ETSU Department of physical therapy reserves the right to change and to make exceptions to the provision of this Handbook at any time and to apply and change or to make an exception applicable to any student. This Handbook is not a contract or an offer to enter into a contract.
Welcome

Clinical education constitutes a major component of our Doctor of Physical Therapy curriculum. During clinical education, students come to appreciate their roles and responsibilities as physical therapists as well as evaluate their readiness for physical therapy practice after graduation. During clinical education, the theoretical and practical components of the curriculum are applied to authentic clinical situations. The clinical environment also provides real world experiences as a context for learning new skills and for practicing previously learned skills.

Mission Statement

The mission of the Physical Therapy Department at East Tennessee State University is to advance the practice of physical therapy through the provision of high quality professional physical therapy education, research and service to the community, taking advantage of the unique opportunities and responsibilities provided by our location within an Academic Health Science Center in a rural setting.

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Clinical Education Terminology

American Council of Academic Physical Therapy (ACAPT): A component of the APTA with the purpose to advance academic physical therapist (PT) education. Institutional membership is required for voting rights within ACAPT. [www.acapt.org](http://www.acapt.org)

Clinical Education: A formal type of supervised experiential learning, focused on development and application of patient-centered skills and professional behaviors. It is designed so that students gain substantial, relevant clinical experience and skills, engage in contemporary practice, and demonstrate competence before beginning independent practice.

Clinical Education Site: An approved health care site that maintains a clinical education agreement (contract) with an academic institution to provide clinical experiences to students.
**Clinical Instructor (CI):** The physical therapist responsible for the physical therapist student and directly instructs, guides, supervises, and formally assesses the student during the clinical education experience. When engaged in full-time clinical education designated to meet the minimum number of weeks required by CAPTE, the clinical instructor must be a licensed physical therapist with a minimum of one year of full time (or equivalent) post-licensure clinical experience.

**CSIF:** Clinical Site Information Form is an APTA document that provides information about a clinical site. The CSIF provides the academic institution the ability to collect information from clinical education sites to facilitate clinical site selection and student placements, assess the learning experiences and practice opportunities available to students, and provide assistance with documentation relevant for accreditation.

**Clinical Performance Instrument (CPI):** A standardized online evaluation tool developed by the APTA to assess student performance a clinical experience. [www.apta.org/PTCPI](http://www.apta.org/PTCPI)

**Director of Clinical Education (DCE):** Academic faculty member who is responsible for planning, directing, and evaluating the clinical program for the academic institution, including facilitating clinical site and clinical faculty development.

**Education Leadership Conference (ELC):** Education Section Sponsored Conference held every October. Conference participation is encouraged for both academic and clinical faculty. In addition, scholarships are available to clinicians/clinical faculty through the education section as well as various regional consortia for funds related to travel and registration at ELC. [https://aptaeducation.org/events/](https://aptaeducation.org/events/)

**Education Leadership Partnership:** A leadership committee including representatives from the APTA, Education Section of the APTA, and ACAPT whose purpose is to reduce unwarranted variation in PT and PTA education. [www.apta.org/ELP](http://www.apta.org/ELP)

**Integrated Clinical Education:** Clinical education experiences that occur before the completion of the didactic component of the curriculum. Options include but are not limited to one day a week during a term, a short full-time experience at the end of a term, a longer full-time experience between two regular terms. Integrated experiences cannot be satisfied with patient simulations or the use of real patients in class; these types of experiences are too limited and do not provide the full range of experiences a student would encounter in an actual clinical setting.¹

**Site Coordinator of Clinical Education (SCCE):** Professional who administers, manages, and coordinates clinical assignments and learning activities for students during their clinical education experience. In addition, this person determines the readiness of persons to serve as preceptors and clinical instructors for students, supervises preceptors and clinical instructors in the delivery of clinical education.

¹ Updated by Cheryl Williams 1/29/2020
experiences, communicates with the academic program regarding student performance, and provides essential information to academic programs.

**Terminal Clinical Education:** Extended full-time experience that occurs at the end of the professional curriculum but may be followed by didactic activity that does not require additional clinical experiences.¹

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**Definition of Terms**

In 2014 stakeholders within physical therapy education came together for the 2014 Clinical Education Summit. Following this meeting 3 strategic initiative panels were formed to work on recommendations determined at the Summit: Common Terminology Panel, Integrated Clinical Experience Panel, and Student Readiness Panel.

