual during the orientation to the Clinical Education curriculum and upon any changes to the manual. The DCE will require all students to sign and turn in the Clinical Education Policy and Procedure Manual Acknowledgement Form (APPENDIX A) following this orientation and following any changes to the manual.

<table>
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<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
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<tr>
<td>Policy</td>
<td>4. Acquisition of New Clinical Education Sites</td>
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Any proposed Clinical Education site, for which the WU 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, the Clinical Education Agreement (APPENDIX G) is sent by the Office Manager or DCE to the Clinical Education site for signature. The Clinical Education site and the official representatives will review the Clinical Education Agreement. The site will sign and return the Clinical Education Agreement to the University. The University’s administration will also sign the Clinical Education Agreement. The Office Manager or DCE will send an original fully executed Clinical Education Agreement back to the site and keep one fully executed Clinical Education Agreement for DPT records. The new site will be entered into EXXAT and the Clinical Education Agreement will be added to this site’s information. In the event that the Clinical Education site requires their own Clinical Education Agreement, the University’s DCE and the administration/legal counsel will review it. If the Clinical Education Agreement is found to be appropriate, the procedure for signatures continues as stated above.

Students, or anyone acting on behalf of the student, 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. The DCE will review the New Clinical Education Site Request Form (APPENDIX B) completed by students. 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.

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<th>Section</th>
<th>III. Director of Clinical Education</th>
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<tbody>
<tr>
<td>Policy</td>
<td>5. EXXAT Clinical Education Program Database</td>
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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 for the University’s Clinical Education program:

- 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 keep record of Clinical Education experience slot offers
- To store paperwork associated with each student’s Clinical Education experience
- To communicate changes in the University, the DPT program, and the Clinical Education program to clinical sites and clinical personnel
- To communicate information related to Clinical Education experiences to SCCEs, CIs, and students

The DCE/Office Manager will manage data for the students, the SCCEs, the CIs, and the Clinical Education sites to compile reports and outcomes regarding the Clinical Education curriculum.

<table>
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<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
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<tbody>
<tr>
<td>Policy</td>
<td>6. Clinical Education Agreement Renewal, Amendment, and Termination</td>
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The DCE acquires and maintains all Clinical Education Agreements 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. The DPT program has Clinical Education Agreements with a wide variety of sites located across the country.
Clinical Education Agreements may be modified or amended as needed from time to time and after review by the University’s legal representative. Any such modification or amendment shall be attached to and become part of the Clinical Education Agreement.

The DCE will work with the SCCE to proceed with renewal of Clinical Education Agreements not deemed as rolling or self-renewing.

A Clinical Education Agreement may be terminated by either party by following the procedure outlined in the Agreement.

All Clinical Education Agreements are located in EXXAT.

<table>
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<tr>
<th>Section</th>
<th>III.</th>
<th>Director of Clinical Education</th>
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<tr>
<td>Policy</td>
<td>7.</td>
<td>Annual Slot Request Form</td>
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Each March, the DCE will electronically send an Annual Slot Request Form (APPENDIX H) through EXXAT for the upcoming year to the SCCE or the individual identified as the Student Coordinator of each Clinical Education site. The form is completed electronically by the SCCE/Student Coordinator in EXXAT or he/she may fill out a hard copy of the form and email it back to the DCE to be entered into EXXAT.

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<th>Section</th>
<th>III.</th>
<th>Director of Clinical Education</th>
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<tbody>
<tr>
<td>Policy</td>
<td>8.</td>
<td>Student Wishlist/Preference List</td>
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The DCE recommends that each student create a wishlist/preference list for each Clinical Education experience based on the slots offered for the respective experience. Each student should rank at least 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 must place that site as number one on the wishlist/preference list.
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<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
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<tbody>
<tr>
<td>Policy</td>
<td>9. Student Assignment to Clinical Education Site and Clinical Education Site Information</td>
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The Clinical Education curriculum provides students with Clinical Education site information. 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 curriculum orientation. Information available may include a website address if applicable, contact person information, SCCE contact information, the current Clinical Education Agreement, the Clinical Education site requirements, Clinical Education experience slot offers, on-going correspondence with the site, and the APTA Student Evaluation of Site.

Students are encouraged to research all Clinical Education sites they are interested in so that they may make an educated decision when developing a wishlist/preference list 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 of Wheeling 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 in his/her discretion. The DCE may need to re-confirm a specific slot offering. A confirmation letter of a student placement will be sent to the Clinical Education site SCCE and the student.

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 may 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 work 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 and to meet program and student needs, although no guarantees with respect to the alternate placement can be made.

