



Indian River
State College

Physical Therapist Assistant Program Clinical Manual

**Powered by
The School of Health and Human Sciences**

IRSC is an EA/EO educational institution

The Physical Therapist Assistant program (PTA) reserves the right to make any revisions, deletions, or additions to the regulations or procedures which, in the opinion of the faculty and/or Indian River State College, serves in the best interest of the program and its students.

IRSC OVERVIEW

Indian River State College offers a Physical Therapist Assistant program leading to a two-year Associate in Science Degree. The program is designed to provide students with the basic physical therapy knowledge, procedures and related tasks to assist the supervising Physical Therapist in a variety of healthcare settings. This is a professional program and students are expected to conduct themselves ethnically and professionally as in the role of the physical therapist assistant demonstrating the “preferred relationship” with the physical therapist. (Refer to: APTA Code of Ethics for the Physical Therapist, APTA Standards of Ethical Conduct for the Physical Therapist Assistant, APTA Guide for Professional conduct [APTA], The Guide for Conduct of the Physical Therapist Assistant [APTA], Standards of Practice for Physical Therapy [APTA], Florida Laws and Rules [FS-486 Physical Therapy Practice Act]).

Students accepted in the program are regarded as mature, responsible individuals seeking a formal education in the field of physical therapy to maintain a professional behavior and appearance during all classes, laboratories, scheduled field trips and/or any situation in which the student is identifiable as an Indian River State College Physical Therapist Assistant program student, whether on campus or in the community. Students are not considered employees of the program’s designated clinical education sites or facilities. This handbook has been prepared to inform the student of the regulations and requirements of this educational endeavor. However, the regulations and requirements contained herein are subject to revision at any time and may be modified at the discretion of the Physical Therapist Assistant program faculty and/or Indian River State College administration as deemed necessary.

EA/EO Statement

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Aдриене B. Jefferson
Dean of Northwest Center, Equity Officer and Title IX Coordinator
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The following items are found in the Health Science Division Student Handbook.

(This list has been updated as of 3/2025)

- 1 Health Science Division Purpose Statement
- 2 Health Science Statement of Ethics
- 3 Health Science Plagiarism Regulation
- 4 Email/Contact Information
- 5 Health Science Use of Electronic Regulation
- 6 Health Science Confidentiality Statement
- 7 Health Science Grading
- 8 Health Science Retention Regulation
- 9 Health Science Probation Regulation
- 10 Health Science Readmission and Dismissal Regulation
- 11 Health Science Complaint Guidelines
- 12 Health Science Liability, Accident and Insurance Regulation
- 13 Health Requirements
- 14 Indian River State College Health Science Post Exposure Protocol
- 15 Health Science Background Check Regulation
- 16 Health Science Substance Abuse Regulation
- 17 Health Science Dress Code/Professional Standards
- 18 Health Science Student Parking Regulation

The following items are found in the PTA Program Student Handbook.
(This list has been updated as of 3/2026)

1. Program Information
2. Academic Standards
3. Academic Regulations
4. Academic Honesty
5. Professional Behaviors
6. Health Requirements and Information
7. General Information
8. Appendix: Resources and Forms

Physical Requirements (Essential Functions) Safety
Considerations:

- Informed Consent and Waiver of Liability*
- Informed Consent for Laboratory, Lab Practical and Performance Standards*
- Informed Consent for Various Forms of Media* Confidentiality Statement*
- Physical Therapist Assistant Student Agreement*

These forms must be signed and returned on or before the first day of class

SECTION I: CLINICAL EDUCATION OVERVIEW

The Indian River State College PTA Program has two full-time clinical rotations. Clinical rotations start in the second year of the technical component coursework. Clinical Education I start in the fall after students have completed most of the academic coursework. Clinical education II begins after all academic coursework is completed. The clinical education rotations provide students the opportunity to conduct data collection and perform interventions and skills learned and practiced throughout their academic preparation under the direct supervision and guidance of a clinical instructor and according to a physical therapy plan of care.

