



WINSTON-SALEM STATE UNIVERSITY

Winston-Salem State University School of Health Sciences Department of Physical Therapy Clinical Education Handbook

<i>Preface</i>	3
<i>Clinical Education Roles and Responsibilities</i>	4
<i>Clinical Education Tools</i>	6
<i>Clinical Education Curriculum</i>	8
<i>Student Responsibilities During the Clinical Rotation</i>	9
<i>Clinical Education Orientation and Meetings</i>	10
<i>WSSU Requirements</i>	11
<i>Clinical Education Compliance Training</i>	14
<i>Criminal Background Check Policy</i>	15
<i>Drug Testing Policy</i>	18
<i>Cost of Clinical Education</i>	20
<i>Applying for NC Area Health Education Center (AHEC) Student Housing</i>	22
<i>Criteria Used for Establishing Contracts with Sites</i>	24
<i>Clinical Education Placement Process</i>	25
<i>Student Procedures Prior to the Clinical Rotations</i>	27
<i>Site Cancellation Policy</i>	29
<i>Student Information Provided to Sites</i>	30
<i>Clinical Site Visits</i>	31
<i>Student Evaluation of Clinical Education and Clinical Sites</i>	32
<i>Debriefing</i>	33
<i>Clinical Education Attendance Policy</i>	34

<i>Clinical Education Dress Code Policy</i>	<u>35</u>
<i>Clinical Education Consensual Relationship Policy</i>	<u>36</u>
<i>Clinical Education Social Media Policy</i>	<u>37</u>
<i>Grading for Clinical Education Policy</i>	<u>38</u>
<i>Unsuccessful Clinical Rotation Policy:</i>	<u>40</u>
<i>Clinical Education Accommodations- Americans with Disability Act</i>	<u>41</u>
<i>Student Acknowledgement of Risks and Attestation of Clinical Education Policies and Procedures</i>	<u>42</u>

Preface

The purpose of this manual is to outline for students, academic faculty, and clinical faculty the policies and procedures for clinical education at Winston-Salem State University (WSSU). Other resources related to clinical education include the Winston-Salem State University Handbook, and The Clinical Faculty Rights and Responsibilities document.

This document is designed to assist the DPT students in reaching their goal of becoming entry-level practitioners through successful clinical affiliation rotation in various settings. Students should refer to this handbook often to prepare for clinical rotations.

Should you have questions regarding clinical education please contact the Director of Clinical Education, Gail Tarleton by phone at (336) 750-2664 or email at tarletongm@wssu.edu or the Assistant Program Manager, Bre'onca Wall by phone at (336) 750-2193 or by email at wallb@wssu.edu.

Clinical Education Roles and Responsibilities

Director of Clinical Education: The Director of Clinical Education (DCE) is a core faculty member in the Doctor of Physical Therapy (DPT) program who is responsible for the development, implementation, and management of the clinical education portion of the curriculum.

- Act as a liaison between students, clinical faculty, and academic faculty.
- Create partnerships with clinical sites for student learning experiences.
- Coordinate and oversee student placements and performance
- Assess and grade student performance during clinical rotations and clinical education courses.
- Organize and maintain clinical education information including contracts, site information, and clinical faculty information with the Assistant Clinical Education Manager.
- Assessments of students, and student assessment of sites and educators.
- Provide feedback to academic faculty regarding changes in the clinical environment and the performance of each cohort.
- Represent WSSU at local, regional, and national groups and conferences.

Assistant Program Manager: The Assistant Program Manager is a staff member of the WSSU DPT program who assists the DCE with the management of clinical education.

- Organize and maintain clinical education information including contracts, site information, and clinical faculty information.
- Assist students with the completion of site requirements.
- Assist students with North Carolina Area Health Education Center (AHEC) Housing Request and Payment Policy.

Core Faculty: The core faculty are the academic faculty members employed by WSSU. The core faculty is responsible for the didactic and integrated learning in the DPT curriculum. The core faculty works in conjunction with the DCE to

- Establish clinical education policies and procedures
- Determine expectations for competency with clinical skills
- Determine measures of didactic knowledge and clinical skills to advance in the program
- Collaborate with the DCE when students are unsuccessful in clinical rotations

Site Coordinator of Clinical Education (SCCE): The SCCE is a clinical faculty member, they are employed by the clinical sites and provide patient care. The SCCE is responsible for the coordination of the sites' student program, and the placement of students for clinical learning experiences.

- Collaborates with the DCE to offer slots for student learning experiences.

- Assigns the clinical instructor to the student and communicates with the student and DCE.
- Supervises, develops and oversees the clinical instructor.
- Acts as a liaison between the student the CI and the DCE.
- Communicates with the student, DCE, and Assistant Program Manager about site requirements, and special procedures.

Clinical Instructor (CI): The CI is a clinical faculty member, employed by a site, who provides patient care and is directly responsible for the student during the clinical learning experience.

- Design, and oversee the clinical learning experience.
- Provide verbal and written feedback regarding the student's performance.
- Provide verbal and written feedback to the SCCE, and DCE regarding the student's progress.
- Provide written assessments of the student's performance at midterm and completion of the learning experience.

Student: The DPT student is responsible for:

- Adhere to the WSSU professional conduct guidance policy based on the APTA core values and Professional Behaviors for the 21st Century.
- Abide by professional behavior standards and policies of the clinic
- Abide by the State Laws Governing PT practice for your clinic location
- Create an alliance with patients to create high-quality care that is meaningful to individual patients.
- Protect the confidentiality of patient and faculty information.