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<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
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<tbody>
<tr>
<td>Policy</td>
<td>10. Pre-Clinic Paperwork</td>
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The DCE will monitor that the following information is submitted by each student according to the date provided in the syllabus for each Clinical Education experience course. The student is responsible for submitting a professionally presented copy of the following to the DCE for each Clinical Education experience placement:

1. Pre-Clinic Paperwork Inclusion List (APPENDIX C)
2. Student Letter to Facility
3. Current Student Resume
4. Student Clinical Education Information Form (APPENDIX D)
5. Health Record and Site Health Requirements:
   a. Annual physical exam
   b. Two-step TB skin test placed prior to the start of Term II followed by a one-step TB skin test annually
   c. Immunizations:
      i. All immunizations are required as outlined on the University 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
c. 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 health requirements and to complete all additional outlined health requirements. 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 WU Student ID Card plus a driver's license 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.

8. HIPAA Certificate- This is required of all DPT 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.

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 DPT 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 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 DPT 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 sent a copy of the certificate by the DCE/Office Manager and the student must submit a copy for the Pre-Clinic Paperwork packet for each Clinical Education experience.

12. Health Insurance – This is required of all DPT 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 within two 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.
This Pre-Clinic Paperwork packet and any additional site required items will be emailed to the SCCE, and others as outlined, and is available on the Clinical Education site four weeks prior to the student's first day of the Clinical Education experience.

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

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

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<tr>
<th>Section</th>
<th>III. Director of Clinical Education</th>
</tr>
</thead>
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<tr>
<td>Policy</td>
<td>12. Infection Control and HIPAA Certificates</td>
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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 Clinical Training Blackboard course. The student must complete the training and pass the online test with a score of 100% to access the certificates from the AUX Health Sciences Clinical Training Blackboard course. The students must then sign the Infection Control and the HIPAA certificates and turn them into the DCE for verification and signature. The DCE will maintain copies of the certificates in the student Clinical Education file and provide a copy to each student for inclusion in each Pre-Clinic Paperwork packet.

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<th>Section</th>
<th>III. Director of Clinical Education</th>
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<tbody>
<tr>
<td>Policy</td>
<td>13. During/Post-Clinic Paperwork and Assignments</td>
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</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, on the AUX DPT Clinical Education Blackboard course, and on each Clinical Education experience Blackboard course. 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
12. Written Assignments

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

The DCE, or another full-time faculty member assigned by the DCE, will perform a live, video or telephone Clinical Education site visit for each student for each Clinical Education experience. These visits will be conducted on site 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 experience 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 at his/her discretion. 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 Clinical Education 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).
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<th>Section</th>
<th>III. Director of Clinical Education</th>
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<tr>
<td>Policy</td>
<td>15. Grading Clinical Education Experiences</td>
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The DCE is responsible for assigning the letter grade for the Clinical Education courses. The Grading Policy for each Clinical Education experience course is outlined 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 PT CPI and verbal comments during the site visit are taken into consideration when assigning the clinical performance grade. Clinical performance, written assignments, Pre-Clinic Paperwork, First Week Report, and During/Post-Clinic Paperwork also factor into the grade for Clinical Education experiences. Professional behaviors are expected, and the DCE may decrease a Clinical Education course grade due to infractions of the professional behavior expectations.

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. Students are expected to achieve the Clinical Performance level outlined on each course syllabus for the respective Clinical Education experience. Should a student receive a “significant concerns” mark on a red-flag item or PT CPI criterion, the proper procedure must be followed with a call to the DCE and an action plan if necessary. In order to pass the course, a student must not have received a “significant concerns” mark on any red-flag item or PT CPI criterion at the final evaluation. Each student should progress along the anchors toward entry-level practice by the final full-time terminal experiences.

Successful passage of the Clinical Education experience is also contingent upon the student’s fulfillment of the Pre-Clinic Paperwork including the 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 Clinical Education experience or potentially failure of the Clinical Education course. The student will also receive percentage points for turning in completed During/Post-Clinic Paperwork on time as noted on each individual Clinical Education experience course syllabus.

Criteria for failing a Clinical Education experience course include, but are not limited to: incomplete/tardy paperwork, failure to meet 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 Policy 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 will have his/her case referred to the 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 deemed appropriate by the APC/DCE. 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 a first or 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.

This same policy will be followed for any student who is not granted permission to advance in the program to any Clinical Education experience.

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<th>Section</th>
<th>III. Director of Clinical Education</th>
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<td>Policy</td>
<td>16. Dismissal from the Clinical Education Site</td>
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As per the Clinical Education Agreement, a student may be dismissed from the Clinical Education experience for a variety of reasons, including but not limited to unprofessional behaviors, unsafe practice actions, inability to remediate deficiencies in knowledge/performance with an action plan, and not following policies or procedures.

