a. **Library Privileges:** In appreciation for the clinical opportunities provided for students in the UCA DPT program, each CI is eligible for UCA library privileges. A form is included in each student’s packet for CIs to request UCA library privileges. Forms for CIs wishing to request library privileges should be completed and returned to the DCE via mail or fax (501) 450-5822. A request form is also provided in each clinical instructor's packet.

b. **In-Service Presentations:** The Director of Clinical Education or other faculty may provide in-service presentations on site at clinical education sites (when mutually convenient) for clinical instructor development.

c. **Clinical Instructor Presentations and Training:** The Department of Physical Therapy will host free clinical instructor workshops at the university periodically for clinical instructor development. Such courses will provide continuing education for those clinicians serving as clinical instructors. Additionally, the Department of Physical Therapy will host the APTA Credentialed Clinical Instructor Program each year and the Advanced Credentialed Clinical Instructor Program periodically.

**Clinical Instructor Development**

- Credentialed Clinical Instructor Program (CCIP)
- Individual skill development with the DCE
- Periodic clinical education workshops hosted by School
- Resources including APTA’s CI and CCCE self-assessment
- Site visits by DCE or UCA Faculty
- Informative updates and announcements about current and upcoming clinical education opportunities (continuing education, etc.)
- Updates of Central ACCE Consortium activities and programs
a. **Clinical Performance Instrument (CPI):** Students are evaluated regarding applications or clinical skills and professional behaviors in the clinic using the Clinical Performance Instrument (CPI). The web-based instrument developed by the American Physical Therapy Association requires completion of a training module. Clinical instructors and students are provided with information to allow access to the web-based CPI. Information from the completed CPI or instructor’s evaluation is used to ensure student’s readiness for practice. Instructions for accessing the web-based CPI and the one-time training are available and provided in each clinical instructor’s packet.

b. **Clinical Site’s objectives:** It is recommended that the CCCE and CI of each clinical education site prepare learning objectives for students to meet during their affiliation. Students will be informed of any specific site objectives during orientation at their assigned clinical education site. Not every clinical site will provide these objectives. The student will work toward meeting objectives for those sites which do utilize their own.

c. **Expectations and Responsibilities for Clinical Instructors and CCCES**
   i. The FACILITY provides an active, stimulating environment for the student and has a staff, which practices ethically and legally, and which is committed to the principle of equal opportunity and affirmative action.
   ii. The student accomplishes pre-planned objectives specified by the clinical faculty, the academic faculty and the student.
   iii. Learning experiences are designed to provide opportunities for enhancing cognitive, psychomotor and affective skills in the areas of patient care, administration, supervision, teaching and research.
   iv. The student explores areas of special interest in addition to acquiring entry-level skills and determines compatibility with certain areas of practice and in certain practice sites.
   v. The FACILITY obtains growth and development through preparation for student learners and through knowledge and skills brought by the students and determines compatibility of certain students with the FACILITY.

d. **Complications During A Clinical, When a Problem Occurs:** The DCE should be notified of any problems occurring during clinical affiliation. Documentation is kept by the DCE regarding any clinical situation. Documentation will occur concerning current or potential future problems during a clinical experience based on discussion with the DCE and the CCCE, CI, or student. If a problem arises in the clinic, then the student and the CCCE or CI should first attempt to seek a solution to the problem. Either way, the DCE should be kept informed of the situation, and if necessary, will become involved in the plan of action to resolve the problem. (An Action Plan form is available from the DCE). The student may feel the need to discuss the problem with the DCE, due to an uncomfortable situation or problem of a delicate nature. In this case, the student and the DCE should discuss the matter with the CCCE, CI, or appropriate representative as necessary to resolve any issues related to clinical education.

e. **Student Dismissal:** The DCE or CI, with cooperation of the CCCE, may request that the student be withdrawn from the clinical education experience, or other action taken, when mutual objectives cannot be met. The request should be initiated by the student through the DCE if a student is requesting to be withdrawn. The request will be considered and the decision will be based on the reason for the request. The CCCE and DCE will confer regarding the circumstances and outcome of any request for withdrawal or dismissal.
The clinical education site will designate one member of the professional physical therapy staff as the CCCE and notify the school of changes. The CCCE ensures each CI has had one year clinical experience prior to serving as a CI. The CCCE will provide regularly updated information about the facility. The CI will formally evaluate the student’s performance at mid-term and final. The CCCE will provide a student handbook for policies and procedures of the clinical site. The CCCE or CI will provide an orientation to the facility for each student prior to patient care. The CI will provide appropriate supervision for each student. Students are trainees, not employees, and are not to replace facility staff. The CI/CCCE will provide quality learning experiences in the areas of patient care, research, and administration. The CCCE/CI will request any additional student records other than TB skin test, Hepatitis B vaccine, (such as MMR, physical exam, etc..) from the student or DCE.

a. **Clinical Site Information Form (CSIF):** The Center Coordinator of Clinical Education provides a CSIF for their clinical education site. The CSIF provides students with detailed information about the site such as type and number of patients, work hours, housing information, as well as student instructions. Also, the CSIF contains contact information, directions, dress code and more. The CCCE is asked to update the CSIF every two years or when significant changes occur. Students are responsible for verifying information regarding requirements prior to the clinical rotation.

b. **CSIF Web:** UCA is utilizing CSIF Web to help manage and keep track of our clinical sites. We are asking our clinical sites to fill out the CSIF online at [https://csifweb.amsapps.com](https://csifweb.amsapps.com). Once the CSIF is completed, then all schools that have purchased CSIF Web will have access to your CSIF and can pick it up on their own.

c. **Commitment Form:** On March 1 of each year the DCE sends a commitment form to each clinical site. The commitment form provides the exact date of each clinical rotation for the following calendar year and a request for clinical affiliation slots that the site can provide. This allows the clinical site to indicate when they are interested in hosting a UCA physical therapy student. A list is prepared from this information and then provided to students. Clinical dates are only considered for one calendar year in advance.

d. **Family Educational Rights And Privacy Act (FERPA):** The Clinical Site and staff will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) agreeing not to disclose information about the student or from the student’s educational records provided by the SCHOOL to a third party without the student’s consent and further agrees to use the information only for the purposes for which it is requested. The CI and CCCE agree not to discuss the student’s performance with a third party unless consent is obtained from the student.