Clinical Education Tools

Clinical Performance Instrument (CPI): The DPT program utilizes the CPI to assess student performance in clinical education experiences. The CPI is an online assessment tool created by the American Physical Therapy Association (APTA) to assess students' performance during clinical rotations. THE CPI is managed by a company called Liaison. Students and CI's must complete a training course prior to using the CPI. Students will upload their certificate of completion to EXXAT. New CIs should send a copy of their certificate to the clinical education program assistant, who will save the certificates in a folder and forward a copy to the CPI Wed. Students and their CIs access the instrument through the website <https://cpi.apta.org/login>.

Students self-assess their performance and CI assesses the student's performance at mid-term and the completion of the clinical rotation. Students are assessed in the following categories:

Professionalism

- Ethical Practice
- Legal Practice
- Professional Growth

Interpersonal

- Communication
- Inclusivity

Technical Procedural

- Clinical Reasoning
- Examination/Evaluation/and Diagnosis
- Plan of Care/ Case Management
- Intervention and Evaluation

Business

- Documentation
- Financial Management/ Fiscal Responsibility
- Guiding and Coordinating Support Staff

By the end of the first week of a clinical rotation, the student will add their CI's information in EXXAT. Once this information is added and the CI has completed the CPI 3.0 training, the student and CI will be matched on the CPI and the assessment will be available.

EXXAT Steps (EXXAT): EXXAT is WSSU's database used to manage all data related to clinical education. EXXAT is used to organize available slots, allow students to create wish lists, track students' requirements, and gather information required for accreditation. Students will assess their clinical site and clinical educator through EXXAT and will be able to view assessments from past students at the site. Students will be provided with instructions regarding EXXAT during clinical education meetings and DPT 7012 Clinical Education Seminar.

EXXAT has many tutorial videos for students to help use EXXAT. They may be found at the following link: <https://www.youtube.com/watch?v=puDAUULvUTg>

Clinical Education Curriculum

Full-Time Clinical Experiences: Students are required to successfully complete four full-time learning experiences, for a total of 36 weeks of clinical education totaling 30 credits of the DPT program. Each student will be assigned to at least one outpatient setting and at least one medically complex setting. Please see the document library in EXXAT for the course syllabi.

DPT 7517, and 7215 Clinical Education 1: This 8-week clinical rotation takes place in the spring of the second year. Students will be matched to general outpatient clinics allowing them to work primarily with outpatient ambulatory patients. These settings may include private practice or hospital-based outpatient clinics. Students must achieve Advanced -Beginner level skills as outlined in the CPI. Students will receive an in progress (IP) for DPT 7517, they will receive a pass/fail grade at the completion of the 8-week clinical rotation, students must pass both courses to pass Clinical Education 1. If they are not successful, they will receive a Fail for both courses and if allowed, will need to make up the entire 8-week experience.

DPT 7702 Clinical Education 2: This 8-week clinical rotation takes place in the fall of the second year. This experience will take place in outpatient clinics or settings involving medically complex patients (acute care, SNF, Rehab, HH, outpatient-neuro). Students will not be matched to pediatric settings since they have not completed the pediatric course. Students must achieve Intermediate-level skills as outlined in the CPI.

DPT 8315, and 8515 Clinical Education 3: This 10-week clinical rotation may take place in any physical therapy setting. Students may select from available placements based on their interests. The course is designed to allow students to increase competency with the evaluation and application of evidenced-based patient interventions, and critical decision-making. Students must achieve Advanced- Intermediate level skills as outlined in the CPI. Students will receive an in progress (IP) for DPT 8315, they will receive a pass/fail grade at the completion of the 10-week clinical rotation, students must pass both courses to pass Clinical Education 3. If they are not successful, they will receive a Fail for both courses and if allowed, will need to make up the entire 10-week experience.

DPT 8802 Clinical Education 4: This 10-week clinical rotation may take place in any physical therapy setting. Students may select from available placements based on their interests; this setting should be different from their Clinical Education 3 placement. Students must achieve Entry- Level skills as outlined in the CPI.

Each student must have at least one clinical rotation involving medically complex patients.

Student Responsibilities During the Clinical Rotation

- Accept and request supervision by a PT.
 - Supervision by a Physical Therapy Assistant (PTA) is acceptable if all interventions are within the PTA's scope of practice.
- Adhere to clinic-specific policies, state laws, and laws related to insurance providers
- Arrive prepared for patient care daily.
- Support other members of the healthcare team to provide interprofessional care.
- Maintain personal safety and accept responsibility for personal illness or injuries on and off the job
- Prepare for expenses necessary during clinical rotations (see the cost of clinical education)
- Communicate with the CI, daily and the SCCE as needed.
- Communicate with the DCE if concerns arise.
- Accept feedback from the CI and demonstrate implementation of feedback.
- Provide accurate and objective assessments of clinical education and the facility.
- Perform self-assessments of clinical performance at the mid-term and final evaluation of each clinical affiliation using the online Clinical Performance Instrument (CPI).

Clinical Education Orientation and Meetings

Upon matriculation, as part of the general student orientation, students will receive an overview of clinical education at WSSU. Students will be oriented to EXXAT, create their login information, and create a student profile. The students will update their profiles throughout their time in the DPT program so all information is accurate. SCCEs and CIs will have access to the students' profiles, all information should be written professionally.

Students will receive more comprehensive information related to clinical education during the DPT7102 Clinical Education Seminar.

Clinical Education Meetings:

- Students will have a class meeting with the DCE several months prior to the clinical rotations to view available sites and create a wish list. The timeline may vary based on the number of available slots; the goal is at least 3 months prior to the clinical rotation.
- Students will have a class meeting prior to CE 1, CE 2, and CE 3 to review requirements and assignments that need to be completed during the learning experience.
- After each clinical rotation the DCE will hold a debriefing class meeting to glean information about the student's learning experiences and identify areas of strength and challenges to share with the core faculty.

WSSU Requirements

Policy:

Students must complete WSSU requirements prior to matriculation in WSSU DPT program. Students are responsible for uploading proof of requirements to EXXAT and maintaining these requirements throughout their time in the DPT program. Failure to maintain up-to-date requirements may impact the students ability to participate in clinical rotation and graduate on time.

