UCA DEPARTMENT OF PHYSICAL THERAPY
IMPORTANT REMINDERS AND CONTACT INFORMATION

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• **Name Tag:** The student must wear the UCA name-tag at all times during the clinical experience. If the facility provides a name-tag, the student must still wear the UCA name tag for legal purposes unless the facility name tag specifically states “UCA student”.

• **Clinical Instructor:** The primary CI is a licensed physical therapist with at least one year of clinical practice who is assigned by the CCCE to be responsible for the instruction and supervision of the student(s) in the clinical education setting. The CI is to provide a quality learning experience for students in the areas of patient care, administration, and research as determined by availability and the student objectives. The CI provides written and oral evaluation of the student’s performance as requested by the DCE. The student also provides the clinical instructor with an evaluation whereby the student provides feedback regarding instruction and learning experiences received.

• **Performance Evaluation:** Students will be assessed using the CPI Web at [https://cpi2.amsapps.com/](https://cpi2.amsapps.com/) All CI’s and students must complete an online training module to be able to access CPI Web. Students and clinical instructors should complete a midterm and final evaluation and should discuss the student’s performance at both midterm and final in addition to ongoing feedback provided by the CI to optimize clinical performance. Information is provided in the student packet regarding CI access to training and CPI Web.

• **Supervision:** Student physical therapists, when participating as a part of a physical therapist professional curriculum and when acting in accordance with APTA policy and applicable state laws and regulations, are qualified to provide services only under the direction and direct supervision of the physical therapist, who is responsible for patient/client management. Direct supervision means the physical therapist is physically present and immediately available for direction and supervision. The physical therapist will have direct contact with the patient during each visit that is defined in the Guide to Physical Therapist Practice as all encounters with a patient/client in a 24-hour period. Telecommunication does not meet the requirement of direct supervision. The CI is responsible for ensuring the student is provided with supervision according to any regulations (i.e. Medicare) governing the provision of services in the clinic that may require more strict supervision than the above mentioned requirements.

• **Travel:** Students assigned to clinical sites requiring more than 8 hours travel time between the site and UCA or the next assigned site may be allowed a travel day at the end of the rotation.
• **Attendance:** Students’ attendance during clinical experiences should be handled as if reporting to work. Absences due to illness or emergency should be reported as early as possible to the CCCE or CI. Students should follow the facility work schedule for weekends, holidays, etc. Students are allowed one sick day per rotation, but are not allotted any personal days. The student will work with the CI to arrange for additional time missed by the student to be made up. The DCE should be notified if make-up presents logistical challenges. If a student misses multiple days, the DCE should be notified.

*Inclement weather:* In the event of inclement weather, students are expected to contact the CI prior to the start of the work day if the student will be delayed or unable to attend clinic due to inclement weather. Students are expected to demonstrate reasonable efforts to attend in the event of inclement weather, but are not expected to jeopardize personal safety. If multiple days are missed, arrangements will need to be discussed with the DCE regarding make-up.

• **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.

• **Assistance:** Should a problem arise in the clinic, the student and the CI and/or CCCE should first seek to resolve any issues impacting the student’s rotation. The DCE should be informed of any situation for which resolution cannot be attained through discussion between the CI and/or CCCE and the student. If a situation is urgent in nature and the DCE, Dr. Misty Booth cannot be reached in the office or via cell phone, please contact the Assistant DCE, Dr. Twala Maresh.