



WINGATE UNIVERSITY

DEPARTMENT *of* PHYSICAL THERAPY

Clinical Education Handbook

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This handbook contains detailed information describing the admission, progression, and graduation requirements for the doctor of physical therapy candidate. The candidate is responsible for knowing the policies, procedures, curricular requirements, and codes of conduct for the Department and the University.

The information contained in this handbook is accurate as of the date of publication. However, the University reserves the right to make changes in the program of study, financial policies, and regulations at any time deemed appropriate by the University.

Each student is responsible for his/her progress towards degree completion. Neither the student's advisor nor the faculty of the Department are responsible for insuring that the student meets degree requirements. The Department and/or University may terminate enrollment of any student for professional, academic, or financial reasons.

Special Note. It is very important to recognize that there may be differences in the procedures described in the general university student handbook for non-physical therapy students in comparison to the procedures for students enrolled in the professional physical therapy program. These differences are intended and have been carefully crafted based on the nature of the doctoral level professional program. In those cases where procedures are different, the procedures specific to the professional physical therapy program take precedence over those described for the general undergraduate program.

Departmental Statements

WU DPT Mission Statement

The mission of the Department of Physical Therapy at Wingate University is to provide an innovative, scholarly, learner-centered environment to cultivate exceptional, mindful and impactful physical therapists who are leaders in, and committed to, interprofessional collaboration, global community engagement and professional formation.

WU DPT Vision Statement

WU Department of Physical Therapy strives to be a learning laboratory for the development of:

- o Globally focused physical therapists
- o Providers of excellent interprofessional patient care
- o Scholars of the science of physical therapy practice and education
- o Leaders of meaningful community integration programs
- o Advocates for societal healthcare needs

WU DPT Clinical Education Mission Statement

The Doctor of Physical Therapy program faculty recognize that clinical education (CE) is an essential element in the development of a physical therapist, playing an important role for merging the knowledge gained in the academic environment to practice. Therefore, it is the mission of Clinical Education to:

- o Provide students with clinical internship opportunities within varied settings providing experiences that cover the continuum of practice and patient lifespan, and span the affective, psychomotor and cognitive domains of learning
- o Recruit and support clinical faculty (instructors) at clinical sites who will provide superior education opportunities and who will be role models of excellent clinical practices and ethical behaviors
- o Provide regular evaluation of each clinical site and student affiliation utilizing proven evaluation techniques to maintain excellence

WU DPT Program Values

The Doctor of Physical Therapy program will consistently strive to include the following guiding principles in all aspects of our students' education experiences:

- o Academic rigor to ready the graduate for physical therapy practice and professional and community service
- o Active learning strategies that foster intellectual development and scientific reasoning
- o Commitment to student success that provides each student with the necessary support to be successful in academic achievement
- o Integrity in every facet of educational, professional and personal growth among faculty, staff and students
- o Value diversity and the unique contributions that can be provided by all faculty, staff and students
- o Sense of community that works to benefit the larger Wingate community and Piedmont region of North Carolina, and to maintain mutually beneficial connections with our alumni

Clinical Education Objectives

The objectives of each clinical internship experience are listed in the course syllabus

Key Personnel in Clinical Education (from ACAPT Physical Therapy Clinical Education Glossary)

- *Director of Clinical Education (DCE)*: Academic faculty member who is responsible for planning, directing and evaluating the clinical education program for the academic institution, including facilitating clinical site and clinical faculty development.
- *Site Coordinator of Clinical Education (SCCE)*: A professional who administers, manages, and coordinates clinical assignments and learning activities for students during their clinical education experience. In addition, this person determines the readiness of persons to serve as preceptors and clinical instructors for students, supervises preceptors and clinical instructors in the delivery of clinical education experiences, communicates with the academic program regarding student performance, and provides essential information to academic programs
- *Clinical instructor (CI)*: The physical therapist responsible for the physical therapist student and for directly instructing, guiding, supervising, and formally assessing the student during the clinical education experience. When engaged in fulltime clinical education designated to meet the minimum number of weeks required by CAPTE, the clinical instructor must be a licensed physical therapist with a minimum of one year of full time (or equivalent) post-licensure clinical experience.

Clinical Education Overview

Clinical education is an integral part of the preparation of a physical therapist, reflecting a variety of patient ages, diagnoses, settings, diverse therapy management, and administrative approaches. The Wingate University DPT curriculum includes 42 weeks of clinical education, over 4 different timeframes, in a variety of practice settings, representative of those commonly seen in practice across the lifespan and continuum of care. Every student will be required to participate in at least one inpatient and one outpatient/private practice orthopedic setting.