Procedure:

Prior to matriculation at WSSU, students upload the following required documents to Castlebranch.

- Immunization Form
- Tetanus, Diphtheria, & Pertussis (Tdap) or Tetanus & Diphtheria
3 DTP or TD doses (TD in the last 10yrs), Updated immunizations for 3 Diphtheria, Tetanus, and Pertussis (DTP) doses or 3 Tetanus-Diphtheria (TD) doses. One TD dose **must be within the last 10 years.**
- Measles, Mumps & rubella (MMR)
Rubella dose or proof of adequate titer, Rubeola (measles) dose, proof of physician-diagnosed measles, and proof of adequate titer

One Rubella dose or proof of adequate titer (not required for students 50 years of age or older);

One Rubeola (measles) dose, proof of physician-diagnosed measles, or proof of adequate titer (not required if the student was born prior to 1957)
- Hepatitis B vaccine series or titer
The student must complete the Hepatitis B vaccine series by the 1st clinical rotation or proof of adequate titer.
- Tuberculosis (TB)
1 – step Negative PPD, or quantiFERON blood test, or chest x-ray (annually), A negative 1-step PPD test or chest x-ray **must be updated yearly.** If the yearly period expires during a clinical affiliation, the student must show proof of a negative PPD test or chest x-ray before beginning that affiliation. Note: Some facilities may require 2-step PPD and/or may accept QuantiFERON Gold blood test. Verify first.
- Chicken Pox Vaccine or Titer

- Polio
- Influenza
- American Heart Association BLS CPR
- Proof of Health Insurance
- Physical Exam prior to matriculation, updated only if required by the clinical site
- 14 Panel Drug Screen: Complete through Castle Branch code IS28DTRT (\$49 prices may vary each year)
- Background Check: Complete in Castle Branch using the code IS28R (\$18 prices may vary each year).

Once the student has access to EXXAT the student will upload a copy of the CastleBranch requirements to EXXAT and will enter and update the expiration date. Students are responsible for the cost of all requirements.

- Immunizations should not expire while in the DPT program.
- Students need to have an annual TB test. It cannot expire during your time at WSSU or during any clinical rotations.
- WSSU students must upload proof of at least 2 COVID vaccination to EXXAT
- Flu shots need to be updated between August and October 31st each year.
- Proof of health insurance must be updated on January 30th each year.
- American Heart Association (AHA) BLS CPR should not expire during your time at WSSU.
- Annual training through Wake AHEC- core orientation provides education on infection control, OSHA and HIPAA. Students will upload certificates of completion to EXXAT. See the Competency Training section.
 - Proof of Liability insurance updated by January 15th each year. Insurance is obtained through WSSU Billing & Receivables office, the code for PT liability insurance is M325. See the cost of clinical education section.

Students must have all WSSU requirements updated at least six weeks prior to the start date of their clinical rotation. The requirements cannot expire during the clinical rotation.

Site Specific Requirements

- Site-specific forms
- Site-specific training
- Additional drug screens and background checks
- Additional vaccinations or medical requirements
- Online databases: My Clinical Exchange or Rotation Manager
- Novant has free housing- reach out to the SCCE of Novant who may help with housing if you are at Novant Health
- Proof of Liability insurance updated by January 15th.

- Clinical sites can request drug screens at any time during the clinical rotation.

Students must complete all site-specific requirements prior to each clinical rotation. The timeline may vary based on the site; however, the student is responsible for finding due dates and completing requirements based on each site's specifications. Students must consider that drug screens and background checks may take several weeks to complete.

Clinical Education Compliance Training

Policy:

All students must complete compliance training annually.

Procedure:

Students must complete Health Insurance Portability and Accountability Act (HIPAA) Training and Occupational Safety and Health Administration (OSHA) Training annually through AHEC Core (<https://www.wakeahec.org/hctriangeclinical.htm>). Once students access the website, they should watch the Core Orientation Presentation and upload a certificate of completion to EXXAT. Students should complete the training by February 14th of their second year and third year in the program.

Criminal Background Check Policy

Policy:

Students must complete a criminal background check prior to matriculation into the DPT program. Please see Department of Physical Therapy Background Check Policy.

Some clinical sites may require students to obtain a new criminal background check prior to starting the clinical rotation. Students should check with the site's SCCE to determine the type of background check that is needed, the timeline for completing the background check, and where the students need to complete the background check.

If the site allows Castlebranch, it is recommended that the student complete the background check through Castlebranch www.castlebranch.com

Procedure:

1. If the student is assigned to a clinical site that requires a CBC and will accept the background check that was completed prior to matriculation in the DPT program, the DCE or the designated representative will supply the clinical site with verbal or written results (as may be stipulated by the clinical site contract). If the clinical site requests a written copy of the student's CBC, it will be submitted to the specific administrative contact or SCCE via email before the student starts the affiliation.
2. If the student's clinical site requires another background check the student must pay for the site-specific background check at their own expense.
3. The results of the CGC will be posted to www.castlebranch.com in a secure, tamper-proof environment, where the student, as well as WSSU DCE and clinical education assistance, can view the results of the background check.
4. The student will notify the DCE or Clinical Education Assistant that the test has been completed.
5. If the student uses another platform to complete the background check, they must provide the results to the DCE.
6. If a student has a positive CBC, the DCE will inform the Department Chair and the individual result will be evaluated.
7. The student will be asked to visit the Department Chair and DCE to discuss a positive CBC and may need to produce additional pertinent information.

