



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 ensuring 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.

Should you have any questions regarding clinical education, please contact the Director of Clinical Education, Jaclyn Polk by phone at (704) 233-8335 or email at j.polk@wingate.edu.

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:

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

WU DPT Clinical Education Mission Statement

The Doctor of Physical Therapy program faculty recognize the crucial role of clinical education (CE) in shaping a physical therapist's development. CE is an essential element bridging the gap between academic knowledge and its practical application in the field.

Therefore, it is the mission of Clinical Education to:

- 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
- 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
- Provide regular evaluation of each clinical site and student internship 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:

- Academic rigor to ready the graduate for physical therapy practice and professional and community service
- Active learning strategies that foster intellectual development and scientific reasoning
- Commitment to student success that provides each student with the necessary support to be successful in academic achievement
- Integrity in every facet of educational, professional and personal growth among faculty, staff and students
- Value diversity and the unique contributions that can be provided by all faculty, staff and students
- 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 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 38 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 Internship 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, 10 weeks

DPT 791 Clinical Internship IV: 3rd. year, fall semester, 12 weeks

Clinical Education Objectives

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

Clinical Education Tools

- *Clinical Internship Evaluation Tool (CIET)*: The Wingate DPT program utilizes the CIET to assess student performance in clinical internships. The CIET is a valid and reliable online assessment tool created by the University of Pittsburgh and supported through the online Exxat database. It is meant to be representative of skills and behaviors necessary for students to perform at the level of a competent therapist, while being practical in use by busy clinicians. Students are assessed in the following categories: safety, professional ethics, initiative, communication skills, examination, evaluation, diagnosis/prognosis, and intervention. The CIET is completed by both the student and clinical instructor at midterm and final points in each clinical internship.
- *Exxat Prism*: Exxat is Wingate's database used to manage all data related to clinical education. Exxat is used to submit placement requests, organize available internship slots, allow students to make wish lists, organize student requirements, and gather information required for program accreditation. Students will assess their clinical site and clinical instructor through Exxat and will be able to view assessments from past students at the site.

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.

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 internship assignment schedules, site visits, and evaluations of clinical sites.
- Supervises students on clinical internships through telephone consultation, site visits and other means.
- Provides guidance and support for SCCEs, CIs and students through the clinical education process
- Orients and provides support for students and clinical faculty (CIs, SCCEs) to aid in understanding and use of the Clinical Internship Evaluation Tool (CIET)
- 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 (SCCEs and CIs) 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.
- The DCE will consider new site requests based on the current need of the program and clinical site availability.
- 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 an evaluation of the site through all

available resources.

- Site-specific information will be collected for all new clinical sites.
- Each clinical site is required to complete a contractual agreement that outlines responsibilities of all parties involved with the internship prior to the placement of any student.
- If a contract is successfully established, the requesting student may be assigned to the site, pending site availability and acceptance.

Clinical Assignments

- *Clinical Site List*
 - All facilities with active internship agreements receive a request for placement slots for the following academic year
 - Students may submit “special request” for sites that are not currently affiliated with Wingate University. Students are allowed to submit “special requests” for up to 5 sites for clinical internship I and up to 3 sites for each clinical internship II-IV.
 - The DCE will make a good faith effort, making no more than 2 attempts to contact clinical site(s) for internship availability.
 - Once sites have responded to the placement requests, the DCE will prepare a list of all available clinical sites in Exxat for each specific cohort and internship. Please note that not all clinical sites are available for each internship.
 - Students are advised to review the list and research their options. The DCE will also be available to answer questions once independent review/research has been conducted.
 - Some options will be listed as First-Come, First-Serve (FCFS) which means that they are open to any student and, potentially, any University. If a student is interested in a FCFS slot, a request will be submitted to the DCE. FCFS slots are NOT guaranteed until they have been confirmed between the SCCE and DCE.
 - Additionally, some placements will require an interview or submission of a resume/application. If a student is interested in one of those slots, they should contact the DCE as soon as it becomes available.
 - Specialty Clinic Internships & International Placements
 - Defined as internships requiring specialized knowledge, skills, attitudes or behaviors
 - Students pursuing a specialty internship 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 internships.
 - Students chosen for specialty clinics will not participate in the Exxat process of assignment.
 - Students who have not been assigned to a “special request,” specialty clinic, international placement, or FCFS slot, will submit a wishlist on Exxat for each internship. At a set date, the DCE will run the Autoplacement, which is an automated placement service that matches students to slots using an algorithm to produce optimized placement recommendations based on the wishlist.
- *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 conflicts of interest exist, as determined by the DCE.
- No student will be allowed to complete more than one internship at any particular facility. Students will be required to complete their internship requirements at 4 different facilities.
- *Readiness to Attend Clinic:* Prior to attending any clinical internship, students must be deemed "ready to attend" clinic by the faculty. Readiness to attend clinic will be determined by the following:
 - Passing of all prior coursework
 - 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 Academic Review Committee
 - Professional behavior issues expressed by any of the faculty
 - Repeat practical exam the year prior to the clinical
 - Being placed on academic probation
 - 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, text, 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 Provost 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 internships.
 - 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
 - All decisions of clinical assignments, once posted, **are final**.