Students are expected to be able to integrate the knowledge and skills learned in their PTA education. The expectation is that the PTA student will attain a minimum of “intermediate level” on the APTA Clinical performance instrument (CPI) during clinical education I, and achieve “entry level” on all categories during Clinical Education II. Details for clinical education grading can be found in the course syllabus and Clinical Education grading section of this handbook.

IRSC strives to provide a variety of clinical settings for students so they may experience the depth and breadth of physical therapy experiences. Clinical rotations may be impacted by many factors including availability of clinical sites and student interests. The emphasis is on the student performing safe, effective, ethical patient care, regardless of setting.

1.01 CLINICAL EDUCATION I

This course constitutes the first clinical education experience for the student physical therapist assistant. Each student is assigned to a clinical facility and performs various physical therapy interventions under the direct supervision of a physical therapist and/or physical therapist assistant under the general supervision of a physical therapist. Expected performance is at least the *intermediate level of competence (or higher)* on the APTA Clinical Performance Instrument in core competencies. Students will maintain a clinical notebook containing required forms as well as records of daily, weekly, and optional experiences. Students are required to complete a written case study during this clinical internship and are also required to complete preliminary work for a group project related to evidence-based research. Students may be required to complete additional assignments, as requested by the Clinical Instructor.

A detailed description of course assignments and grading criteria can be found in the course syllabus. Students who fail this course will not be eligible to progress in the program.

1.02 CLINICAL EDUCATION II

This course constitutes the final clinical education experience for the student physical therapist assistant. Each student is assigned to a clinical facility and performs various physical therapy interventions under the direct supervision of a physical therapist and/or physical therapist assistant under the general supervision of a physical therapist. Expected performance is “Entry Level” on the APTA Clinical Performance Instrument in core competencies. Students will maintain a clinical notebook containing required forms as well as records of daily, weekly, and optional experiences. Students are required to complete a Group Research Project During this Affiliation, which may be presented to Clinical Facility Staff. Students may be required to complete additional assignments, as requested by the Clinical Instructor.

A detailed description of course assignments and grading criteria can be found in the course syllabus. Students who fail this course will not be eligible to progress in the program.

SECTION II: ROLES AND RESPONSIBILITIES

The following information provides the specific roles of the ACCE, SCCE, CI and student during the clinical education experiences. This Clinical Education Manual is reviewed annually for accuracy and updated as needed. Clinical facilities, faculty, students, and external stakeholders may access this document on the IRSC Physical Therapist Assistant webpage.

2.01 ACCE (ACADEMIC COORDINATOR OF CLINICAL EDUCATION)

The Responsibilities of the ACCE include:

1. Dissemination of academic program information to all stakeholders
2. Provide ongoing communication to clinical instructors and SCCEs regarding policies and procedures pertaining to clinical education
3. Dissemination of appropriate student information to clinical sites
4. Assigning students to clinical sites and informing them of clinical policies and procedures
5. Coordinating student assignments
6. Providing a course syllabus outlining specific requirements of each clinical experience
7. Distribution of a clinical instructor folder containing pertinent information for the clinical instructor (e.g., course syllabus, time sheet, weekly planning and discussion guides, educational materials on working effectively with students)
8. Providing students with a means to assess their performance and satisfaction
9. Onsite visits with the clinical instructor and student during the clinical rotation
10. Reviews the clinical instructor and student ratings on the online CPI-WEB and determines the final student grade for the course
11. Develops remedial assignments if necessary and confers with the appropriate faculty (academic and/or clinical), the program director and Dean where applicable.
12. Evaluates clinical faculty during onsite visits, phone calls and emails, and with the APTA "Physical Therapist Assistant Student Evaluation: Clinical Experience and Clinical Instruction" form.
13. Coordinates with the Health Science Division office for initial affiliation agreement set-up with prospective clinical sites, as well as review of current affiliation agreements, prior to placing students at the clinical site.