8. The CBC will be shared with the SCCE at the clinical site and further discussion will involve the DCE and DPT Program Director.
9. Based on current contracts with clinical education sites, certain criminal histories are likely to disqualify a student from participating in clinical learning experiences.
 - Listed below are the following background histories that will disqualify a student's acceptance into the DPT Program. However, this list is not exhaustive.
 - Convictions/deferred adjudications involving crimes against persons (physical or sexual abuse, neglect, assault, murder, etc.)
 - Convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
 - Registered sex offenders
 - Misdemeanors/felonies/deferred adjudications involving weapon charges.
 - Convictions/deferred adjudications related to the sale, possession, distribution, or transfer of narcotics or controlled substance.
 - Convictions/deferred adjudication involving financial crimes against persons, companies, or institutions (theft, fraud, etc.)
10. The clinical site may refuse to take the student after being informed of the results of the CBC as performed by [CastleBranch](#) or by the site's reporting agency. Depending on the CBC results, the DCE will attempt to obtain another affiliation in a similar type of clinical setting for the student. However, there is no guarantee of placement, and the student may be dismissed from the program if an appropriate placement cannot be secured. The student must successfully complete each scheduled clinical affiliation to maintain the proper sequence of courses within the curriculum.
11. It is the student's responsibility to inform the DCE and Program Director if any additional charges/convictions/deferred adjudication occurs while the student is enrolled in the WSSU DPT program. If further charges/convictions occur during matriculation in the program, the student is subject to automatic dismissal.
12. A copy of the student's CBC will be secured in Castlebranch or secure electronic files and maintained for seven years.
13. The DCE does not have access to CBC or drug screens. This information is managed by students and may be viewed by the program assistant, program manager, and program director.

14. PT licensing boards may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted or pleads guilty or *nolo contendere* to a felony or other serious crime. Successful completion of the WSSU DPT program does not guarantee licensure, the opportunity to sit for a licensure examination or employment in PT.

This policy is subject to change as deemed necessary by program administrators, the DPT program faculty, and University Requirements.

Drug Testing Policy

Policy:

Students must pass a drug test prior to matriculation into the DPT program. Please see the Department of Physical Therapy Drug Testing Policy.

Some clinical sites may require students to obtain a new drug test prior to starting the clinical rotation. Students should check with the SCCE to determine the type of drug test that is needed, the timeline for completing the drug test, and where students need to complete the drug test.

Procedure:

If the site allows Castlebranch it is recommended that the student complete the drug test through Castlebranch www.castlebranch.com

1. The student will pay for the specified drug test at their own expense. After payment, the student will receive further instructions, the chain of custody form and directions to proceed to the designated lab.
2. To ensure accurate test results, the student is advised to go for testing early in the morning, if possible. In addition, the student should take a list of any medicines they have been prescribed and/or are taking, including over-the-counter medications.
3. The results of the test will be posted to www.castlebranch.com in a secure, tamper-proof environment, where the student, as well as WSSU DPT program, can view the results of the drug test.
4. The student will notify the DCE or Clinical Education Assistant that the test has been completed.
5. If the student uses another platform to complete the drug test, they must provide the results to the DCE.
6. If a failed (positive) drug screen is returned the clinical site will be notified and the student will not be allowed to complete a clinical rotation at that site.
7. Dilute tests are not accepted, students must repeat a test with dilute results.
8. The student will need to follow WSSU Substance Abuse Policy.
9. Students may need to complete random drug testing based on their clinical site's policies. If a student fails a random drug test, they will not be allowed to complete their clinical rotation and will need to follow the WSSU Substance Abuse Policy.

Cost of Clinical Education

Students should expect to travel out of the immediate area for clinical rotations. In addition to the cost of housing, students will have additional costs related to requirements and travel. Students will not be allowed to participate in clinical education until full tuition payment is made.

Estimated Cost for Clinical Education

Requirement	Estimated Cost	Likely #	Notes
Background Check	\$36-150	1-4	One for WSSU; possibly more for clinical sites
Tuberculosis Screen	\$100	Up to 4	One yearly for WSSU; if lapses cost will increase. Cost is higher for chest x-rays and blood test
Drug Screen	\$30-\$120	Up to 4	One is required for WSSU; possibly more for clinical sites
Flu Shot	Varies based on insurance	3	Yearly for WSSU and clinical sites
Physical Exam	Varies based on insurance	Up to 3	Required for WSSU; Possibly more for clinical sites
Onboarding Platforms	\$20-\$50	Up to 2	Some clinical sites require My Clinical Exchange, CB Bridges
CPR	\$60-80	2	Once bi-annually for WSSU, can not expire while in the program
Travel	Varies		Students must have a reliable vehicle for clinical rotations
Housing	Varies		Students will need to account for the cost of housing during clinical rotations.
Liability Insurance	\$15	January 15 th of each year	See instructions below

Total Estimated Cost for Requirements: \$600-\$800

The cost of travel and housing varies significantly. Students may be able to apply for low-cost housing through AHEC.

Students should expect to spend \$2,000 - \$3,000 for each clinical rotation.

Liability Insurance: Students must purchase liability insurance at a cost of \$15 from WSSU Billings & Receivables. The billing code for the insurance is M315. Students must renew this insurance annually and upload a copy of the receipt to Castle Branch. The cost of liability insurance may be subject to an increase.

WSSU has a certificate of insurance for 2 million per incidence and 4 million aggregate that covers students during clinical learning experiences. A copy of the COI can be found in EXXAT and is available for students, SCCEs, and CIs.

Applying for NC Area Health Education Center (AHEC) Student Housing

Procedure:

Students on clinical experiences are responsible for their own housing arrangements and expenses. In some cases, students may be eligible to apply for low-cost, short-term housing through NC Area Health Education Centers (AHEC; <https://www.ncahec.net/>). WSSU is an affiliate with NC AHEC which qualifies our students to apply for housing at a rate of \$14/night.