An in person meeting or telephone call must be made to the DCE by the SCCE/CI 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. Dismissal from a Clinical Education site as noted in paragraph one prior to the established end of the Clinical Education experience will result in a failure of the Clinical Education experience. The student’s case will be referred to the APC for review.
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<th>Section</th>
<th>III. Director of Clinical Education</th>
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<tr>
<td>Policy</td>
<td>17. Communication with the Clinical Education Site</td>
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</table>

The DCE will communicate any relevant changes within the program, curriculum, or University to the Clinical Education site. The information may be sent electronically or via USPS. The DCE will send the course syllabus, the current Clinical Education Policy and Procedure Manual, and any other records that are to be used in the clinical performance evaluation of the student to the SCCE through EXXAT.

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<th>Section</th>
<th>III. Director of Clinical Education</th>
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<td>Policy</td>
<td>18. Professional Liability Insurance</td>
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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. The University will purchase a blanket student liability policy in the amount of $2 million/$4 million for each student. Each student is then 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 Department with a Certificate of Insurance (COI). A copy of the COI is sent to each student by the Office Manager 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 current professional liability insurance coverage.

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<td>Policy</td>
<td>19. Communication with Academic Faculty</td>
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The DCE will communicate any changes in the Clinical Education program to the full-time academic DPT faculty as appropriate. Any information that needs to be communicated to the full-time academic DPT faculty can be done during regular faculty meetings. The DCE will
meet as requested with the faculty, the Program Chair, and various committees to discuss the Clinical Education program and its relationship to the didactic curriculum.

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<th>Section</th>
<th>III. Director of Clinical Education</th>
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<td>Policy</td>
<td>20. Student Withdrawal from a Clinical Education Experience</td>
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For various reasons, students may have to withdraw from a Clinical Education experience. The course syllabus outlines the dates associated with a withdraw from a Clinical Education experience. Students who wish to withdraw from a Clinical Education experience must submit the request in writing by email to the DCE, and the case may be referred to the APC for review. Students should also reference the PT Student Handbook Policy 2.20 Withdrawal for additional steps to follow.

In the case of a withdrawal from a Clinical Education experience, the student will work with the DCE, in possible consultation with the APC/Program Director, on completing the missed Clinical Education experience course following all established didactic and Clinical Education courses outlined for the student cohort.

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

Clinical Education sites are evaluated by the Department through several methods. The sites are evaluated by the DCE through the Clinical Education Site Visit with each student Clinical Education experience. Each student must complete the following forms with each Clinical Education experience: the APTA Student Evaluation of Site (available through EXXAT), the APTA Midterm and Final Student Evaluation of Clinical Instructor (available through EXXAT), CI Information (available through EXXAT), and the Student Survey of Clinical Experience (available through EXXAT). 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.

When issues related to the Clinical Education site, SCCE or CI are identified through any variety of site evaluation methods, DCE involvement may be initiated. A student may be removed from
the site if necessary. The SCCE 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 University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual: Section IV

The Site Coordinator for Clinical Education (SCCE) is a professional who organizes and
maintains an appropriate Clinical Education program for students at the Clinical Education site.
The SCCE is the point of contact for the DCE regarding the site’s Clinical Education program.
The SCCE 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 has final authority over student placement within the Clinical
Education site. The SCCE 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.

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<th>Section</th>
<th>IV. Site Coordinator of Clinical Education</th>
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<tbody>
<tr>
<td>Policy</td>
<td>1. Clinical Education Dates and Offered Slots</td>
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An Annual Slot Request Form (APPENDIX H) will be sent electronically through EXXAT to
each SCCE in March for consideration of offered slots in the next calendar year. The SCCE is
responsible for entering slot offers and site information into EXXAT or for returning the
completed form to the DCE by email. The dates with corresponding slot offers will be utilized
for student site selection in the lottery for the Clinical Education courses.

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<th>Section</th>
<th>IV. Site Coordinator of Clinical Education</th>
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<td>Policy</td>
<td>2. Clinical Site Information</td>
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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, verbally, or USPS methods.

The DCE will request Clinical Education Site Information from the SCCE upon initial site acquisition and annually thereafter in March with the Annual Slot Request Form. 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.

Site information may also be obtained during Clinical Education experiences through the student During/Post-Clinic Paperwork forms that are completed through EXXAT.