Clinical Affiliation Timeline

DPT 746 Clinical Internship I: 2nd year spring semester, 8 weeks

DPT 771 Clinical Internship II: 3rd year, spring semester, 8 weeks

DPT 781 Clinical Internship III: 3rd year, summer semester, 12 weeks

DPT 791 Clinical Internship IV: 3rd year, fall semester 14 weeks

DCE Responsibilities

The DCE is a faculty member of Wingate University whose primary responsibilities are to plan, coordinate, facilitate, administer, and monitor clinical education activities on behalf of the academic program and in coordination with academic and clinical faculty. Specific responsibilities include:

- Acting as liaison between academic and affiliated clinical education sites through initiating contract agreements, developing policies and procedures, collecting information about clinical sites for students, developing clinical faculty, and disseminating clinical internship information.

- Prepares clinical rotation assignment schedules, site visits, and evaluations of clinical sites.
- Supervises students on clinical rotations through telephone consultation, site visits and other means.
- Provides guidance and support for SCCE's, CI's and students through the clinical education process
- Orients and provides support for students and clinical faculty (CI's, SCCE's) to aid in understanding and use of the Clinical Performance Instrument (CPI)
- Provides clinical education program planning through facilitating CE courses, monitoring student academic performance, developing and administering CE policy.
- Ensures academic regulations, policies, and procedures related to CE and upheld by core faculty, students, and CE faculty (SCCE's and CI's) and takes appropriate corrective actions when necessary
- Establishes, develops, and maintains an adequate number of CE sites with quality and diverse learning experiences
- Maintains knowledge of current trends on healthcare to assist with coordinating clinical faculty development
- Evaluates student performance to determine the students' ability to integrate didactic and clinical learning experiences and to progress within the curriculum. This includes developing remedial experiences for students when needed.
- Assisting with outcomes assessment as it relates to the clinical education curriculum

Establishing a New Clinical Site

New clinical site requests may be recommended by a student, faculty member, DCE or a clinical site.

- Once the request has been made, the DCE will be responsible for contacting the facility to obtain further information.
- **NO student or family member is to contact a potential clinical facility to establish an agreement. Failure to adhere to this policy will automatically result in a forfeiture of the student attending that site.**
- If the DCE determines that the site has the potential to be a quality learning experience for students, the DCE will then proceed with a site visit for evaluation of the clinic and to assist in preparation to take students.
- New clinical sites will be required to complete and submit the Clinical Site Information Form (CSIF)
- Each clinical site is required to complete a contractual agreement that outlines responsibilities of all parties involved with the affiliation prior to the placement of any student.
- Sites within NC, SC, and southern VA will enter the general pool for student assignment or be designated as a specialty clinic.
- Sites outside NC, SC and southern VA may be assigned to the general pool for student assignment, be designated a specialty clinic or be assigned to the requesting student if appropriate.

Clinical Assignments

- *Clinical Site List*
 - All facilities with active affiliation agreements receive a request for placement slots for the following academic year
 - The DCE will prepare a list of all available clinical sites in Exxat for each specific cohort and rotation. Please note that not all clinical sites are available for each rotation.
 - Students are advised to review the list and research their options.
- *Advising Sessions*
 - Students may seek out the DCE to discuss preferences and available options and to help determine best fit for them
 - Students **MAY NOT** be placed in facilities where they have been previously employed or where agreement for future employment has been arranged, or in any facility where other real or potential conflict of interest exists, as determined by the DCE.
 - No student will be allowed to complete more than one affiliation at any particular facility. Students will be required to complete their affiliation requirements at 4 different facilities.
- *Readiness to Attend Clinic*

Prior to attending any clinical rotation, students must be deemed “ready to attend” clinic by the faculty. Readiness to attend clinic will be determined by the following:

 - Passing of a comprehensive skills checkout in CP2 and CI3. Students who are not successful in passing a checkout will be remediated and can retake one time. After 2 unsuccessful attempts, a student would need to recycle at a point the faculty deems necessary
 - Students will be evaluated via the “Light System”.
 - Students receive a “green” light if faculty feel confident that the student is ready for the rigors of a clinical setting. Typically, these students have not failed an exam or practical and have had no behavioral or professional issues.
 - Students that receive a “yellow” light have experienced some situation where the faculty feel they should be monitored more closely. The criteria for a “yellow” light include but are not limited to the following:
 - A previous appearance in front of the conduct review board
 - Professional behaviors issues expressed by any of the faculty
 - Repeat practical exam the year prior to the clinical
 - Being placed on academic probation
 - Poor performance on the comprehensive examination
 - Difficulty in a prior clinical education experience

Any student falling into the “yellow” light category will be required to check in with the DCE each week through email or phone call while in clinic.