2.02 SCCE (SITE COORDINATOR OF CLINICAL EDUCATION)

Each clinical site with three or more PT's and PTAs should have a designated SCCE who is responsible for coordinating the clinical education assignments and student activities.

The Responsibilities of the SCCE include:

1. Coordinate and schedule clinical experiences for students
2. Delegate clinical supervision of the student to a licensed Physical Therapist or Physical Therapist Assistant
3. Provide necessary forms/documentation to the academic institution that are required for the student to be able to attend a clinical experience at the facility
4. Communicate with the ACCE any concerns regarding a student or the academic program in general
5. Communicate with the student and the ACCE prior to the start of a clinical rotation regarding any orientation or other required documentation that needs to be completed
6. Provide an orientation to the facility and department (unless done by the student's clinical instructor or other personnel)
7. Serve as a role model for professional behavior in the clinical setting

2.03 CI (CLINICAL INSTRUCTOR)

Clinical instructors are individuals who provide clinical instruction and supervision to students engaged in the clinical education courses of the curriculum. CIs are considered PTA Program clinical faculty members, but are not employed by Indian River State College. The CI demonstrates clinical competence and a willingness to share his/her insights, rationales and expertise related to patient care.

The Responsibilities of the Clinical Instructor include:

1. The clinical instructor shall be a licensed PT or PTA for a minimum of one year, who graduated from an accredited program.
2. Orient the student to facility and department (unless done by the CCCE)
3. Communicate with the ACCE any concerns regarding a student or the academic program in general
4. Supervise the student with all activities involving patient care, or arrange supervision by another qualified Physical Therapist or Physical Therapist Assistant
5. Facilitate learning experiences with the student
6. Evaluate the student's performance using the online Clinical Performance Instrument (CPI) with guidelines outlined in the course syllabus
7. Provide an opportunity for regularly scheduled discussions of student clinical performance with appropriate documentation (see course syllabus and appendix)
8. Communicate with the ACCE though phone, email or with an in-person visit about student progress
9. Serve as a role model for professional behavior in the clinical setting

2.04 STUDENT

The ACCE in consultation with PTA program faculty assess each student's readiness prior to each clinical experience. The student will either be placed or not be placed in the clinic based on this assessment. Considerations will include, but not be limited to the following areas:

1. Skill competency demonstrated on practical exams
2. Professional Behaviors status
3. Prior or current probationary status
4. Clinical evaluations and performance from completed affiliations
5. Ability to perform in a safe manner

The ability to participate in the clinical portion of educational experience assumes:

- The student has fully participated in and demonstrated competency in the skills identified as components of the present and past semesters.
- The student will utilize professional dress and behavior to present him/herself well as a student
- All previous academic and clinical work has been completed successfully.
- The student is in good standing in all core courses (minimum grade of at least a "C")

An important aspect of this readiness assessment is determining if the student is safe for clinical practice. Safety in regards to patient care is a priority of this program. In order to ensure that the student will be able to perform in a safe manner that minimizes risk to patient, self, and others, the PTA faculty will consider all of the areas listed above. In addition, all practical exams will be monitored in regards to safety criteria, including retakes. The student will be notified in writing if they are placed on program probation or if they are denied a clinical placement.

The Responsibilities of the student include:

1. Adhere to all requirements provided in the Health Science Division Student Handbook and the PTA Program Student Handbook which can be found online at the IRSC Website under the PTA program.
2. Attendance for Clinical Practice I and II is mandatory. Students will follow the working schedule of their assigned clinical instructor unless other appropriate arrangements are made. Students are not to be at clinical sites on official Indian River State College closings (Holidays, inclement weather, etc.). Clinical instructors may request that a student stay beyond their scheduled hours for special occasions or experiences. Students are not permitted to bank clinical hours. The total number of hours of any practice reflects a minimum weekly obligation and not a cumulative total. For instance, if a student stays an hour late on a certain day, that does not entitle him/her to come in an hour later the next morning. It is the responsibility of the student to be on time and present in all planned learning experiences during the times designated by the CI.
3. Tardiness: If the student is to be tardy, the Clinical Instructor (CI) must be notified at the clinical site by telephone. The student must also notify the ACCE that they will be tardy to the clinical setting with reason given. Repeated tardiness will require a conference with the CI, the ACCE, and the student. Excessive tardiness may result in dismissal from the Program (refer to PTA Student Handbook)
4. Absences: If the student expects to be absent from the clinical facility on any given day, inform the facility of the absence as soon as possible. Whenever possible, the student should inform the clinic prior to the scheduled day of attendance. The student must inform

the ACCE of the absence as well, via telephone or email. The student is required to attend a minimum number of clinical hours, and absences must be made up prior to the end of the clinical internship. Repeated absences will require a conference with the CI, ACCE and student.

5. Students are required to read the course syllabus and abide by all requirements and complete all assignments listed in the course syllabus.
6. **CLINICAL INSTRUCTOR'S ABSENCE:** In the event that the student's Clinical Instructor is absent from the clinical facility on any given clinical day and alternate arrangements have not been made, the student must return home and inform the ACCE at the College. **THE STUDENT CANNOT REMAIN ON-SITE WITHOUT PROPER SUPERVISION.**
7. **Professional Behavior:** Students are expected to abide by all professional behaviors outlined in both the Health Science Division Student Handbook, as well as the PTA Program Student Handbook. Unprofessional behavior in the clinical setting, regardless of whether it is a first-time violation, will be addressed by the ACCE, Program Director and Clinical Instructor to determine if the student will remain in the clinical setting or be dismissed. Students must abide by ethical and professional standards set by the clinical facility in addition to standards set by Indian River State College. Students who are dismissed from a clinical setting due to unprofessional behavior may also be dismissed from the PTA program.

SECTION III: CLINICAL EDUCATION PROCEDURES

3.01 CLINICAL ASSIGNMENT PLACEMENT PROCESS

The Physical Therapist Assistant Program has affiliation agreements with clinical facilities located within the IRSC service area including Martin, Indian River, St. Lucie, and Okeechobee Counties, with additional sites in Palm Beach County. Clinical Affiliation Agreements are maintained by the Health Science Division Dean's Office. The ACCE and the Dean's office will hold regularly scheduled meetings to ensure affiliation agreements are up to date.

Students are responsible for transportation to and from the clinical site to which they are assigned. Students may be required to provide transportation for clinical education related activities for travel to another site or outside the county to meet student needs. (Students will not be allowed to ride with clinical instructor to another clinical site)

Students are assigned to a clinical site with the primary consideration that students will experience a variety of settings. The ACCE will meet with students to discuss their interests, and Student requests will be taken into consideration if it meets program expectations. The ACCE may also discuss student placement with the Program Director and other faculty to determine if a clinical site is appropriate for a student.

The ACCE will have the final say in where students attend each rotation and will utilize the following:

- Availability of a clinical site
- Type of facility and whether it meets the needs for the student, academic program and clinical facility

The ACCE will coordinate with the Health Science Division Office for completion of the Physical Therapist Assistant Program Student Attestation Form. A copy of this form is located in the appendix.

Some clinical facilities may require additional paperwork or in-person orientation/training that must be completed prior to the start of the clinical internship. The student will be notified of any

additional requirements before the start of the clinical internship, and it is the student's responsibility to complete the requirements in a timely manner

Readiness for Clinical Experiences: The ACCE in consultation with the PTA Program Director and other PTA faculty will assess each student's readiness prior to Clinical experiences. Students must be in good academic standing with successful completion of prior academic work.

3.02 HEALTH REQUIREMENTS

Students are expected to abide by procedures outlined in the Health Science Division Student Handbook and the PTA Program Student Handbook.