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<th>Section</th>
<th>IV. Site Coordinator of Clinical Education</th>
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<td>Policy</td>
<td>3. Clinical Education Agreement Maintenance</td>
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Initial Clinical Education Agreement execution:

The University Clinical Education Agreement (APPENDIX G) is sent to the Clinical Education site SCCE for review and signature. If the SCCE is not the person at the site to complete this step, the SCCE is responsible for providing the DCE/Office Manager the name and the contact information of the individual at the site that will review and sign the Clinical Education Agreement. The site must sign and return the Clinical Education Agreement to the University. The University will then have its administration sign the Clinical Education Agreement and will send a fully executed agreement back to the site and maintain a fully executed agreement on file for the department records. The fully executed Clinical Education Agreement will be uploaded to the site information in EXXAT. In the event the Clinical Education site requires its own Clinical Education Agreement, the University's DCE and administration/legal counsel will review the agreement and make any necessary requests for change. If the Clinical Education Agreement is found to be appropriate, the procedure for signature continues as stated above.

Annual review:

The SCCE 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 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.
The SCCE will coordinate orientation for students and faculty to policies, procedures and rules of conduct applicable to the Clinical Education experience, if not on or before 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

The SCCE will assign a CI to the student prior to the student’s arrival and may make any necessary adjustments to this assignment at any time during the Clinical Education experience. The SCCE 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 DPT 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.

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<th>Section</th>
<th>IV. Site Coordinator of Clinical Education</th>
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<td>Policy</td>
<td>6. Clinical Performance Assessment</td>
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The evaluation of each student’s clinical performance is primarily the responsibility of the CI. This clinical performance assessment is completed for the program electronically using the PT CPI. The CI must review the midterm and final evaluations with the student and sign the PT CPI evaluation prior to submitting it electronically.

The SCCE 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. The SCCE must have completed the online training for the PT CPI before he/she may assist in the student evaluation process with the PT CPI.

Assignment of the Clinical Education course grade is the responsibility of the DCE.

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<th>Section</th>
<th>IV. Site Coordinator of Clinical Education</th>
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<td>Policy</td>
<td>7. Student Problems</td>
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The SCCE/CI are required to communicate with the DCE regarding lack of progress or behavioral/conduct issues with any student. Communication regarding lack of progress or a behavioral/conduct issue should occur as soon as practicable after the lack of progress or behavioral/conduct issue is identified. Documentation of this communication is placed in the student’s Clinical Education file. Together the SCCE/CI and DCE will work with the student to develop an action plan to address the lack of progress or the behavioral/conduct issues. A Learning Contract may also be developed to assist with a specified-outlined action plan with dates to achieve outlined goals and signed by the SCCE/CI, the student, and the DCE. Failure to progress with the established action plan or meet the Learning Contract directives may lead to student dismissal from the Clinical Education experience, failure of the course, and/or referral to the APC.
The SCCE, CI and Clinical Education site, at their discretion, 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 practicable after this action becomes a consideration and prior to the removal. Students are educated during the Clinical Education curriculum orientation 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 and this information is often listed in the Clinical Education Agreement.

The SCCE 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 should contact the University’s PT Department Director regarding this appointment. The SCCE may request a copy of the Faculty Handbook for policies for appointment. The SCCE 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. The final approval of faculty appointment, type of appointment, rank, and length of appointment is reserved to the University.

The SCCE will have access to the DPT’s Learning Resource Center, the online information page (http://WU.edu/gps/dpt/default.html), and the University’s library resources on campus.
Wheeling University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual: Section V

The CI is a physical therapist who 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.

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<th>Section</th>
<th>V. Clinical Instructor</th>
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<td>Policy</td>
<td>1. Student Orientation</td>
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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.

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<th>Section</th>
<th>V. Clinical Instructor</th>
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<td>Policy</td>
<td>2. Student Supervision</td>
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The CI is required to be licensed to practice in the state or states in which physical therapy services are provided by the student assigned to that site and 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 depend upon the students’ academic level, previous clinical experience and any external requirements that the Clinical Education site must follow, which includes, but is not limited to, third party payors and Medicare.

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

The CI should reference the state practice act for the state in which services are provided, the site policies regarding student supervision, and the APTA website for the position of the APTA on supervision of physical therapy students.
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<th>Section</th>
<th>V. Clinical Instructor</th>
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<td>Policy</td>
<td>3. Clinical Performance Assessment</td>
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CIs are encouraged to provide constructive feedback to the students and to the DCE as necessary. Formal, written electronic evaluations are scheduled at mid-term and the conclusion of each Clinical Education experience. Each CI must complete training related to the online clinical performance tool, the PT CPI, prior to completing the student evaluations. In order to access the APTA PT CPI Web portal to record the student’s clinical performance on the PT CPI, each CI must complete a free online training course and pass a post-test. The new user training modules can be found on the CPI Web home page under the Online Help Center section. Following review of the training modules, new users must complete the APTA Post-Test Assessment. The link for this test is also on the CPI Web home page under the Online Help Center section. It will link the new user to the APTA Learning Center to access the post-test. After successfully completing the training and passing the test, the CI will have access to the training certificate. A CI only needs to complete this training once, so it is recommended that the CI downloads and saves a copy of the training certificate. A letter will be sent to each SCCE with these instructions prior to the start date of each experience.