NC AHEC serves 50 counties in NC out of Regional AHECs (<https://www.ncahec.net/locations/>). Housing is not available around an affiliated university's area (Winston-Salem) or around the Raleigh/Durham area (where housing options are limited). General information about AHEC housing can be found at <https://www.ncahec.net/student-services/student-housing/>.

Students traveling to sites out of state may be able to apply for AHEC from that state; however, WSSU is not an affiliate of non-NC AHEC, and housing may not be available or may be available at a higher cost.

General Application Procedure:

1. The student first searches the NC AHEC website for locations nearest to their clinical placement and confirms the county in which they are placed is serviced.
2. Student goes to <https://my.ncahec.net/login.php> and creates an account (or logs in if they are a previous AHEC user).
3. Student selects "Request Housing" from the left-hand menu and follows instructions on the site to complete a housing application.
 - a. IMPORTANT: University = **WSSU**
Dept. or School = **** ALLIED HEALTH**** (not PT)
Degree = **DPT**
4. The student then notifies Ms. Bree Wall/Program Assistant that they have applied.

General Payment Procedure:

1. The student will receive emailed confirmation of a housing reservation. Note: some AHEC locations may not notify students until 30 days prior to their start date.
2. Student forwards confirmation to the Program Assistant (Ms. Bree Wall, wallb@wssu.edu),
3. Program Assistant generates an invoice and sends it to the student.
4. Student submits invoice with payment online to the University Cashier using this link: [School of Health Sciences Shopping Mall \(Liability Ins, AHEC, Pinning, ETS\)](#)
 - a. NOTE: Payment MUST be made **before** the student leaves for clinical experience. Unpaid housing bills may result in the loss of AHEC privileges and/or delayed graduation.

5. Student submits receipt of payment to Program Assistant (wallb@wssu.edu)

Tips:

1. AHEC can house 95% of applicants, but students are encouraged to apply early.
2. Housing reservations can be canceled without penalty in most cases (see each AHEC Location for details of the cancellation policy). Cancellations must be confirmed by the AHEC Location, and confirmation should be forwarded to the Program Assistant asap.
3. Refunds for unused housing can be processed through the Dean's office but must be accompanied by a) confirmation of cancellation and b) receipt for pre-payment. No refunds will be offered without this documentation.

Students who match to clinical rotation out of state or who do not use AHEC housing are responsible for securing and paying for their own housing. The DCE and Clinical Education team is NOT involved in setting up housing, this is the responsibility of the student.

Criteria Used for Establishing Contracts with Sites

Policy:

The DCE will strategically seek out new clinical partners to fill gaps in clinical placements and allow unique experiences for the DPT students. The DCE will learn about the mission of the clinical site and its philosophy of patient care.

Procedure:

The DCE will vet new sites to ensure they have:

- An established clinical education program
- A variety of learning experiences and a diverse patient population
- Time available to work with students.
- Appropriate expectations for students
- Ongoing requirements for continuing education for their faculty
- An SCCE to assist CIs working with students.

If the site is a good match, the preferred method of requesting slots, communication, and matching students to available slots will be established and outlined in EXXAT.

The DCE will initiate the contract and will send information to the WSSU contract department. The contract department and the WSSU legal department will complete the contract. Signed contracts will be uploaded to the site in EXXAT and to the contract folder on the G drive (or teams).

Referral for Profit: Physician-owned physical therapy practices may involve two situations. The first is when a PT or PTA is employed by the physician, the second is when the referring physician invests in the physical therapy practice. These situations may result in a conflict of interest. The DCE will vet these sites to assess their student program, productivity standards, and variety of patients before establishing a contract.

Clinical Instructors (CI) Requirements:

- A minimum of one year of experience as a PT
- At least 6 months at the site
- Interest in working with a student.
- Prefer, but not required APTA Credential Clinical Instructor Training
- Site SCCE for guidance
- Abide by the state and site rules.
- Abide by the core values of PT.

Clinical Education Placement Process

Policy:

Annually, on March 1st, the DCE and program assistant will send requests to all the sites that have contracts with WSSU to request slots for the next calendar year (for example on March 1st, 2022, we will request spots for 2023). The sites will submit slot offerings over the next 1-5 months. Once enough slots are collected the DCE will meet with the students, present the available slots, and describe the patient populations, and the rigor of the site. The students will be able to view assessments from past students who completed clinical rotations at the sites. The student will have seven days to create a wish list of their top ten choices (every student must select ten choices), and the wish list is submitted in EXXAT. The students can meet with the DCE to discuss their wish lists. Students are encouraged to self-reflect and select the sites that best match their areas of interest and abilities. Students should not select sites based on location alone. The students will be randomly assigned to the highest possible choice on their wish list. In some instances, students may not be matched to one of their top ten choices, in this case, the student will meet with the DCE to select another available slot.

Procedures:

Sites with Special Procedures:

- Several slots are offered on a first come first serve bases (FCFS).
- After March 1st, students are notified weekly of FCFS slots through EXXAT
- Students can select one FCFS slot at a time through EXXAT
- The DCE will send the student's name to the site and will notify the student upon confirmation.
- If the site is no longer available, the student will be notified and may select another FCFS slot.

Additional Special Procedures:

- Curriculum Vitae (CV): If a student is interested in a site that requires a CV, the DCE will collect the student's CVs prior to March 1st and will submit them with a specific student request to the site.
- Interviews: The DCE will email the site with a specific student request. The student will work with the SCCE to schedule a virtual interview.
- Online applications: The DCE will notify the student of the application process prior to March first. The student will confirm with the DCE that they are applying and complete instructions per the site.

Sites requiring a name before offering a slot:

- The DCE will notify students of these sites and students may list up to three locations of interest.
- The DCE will reach out to the SCCE, if the student is offered the spot they will be matched to the clinical rotation.

The site will notify the DCE if the student is selected through any special procedures. The student will be matched to the site if they are offered a spot. They will be notified through EXXAT and emailed by the CE team.

