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## CLINICAL EDUCATION IMPORTANT REMINDERS AND CONTACT INFORMATION

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- **Name Tag:** \*Each student is required to wear their UCA name tag 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 SCCE to be responsible for the instruction and supervision of the student(s) in the clinical education setting. The CI provides 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:** Student performance evaluations will be assessed using the APTA PT CPI 3.0 (<https://cpi.apta.org> ). All CI's must complete an online training module (<https://learningcenter.apta.org/products/apta-cpi-30-ciscce-training> ) to be able to access the revised CPI. CIs will need to inform the DCE of the email address used to complete the training on APTA learning center (APTA profile email) so the system can recognize training. APTA emails and the email used for the CPI username must match.

Students and clinical instructors should complete a midterm and final evaluation. The CI and student should discuss the student's performance at both midterm and final in addition to reviewing 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.

- **Inclement weather:** Students participating in full time clinical experiences are required to attend in accordance with facility policy. The student reports to the Clinical Instructor as their clinical supervisor. 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 hazardous travel conditions. Students are expected to demonstrate reasonable efforts to attend in the event of inclement weather but are not expected to jeopardize personal safety.

## UCA DEPARTMENT OF PHYSICAL THERAPY: CLINICAL EDUCATION IMPORTANT REMINDERS

- **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. A supervising PT (not necessarily the assigned primary CI) must be on facility premises whenever a student is having patient contact and must be aware of/available during patient contact activities. Telecommunication does not meet the requirement of direct supervision. The CI is responsible for ensuring the student is supervised in a manner consistent with any applicable billing requirements (i.e. Medicare; private insurance) that may require more strict supervision.
- **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.
- **Attendance:** Students' attendance during clinical experiences should be handled as if reporting to work. Patterns of repeated tardiness or unexcused absence will be considered unprofessional. Absences or anticipated tardiness due to illness or emergency should be reported as early as possible to the CI. Students should follow the facility work schedule for weekends, holidays, etc. Personal appointments are not considered extenuating circumstances. If a student misses multiple days, the DCE should be notified. Minimum total hours are required for each experience. Please contact the DCE if multiple absences may impact the student's ability to meet minimum hours.
- **CEUs for CIs:** CIs in Arkansas are allowed to claim time spent as the primary CI for DPT and PTA students towards required continuing education hours for license renewal. PTs may claim up to 5 contact hours (of the 20 required for PTs) in a 2 year reporting cycle. Each 40 hours of clinical instruction = 1 contact hour and counts as face-to-face instruction. CIs wishing to claim CEU hours for time spent as a CI should fill out the form included in the packet and return to Misty Booth, DCE for processing. Instructions are on the form.
- **Assistance:** If the student experiences a situation of concern in the clinic, the student should first seek to resolve the issue with the CI and/or SCCE. The DCE should be informed of any situation for which resolution cannot be attained through discussion with the CI and/or SCCE. If a situation is urgent in nature and the DCE, Dr. Misty Booth is not available by phone or email, please contact the Assistant DCE, Dr. Brian Odom or call the PT department number (501-450-3611) to request assistance.

Updated 10/1/24