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 University DPT 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. The CI will review the evaluations with the student, electronically sign, and have the student electronically sign and submit the online PT CPI data with midterm and final marks and comments. The SCCE may participate in completing the PT CPI evaluations if requested by the CI or the DCE or at the discretion of the SCCE.

The CI will also be responsible for electronically signing off on the Attendance Log and reviewing the student’s completed Clinical Education Experience Record, Tests/Measures Record, and Interventions Record.
Site visits are performed by the DCE or a designated full-time faculty member or assigned physical therapist to communicate with the Clinical Education site, CI and/or SCCE 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 on site in person, over the telephone or through the use of technology. A Clinical Education Site Visit Record (APPENDIX I) will be completed by the DCE, or designated full-time faculty member or assigned physical therapist, 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.

The SCCE/CI are required to communicate with the DCE regarding lack of progress or behavioral/conduct issues with any student. Communication regarding lack of progress or behavioral/conduct issues should occur as soon as practicable after the lack of progress or a behavioral/conduct issue is identified. Documentation of this communication is placed in the student’s Clinical Education file. Together the SCCE/CI and DCE will work with the student to develop an action plan to address the lack of progress or the behavioral/conduct issues. A Learning Contract may also be developed to assist with a specified-outlined action plan with dates to achieve outlined goals and signed by the SCCE/CI, the student, and the DCE. Failure to progress with the established action plan or meet the Learning Contract directives can lead to student dismissal from the Clinical Education experience, failure of the course, and/or referral to the APC.
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 CI may request a copy of the Faculty Handbook for policies for appointment. 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. The final approval of faculty appointment, type of appointment, rank, and length of appointment is reserved to the University.

The SCCE will have access to the DPT’s Learning Resource Center, the online information page (http://WU.edu/gps/dpt/default.html), and the University’s library resources on campus.

**Wheeling University**

**Department of Physical Therapy**

**Clinical Education Policy and Procedure Manual: Section VI**

The Clinical Education site will appoint a person to serve as the SCCE. The SCCE is a professional who organizes and maintains an appropriate Clinical Education program for students at the Clinical Education site. The SCCE is the point of contact for the DCE regarding the site’s Clinical Education program. The SCCE 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 has final authority over student placement within the Clinical Education site. The SCCE will assure the orientation of students placed at the Clinical Education site to the necessary policies and procedures which the student will be required to follow.

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<th>Section</th>
<th>VI. Clinical Education Site</th>
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<tr>
<td>Policy</td>
<td>2. Provision of Emergency Health Care</td>
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The Clinical Education site shall render emergency first aid to students as outlined by the Clinical Education Agreement for the assigned site 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 any emergency care.

Students shall not be covered by any of the employee benefit programs of the Clinical Education site which includes workers compensation benefits.

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<th>Section</th>
<th>VI. Clinical Education Site</th>
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<td>Policy</td>
<td>3. Discrimination</td>
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The Clinical Education site is required by the University to not unlawfully exclude students or University employees from participation in any program sponsored by the Clinical Education site on account of race, color, religious creed, national origin, ancestry, gender, handicap, age or marital status.

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<th>Section</th>
<th>VI. Clinical Education Site</th>
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<tr>
<td>Policy</td>
<td>4. Compensation for Services</td>
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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.
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<thead>
<tr>
<th><strong>Section</strong></th>
<th>VI. Clinical Education Site</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy</strong></td>
<td>5. 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 University**  
**Department of Physical Therapy**

**Clinical Education Policy and Procedure Manual: Section VII**

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

Wheeling Jesuit University does not discriminate on the basis of race, color, gender, creed, sexual orientation, religion, national origin, age, marital status, disability or Vietnam Era or disabled veteran status in matters relating to employment of or in consideration of eligible students for admissions, rewards, or financial aid where and in so far as these classes are defined and protected by applicable law. Nor does the University discriminate in matters relating to employment of any individual on the basis of race, color, creed, sexual orientation, religion, gender, ethnicity, national origin, age, marital status, disability, or Vietnam Era or disabled veteran status where and in so far as these classes are defined and protected by applicable law.

<table>
<thead>
<tr>
<th><strong>Section</strong></th>
<th>VII. Wheeling University</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy</strong></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.
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 DPT 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.

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 University
Department of Physical Therapy

Clinical Education Policy and Procedure Manual: Section VIII

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

Clinical Education Policy and Procedure Manual  
Acknowledgement Form  

I, ________________________________, have received, reviewed, and understand the Clinical Education policies and procedures in the Wheeling University Department of Physical Therapy Clinical Education Policy and Procedure Manual. I agree to abide by those policies and procedures and agree to any consequences put in motion for my failure to do so. I understand that the consequences may include, but are not limited to, the following: a decrease in a course grade due to lack of professionalism, cancellation of/ removal from an assigned Clinical Education experience, referral to the Academic Progress Committee, and failure of a Clinical Education course.