Students receiving a “red” light would not be eligible to attend clinic. This serious designation is reserved for those students who have not passed a course in the year prior to the clinical or have been evaluated as failing a recent background check or drug screening or some other very serious situation. At that point, the VPHS would be informed with appropriate action to follow.

○ *Selection Process*

- Students will enter their preferences into the Exxat electronic platform.
- Exxat will assign students to their clinical rotations.
- There are times that a student may have to be re-assigned to a different clinical site due to cancellation, program recommendations or other unforeseen circumstances.
- Consideration is given to ensuring that students complete all required practice sites as well as being provided a breadth of practice experiences.
- If a cancellation should occur, the student will work individually with the DCE to secure an alternate placement site among the remaining available sites.
- Students are not allowed to “trade” clinical sites
- There are a few clinics who operate on a “first come, first served” system of assignment. Students will be made aware of these opportunities which exist outside the normal selection process. These applications will usually require an essay or other method to gauge the seriousness of student interest. Some may require an interview between the student and clinic.
- All Clinical Internship I assignments are required to be within a 3-hour drive of the Wingate campus.
- Specialty Clinic Affiliations- Defined as affiliations requiring specialized knowledge, skills, attitudes or behaviors
 - Students pursuing a specialty affiliation placement will be required to complete an application process prior to the general Exxat preference selection
 - Selection for specialty clinics is determined by the DCE based on the application, academic achievements, and performance in previous clinical affiliations.
 - Students chosen for specialty clinics will not participate in the Exxat process of assignment. Students not chosen for the specialty clinic will participate in the normal process.
- New Site Selection
 - If a student seeks to add a new site to the program offerings they may assist in securing a new site under the following policies:
 - Student brings name to the DCE
 - DCE will consider new site requests based on current need of the program and clinical site availability
 - Student acknowledges that the site, if contracted, will not be guaranteed to them, but that it will enter the general pool of available sites
 - Up to 3 new sites can be suggested per student per clinical rotation

- The DCE will then make a good faith effort, making no more than 2 attempts to contact clinical site(s) for internship contract.

*****Under NO circumstances should the student make initial contact to any clinical site regarding any portion of the clinical education process without pre-approval of the DCE. Failure to abide by this rule will constitute a violation of the Professional Conduct Code and addressed as outlines for violations of the Department of Physical Therapy Code of professional and Academic Conduct.***

- All decisions of clinical assignments, once posted, **are final.**

Site Visits and Telephone Consultation

Students will be contacted at various times throughout their clinical rotations.

- Every student will be visited at least one time, in person, during their clinical affiliation experiences.
- At approximately midterm, the student and CI should expect a consultation with the DCE, or their designee, through either phone, email, teleconference or in-person. The midterm consultation will focus on student progress made towards clinical proficiency and to identify remaining goals to be achieved during the remainder of the clinical affiliation.
- At any time throughout the clinical affiliation, students are encouraged to contact the DCE for issues, problems or questions they have about the clinical affiliation experience. However, to promote open dialogue and professional growth, we strongly encourage that the student first speaks with their CI or SCCE prior to contacting the DCE. (See Conflict Resolution below)
- Additional consultations and/or site visits may occur as needed, as deemed necessary by the CI, SCCE or DCE.
- The DCE will keep a written record of each consultation.