A common theme discussed at the 2014 Summit was the need for a common language to be used by all stakeholders within PT Education. This would reduce the risk of confusion and allow efficient and effective communication between the academic and clinical settings. To meet this initiative, the Common Terminology Panel presented their recommendations for a glossary of terms to be used by all stakeholders during the Education Leadership Conference in 2017. A motion of the terms was presented to American Council of Physical Therapy Education (ACAPT) and adopted. You can obtain the full motion document of accepted terms at: [http://acapt.org/docs/default-source/motions/2017-Motions/common-terminology-motion.docx?sfvrsn=0](http://acapt.org/docs/default-source/motions/2017-Motions/common-terminology-motion.docx?sfvrsn=0)
# DPT Curriculum

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<tr>
<td>Total</td>
<td>84</td>
<td>127</td>
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**Credit Hour Summary**

- 84 Didactic Course
- 43 (34%) Clinical Ed. Hours

Courses in italics are the minimum for the advanced standing option.
Clinical Education Calendar
All clinical experiences are full time = 40 hours per week

By Calendar Year 2020

Clinical Practicum II - Class of 2021
January 21 - Feb 14, 2020 - First 4 weeks, Spring Semester, 2nd Year

Clinical Internship II - Class of 2020
February 17 - May 7, 2020 - 12 weeks, Spring Semester, 3rd Year

Clinical Practicum III - Class of 2021
May 18 - June 12, 2020 - 4 weeks, Summer Semester, 2nd Year

Clinical Practicum I - Class of 2022
July 27 - August 14, 2020, 3 weeks, 1st Year

Clinical Internship III - Class of 2020
August 24 - November 27, 2020 - 14 weeks, Fall Semester, 3rd Year

Clinical Internship I - Class of 2021
August 31 - November 6, 2020 - 10 weeks, Fall Semester, 2nd Year

By Calendar Year 2021

Clinical Practicum II - Class of 2022
January 19 - Feb 12, 2021 - First 4 weeks, Spring Semester, 2nd Year

Clinical Internship II - Class of 2021
February 15 - May 7, 2021 - 12 weeks, Spring Semester, 3rd Year

Clinical Practicum III - Class of 2022
May 17 - June 11, 2021 - 4 weeks, Summer Semester, 2nd Year

*Clinical Practicum I - Class of 2023
TBD - 1st Year

*Clinical Internship III - Class of 2021
August 23 - November 23, 2021 - 15 weeks, Fall Semester, 3rd Year

*Clinical Internship I - Class of 2022
September 7 - November 12, 2021 - 10 weeks, Fall Semester, 2nd Year

*Subject to change based on ETSU academic calendar and ongoing program development
By Graduating Class - 2020 - 2022

<table>
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<tr>
<th>Clinical Experience</th>
<th>Class of 2020</th>
<th>Class of 2021</th>
<th>Class of 2022</th>
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<td>Clinical Practicum 1</td>
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<td>7/27 - 8/14/20</td>
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<td>Clinical Practicum 2</td>
<td>1/21 - 2/14/20</td>
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<td>1/19 - 2/12/21</td>
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<td>Clinical Practicum 3</td>
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<td>5/17 - 6/11/21</td>
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<tr>
<td>Clinical Internship 1</td>
<td>8/31 - 11/6/20</td>
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<td>*9/7 - 11/12/21</td>
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</table>

*Subject to change based on ETSU academic calendar and ongoing program development

Clinical Education Schedule Template

All clinical education experiences at East Tennessee State University Physical Therapy Department are full time experiences (40 hours plus a week)

Clinical Practicum I: Last three weeks of summer semester during first year of study

Clinical Practicum II: First four weeks of spring semester during the second year of study

Clinical Practicum III: Pre-Summer and first two weeks of summer semester during second year of study; total of four weeks

Internship I: Starting second week of fall semester second year of study and lasts a total of 10 weeks

Internship II: Spring semester third year of study, starts fifth week of semester and lasts a total of 12 weeks

Internship III: Fall semester during third year of study, 14 weeks

Clinical Experience Selection Process

Clinical Education Plan Each student develops a comprehensive Clinical Education Plan in accordance with the Mission and Program Outcomes of the Department of Physical Therapy and ETSU. The Plan includes the student’s goals and mission statement for the clinical education program as well as specific objectives for each clinical experience. Plans are made under the guidance of the DCE.
Selection Process Each student will be involved in the matching process of clinical education experiences using participating, contracted, clinical sites with qualified CIs. Assignment of students to clinical education sites is the responsibility of the Director of Clinical Education.