__________________________________________  
Student Printed Name

__________________________________________  
Student Signature

__________________________________________  
Date
New Clinical Education Site Request Form

Student Name: ________________________________________________________________

Date: ___________________________ DCB Name: ___________________________________

**Guidelines for requesting a new Clinical Education site:**

1. Requests must be submitted electronically to your respective DCE by the end of Term II in order to be considered for any Clinical Education experience throughout a student’s tenure in the DPT program.

2. Each student interested in pursuing a new Clinical Education site may provide the DCE with one site name for possible Clinical Education Agreement initiation during his/her tenure in the DPT program.

3. Each student must provide a professional rationale for requesting the new Clinical Education site. The DCE reserves the right to not initiate the request if the DPT program has a current Clinical Education Agreement with a Clinical Education site in a similar setting within the same geographic location that the student is requesting. Please refer to the Clinical Education Policy and Procedure Manual for details of this policy.

4. Each student must submit to the DCE the Clinical Education site name, contact number and web address if applicable.

5. Students, and others acting on the behalf of students, are not permitted to contact the Clinical Education site on their own. Please refer to the Clinical Education Policy and Procedure Manual for details of this policy.

6. There is no guarantee the requested Clinical Education site will execute a Clinical Education Agreement with the University nor offer a Clinical Education experience slot for the requested time frame. In these situations, no new site requests will be granted.

7. Please note that once the Clinical Education site has accepted your request and the paperwork is completed, the placement will be final and further changes will not be made. At this point, the student is required to complete the Clinical Education experience as assigned.

**Clinical Education Site Information:**

<table>
<thead>
<tr>
<th>Clinical Education Experience</th>
<th>Clinical Education Site Name, Telephone Number, and Web Address</th>
<th>Clinical Education Site Address</th>
<th>Clinical Education Site Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rationale for request:
__________________________________________________________________________
__________________________________________________________________________

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

STUDENT NAME: ___________________________ Date: ___________________________

Clinical Education Experience

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

Site Name: ___________________________ Setting: ___________________________

Place this form on top of your Pre-Clinic Paperwork packet. Include all required items. Do not check the box if you did not place the item(s) in your packet. Your packet is to be turned in fully completed by the due date listed on your syllabus.

<table>
<thead>
<tr>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LETTER TO SITE: Address letter to Primary SCCE SIGNED: STUDENT PHYSICAL THERAPIST</td>
</tr>
<tr>
<td>RESUME</td>
</tr>
<tr>
<td>STUDENT CLINICAL EDUCATION INFO FORM COMPLETED AND SIGNED</td>
</tr>
<tr>
<td>COPY OF INFECTION CONTROL CERTIFICATE</td>
</tr>
<tr>
<td>COPY OF HIPAA TRAINING CERTIFICATE</td>
</tr>
<tr>
<td>COPY OF HEALTH INSURANCE CARD</td>
</tr>
<tr>
<td>COPY OF BLS CARD</td>
</tr>
<tr>
<td>COPY OF FIRST AID CARD</td>
</tr>
<tr>
<td>PROOF OF CITIZENSHIP <strong>COPY OF STUDENT ID AND DRIVER’S LICENSE</strong></td>
</tr>
<tr>
<td>COPY OF PROFESSIONAL LIABILITY CERTIFICATE</td>
</tr>
<tr>
<td>HEALTH Center Health Record SIGNED by student and nurse</td>
</tr>
</tbody>
</table>

I have included a list on a separate page of all contacts (name and contact information) who must receive my Pre-Clinic Paperwork packet.

I have included a copy of the Clinical Education Experience Site Requirements Form in this packet, I have completed all of those requirements, and I have included them in this packet.

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

STUDENT SIGNATURE
WHEELING 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 the Clinical Education Pre-Clinic 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: ______________________

Setting for Clinical Education Experience: acute skilled outpatient other:_____

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 Clinical Education Agreement between Wheeling 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 University
Department of Physical Therapy

Clinical Education Experience Site Requirements Form

Student Name: ________________________________  Class: __________________

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

Site Name: ______________________________________

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

Date assigned to Site: _________________________  Due Date (2 weeks later): __________

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  (time frame: __________)
- Drug Screen  (time frame: __________)
- Physical  (time frame: __________)
- TB Skin Test – 1 Step  2 Step  (time frame: __________)
- Flu Shot  (time frame: __________)
- Immunization Titers  (Specific titers: ______________________)
- Site Specific Paperwork: ________________________________
- Other: ______________________________________________

I have reviewed EXXAT for my Clinical Education site requirements. 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 in addition to a grade reduction for the course.