Students **cannot** be matched to a site if they have worked at that site (received a paycheck) in the past. Students cannot be matched to a site if they have a close family member or close friend who is in a position of authority over the PT department or clinical instructor at that site. Students cannot be matched to a site if they have already accepted a job at that site. It is the responsibility of the student to disclose this information to the DCE. Failure to disclose may lead to academic sanctions.

Once matched to a site in EXXAT, students are responsible for reviewing the site contract, and complying with the site's requirements. The site contract is found in EXXAT under the site information.

Student Procedures Prior to the Clinical Rotations

Policy:

Students are responsible for communication with the SCCE, CI, and DCE prior to and during the clinical rotation. Students must complete all WSSU requirements and site-specific requirements to participate in a clinical rotation. Students will confirm with the SCCE the requirements for each site.

Procedure:

WSSU DPT students will:

Register and pay for all classes prior to the beginning of any experience to validate student liability insurance and plan for needed financial resources.

Prior to the clinical rotation:

- Review course requirements and course syllabus found in EXXAT and Canvas
- Review information related to the clinical site found in EXXAT
- Update “my profile” in EXXAT at least 8 weeks prior to the start of the clinical rotation.
- Complete the WSSU requirements 6 weeks prior to the clinical start date.
- Complete site-specific requirements. Details can be found in EXXAT or will be sent to you via your SCCE.
- Students must request a signature from the DCE or Program Assistant for letters of attestation.

Eight weeks prior to the clinical rotation start date, the student will **send a professional email** to the SCCE with the following information:

- Thank the SCCE for the learning experience
- Send your full name, preferred name, and WSSU email address
- Specify the dates for the learning experience
- Confirm and clarify any site-specific requirements, documents, or training
 - If the site requires a drug screen, clarify the number of drugs being tested, and the required timeline, and ask if testing via Castlebranch is adequate
- Are there name badge requirements
- Inquire about the dress code and schedule for the first day
- Request that they send you the name and contact information for your CI when possible (the timeline varies significantly)
- Ask any additional questions you have related to the site or requirements

When you know the name and contact information for your CI, **send them a professional email** including the following information:

- Thank the CI for working with you

- Send your name, email address, and phone number
- Specify the dates for the learning experience
- Ask about the 3-4 most common patient conditions the CI treats
- Ask if the CI has research articles or resources, they would like you to review before you arrive.
- Ask any additional questions you may have related to patient care.
- Complete the CI Details section found under the to-do list in EXXAT

Site Cancellation Policy

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, the DCE will work with the students to find another location.

Procedure:

If the Clinical Site cancels:

1. The DCE will notify the student.
2. The DCE will meet with the students to discuss possible options.
3. The DCE and Program Assistant will reach out to other facilities to request placements for the student.
4. Under no circumstances should the student initiate contact with an existing or current clinical education site without prior consent of the DCE.
5. The DCE may have to change the dates, times, and/or setting to properly place the student so he/she may fulfill the clinical education requirements.
6. The DCE will notify the student of the new clinical education site as soon as possible.

The student may appeal the Clinical Education placement secondary to hardship.

1. If a student faces undue hardship, they may appeal in writing to the DCE.
2. This appeal should contain at least the following information:
 - a. Clinical Education Facility Name
 - b. Clinical Education Course number and dates of assignment
 - c. Hardship Reason: Undue hardship is defined as a special circumstance, which would make it extremely difficult for you to complete the CE experience at the facility to which you have been assigned. Hardship examples are your pregnancy or pregnancy of your significant other; child, significant other or immediate family member illness that requires your constant monitoring; and previous employment with the facility where you have been assigned.
3. It is the student's responsibility to plan financial support for these clinical education experiences in advance of the clinical assignment.
4. The DCE will attempt to find an alternative placement, however, if the DCE is unable to find an alternate placement the student will be delayed in graduation.
5. The student may appeal by following the grievance procedure that is outlined in the Handbook for Professional Students.

Student Information Provided to Sites

Policy:

Student information will be shared with the site they are matched to for clinical rotations to allow the student to participate in the clinical rotation.

Procedures:

When students are assigned to sites, the DCE will notify the SCCEs to confirm the placement of the student. The SCCE will receive a link to EXXAT with the dates for the learning experience, the contact information for the DCE, the name and email of the student who is matched to the site, and access to the student's profile and requirements. The SCCE and CI (once assigned) have access to the course syllabus, learning objectives, weekly communication forms, Inservice feedback form, outstanding student nomination form, Certificate of Liability, Attendance Policies, Guide for Appropriate Student Supervision, Use of Students under Medicare B, Student Handbook, WSSU Curriculum, and CPI instructions.

At least eight weeks prior to the start of each clinical rotation, the student will update their profile and Clinical Questionnaire in EXXAT. The questionnaire highlights the student's past experiences, self-assessment of their strengths and challenges, and short and long-term goals for the learning experience. The SCCE and CI may view the students' profiles and clinical questionnaires prior to the student's arrival. The student will meet with their CI during the first week of the clinical rotation to review the Clinical Questionnaire and goals and ensure clear expectations for the learning experience. The CI signs and attests that they have reviewed the Clinical Questionnaire with the student. The student uploads the signed attestation to Canvas.

Clinical faculty will NOT receive information regarding a student's academic standing (Family Educational Rights and Privacy Act FERPA). If an SCCE or CI inquires as to a student's academic performance, it is the policy of WSSU to provide only that the student is in satisfactory academic standing to move forward with the clinical education curriculum.

The SCCE will receive a link to the student's profile and requirements found in EXXAT, however, some sites request that the student sends the documents via email or upload them to an external database (My Clinical Exchange, or Rotation Manager). The DCE or Program Assistant will send the student information on how to access site-specific databases if these are required by the sites.

Students must electronically sign a statement in EXXAT agreeing to share profile information and requirements.

