



# SACRAMENTO STATE

## Clinical Faculty Rights and Responsibilities

Clinical faculty refers to all Clinical Instructors (CI), as well as Center Coordinators of Clinical Education (CCCE).

The CI is a physical therapist with at least one year of clinical experience who has volunteered to mentor and assess a physical therapy student or intern. The CI has primary responsibility for productivity and to the delivery of safe, high quality patient care during the time of the student experience.

The CCCE is responsible for coordinating assignments and activities of students at the clinical education site. They support the CI in his/her work with students while acknowledging the primary concern for the health, safety and welfare of the patients. CCCEs may serve as a resource for the CI, encouraging the use of effective clinical teaching, and may at times assist with mediation and conflict resolution.

### Clinical Instructor (CI) Responsibilities

1. Prepare for student arrival by reviewing student/academic materials, and contact the DCE as necessary with any questions or concerns
2. Provide student an appropriate orientation under the direction of the CCCE
3. Define, with the student's input and information from the academic program, the goals of the affiliation. This may include setting weekly goals for and with the student.
4. Maximize the learning experiences available and determine additional experiences available for the student (direct patient care, participation in team meetings, rounds, case conferences, department meetings, exposure to other disciplines, diagnostic procedures, support services, etc.)
5. Provide daily on-site supervision of the student, appropriate for the PT role/scope of practice consistent with legislative guidelines as well as attention to individual student needs and level of education
6. Give frequent, immediate constructive feedback to the student in a tactful, non-intimidating manner
7. Allow time to meet with student (a minimum of weekly) to review objectives and progression, and to plan for upcoming opportunities/experiences
8. Ensure achievement of educational objectives as outlined by the academic program as well as the student.
9. Facilitate open communication with the student, creating an environment in which the student is comfortable offering suggestions and asking questions
10. Support the student's development of professional behaviors and socialization by serving as a role model for the profession

11. Provide client care at a level that meets the needs of the department yet also does not compromise the integrity of the student experience
12. Review/co-sign all documentation completed by the student (appropriate to third-party payer and site policies)
13. Coordinate site visits/calls with DCE as indicated
14. Communicate issues/concerns with regard to student performance in either clinical skills or professional behaviors in a timely manner
15. Document progress, concerns, and any plan of action and review with student/CCCE/DCE as needed in a timely manner
16. Prepare/Submit and sign off on all student performance evaluations and other documentations as requested by academic institutions
17. Sign and submit completed final evaluation and other forms as requested to affiliating schools promptly at completion of the affiliation
18. Retain copies of appropriate documentation and submit to CCCE and/or DCE as requested

### Center Coordinator or Clinical Education (CCCE) Responsibilities

1. To facilitate the establishment of contracts between the facility and the academic institution
2. To schedule students for the upcoming clinical experiences and direct and delegate clinical supervision of students.
3. To evaluate the ability of staff PTs to perform clinical instructor duties and responsibilities.
4. Plan the number and length of PT student internships for the whole facility for the coming year(s)
5. To plan and coordinate a comprehensive student orientation to the clinical facility, both before arrival and during the first day(s) in the facility.
6. To communicate the general information about the clinical site to the student prior to student starting.
7. To communicate and facilitate the facility's human resource requirements, including health records needed, criminal background, drug screen requirements, and mandatory training.
8. To coordinate and update written information about the clinical center (e.g. using the Clinical Site Information Form (or equivalent) and provide current information to the academic programs.
9. To review and revise the clinical education program as changes in objectives, programs and staff occur.
10. To establish general objectives and performance expectations for PT students while at the facility, and to disseminate to the CIs.
11. To discontinue any student participation where patient safety or legal billing for services is compromised.
12. To communicate to CIs the processes for continuously assessing student performance and recognition of problem areas.
13. To alert the DCE of any critical incidents involving the student.
14. To provide written documentation of the reasons for termination of a student experience.
15. To respond to requests for reasonable accommodation for student disabilities, incorporating facility concerns and communicating ability to accommodate (or not) clearly to the DCE.

16. To keep records of the clinical education program on an annual basis.
17. To facilitate re-assignment of student to alternate CIs in the event of CI illness or vacation.

### Clinical Faculty (CCCE) Rights

1. To reasonably require the assistance of the DCE in any aspect of staff development, conflict management, student assessment or goal setting.
2. To affiliate with as many PT or PTA programs as desired.
3. To terminate a student during the internship for violations of facility policies, procedures, rules and regulation, in cases of significantly substandard performance, and in cases of legal or ethical violations.
4. To terminate a student immediately for posing an imminent danger of harm to patients or others.
5. To cancel a scheduled student placement with reasonable advance notice.
6. To be treated fairly and respectfully by the student and all faculty of the academic institution
7. To receive accurate verification of continuing competency/continuing education credits consistent with the regulations of the state licensing board in which the CI is licensed.
8. To enforce all policies, procedures, rules and regulations of the clinical facility.
9. To receive timely response from the DCE and academic institution to requests for information or assistance.
10. To be free of harassment from, or hostile environment created by, any student or academic representative.
11. To have access to any resources that the academic institution can reasonably provide, which may include, but is not limited to, : opportunity to serve on a Clinical Education Advisory Committee and/or Community Advisory Committee; 3opportunity to serve as a lab instructor or guest lecturer; reduced fees for continuing education courses offered by the academic institution; recognition as adjunct faculty appointment, access to textbooks, opportunity to partner in conducting clinical research, in-services by academic faculty, and library access.