Students going to clinical facilities must submit all required paperwork (PRIOR to clinical placement) to the Health Science Division Office including required physical examination and immunization forms, proof of health insurance, and proof of American Heart Association BLS CPR certification. Some clinical facilities may require additional paperwork or in-person orientation/training that must be completed prior to the start of the clinical internship.

The student will be notified of any additional requirements before the start of the clinical internship, and it is the student's responsibility to complete the requirements in a timely manner. Additionally, some facilities may require more recent drug, health or background screening, prior to starting the internship, which must be completed in a timely manner and may be at the student's expense.

3.03 CLINICAL SITE ORIENTATION

On the first day at a Clinical Affiliation site, all students should participate in a general orientation with their clinical site supervisor. The *First Day of Clinical Affiliation Orientation Checklist* (see appendices) should be completed and returned to the ACCE along with Clinical Time Sheet at the end of your clinical rotation. This orientation checklist is not intended to replace any required facility orientation that is specific to that clinical site. The intent is for the clinical site supervisor/instructor to use the orientation checklist to convey the general processes and procedures of the facility to the student. The orientation will also introduce the objectives for and the expectations during, the clinical rotation.

Student responsibilities will be detailed in objective form in clinical syllabi prior to the given assignment.

Students will be required to complete self-appraisals, background data sheets and evaluations of the clinical facility to successfully complete the clinical practice. Case studies and research topics as assigned are also required and are outlined in the course syllabus.

Clinical Instructors will be provided a folder on the first day of clinical with the course syllabus and all required forms and information.

3.04 CLINICAL SITE REGULATIONS

Students are subject to all rules and regulations of the clinical education site.

Students are also required to adhere to guidelines outlined in the PTA Student Handbook and Health Science Division Student Handbook on the IRSC website.

Supervision

It is the responsibility of the facility to provide supervision of physical therapist assistant students that complies with federal and state guidelines. Students can participate in clinical education only under the direct supervision of a physical therapist or a physical therapist and physical therapist assistant working as a team.

Compensation

The clinical site may not compensate an Indian River State College PTA student for any hours completed as part of the student's Clinical Rotation.

3.05 CLINICAL HOURS

The hours for Clinical Courses are as follows:

PHT2810	Clinical Education I	=	280 hours
PHT2820	Clinical Education II	=	280 hours

* Subject to change per CAPTE guidelines

Clinical Practice Timesheets (see Appendices) showing student attendance are to be filled out daily at the clinical site. Documentation must include hours each day, and given to the ACCE at the end of the rotation.

Clinical time must be recorded accurately in specific hours and minutes, not rounded to the nearest quarter, half or whole hour.

Clinical timesheets must be signed by the on-site CI/supervisor and student. Students will not receive credit for hours worked if the forms do not have the appropriate signatures.

All clinical documents *must be submitted to the ACCE*

The grade for the clinical practicum course will be issued by the ACCE once all documentation has been received and approved. Incomplete documents will not be accepted and will be returned to the student for correction and resubmission upon completion.

In the event that a student is absent for during the clinical internship, the student must make up the clinical hours if the clinical facility is able to accommodate the student in completing the make-up hours.

3.06 CLINICAL EDUCATION GRADING

Students will maintain a clinical folder throughout the clinical rotation. The course syllabus and one copy of the required forms will be found in the folder and given to the student prior to the clinical rotation. These forms may also be accessed and downloaded from LMS during the course.

The online APTA CPI-WEB Clinical Performance Instrument (<https://cpi2.amsapps.com/>) will be used to evaluate the Physical Therapist Assistant student in the following performance dimensions during clinical practice.

The following 14 categories are assessed on the CPI:

1. *Safety
2. *Clinical Behaviors
3. *Accountability,
4. Cultural Competence
5. *Communication
6. Self-Assessment and Learning
7. *Clinical Problem Solving

8. Resource Management
9. Therapeutic Exercise
10. Therapeutic Techniques
11. Physical Agents and Mechanical Modalities
12. Electrotherapeutic Modalities
13. Functional Training and Application of Devices/Equipment
14. Documentation

Items marked with an asterisk * are considered Red Flag Items, and are considered foundational elements in clinical work.