Clinical Site Visits

Policy:

At any time during the clinical rotation, the DCE may make a site visit to the facility to evaluate the student's performance, and the clinical faculty, and to foster the relationship between the clinical site and the WSSU DPT program.

Procedure:

Clinical visits will not be made to all facilities during each clinical rotation, priority will be given to new sites or students experiencing challenges during the clinical rotation. The clinical faculty may also request a site visit from the DCE at any time. The DCE will schedule a site visit by emailing the student who will talk to their CI and identify ideal times and dates. Due to patient privacy and site regulations, some sites may prefer a virtual meeting or phone call instead of an onsite meeting. If there is a policy at the facility restricting visits by the DCE, the facility is responsible for notifying the DCE.

The DCE will keep a record of each clinical site visit and phone conference in EXXAT.

Student Evaluation of Clinical Education and Clinical Sites

Policy:

Students will complete an evaluation of the CI at mid-term and at the end of each clinical rotation. Students will also complete an evaluation of the site at the completion of each clinical rotation. These two evaluations are helpful in assessing the quality of the learning experiences and the opportunities available at the site. The SCCE will have access to these evaluations. The evaluation of the site will be reviewed by the DCE and made available for future students. These evaluations are required of each student by the completion of each clinical rotation.

Procedure:

- Both evaluations will be completed in EXXAT
- Students will select their placement in EXXAT. Under the to-do list they will see the “Student Evaluation of the CI” and the “Student Evaluation of the Site”.
- Students should complete all sections and hit submit once completed.
- Students will follow instructions and timelines outlined in the Canvas course for due dates.

Debriefing

Policy:

After the completion of each clinical rotation, the student will have a group meeting with the DCE and available faculty members to share information about their learning experiences. The Debriefing process will allow the DCE and faculty to evaluate the learning experiences, identify emerging areas of practice, and look for consistent reports regarding areas of strength and areas of weakness. This information is utilized to inform the faculty of students' success and challenges, identify possible changes to the curriculum, and assess the opportunities available at each clinical site.

Procedure:

Students will meet as a group with the DCE and available faculty members to assess the clinical rotation. Meetings will take place in person or virtually, after students return from breaks following CE 1, CE2, and CE 4. The debriefing meeting will take place virtually for CE 3 and will be scheduled for the weekend between CE 3 and CE 4. The debriefing meetings last 60-90 minutes and all students are encouraged to participate.

Students will share information related to:

- Areas of strength
- Areas that were challenging
- Learning opportunities available at sites
- Communication with various stakeholders
- Documentation
- Stress management
- Interprofessional opportunities

Clinical Education Attendance Policy

Policy:

PT students are required to attend each day of their clinical rotation. We understand that illness and personal issues may result in missed time during the clinical rotations.

Procedure:

1. Students must follow the rules of their site regarding illness.
2. If a student is ill, they must notify their CI and email the DCE.
3. If a student has a personal emergency that requires them to miss time, they must notify their CI and email the DCE as soon as possible. Miss time should be preapproved if possible.
4. Absences for any other reason must be preapproved by the DCE and the CI through direct communication and emails.
5. Students must document all missed time in EXXAT under the clinical rotation to-do list as soon as possible and include notes on how they plan to make up missed time.
6. 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 rotation. Students must be supervised by a licensed PT or PTA.
7. In cases of inclement weather, students are to follow the attendance requirements of their clinical site.
8. If the site is closed due to inclement weather the student is not required to make up this time but should follow the CI's schedule if additional time is added to accommodate patients in the future.
9. In cases of extended illness, up to two days may not need to be made up provided the student is progressing as expected and on track to achieve all goals.
10. More than 2 total absences during any internship may constitute grounds for remediation. The CI and DCE will collaborate to determine if an extension is appropriate based on the student's performance and the site's ability to accommodate an extension.
11. If a student misses time that they are unable to makeup and an extension is not possible, the student may need to repeat the clinical rotation.

Clinical Education Dress Code Policy

Policy:

WSSU students are expected to dress professionally during clinical education experience.

1. Students must always wear a name tag identifying themselves as students.
2. Students must wear closed-toe shoes and socks; many sites do not allow tennis shoes. If tennis shoes are allowed, they must be clean.
3. Students should wear appropriate undergarments, loose fitting pants (not denim), skirts (not above the knees or denim), and shirts with sleeves (not T-shirts).
4. Clothing should cover the students' mid-section when they reach up and squat down.
5. Students may wear ties, lab coats, specific color shirts, or scrubs depending on the site's dress code.
6. Students should not wear athletic tights or yoga pants.
7. Students may not wear hats, visible body piercings (except for earrings), or dangling jewelry.
8. Based on the policy of the site, tattoos may need to be covered.
9. Hair should be styled in a way to allow safe patient care. Some sites specify hair color.
10. Fingernails must be short, and artificial fingernails are not allowed. Nail polish may not be allowed.
11. Due to patient allergies, students should not wear strong perfumes or colognes.
12. If a student is required to wear an N95 mask, the site **may** require them to be clean shaved.

Clinical Education Consensual Relationship Policy

Policy:

Consensual relationships between students and patients are not allowed. Consensual relationships are not allowed between students and clinical preceptors who are in a position of authority or who have access to personal student information, including student performance, evaluation, or grading.

Clinical Education Social Media Policy

Policy:

While on clinical rotations, 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 information about their clinical sites or learning experience on social media. Students should not share information from their clinical sites on personal social media accounts. Please refer to WSSU DPT social media policy for additional information.

The student may give permission for a clinical site to post information about the student on the site's webpage or social media accounts.

During clinical rotations, students should not use their phones during patient care or in view of patients. Students should use phones for personal reasons during scheduled free time. If a site requires the student to carry a phone for paging, the student may use their phone for that purpose. Students should discuss the use of their phones for any reason with their CI.