Clinical Facility Responsibilities

The purpose of clinical affiliation assignments is to merge didactic information with the practical application of physical therapy. Therefore:

- *Clinic Site Requirements*
 - It is essential that each clinical site offer educational opportunities that re congruent with the Wingate University DPT academic program objectives.
 - Each clinical site is chosen to provide an environment that is appropriate to the students' learning needs.
 - Every clinical site with an active Wingate University affiliation agreement will have appropriate staffing patterns with therapists who act as role models of evidence-supported practice and excellent professional behaviors.
 - As the clinical setting allows, each clinical site will provide the student the ability to participate in interprofessional care.
 - Above all, clinical sites will provide physical therapy services in accordance with all directives, observing and abiding by the APTA Code of Ethics.
- *Site Coordinator of Clinical Education (SCCE) Expectations*

- SCCE's for each clinical site must meet the Guidelines for Site Coordinators of Clinical Education as outlined in the APTA's Guidelines and Self Assessments for Clinical Education and have an interest in facilitation of student learning.
- The following guidelines of responsibilities for SCCE's will help to facilitate a cooperative student learning experience:
 - Maintain updated clinical contracts with Wingate University
 - Update the CSIF as well as other pertinent information including changes in policy, staffing patterns, site layout, etc when changes are enacted and on a yearly basis.
 - Provide for a student orientation program that includes policies and procedures of the clinical site
 - Evaluate staffing patterns, needs of facility and needed resources for clinical faculty and convey these to the DCE.
 - Coordinate the scheduling of students with the DCE
 - Assist the DCE in selecting CI's that match student learning styles
 - Communicate trends in provision of healthcare with the DCE
 - Mediate between CI, student and the DCE, when needed
 - Provide consultation to the CI regarding optimizing the student learning experiences, problem solving etc
 - Assist students in obtaining housing information as able
 - Monitor clinical education program within the facility to ensure student needs are met.
 - Assist in evaluation of the CI, student and clinical education program
 - Maintain student information confidentiality
 - Act as a role model in ethical behavior, professionalism, and evidence-supported practice to all parties.
- *Clinical Instructor Expectations*
 - In order to be eligible as a clinical instructor, the CI must follow and meet Guidelines for Clinical Instructors as outlined in APTA's Guidelines and Self Assessments for Clinical Education and have an interest in facilitation of student learning.
 - The following guidelines of responsibilities are for clinical instructors to facilitate the success of the Wingate University DPT student:
 - Have knowledge of education policies and procedures of Wingate University DPT program by reviewing material sent by the DCE and communication from the SCCE prior to the student arrival.
 - Design and implement the clinical experience based on the student goals and academic expectations during the affiliation. The syllabus for each clinical internship is provided to guide in the goal setting process.
 - Have regularly planned sessions with the student to assess progress, create goals, identify strengths and weaknesses, and re-organize as needed. It is recommended that these be documented in the Clinical Progression Form.
 - Readily notify the SCCE and DCE of any student not meeting regular performance expectations.

- Provide appropriate supervision of the student while allowing for experiential learning and practice of necessary skills.
- Provide timely feedback in both an informal and formal manner while respecting the dignity of others; encourage the student to do likewise.
- Complete the CPI (Clinical Performance Instrument) as required for each affiliation
- Advise and facilitate the required service project and case study as needed.
- Act as a role model in ethical behavior, professionalism and evidence-supported practice.

Clinical Faculty Privileges

In appreciation for the time and effort of the clinical faculty, Wingate DPT will offer a variety of benefits to those clinicians who choose to take the responsibility of educating student during at least one clinical rotation during the academic year. These benefits include:

- Seminars and inservices on clinical education at the clinical site
- Academic faculty availability to consult for research and clinical projects
- Continuing education opportunities provided by WUDPT at a reduced rate or free of charge
- “One-on-one” consultation with the DCE

Student Responsibilities

Students will abide by all requirements as defined by the syllabus of each clinical affiliation course (I-IV). Additionally, the following will be required of the students before and during clinical affiliations:

- *Student Data Information Form (SDIF)*
 - Prior to each clinical affiliation, students will complete/update a SDIF. This form will be supplied to the clinical site for their records. Some clinics may require unique personal information forms, which can be used in substitution of the SDIF.
- *Statement of Student Liability*
 - Wingate University provides professional liability insurance (malpractice insurance) for all students during their clinical education. This information will be relayed to each clinical site.
- *Medical Clearance*
 - Students are required to undergo an annual health assessment including any necessary immunizations and the PPD test
 - It is the responsibility of the student to seek out and secure a qualified health care provider for any immunizations. Any costs associated with immunization requirements is the responsibility of the student.
 - Evidence of a physical examination and recorded medical history by a licensed healthcare professional to ensure that each student is able to assume the duties required by the clinical site and is free from a health impairment which is a potential risk to patients or clinical staff
 - Documentation of the following:
 - MMR vaccinations or titre

