

Roles and Responsibilities for Clinical Education

PTA Program

- Maintain copies of student's physical examination, immunization records, CPR and Basic First Aid certification in the Program's office. Proof of liability insurance and results of substance abuse screens are maintained in the Office of the Instructional Dean.
- Provide students with a wide variety of quality clinical education.
- The Clinical Education Coordinator will make phone contact with each clinical site and student at least three times during each long-term affiliation.
- Clinical assignments will be made in keeping with departmental policy. Students will receive at least one month's notice for each clinical, unless there is an emergency change necessary.
- Provide each clinical site with an updated Clinical Education Manual on a regular basis. This manual will include curriculum outline, course descriptions and competencies that must be reached by the student prior to the start of each affiliation. The manual will also include the evaluation tools to be used by the CI, along with policies to be followed in case of special circumstances.

Clinical Education Coordinator

- Counsels students on a personal basis and offers support and assistance as needed.
- Assists students in obtaining maximal comprehension and benefit from the clinical performance evaluations
- Holds seminars and special sessions with students on topics related to the clinical education experience.
- Assesses student's performance by developing adequate evaluation devices and feedback methods.
- Evaluates the clinical education sites in order to assign relevant clinical education experiences for students.
- Visits the clinical facilities periodically in the students' interests.
- Maintain a current record of the clinical education centers and other background materials that students may need regarding the clinical site.
- Accepts the responsibility for scheduling the students' clinical experiences with consideration to input from the students.
- Discusses with students the criteria for evaluation of their performance, as well as of the facility, and makes available evaluation forms for the same.
- Assists students with any problems that may arise during clinical affiliations.
- Provides students with general information about the clinical education program in terms of philosophy and educational objectives.

Center Coordinator of Clinical Education (CCCE)

- Meet guidelines to serve as CCCE. CCCE can be a PTA, PT, or a non-PT professional. Anyone who holds the position should possess the skills necessary to organize and maintain an appropriate clinical educational program. The individual can be on site or at corporate headquarters.
- If the CCCE is a PT or PTA, should have experience as a clinician and clinical educator, possess good interpersonal, communication, and organizational skills, be knowledgeable of the clinical center and its resources, and serve as a consultant in the evaluation process.
- If the CCCE is a non-PT professional, the individual should possess the same skills as a PT or PTA and should have a PT/PTA clinical available for CI for consultation in planning clinical educational experiences. Direct clinical supervision will be performed by the CI.
- Demonstrate knowledge of contemporary issues of clinical practice, practice management, clinical education, and scholarship.
- Demonstrate professional and ethical behavior in their field of practice.
- Demonstrate effective communication and interpersonal skills, instructional skills, and supervisory, evaluative, and managerial skills.
- Delegate responsibilities as deemed necessary to the CI.
- Establishes procedures, general guidelines, and manual for the clinical education experiences, and is responsible for scheduling and assignment of students.
- Serves as liaison between the College and the clinical facility to:
 - plan student activities/experiences
 - relate curriculum objectives to clinic for relevant clinical education
 - maintain communication with the center and coordinates evaluations
 - maintain optimal relations between program and clinical staff provide feedback from student evaluations of the clinical facility secure College recognition and appointments for clinical faculty
 - offer consultation to assist faculty in perfecting education and communication skills.

Clinical Instructor (CI)

- Responsible for direct supervision and education of students, under the direct supervision of the CCCE.
- Have an AS or AAS Degree from an accredited PTA program or a minimum of a BS degree in PT from an accredited educational program. Both PT and PTA must have a minimum of one year of clinical experience.
- Facilitate communication with students to define expectations and provide appropriate and timely feedback to students in a positive manner.

- Demonstrate ethical behavior, and serve as a professional role model.
- Plan, implement, and evaluate learning experiences for students.
- Ensure that PTA students are adequately supervised and evaluated in the clinical environment.
- Provide sufficient orientation for students.
- Provide direct patient care with adequate "hands on" practice for optimum development of skills and professionalism.
- Assign and adjust patient caseload as students develop skills.
- Allow students to supervise aides or technicians, as appropriate.
- Perform other related duties as assigned by the Director of Physical Therapy or CCCE.

The Student

- Formulate personal learning objectives for each clinical experience and all other necessary paperwork, and forward all to the CCCE in keeping with established timelines.
- Prepare for patient care during each clinical affiliation. See competencies for each affiliation on following pages.
- Follow College policies regarding uniform and supplies for each clinical affiliation.
- Complete all assigned projects on time, as established by the facility and/or the Program.
- Be responsible for all personal expenses associated with the affiliation.
- Provide proof of all necessary immunizations and other requirements needed by the site.
- Complete an accurate and objective evaluation of the clinical site and educational experience, and discuss this with the CI during the final performance evaluation process.
- Communicate with the Clinical Education Coordinator, using telecommunication, if necessary in an appropriate manner.
- Abide by all policies and procedures of the clinical site, PTA Program, and Wallace Community College.
- Accept responsibility for his/her own personal safety, as well as the safety of all patients assigned.
- Assume responsibility for any medical expenses that are incurred as the result of personal illness/injury while working at the clinical site.
- Observe and honor all patients' rights of confidentiality and privacy.
- Demonstrate professional behaviors in the areas of dress, punctuality, and attendance.
- Assume responsibility for scheduling any necessary make-up work with the Clinical Education Coordinator, CCCE, and CL Due to liability issues, make-up work cannot be schedule during school holidays or on weekends.
- Provide own transportation to and from the clinical site.