Student Site Nomination This needs to be done by March 31 of the year preceding the matching process. Further requests are handled in a case-by-case basis in consultation with DCE. This process is done online through My Request in Exxat.

Types of Required Clinical Experiences

All students are required to demonstrate appropriate depth and breadth of clinical education that includes competence in different settings, across systems and the life span. Each student shall fulfill requirements of practice settings and locations by participating in the following clinical experiences:

Practice Settings - varied settings throughout clinical education experiences. Healthy combination of inpatient (non-ambulatory) and outpatient (ambulatory) experiences.

Practice Locations - at least one clinical experience in a rural location and at least one clinical experience outside tri-cities area (100-mile radius).
## Practice Settings

<table>
<thead>
<tr>
<th>OP / Ambulatory</th>
<th>IP / Non-Ambulatory</th>
<th>Mix / Other</th>
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<tbody>
<tr>
<td>Ortho, Sports, Vestibular, Occupational Health, Women’s Health, Wellness, Lymphedema, Fitness Industry, Performing Arts/Dance, Aquatics, Manual Therapy, OP Neuro, Emergency Room, Peds (OP, Home Care, School), Assisted Living Facility (ALF)</td>
<td>Acute, Critical/Intensive Care, Home Health, IP Rehab (Ortho, Neuro, Mixed), Skilled Nursing Facility (SNF), Sub-acute, Extended Care, IP Burn Center, Peds (IP), Long term acute care facilities</td>
<td>A mixed clinical experiences may be counted toward the setting that is &gt;50%. The classification for a 50:50 setting will be determined by the DCE.</td>
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## Practice Locations

<table>
<thead>
<tr>
<th>Rural</th>
<th>Outside Tri-Cities Area</th>
<th>International</th>
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</thead>
<tbody>
<tr>
<td>Rural encompasses all population, housing and territory not included within the urban area. (US Census Bureau definition). Honoring and serving rural populations is consistent the mission of ETSU, the College of Clinical &amp; Rehabilitative Health Sciences and the Department of Physical Therapy.</td>
<td>At least one clinical education experience must be completed outside the tri-cities area*. There are two reasons for having this requirement in our PT program: It distributes the hardship of out-of-town travel among the class as best as possible. It facilitates the process of understanding how physical therapy is practiced differently in different demographic geographic areas. *Outside Tri-Cities area means the clinical site is greater than one hundred (100) miles from campus.</td>
<td>Only 1 clinical experience can be in this setting. See DCE for exception. *Based on availability</td>
</tr>
</tbody>
</table>

## Anticipated DPT Student Expenditures

- Travel for Clinical Education Assignments*
- Drug Screen, Drug Panel, etc. (Dependent on Requirements of Clinical Rotation Affiliate) - Prices Vary
- CPR (renewal required every 2 years / 1st will be administered during orientation) - Cost is $50 (Cash Only)
- Proof of Flu Shot (as needed) - Cost Depending on Insurance
- Professional Liability Insurance Certificate - ~$40.00 per year
- Criminal Background Check (additional may be required by clinical site) - $40.00 One time required by ETSU before orientation
- TB Testing (yearly)

Updated by Cheryl Williams 1/29/2020
- Exxat Clinical Education Software - $25 / yearly for approval of documents
- Join APTA $80 (Part of Professional Issues Course and Program Requirement)

*Travel/Living Expenses*
Students are responsible for providing their own transportation to all clinical experiences as well as their own living expenses during those clinical experiences. At times, the (SCCE) may be able to assist the student with housing arrangements. **It is the responsibility of the student to secure housing.** Information on possible stipends, and possibility of housing arrangements, can be found on Exxat.

**Dress Code**

As a health care professional in training, it is expected that each student presents him or herself in a professional manner—in both appearance and behavior. In addition to the dress code policy below, students will follow the dress code of the clinical site. After approval is given from the DCE to contact an assigned clinical site, the students may inquire of their CI/SCCE for additional guidelines regarding appropriate dress code.