Grading for Clinical Education Policy

Policy:

All clinical education courses are graded as "satisfactory" (S) or "unsatisfactory" (U).

Procedure:

1. Students must achieve the CPI and grading criteria specific for each clinical rotation: please refer to the course syllabus found in EXXAT under course documents. Students must meet all deadlines including:
 - WSSU requirements
 - Site-specific requirements, documents, and training
 - Course assignments in EXXAT and in Canvas
2. Students will be expected to reach entry-level performance in the CPI categories by the end of the final experience.
3. CI may indicate a critical incidence at the end of the assessment under performance concern, unsafe events, and incidences to be recorded. The DCE(s) and Chair of the DPT program will discuss the incident and appropriate actions will be taken. Performance concerns related to safety, professional behavior, accountability, communication, and clinical reasoning may result in failure of the clinical experience.
4. If the SCCE, CI, or students report challenges in the learning experience, the DCE will collaborate with the CI, SCCE, and student to establish a remediation plan if possible. The student is encouraged to reach out to the DCE if they are experiencing challenges early in the clinical rotation.
5. In certain circumstances, a student may be removed immediately from a clinical rotation due to serious performance or professional behavior deficiencies. The DCE, the SCCE, or the CI can make this decision.
6. Students are evaluated on several criteria to determine if they have successfully met the required competencies to pass a clinical experience.

These criteria include:

- Satisfactory completion of all course assignments
- Final score on the CPI rating scale, the narrative supporting the rating score, and summary comments at the end of the CPI.
- Information provided to the DCE from the CI regarding the student's performance in the clinical setting.

- The DCE will consider the knowledge of other factors impacting the learning environment such as the complexity of the clinical environment, progression of student performance, and congruence between all information about student performance.

Unsuccessful Clinical Rotation Policy:

Policy:

Students must pass all Clinical Education courses with a Satisfactory (S). If a student receives an Unsatisfactory (U) grade or is unable to complete a clinical rotation for any reason the following procedure should be followed.

Procedure:

1. The DPT faculty will meet to discuss the student's specific situation. The faculty will consider the student's individual situation including:
 - The student's progress during the clinical rotation
 - The student's ability to accept feedback and implement change.
 - The student's ability to self-reflect and address areas of concern.
 - All written, and verbal feedback from the CI and SCCE
 - Documentation from the DCE regarding communication during the clinical rotation
 - The student's past performance in clinical rotations and in the classroom
 - The student's personal circumstances that may have contributed to performance.
2. The DCE will present information about the student and a recommendation to the faculty that will vote on three options:
 - Allow the student to complete another clinical rotation with an agreed upon learning contract. Learning contracts are shared with the SCCE and CI.
 - Have the student successfully complete a remediation program and learning contract prior to another clinical rotation. This may delay graduation.
 - Dismiss the student from the WSSU DPT program.
3. Faculty will vote on the recommendation.
4. It is the responsibility of the DCE to report the faculty vote to the students.
5. If a student is dismissed from the DPT program two faculty members will meet with the student in person to report the decision.
6. Students may appeal dismissal or delay graduation decisions by following the Winston-Salem State University Graduate Program Grade Appeal Policy (303.13)

<https://www.wssu.edu/about/offices-and-departments/division-of-institutional-integrity/legal-affairs/policies-and-procedures/chapter-300-undergraduate-and-graduate-students/303-graduate/303.13.html>

Clinical Education Accommodations- Americans with Disability Act

Policy:

Students who have met with the WSSU Department of Disability and have a documented disability or medical condition (see WSSU DPT policy) may request to meet with the DCE to discuss accommodations prior to the clinical placement process. The student and DCE can discuss the student's accommodation to identify the best available learning experience.

Students are encouraged to declare their disability or medical condition with their SCCE and CI. If a student chooses to remain undeclared the DCE is bound by law to maintain confidentiality. Students who chose not to disclose and do not receive accommodation are responsible for their performance without accommodation. If the student chooses to disclose a disability, the DCE and the student may meet with the SCCE and the CI to identify possible accommodations available at the site. Students should be aware that clinical sites may not be able to offer the same reasonable accommodation available at WSSU.

Students must be able to perform the essential functions of the job as outlined in WSSU DPT policy. If a student has an injury or illness that could impact their ability to perform the essential functions of the job, the student must have a note from their physician or health care provider clearing them for participating in the clinical rotation. If the student has physical limitations the physician's note must clearly state the limitations, with the student's permission, the DCE will see if the site can accommodate the student's limitations. If the site cannot accommodate the limitation the student will need to make up the clinical rotation when they are able to complete all essential functions of the job.

Students are strongly encouraged to share any disabilities or medical conditions that may impact their performance or safety with their CI and/or SCCE.



WINSTON-SALEM STATE UNIVERSITY

Student Acknowledgement of Risks and Attestation of Clinical Education Policies and Procedures

Student Name (Please Print): _____

I, (above-stated name), am aware that I may encounter situations during my clinical experiences that may influence my health and wellness. Examples of these include but are not limited to, exposure to bloodborne pathogens, airborne pathogens, and infectious agents such as MRSA, HIV/AIDS, hepatitis, COVID, and tuberculosis. The Department of Physical Therapy will provide education regarding safety and universal precautions that will help minimize the health risk from infectious agents during experiences. I will receive education and assessment of body mechanics, transfer techniques, and safe patient interventions to minimize the risk of injury when working with patients. I can ask questions and receive answers regarding all risks to my health and wellness.

I am aware of potential health risks during experiences and accept this aspect of my professional education as essential to my career goal of becoming a licensed Physical Therapist.

Student Attestation to Clinical Education Policies and Procedures:

I, (above stated name), have reviewed the Clinical Education Manual and agree to abide by the policies and procedures.

Student Signature

Date

Witness

Date