Clinical instructors and students will complete the online CPI-WEB APTA clinical performance instrument at midterm and final.

In the event the student falls below the minimum criteria on the CPI, the ACCE, Program Director, PTA faculty and Clinical Instructor will determine if remediation is needed or appropriate. Remediation may include, but is not limited to additional assignments or projects, simulation lab practice, extending the clinical time or repeat of a clinical internship in its entirety.

NOTE: The ACCE will also take into account if the student received a grade of entry-level during PHT 2810 in determining a passing grade in PHT 2820.

The ACCE is responsible for determining if a student receives a passing grade for Clinical Education I and II.

In addition to the Clinical Performance Instrument, additional assignments may be assigned by the ACCE such as case study assignments, group research presentations, etc.

The Specific grading criteria for Clinical Education I and II can be found in each course syllabus.

3.07 EVALUATION OF CLINICAL SITES AND CLINICAL INSTRUCTORS

Clinical Instructors and Clinical Sites are evaluated as follows:

Students will evaluate the clinical site and the clinical instructor using the APTA Physical Therapist Assistant Student Evaluation of Clinical Experience and Clinical Instruction. An example of this form can be found on the APTA website, as well as in the Clinical Instructor and Student folders during the clinical experience.

The ACCE will also evaluate the Clinical Instructor based on communication with the student and the ACCE, timeliness of student assessments, and with on-site visits to evaluate the clinical environment.

Clinical sites will also be evaluated to determine the types of patients seen across the lifespan. This is done to ensure that there is a sufficient variety of clinical experiences offered.

Students will keep a daily log of the age range and types of patients that they see each day. The ACCE will compile the data to determine on average, the types of patient diagnoses and age ranges (pediatric, adult, geriatric) that each facility has these assessment tools are located in the appendix.

3.08 EVALUATION OF THE ACCE

The ACCE is evaluated as follows:

Students will evaluate the ACCE with end of course faculty evaluations sent by the academic institution.

Additionally, an ACCE evaluation form will be sent periodically to the clinical instructors of record to evaluate the ACCE.

This assessment tool is located in the appendix

3.09 CLINICAL EDUCATION COMPLAINT GUIDELINES

Students should refer to Health Science Complaint Guidelines outlined in the Health Science Division Student Handbook

Student complaints involving clinical faculty or clinical facilities should be directed to the PTA Program ACCE.

3.10 CONFIDENTIALITY

Students are expected to maintain confidentiality standards at all times in the clinical setting. It is not ethical to share information with other individuals regarding patients/clients, facilities, clinical instructors, or classmates. This includes placing the patient's name or other identifying item on case study reports, class presentations, etc.; failing to obtain written permission to utilize pictures or videos of a patient in presentations, or talking about patients to your classmates. Violation of this policy may result in probation or dismissal from the PTA Program.

During the first term of core PTA courses, students are instructed in basic HIPPA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information. The CI should give the student instruction in site-specific HIPPA procedures at the start of the clinical experience.

Prior to the start of Clinical Education 1, students are required to sign a Confidentiality Agreement. This Agreement will be considered in force for the rest of the student's tenure in the PTA Program.

APPENDIX



Physical Therapist Assistant Program
Clinical Education Program Evaluation Form

On behalf of the faculty and staff of the PTA Program at Indian River State College, thank you for your commitment to the clinical education of our students. In an effort to evaluate and improve our program, we ask you to complete this short survey and return in the envelope provided. We appreciate your time and feedback, and thank you for providing quality clinical education to our students!