**The minimum requirements are as follows:**

**General Appearance:**
- Professional Attire: Students are expected to wear clothing that is professional, conservative and conducive to safety. Clothing should be neat, clean and appropriate for clinical work. Clothing should fit appropriately and be free of wrinkles, stains, tears, frays and rips.

**UNACCEPTABLE dress is identified, but not limited to, the descriptions below:**
- Jeans, leggings, jeggings, shorts, capri pants, any type of t-shirt, low hanging pants and/or low-cut blouses, sandals or open-toed shoes, warm-up clothing or other exercise clothing, are unacceptable regardless of gender. Mid-sections of the body must not be visible, at rest or during patient care activities. Undergarments must not be visible at any time during patient treatments.
- Extreme or exaggerated hair colors, artificial nails and acrylic extenders, and visible tattoos are not permitted.
- Large hoops, large peg log inserts/gauges or dangling earrings are NOT acceptable. Visible body piercing is unacceptable in the clinical environment.

**ACCEPTABLE dress is identified, but not limited to, the descriptions below:**
- Shoes must be clean, low-heeled, in good condition and appropriate for the work area.
- Hair must be clean, combed and neatly trimmed or arranged. Facial hair should be neat and trimmed. For infection control purposes, hair should not hang over or come in contact with patients or equipment.
- Fingernails are required to be trimmed, neat and well-groomed. They should not extend greater than ¼” beyond the fingertip.
- Students are to maintain personal cleanliness and should be free of body odor including
cigarette/cigar smoke. Cosmetics should not disturb, harm or offend patients. Perfume/cologne/aftershave are prohibited due to allergies and sensitivities. Proper dental hygiene and care should be taken.

- Jewelry is limited to wedding rings, watches, and no more than 2 pieces of jewelry per ear.
- Tattoos must be completely covered and not visible during working hours.
- Women’s tops must cover the shoulder and abdomen. Collared shirts required for men.
- ID Badges: Must be worn at all times above the waist on the outermost layer of apparel. The ID badge must identify him/herself as a Physical Therapy student.
**Attendance During Clinical Experience**

ETSU requires 100% clinical attendance. At least 40-hour weeks are required during clinical practicums and internships. **Students shall follow the schedule of the CI and/or clinic. Students will follow the holiday schedule at the clinical site and NOT the university schedule during clinical experience.**

Absences from clinical experience shall be defined as follows:

**Planned Absences** - Requests for absence from a clinical experience must be submitted well in advance in writing and delivered directly to the DCE. Each request is evaluated on an individual basis and is contingent upon DCE approval. The DCE will coordinate and communicate with clinical sites when needed. **The student is not to approach the CI/SCCE or clinical site with requests for absences.**

**Excused Absences** - Excused absences may include illness, family emergencies, approved professional or University activities, or other unforeseen events or circumstances as approved by the DCE. **In circumstances regarding illness or emergency situations, the student contacts his/her CI as soon as possible—no later than beginning of work day. In addition, the student notifies DCE by phone or email of all absences as soon as possible.**

**Unexcused Absences** - An absence which does not fit the definition of excused absence. Unexcused absences are grounds for dismissal from the program.

*Missed time during clinical experiences shall be made up at the discretion of CI/SCCE in consultation with the DCE. Violation of this attendance policy may result in a formal remediation plan, professional behavior citation, or dismissal from the program.*

**Inclement Weather Policy**—If the University and clinical site is open, then **the student should make a decision whether or not it is safe to drive.** If news bulletins recommend no travel, the student should notify the DCE and CI of the situation. In most instances, days/time missed due to hazardous driving conditions will be made up.
Determining Clinical Site Placement

During March of each year, the Director of Clinical Education (DCE) communicates with each clinical education site to determine the availability of clinical experiences for the following year. The DCE assigns students to a clinical site based on:

1. The availability of the site to provide clinical education experiences.
2. Clinical education requirements.
3. Recommendations of the Departmental Promotions and Retention’s Committee when appropriate
4. Hardship Requests (below)
5. Clinical Education Plan

Students who have successfully completed the preceding components of the DPT curriculum and who are recommended by the Departmental Promotions and Retention’s Committee will be placed at Clinical Education sites.