Student Signature ___________________________  DATE ____________________

ACTION NEEDED: ___________________________

DCE Initials __________________  Date ____________
WHEELING UNIVERSITY  
CLINICAL EDUCATION  
FIRST WEEK REPORT

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone:</td>
<td>Cardinal Email Address:</td>
</tr>
</tbody>
</table>

Student address during the Clinical Education experience: (include complete address)

Clinical Education Experience: I II III IV

Setting: Acute SNF OP Specialty:

Clinic Name:

Clinic Address:

Clinical Instructor: (please include the name and any/all credentials your CI may have e.g., OCS, ATC, etc.) *(NOTE: Please verify if this is the same name in the PT CPI system)*

Clinical Instructor E-mail address: *(NOTE: This is to be the username for PT CPI evaluations)*

Clinic Phone: Clinic Fax:

*Please be sure to note if you were placed in a different site/dept. than expected upon your arrival at clinic!! You must also send an email to your DCE immediately*

Please complete this form during your first week of your Clinical Education experience. Submit this form as instructed in your Clinical Education experience Blackboard course.

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 I am receiving 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: (Are these placed on your Weekly Planning Form?)
CLINICAL EDUCATION AGREEMENT

Wheeling University
Doctor of Physical Therapy Program
316 Washington Avenue
Wheeling, WV 26003

THIS AGREEMENT made this _____ day of _______________, 20XX, by and between WHEELING UNIVERSITY, a West Virginia Corporation with its principal place of business at Wheeling, West Virginia, party of the first part (hereinafter called "UNIVERSITY"), and, XXXXXXXXX, party of the second part (hereinafter called "CLINICAL EDUCATION SITE").

WHEREAS, it is mutually beneficial for the CLINICAL EDUCATION SITE and the UNIVERSITY to enter into this agreement in order to provide clinical education opportunities in the Physical Therapy Department of the CLINICAL EDUCATION SITE 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. The CLINICAL EDUCATION SITE shall retain full responsibility for the supervision and care of all patients. 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 SITE. Direct supervision means that the responsible physical therapist is on the premises. A representative from the UNIVERSITY will not be present at the CLINICAL EDUCATION SITE.

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

4. The CLINICAL EDUCATION SITE will appoint a qualified person as Site Coordinator of Clinical Education. The UNIVERSITY will appoint a qualified person as Director of Clinical Education. The Site Coordinator of Clinical Education and the Director of Clinical Education will serve as
liaison persons between the CLINICAL EDUCATION SITE and the UNIVERSITY.

5. The UNIVERSITY will consider the Site 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 SITE, 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 SITE 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 SITE before the beginning date of the clinical education course.

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

9. 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 deemed to be employees of CLINICAL EDUCATION SITE or UNIVERSITY and shall not receive compensation. Further, students shall not be covered, solely as a result of this Agreement, by any of the employee benefit programs of the CLINICAL EDUCATION SITE or UNIVERSITY, 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 SITE 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 SITE of any significant changes in personnel or curriculum which might affect clinical education.

12. The CLINICAL EDUCATION SITE 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 SITE or UNIVERSITY to affiliate or contract with any other institution in regard to clinical education.

14. Neither CLINICAL EDUCATION SITE nor UNIVERSITY shall be obligated to pay any monetary compensation to the other for services performed or received 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 the last date accompanying a signature hereto, 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 on non-renewal at least ninety days prior to the next renewal date. Students participating in a clinical education experience at a CLINICAL EDUCATION SITE at the time of notice of termination shall be given the opportunity to complete their clinical education experience at the CLINICAL EDUCATION SITE, such completion not to exceed three months.

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

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 this 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. FERPA. CLINICAL EDUCATION SITE shall maintain in confidence student files and personal information and limit access to only those employees or agents with a need to know and agrees to comply with the Family Educational Rights and Privacy Act ("FERPA"), to the same extent as such laws and regulations apply to the UNIVERSITY. For the purposes of this Agreement, pursuant to FERPA, UNIVERSITY hereby designates CLINICAL EDUCATION SITE as a school official with a legitimate educational interest in the educational records of the student(s) who participate in the Program to the extent that access to the records is required by CLINICAL EDUCATION SITE to carry out the Program.

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 instruct the students to 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). CLINICAL EDUCATION SITE shall provide orientation to students regarding its policies, procedures and rules pertaining to HIPAA.

[SIGNATURE PAGE TO FOLLOW]
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 UNIVERSITY, INC.