*****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 outlined for violations of the Department of Physical Therapy Code of Professional and Academic Conduct*****

Site Visits and Telephone Consultation

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

- Every student will be visited at least one time, in person or virtually, during their clinical internship experiences.
- At any time throughout the clinical internship, students are encouraged to contact the DCE for issues, problems or questions they have about the clinical internship 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 internship 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 are congruent with the Wingate University DPT academic program objectives.
 - Each clinical site is chosen to provide an environment that is appropriate to the student's learning needs.
 - Every clinical site with an active Wingate University Internship 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 and state practice act.
- *Site Cancellation Policy*
 - A clinical site may cancel a slot at any time. Unforeseen events at the site may result in changes in the student's placement. Site cancellations are beyond our control, and the DCE will work diligently with the student to find another location.
- *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 all pertinent site 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. Additionally, the CI must have at least one year of experience working in the field.
 - 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 internship. 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 reorganize as needed.
 - 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 CIET (Clinical Internship Evaluation Tool) at midterm and final, as required for each internship
 - Advise and facilitate the required service project or 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 can offer a variety of benefits to those clinicians who choose to take the responsibility of educating a student during at least one clinical internship during the academic year. These benefits include:

- Seminars and in-services 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 internship course (I-IV). Additionally, the following will be required of the students before and during clinical Internships:

- *Exxat Student Profile*: Prior to each clinical internship, students will complete/update their student profile on Exxat. This may be supplied to the clinical site for their records. Some clinics may also require unique personal information forms.
- *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.
- *Consensual Relationship Policy*: Consensual relationships between students and patients are not allowed. Additionally, consensual relationships are not allowed between students and clinical instructors who are in a position of authority or who have access to personal student information, including student performance, evaluation, or grading.
- *Social Media Policy*: While on clinical internships, students may not use their personal phones to take photos or record videos of patients, regardless of the patient's consent. Students may not post photos of patients or share information about their clinical sites or internships on social media. The student may give permission for a clinical site to post information about the students on the site's webpage or social media accounts.
- *Medical Clearance*
 - Requests for accommodations from students will undergo an individual assessment through an interactive process to ascertain its feasibility within a clinical environment. However, although Wingate welcomes students from all backgrounds and abilities, requests for extra time or secluded spaces for mandatory clinical activities and tasks will not typically be granted.
 - Students must be compliant with Wingate University's immunization requirements:
 - DTap/DTP/Td (3 doses)
 - Tdap/Td Booster within the last 10 years
 - MMR x 2 doses or titer after 1st birthday
 - Hepatitis B (3 doses)
 - Meningococcal (one dose in last 5 years)
 - Annual Tuberculin (PPD/TB) test OR Quantiferon blood test (TB Gold). If positive, the student must have a normal chest X-ray in the last two years or being treated prophylactically.
 - Varicella x 2 doses or titer
 - Every student is required to have evidence of a physical exam and recorded medical history by a licensed healthcare professional.
 - Clinical sites may have additional requirements. It is the responsibility of the student to seek out and secure a qualified health care provider for any additional immunizations required by the clinical site. Any costs associated with immunization requirements is the responsibility of the student. Additional documentation that may be required by your clinical site:
 - Flu vaccination (October through March clinical dates)
 - COVID vaccination/booster or medical exemption
 - Two-step TB test
 - It is solely the student's responsibility to ensure that all required medical forms have been entered into Exxat and submitted to the site coordinator by all communicated deadlines.
- *Other Requirements*
 - CPR certification: Every student is required to obtain and maintain CPR BLS certification for each clinical internship at their own expense.

- Criminal background checks and drug screenings are required by most clinical sites. 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.
- Health insurance card
- HIPAA and Bloodborne pathogen training certificate
- Authorization for release of record
- Additional items, such as first aid certification, may be required by individual sites.
- *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.
 - 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, 10 weeks for the third and 12 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 a clinical internship are ONLY allowed 2 sick days. Any additional absences or illness that extends beyond 2 days will need to be made up.**
 - 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 how and when the missed time will be made up.
 - Contact the DCE through phone call, text, or email 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.
 - Students must follow the rules of their site regarding illness.
 - Absences for any reason other than illness or emergency must be preapproved by the DCE and CI through direct communication and emails. The DCE reserves the right to reject the request for absence at their discretion.
 - 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 internship 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 internship. The CI/SCCE and DCE will then determine if the plan will be accepted and if remediation is necessary.
 - Students must document ALL missed time in Exxat using the "Time-off" request. This request will be sent to the DCE for approval as well as the CI for informational purposes. The request must include notes on a plan to make up any missed time. Students may arrange with their CI to make up missed time by extending their normal scheduled day, working on weekends, or extending the length of the clinical internship. If a student misses time that they are unable to make up and an extension is not possible, the student may need to repeat the clinical internship.