- Current PPD skin test for TB or QuantiFERON Gold Screening test. If positive, the student must have a normal chest X-ray in the last two years or being treated prophylactically.
 - Varicella vaccinations or titre
 - Tdap vaccination
 - Hepatitis B series
 - Flu vaccination (October through March clinical dates)
 - It is solely the student's responsibility to ensure that all required medical forms have been entered into Exxat by all communicated deadlines.
- *Other Requirements*
 - CPR certification: Each student is required to obtain and maintain CPR certification for each clinical affiliation at their own expense.
 - First aid certification
 - Health insurance card
 - HIPAA and Bloodborne pathogen training certificate
 - Drug screen results
 - Authorization for release of records
- *Student Identification*
 - Students are required to identify themselves to patients and staff as a student. Patients have the right to refuse treatment offered by a student.
- *Attendance Policy*
 - Clinical experiences provide students the opportunity to apply theory to practice of physical therapy. A full-time clinical internship is expected to contain a minimum of 38 hours/week of direct physical therapy related duties.
 - It is the student's responsibility to contact their clinical affiliation site once placements are finalized.
 - In an effort to afford each student the opportunity to be immersed in the clinical experience, the student is expected to assume the work schedule of the CI. This work schedule may include holidays, weekends and scheduled Wingate breaks. It is expected that the CI provides each student 8 full weeks of clinical practice for the first two clinical internships, 12 weeks for the third and 14 weeks for the fourth. Additional time outside of clinical hours may be required to enhance the learning process.
 - Tardiness and/or absences during clinical internships are not acceptable. **Students on an internship experience are not allowed the normal two absences/semester.**
 - In the event of an unforeseen emergency or illness, the student will be required to:
 - Contact the CI (or SCCE if the CI is unreachable) before the start of the workday and report the reason for the absence. The CI and/or SCCE will determine when and how the missed time will be made up.
 - Contact the DCE before the start of the workday and report the reason for the absence. It is acceptable to leave a message with a contact phone number.
 - In the event of a prolonged absence, three days in succession or greater, the student will be required to produce a physician's note, and provide it to the CI and the DCE. The DCE will contact the CI to determine what course of action should

- be taken. Prolonged absence from a clinical affiliation may result in an incomplete grade and further remediation as necessary.
- A student who is tardy greater than one time will need to submit a statement in writing of a plan for demonstration of successful outcomes during the remainder of the clinical affiliation. The CI/SCCE and DCE will then determine if the plan will be accepted and if remediation is necessary.
 - *Inclement Weather Policy*
 - Students are required to follow the inclement weather policy of the facility of the clinical affiliation. This should be discussed with the CI during the orientation phase of the clinical affiliation.
 - *Dress Code*
 - Students are required to adhere to the Wingate DPT dress code as described in the Student Handbook.
 - If permissible by the facility, the site specific dress code may pre-empt the WU dress code.
 - A nametag, either from Wingate or one provided by the facility, should be worn at all times during the clinical affiliation unless specified by the clinical site.
 - A clinic coat (white medical jacket) will be purchased by each student. This clinic coat may be required attire during the student's clinical observations, experiences or internships.
 - Shoes worn in the clinic should be sturdy, clean and comfortable with closed toes as walking and standing are expected. High-heeled shoes are not acceptable in the clinic even though that are acceptable in the classroom.
 - Any dress code or student attire requirements of affiliating clinical facilities must be followed by each student attending that facility, and will supersede any departmental specific policies.
 - If no dress code is specified, please refer to the Doctoral Candidate Handbook for appropriate clinic attire. However, jeans and shorts are never acceptable.
 - *Use of Cell Phones*
 - Cellular phones are to be silenced during clinic hours. Students should not receive or place and personal phone calls during clinic hours.
 - *Costs Associated with Clinical Education*
 - The student is responsible for any and all costs associated with the clinical education portion of the curriculum. These costs may include but are not limited to transportation, living expenses including housing, uniforms, criminal background or drug testing and project expenses. The student is responsible for finding and funding housing during each clinical experience. The student may consult with the DCE to explore housing options for clinical sites away from the home. Transportation to each clinical site is the student's responsibility.
 - *Code of Ethics/Professional Conduct*
 - All students must adhere to the Code of Ethics and Guide for Professional Conduct as outlined by the APTA. This information can be found online at www.apta.org or in the WUDPT Doctoral Handbook. Students will abide by any and all policies and procedures of the clinical site. In the case of conflicts, the site policies will supersede the WUDPT policies. Any student who has a concern about clinical site policies and procedures should contact the DCE.

- *Potential Drug Screening and Criminal Background Checks (CBC)*
 - Personal background checks and drug screenings are required by most facilities that provide clinical education. Students are expected to follow the instructions for the facility to obtain necessary screenings. In some cases, the CBC you used to enter the program may suffice. Students are responsible for any expenses required to obtain background checks or drug screenings.
- *Reporting Accidents and/or Injury of the Student*
 - In the event of a student accident or injury during the clinical affiliation, the student should first seek medical care if needed. When medically stable, the student should contact WUDPT personnel.
 - The DCE will receive the report of injury and report it to the Program Director and the Vice-provost of Health Sciences.
- *Reporting of Incidents/Injury of Patients or Others*
 - Incidents or injuries to patients or other persons in the facility are to be reported as required by the policies and procedures of the facility. Incidents involving a WUDPT student will necessitate the SCCE or CI to contact the DCE regarding the incident.
- *Assignments During Clinical Affiliation*
 - Students may be required to identify and develop a facility-specific service project, such as an inservice, that will function to either provide professional education or satisfy a need of the clinical site. Any and all course requirements will be contained within the syllabus for the specific clinical course. Students may not repeat the same project/inservice for more than one clinical affiliation. There may also be other assignments required by the CI or clinical faculty that each student will be responsible for completing before the conclusion of the clinical affiliation.
 - Failure to complete all required case logs as outlined in the course syllabus will result in a failing grade.

Student Evaluation

- *Grading*
 - All clinical internship courses are graded on a pass/fail basis as determined by the DCE. Documentation used to determine the grade include the CPI, reports by the CI/SCCE, completion of the service project provided to the clinical site, and other documentation of activities performed during the clinical affiliation.
 - Each course syllabus will specify the particular criteria that constitute a passing or failing grade.
 - Performance criteria levels of expectation have been established based upon academic preparation and progressive clinical experiences. The student is expected to meet this level of performance by the conclusion of the affiliation. **Note that there are certain red flag items on the CPI. These items are considered critical. Students who do not meet these criteria at any point during the affiliation may be removed as requested by the facility or as deemed appropriate by the academic faculty.** (please see Termination of Clinical Affiliation Placement below)
 - The DCE will be responsible for assigning all clinical education grades.

- Students must achieve a passing grade on every clinical internship course to progress through the curriculum.
- The cost of registering for and repeating a failed clinical affiliation is the responsibility of the student.
- A student may dispute a grade as described in Wingate's Graduate Catalog
 - Grade disputes involving clinical education will be evaluated by not less than 3 core faculty as assigned by the Program Director
 - The selected panel will review the student's clinical performance in all aspects deemed necessary. This may include a review of any of the following: clinical documentation, CPI, reports from the CI/SCCE, and student documentation. It may also include an interview with the student, CI and SCCE and DCE, and/or observation of the student in the clinical setting

Conflict Resolution

Any time two or more individuals work closely with one another, there are often occasions of conflict at some point. The student and CI should address any conflict or perception of conflict early, to avoid escalation of the issue(s). The following is a step-wise model that is to be followed if conflict arises:

- *Student Responsibilities*
 - Discuss the problem as soon as possible with the CI in an appropriate location to attempt to find a resolution
 - Contact the DCE regarding the problem and the steps taken towards resolution
 - If the problem is not able to be resolved between the student and the CI, the student should contact the SCCE to assist in facilitation of the problem.
 - If the student is not satisfied with the outcome of the SCCE and CI resolutions, the DCE will then need to be consulted to mediate to facilitate a resolution.
 - The DCE will remain in contact with the CI, SCCE and the student on a regular basis to monitor progress. All communication will be documented.
 - The student has the right to request termination of the clinical internship. If that happens, there is no guarantee the student can be re-placed in time to remain on track with their cohort
- *Clinical Instructor Responsibilities*
 - Immediately discuss the problem in an appropriate location and develop a plan for resolution. The communication should be first addressed verbally, unless the conflict is of sufficient magnitude that would require a written record.
 - If the situation does not improve in a timely manner, the CI should contact the SCCE for further guidance and alert the DCE that a problem has occurred.
 - If the situation does not improve in a timely manner, the DCE should be contacted to serve as a mediator and devise a plan of action to resolve the

- issue and a timeframe for resolution/completion date. The student, CI and DCE will sign the action plan.
- During regular intervals or at the completion date, the DCE will contact the CI for an update. The desired result is for the successful completion of the affiliation. Other results may include partial resolution of the issue with remediation measures taking place, or unsuccessful resolution. Should resolution be impossible or impractical, the DCE will evaluate measures for possible remediation, transfer of student to another affiliation site, or suggest to the Program Director discontinuance of the affiliation and/or the program.