Please check the appropriate clinical experience for the student:

_____ PHT 2810 Clinical Education I

_____ PHT 2820 Clinical Education II

Type of Clinical Setting:

_____ Acute Care

_____ Inpatient Rehab

_____ Hospital-Based Outpatient Rehab

_____ Private Practice Outpatient

_____ Pediatrics

_____ SNF/Long-Term Care

_____ Home Health

_____ Other

Please provide your input on the following. If you do not agree, please explain so we may improve the program.

1. Clinical Instructor Manual and Access to Information about the Academic Program

A) CI Folder was provided by the student on first-day Agree Disagree

B) Information was helpful Agree Disagree

2. Communication with the Academic Coordinator of Clinical Education (ACCE)

A) The ACCE was responsive to my questions and needs Agree Disagree

B) The ACCE responded to my questions in a timely manner Agree Disagree

C) The ACCE made a site visit if scheduled or needed Agree Disagree

Do you have any suggestions for areas for improvement in communication with the ACCE?

Do you have any recommendations for improving the PTA Curriculum?

Name (optional) _____ Date _____

Clinical Site (optional) _____

Thank you for taking the time to complete this survey. Please return the completed survey at your earliest convenience in the stamped addressed envelope provided.



Site Visit Check Sheet

Facility _____ Date _____

Student _____

Clinical Instructor _____

1.) Clinical Notebook update: _____

2.) Case Study (Clin Ed I) or PICO project (Clin Ed II)

Project started, topic chosen _____

3.) Student Meeting

Concerns:

4.) Clinical Instructor Meeting

Concerns:

Is Student on track to meet expectations by final? Yes No

ACCE Signature _____

Indian River State College
Physical Therapist Assistant Program
Evaluation of Clinical Instructor by ACCE

Clinical Instructor _____ Date _____

Clinical Internship I II

Based on guidelines established by APTA for clinical instructors, the Indian River Community College's Physical Therapist Assistant Program ACCE use the following legend to evaluate the CI after each clinical practice. The criteria is evaluated y the ACCE during communication with the CCCE, CI and student and by monitoring of the CPI Web throughout the clinical rotation.

SA: Strongly Agree

D: Disagree

A: Agree

SD: Strongly Disagree

N: No Opinion

Evaluation Criteria	SA	A	N	D	SD	Comments
Review objectives and goals on the first day with student						
Abides by pertinent state and federal laws and regulations, including state licensure laws						
Maintains regular communication with student during the clinical internship						
Monitors and makes recommendations as needed on the weekly planning sheet						
Provides students with optional experiences beyond patient care						
Completes CPI Web (student evaluation) in a timely manner						
Communicates with ACCE in a timely manner is needed						

General Comments: _____

ACCE _____

Indian River State College PTA Program
Weekly Case Planning Form

Date: _____

Student and CI choose two patients at the beginning of the week. Student will discuss treatment ideas with CI within the scope of the POC. Select at least one STG by the end of the week and discuss whether or not goal was met. If not met, discuss with CI possible reasons why.

Diagnosis/Problem list	Treatment Ideas	Patient STG's	Status at end of week (Comment if goals not met)
Patient One			
Patient Two			

Clinical Instructor to complete the following box

Place a check in the most appropriate level of supervision for the following indicators, based on the patient case listed above. The expectation is that the student should be improving throughout the clinical assignment with all patients. If there are any concerns, please contact Wendy Smith, ACCE at 772-462-7772 or wsmith@irsc.edu

	Beginner 100% supervision	Advanced beginner 75-90% supervision	Intermediate 50-75% supervision	Advanced Intermediate 25% supervision	Entry Level General Supervision
Safety					
Clinical behaviors/cultural competence					
Clinical Problem - Solving Understands POC and makes sound clinical decisions to maximize safety and intervention outcomes					
Communication					
Performs selected interventions safely within POC guidelines					
Resource Management					
Percentage of PTA's Workload student is treating (Average per day)					

Comments: _____

Student Name: _____ CI Name: _____

Student Signature _____ CI Signature _____

Facility _____

