

### ROLES AND RESPONSIBILITIES OF CLINICAL EDUCATION FACULTY

#### Center Coordinator of Clinical Education (CCCE)

The Center Coordinator of Clinical Education (CCCE) is the licensed physical therapist employed and designated by the clinical facility to direct, organize, coordinate, supervise, and evaluate the clinical education program in that facility. The CCCE's primary role is to serve as a liaison between the academic institutions and the clinical facility.

The primary roles and responsibilities of the CCCE include the following:

- 1) Identify, organize, and coordinate the specific learning experiences available at the clinical education site.
- 2) Maintain communication with DCE and program faculty in regard to availability of clinical education experiences, scheduling of students, and site-specific requirements.
- 3) Once student is scheduled to the site, CCCE confirms placement and communicates directly with the student (or directs the CI to communicate directly to the student) about site expectations and requirements.
- 4) Assign clinical instructors (CIs) for each clinical placement, evaluating each CI's readiness and preparedness to serve as a CI. It is strongly recommended that the CCCE use the APTA's *Guidelines: Clinical Instructors* (HOD G06-93-28-52) and the APTA's *Guidelines and Self-Assessments for Clinical Education* found at the following link:  
<http://www.apta.org/Educators/Assessments/ACCE/DCE/GuidelinesandAssessmentsforClinEd/>
- 5) Provide or schedule provision of a thorough orientation of the facility, including but not limited to general policies and procedures, emergency procedures, philosophy of the site's clinical education program, goals and expectations for the student while at the facility, and student learning objectives.
- 6) Maintain communication with DCE, program faculty, CI, and student during the clinical education experience.
- 7) In situations where indicated, collaborates with the DCE, CI, and student to problem solve and assist in planning remedial, alternative, accommodative, or challenging learning experiences.
- 8) Organize, coordinate, direct, evaluate, and supervise the activities of the clinical instructors and students assigned to the clinical site.
- 9) Revise and submit updated Clinical Site Information Form (CSIF).
- 10) Organize and implement development activities for the clinical instructors to enhance their skills as clinical educators.
- 11) Provide regular feedback to the program about student performance and perceived strengths and weaknesses of the academic program.
- 12) Provide regular assessment of the effectiveness of the DCE and program faculty involved in clinical education supervision.
- 13) Review the D'Youville College Department of Physical Therapy Clinical Education Manual.
- 14) Act as a role model for ethical, legal, and professional behavior.
- 15) Demonstrate effective communication, interpersonal, instructional, supervisory, performance evaluation, administrative, and managerial skills. (Refer to *APTA's Guidelines: Center Coordinators of Clinical Education* HOD G06-93-29-52).

## **Clinical Instructor (CI)**

The clinical instructor (CI) is the licensed physical therapist employed by the clinical facility who is designated by the Center Coordinator of Clinical Education to instruct, mentor, supervise, and evaluate the physical therapy students in the clinical education setting. The CI has a minimum of one year of clinical experience. The CI is involved with the daily responsibility and direct supervision of student clinical learning experiences.

The primary roles and responsibilities of the CI include the following:

- 1) Communicate with the CCCE and student prior to the student's arrival at the facility, providing information to the student on the clinical site, expectations of students, and site requirements.
- 2) Plan and provide appropriate clinical learning experiences for the students taking into account the student's level in the academic program as well as their previous clinical experiences.
- 3) Provide or schedule provision of a thorough orientation of the facility, including but not limited to general policies and procedures, emergency procedures, philosophy of the site's clinical education program, goals and expectations for the student while at the facility, and student learning objectives.
- 4) Communicate expectations, assignments, and objectives to the student.
- 5) Maintain communication with the CCCE, DCE, and supervising DYC clinical education team member regarding the student's performance.
- 6) Provide appropriate supervision and guidance to the student throughout the clinical experience.
- 7) Contact the DCE with unexcused student absences or other student requests that are not consistent with a positive learning experience.
- 8) Contact the CCCE and DCE to identify any "red flag" areas on the CPI prior to midterm evaluation.
- 9) Formally evaluate the student's performance at midterm and final using the Clinical Performance Instrument, providing comments to substantiate the level of performance.
- 10) Verbally review student performance formally at midterm and final through discussion of CPI evaluations completed by CI and student.
- 11) Promptly recognize student performance or professional concerns, identifying these concerns to the student as well as to the supervising clinical education team member and/or DCE.
- 12) Assure that in their absence at the clinical site that the student is provided with direct supervision from a licensed physical therapist. If another licensed physical therapist is not available to directly supervise the student in the CI's absence, the student may not evaluate, treat, or otherwise be involved in treatment care for that time period.
- 13) Demonstrate clinical competence and legal and ethical behavior that meets or exceeds the expectations of members of the profession of physical therapy. (Refer to APTA's *Guidelines: Clinical Instructors* HOD G06-93-28-52).
- 14) Demonstrate effective behavior, conduct, and skill in interpersonal relationships (Refer to APTA's *Guidelines: Clinical Instructors* HOD G06-93-28-52).
- 15) Demonstrate effective communication skills, instructional skills, supervisory skills, and evaluation skills (Refer to APTA's *Guidelines: Clinical Instructors* HOD G06-93-28-52).
- 16) Review the D'Youville College Department of Physical Therapy Clinical Education Manual.
- 17) Complete the required documentation for the completion of the student's clinical, including completion and sign-off on CPI Web, assessment of DCE and supervising faculty member, and evaluation of student in-service form.
- 18) Participate in development courses offered to enhance clinical instruction skills.
- 19) Act as a role model for ethical, legal, and professional behavior.