A list of available clinical sites, specific to each clinical experience, is provided and to students. Students rank their preferences in consultation with the DCE and in accordance with their Clinical Education Plan. This is done via Exxat.

If the facility cancels or changes the location of the placement, the student will work with the DCE to ensure the procurement of another clinical site.

Students are required to notify the DCE regarding any contractual agreements (ie. The student has agreed to accept employment in a particular facility) they may have with possible clinical sites. Students will not be placed at clinical sites where they have received financial assistance in exchange for future employment. The reason for this is potential conflict of interest. Additionally, and for similar reasons, effort will be made not to place students at clinical sites where they have been previously employed as a physical therapy aide or physical therapy technician. This can be discussed with the DCE if a student feels a particular clinical site would still fit into his or her clinical education plan.

Updated by Cheryl Williams 1/29/2020
Clinical Placement Hardship Request

A Clinical Placement Hardship Request MUST be emailed to the DCE using the Clinical Placement Hardship Request Form. All hardship requests (besides unforeseen circumstances) and supporting documentation are required prior to the selection process of CP 1 or at the earliest possible time if the hardship is unexpected.

Hardship requests may be granted when extraordinary circumstances beyond expected difficulties inherent in a clinical education assignment are determined to exist. Students accepted in the program need to familiarize themselves with the requirements of the program including travel and financial costs and to plan accordingly. Approved hardship requests are usually for unexpected or unplanned changes in a student’s situation that impede their ability to participate in the clinical education courses as expected. The decision to grant a hardship request is made by the DCE in consultation with the program faculty. If granted, the DCE will attempt to find a clinical site that accommodates the hardship (eg. within the geographical area requested) based on current affiliation agreements and/or offered placements and the student’s Clinical Education Plan. The request by the student to be placed in a specific location may delay the student’s progression through the program and commencement (graduation) date.

PLEASE NOTE: The usual financial burden of clinical placements is shared across all students and, in and of itself, is not an approved hardship request.

General Standards of Practice for Clinical Experience

Clinical Experience Schedule--Students are to report to his/her clinical experience on time and are expected to remain at the clinic until dismissed by their clinical instructor. Students may be required to perform weekends if their clinical instructor is scheduled for weekend coverage. If students perform clinical experiences during a weekend, students could be allowed to take time off during the week as approved by their clinical instructor.

Professional Conduct--Students shall adhere to the APTA Code of Ethics, Guide for Professional Conduct and the State Practice Act of the state they are practicing during all clinical experiences. Violation of any of the previously mentioned documents during clinical experiences, could be cause for removal from the clinical experience and possible expulsion from the physical therapy program. If the student feels they have been put in an ethically compromising situation, they should immediately discuss this with the DCE as soon as possible.

Health Records--Students who have not completed all health and insurance requirements within the required timeframe will not be allowed to participate in clinical experiences. Scan copies of documentation to Exxat website. Students are also responsible for meeting any

Updated by Cheryl Williams 1/29/2020
additional clinical facility health and vaccination regulations before attending clinical experiences.

**Student or Patient Injury During Clinical**--If students or patients are injured or exposed to blood or other pathogens while performing clinical skills during clinical education experiences, students should follow the policy and procedures of the clinical site (at minimum complete an incidence report). This includes patient falling, even if no injury results. Students must notify the DCE and provide a copy of the incident report to the DCE.

## Clinical Education Team Responsibilities

The primary responsibilities of the Director of Clinical Education (DCE) are to plan, coordinate, facilitate, administer, and monitor clinical education activities on behalf of the academic program and in coordination with academic and clinical faculty.

The Information Research Technician II / Clinical Education Information Coordinator, will provide support for:

- Student Health Records
- Approve process with Exxat
- Student Onboarding Assistance for Clinical Education Experiences
- SCCE and CI Communication
- Process and confirm Clinical Affiliation Agreements

## DCE Assessment

Evaluation of the DCE occurs annually using the DCE self-assessment, faculty assessment of the DCE and the CI and student assessment forms of the DCE from the APTA.

The student’s DCE assessment forms are distributed annually to CI’s, SCCE’s, students, academic faculty, and administrators. Clinical Education Support Staff will be responsible for emailing these forms out, collecting and tabulating them.