- *Inclement Weather Policy*
 - Students are required to follow the inclement weather policy of the facility of the clinical internship. This should be discussed with the CI during the orientation phase of the clinical internship.
- *Dress Code*
 - Students are required to adhere to the Wingate DPT dress code as described in the Student Handbook.
 - If required by the facility, the site-specific dress code may preempt the WU dress code.
 - A nametag, either from Wingate or one provided by the facility, should be worn at all times during the clinical internship unless specified by the clinical site.
 - A clinic coat (white medical jacket) will be given to each student at the White Coat ceremony. 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 they may be acceptable in the classroom. Slip-on shoes without backs are not acceptable.
 - 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, shorts, and sandals of any type are never acceptable.
- *Use of Cell Phones*
 - Cellular phones are to be silenced during clinic hours. Students should not receive or place any personal phone calls or send any text messages during clinic hours. If a site requires the student to carry a phone for paging or internal messaging, the student may use their phone only for that purpose. Students should discuss the use of their phones for any reason with their CI.
- *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.
- *Reporting Accidents and/or Injury of the Student*
 - In the event of a student accident or injury during the clinical internship, the student should first seek medical care if needed. When medically stable, the student should contact WUDPT personnel and facility personnel/CI.
 - The DCE will receive the report of injury and report it to the Program Director.
- *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 Internship*
 - Students may be required to identify and develop a facility-specific service project, such as an in-service, 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/in-service for more than one clinical Internship. 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 Internship.
 - Failure to complete all required case logs and additional assignments 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 CIET, reports by the CI/SCCE, completion of the service project provided to the clinical site, and other documentation of activities performed during the clinical internship.
 - 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 internship. **Note that there are certain red flag items on the CIET and indicated on the course syllabus. These items are considered critical. Students who do not meet these criteria at any point during the internship may be removed as requested by the facility or as deemed appropriate by the academic faculty.** (Please see Termination of Clinical Internship 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 internship 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, CIET, reports from the CI/SCCE, and student documentation. It may also include an interview with the student, CI, 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 that were initially taken towards resolution
- If the problem is not 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 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 replaced 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 internship. 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 the student to another internship site, or suggest to the Program Director discontinuance of the internship and/or the program.

Termination of Clinical Internship 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 internship. 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. If termination is 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.
 - All clinical internship 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.

- Following each clinical internship completion, the student will complete the Physical Therapist Student Evaluation (PTSE): Site and Clinical Instruction forms on Exxat
 - 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 internship with that site.
 - The DCE will debrief students to discuss experiences of the clinical internships.
- The DCE and other core faculty will also assess clinical sites through the PTSE, 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 internship process upon completion of each clinical internship through the normal Wingate University course evaluation process.
 - Core faculty and CI/SCCE's may also be requested to complete an annual evaluation regarding performance of the DCE and the overall internship process.
 - The DCE will undergo a 360-degree evaluation by CI/SCCEs, faculty, and students once every three years.
 - 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: Site 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.



WINGATE UNIVERSITY

DEPARTMENT *of* PHYSICAL THERAPY

CLINICAL INTERNSHIP AGREEMENT

Clinical internships are designed to provide the student with clinical instruction and hands-on experience in a variety of settings such as hospitals, rehabilitation, and private outpatient practices. It is the WU DPT clinical education mission to provide internships within varied settings to provide experiences over the continuum of practice, recruit and support clinical faculty at clinical sites, and provide regular evaluations of each clinical site to maintain excellence.

I understand that I am responsible for any and all costs associated with clinical education experiences including transportation, **living expenses including housing**, uniforms, criminal background checks, health screening, and project expenses. The student may consult with the DCE to explore housing options for clinical sites away from home, however, it is the responsibility of the student.

I understand that the clinical faculty reserves the right to place students at any clinical site, as necessary, and to determine in which order the internships occur. In addition, I may have to repeat a required internship if it is determined that there is an area of deficiency.

I understand that absences during clinical internships are not acceptable. However, in the event of an unforeseen emergency, I understand that a "Time-Off" form on Exxat is required with approval from my DCE.



WINGATE UNIVERSITY

DEPARTMENT *of* PHYSICAL THERAPY

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: _____