Termination of Clinical Affiliation Placement

In any instances of conflict that may occur between the student and the CI/SCCE, the DCE may terminate the student's placement at that particular site. In that case, the situation will be evaluated by the DCE to determine the student's appropriateness for progression in the clinical affiliation. If transfer is appropriate (termination necessary not due to deficiency of knowledge, skills, or behavior), the DCE will attempt to secure a similar type of clinical experience that best meets the student's needs. All efforts will be made to maintain the student's regular course schedule to preserve the student's academic cohort calendar. For termination found to be necessary as related to inadequate/inappropriate knowledge, skills or behavior, termination will be guided by the WUDPT Doctoral handbook, Code of Professionalism and Academic Conduct or Academic Policies.

Any CI/SCCE, in consultation with the DCE, may request to terminate any student's placement. In that case, the student will be afforded due process and allowed to present their case before a panel of three faculty selected by the Program Director. (See process under Student Grading section above)

Assessment of Clinical Education

- *Clinical Site Evaluation and Communication*
 - Evaluation of the clinical site occurs formally and informally on a regular basis through written and verbal communication with the faculty.
 - The CSIF is used to obtain information regarding learning opportunities. Clinical sites must update this form on a yearly basis.
 - All clinical affiliation sites should follow the standards of the APTA's Guidelines for Clinical Education Site Selection in order to be congruent with Wingate University's DPT values.
 - Site visits for the purpose of evaluation of clinical education opportunities and establishing relationships between academic and clinical faculty will occur at least one time every 5 years. All site visits will be documented on the Site Visit Form.
 - Following each clinical affiliation completion, the student will complete the APTA Physical Therapist Student Evaluation: Clinical Experience and Clinical Instruction 1 and 2.
 - Any student rating the experience as poor or needing improvement will require the DCE, the facility and the CI/SCCE to follow-up with the student to inquire about the inferior rating.

- If adequate concern about the clinical site remains, the DCE will investigate the appropriateness of maintaining clinical affiliation with that site.
 - The DCE will debrief students to discuss experiences of the clinical affiliations.
 - The DCE and other core faculty will also assess clinical sites through the CSIF, midterm contact with student and the facility, and communication between the sites and the DCE.
 - If the clinical site does not meet or maintain the goals and objectives for clinical education, the DCE, Program Director, and other core faculty, when needed, will determine whether the relationship between WUDPT and the clinical facility should remain intact.
- *Assessment of the DCE*
 - Students will complete an evaluation of the DCE and the affiliation process upon completion of each clinical affiliation through the normal Wingate University course evaluation process as well as the APTA's Student Evaluation of the DCE instrument.
 - Core faculty and CI/SCCE's may also be requested to complete an annual evaluation regarding performance of the DCE and the overall affiliation process.
 - Additionally, communication between students and clinical sites will be documented throughout the program for program and faculty development.
 - Information received from this appraisal will be evaluated by the Program Director for inclusion in the annual performance evaluation, and in preparation of self-study documents.
- *Assessment of the Clinical Curriculum*
 - WUDPT is committed to continued improvement of clinical education. The program is driven by the core faculty with guidance from the Program Director, the DCE, the Curriculum Committee, Clinical Faculty and student feedback.
 - A variety of sources will assist in the evaluation and assessment of clinical education. Some of the documents used to assess the program are:
 - Physical Therapist Student Evaluation: Clinical Experience and Clinical Instruction
 - Course evaluations for each clinical experience and/or a specific form or survey for overall clinical education assessment
 - DCE evaluation form
 - Communication between the DCE, students and clinical sites will be documented throughout the program for further program assessment and development.



Receipt of Clinical Education Handbook

My signature below indicates that I have received a copy of the Clinical Education handbook for Wingate University DPT.

I acknowledge responsibility for becoming familiar with its contents and further acknowledge that I will abide by all clinical education policies, or risk consequences as outlined in department policies.

Student Name: _____

Student Signature: _____

Date: _____