__________________________________________
By: Jeffrey Strader
Its: Vice President, Administration / Chief Financial Officer

CLINICAL EDUCATION SITE:

XXXXXXXXXXXXX

__________________________________________
By:
Its:
20XX Annual Slot Request Form

WHEELING UNIVERSITY
DEPARTMENT OF PHYSICAL THERAPY
316 WASHINGTON AVENUE
WHEELING, WV 26003

Request for Physical Therapy Clinical Education Experiences – Year 20XX

Dear SCCE:

We are beginning to plan for our clinical education experiences for the year of 20XX. This email is our request for clinical education slots for the physical therapy students at Wheeling University for the calendar year of 20XX.

The table below provides the dates and the level for each of the clinical education experiences we have set for 20XX. If you can offer any slots for 20XX, 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 (rhaley@wju.edu).

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

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
rhaley@wju.edu
Request for Physical Therapy Clinical Education Experiences – Year 20XX

| Course Name | Clinical Experience Dates | Type of Experience Length | Number of Students (Slot Offers) | SETTING  
|-------------|----------------------------|---------------------------|----------------------------------|--------
| CE II DPT 658 Class 20XX | January XX, 20XX – March XX, 20XX | Intermediate Experience 8 weeks | | Acute 
| | | | | Skilled 
| | | | | Outpatient 
| | | | | Other: |
| CE I DPT 638 Class 20XX | May XX, 20XX – July XX, 20XX | First/Intermediate Experience 8 weeks | | |
| CE III DPT 668a Class 20XX | July XX, 20XX – September XX, 20XX | Final/Terminal Experience 10 weeks | | |
| CE IV DPT 668b Class 20XX | October XX, 20XX – December XX, 20XX | Final/Terminal Experience 10 weeks | | |
CLINICAL EDUCATION SITE VISIT RECORD: TELEPHONE/VIDEO/ON-SITE

COURSE: DPT 638 CE I DPT 658 CE II DPT 668a CE III DPT 668b CE IV
DATE: ____________________________
STUDENT NAME: ________________________
SITE NAME: ____________________________

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:
Right Too Not
Amount Much Enough
Do you incorporate your CI's feedback into your practice?
YES NO
Do you incorporate evidence based medicine into your clinical practice?
YES NO
Could Be
Great Better Poor
Describe your relationship with your CI.

What are some interesting learning experiences provided at this site?

Your academic preparation for this experience was:

What are your strengths?

What are your areas needing improvement?

What is your In-service Topic?

When is/was your In-service scheduled?

COMMENTS:

DISCUSSION WITH THE CLINICAL INSTRUCTOR
Did the student receive an orientation to the facility?
YES NO
Could Be
How are the student's communication skills with families, staff, and other health care professionals?
Great Better Poor

How are the student's non-verbal communication skills?

Yes NO

Does the student practice in a safe manner?

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

Does the student arrive early and planned for each day?

Yes NO
**Was the student's academic preparation for this experience appropriate?** | YES | NO
---|---|---
**Did the student perform and In-service of doctoral level work?** | YES | NO
**Does the student utilize EB resources for best clinical practice?** | 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 selected interventions, relate interventions to function, and use evidence to justify?** | YES | NO
**Has the student demonstrated skills to progress a plan of care appropriately?** | YES | NO
**Does the student demonstrate professionalism, initiation, confidence, and motivation?** | YES | NO
**Did the student perform an accurate self-assessment on the PT CPI?** | YES | NO
**Did the student have the opportunity to participate in a site-wide, community, or state project?** | 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

**Overall Performance:** The student is performing the expected level for this experience.

Above | At | Below

**COMMENTS:**

**DISCUSSION WITH EITHER THE STUDENT/CLINICAL INSTRUCTOR**

**CAPTE STANDARDS/ELEMENTS**

| Did the student have the opportunity to participate in: | No |
| Interprofessional Educational Learning Activity? YES: | |
| Interprofessional Collaboration? YES: | No |

**IF NO,** role play one of the following scenarios:
- OUTPATIENT = telephone call to physician
- SNF = case conference
- ACUTE = relay information to nursing staff or co-eval/treat with OT
- SPECIALTY = setting specific scenario

**Does the student demonstrate competency in these interprofessional topics:**

| Values/Ethics | YES | NO |
| Communication | YES | NO |
| Professional Roles and Responsibilities | YES | NO |
| Teamwork | YES | NO |
Wheeling University
Clinical Education
Curricular Feedback Form

Completed By: ___________________________ Date: __________

Cohort Class: ________ Total Student Experiences: ________

Clinical Education Experience: CE I CE II CE III CE IV Dates of the Experience: __________________________

Curricular items identified during the above referenced Clinical Education experience:
(information provided through, but not limited to, site calls, emails, student forms)

**Identified by the Clinical Instructors:**

**Identified by the Students:**

Comments: