Northwestern University  
Department of Physical Therapy and Human Movement Sciences  
Clinical Education Frequently Asked Questions

Directors of Clinical Education (DCE) Contact Information

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How do I recommend a facility for full-time clinical education experiences?

- There is a form for recommending potential clinical sites on the Clinical Education course site on Exxat under Miscellaneous Documents.

- Because of the significant number of high quality clinical education facilities that provide NUPT students with out-patient orthopedic placements, we will, gladly accept new site recommendation forms for hospitals, SNFs, rehabilitation facilities, pediatric clinics, home health facilities, etc. as a priority over outpatient orthopedic facilities. We will also consider recommendations for outpatient orthopedic sites that are highly unique in some way (e.g., those with a women’s health focus or a vestibular/balance focus).

- Please complete the form and submit to your assigned DCE. We’ll send the facility a packet of information about the NU DPT program and ask the CCCE to complete and return a Clinical Site Information Form. If both parties are still interested in establishing a clinical education relationship, we will negotiate the clinical education agreement. Once both the facility and University representatives sign the agreement, we will ask for placements for NU students; then those will be available to all students during the clinical match process.

- Recommendation of a clinical site does not guarantee an agreement between the clinical site and the Department of Physical Therapy and Human Movement Sciences. If an agreement is executed, the student making the recommendation may or may not be among the individuals who participate in clinical experiences at the site.
• The Directors of Clinical Education will manage all communication between the program and clinical sites.

What if I need to be away from my clinical education experience (for any reason)?

• Clinical education experiences are required courses in the NU professional education program. Therefore, students need to notify your assigned DCE when any situation arises that requires them to be away from a clinical internship. You will need to develop a plan with your CI and DCE to make up the time away.

What if I am ill during any of my clinical education experiences?

• Call your CI as soon as possible on each day of absence.

• Call/email Nora (312-908-6796; n-francis@northwestern.edu), Chandi (312-908-6783; chandi.edmonds1@northwestern.edu), and Krista (312-503-3921; krista-vanderlaan@northwestern.edu) to let us know you are ill. If none of us are available, leave a message with Angela Cope (312-908-6781).

• When you return to your clinical facility, develop a plan with your CI to make up the time away and let Nora, Chandi or Krista know the plan.

What if I am away for an extended period (such as hospitalized, have surgery, etc.) during the scheduled dates of my clinical education experiences?

• Contact your CI and the CCCE as soon as possible to alert them to the situation.

• Call/email Nora, Chandi or Krista to let one of us know you will be away from your clinical internship. If none of us are available, leave a message with Angela Cope (312-908-6781).

• If/when you are able to return to the clinic, communicate with Nora, Chandi or Krista and your CI and CCCE to develop a plan to make up the time away.

• If your absence is due to medical reasons, you will need to have your physician complete the medical clearance form found in Exxat under Miscellaneous Documents.
What if I need to attend a funeral during my clinical education experience?

- Call your CI as soon as you know.
- Call/email Nora (312-908-6796), Chandi (312-908-6783), or Krista (312-503-3921) to let us know you need to attend a funeral. If none of us is available, leave a message with Angela Cope (312-908-6781).
- When you return to your clinical facility, develop a plan with your CI to make up the time away, if feasible, and let Nora, Chandi or Krista know the plan.

I need to participate/attend a wedding (or other significant family event) during my clinical experience – what do I do?

- See or send an email message to your assigned DCE. We will work with you to determine a mutually agreed upon plan that you can propose to the CCCE or CI. We expect that you will make up any time away from your clinical experience, as feasible for the clinical facility.

I just received a summons for jury duty that conflicts with my clinical experience. What do I do?

- Contact Kisha Nelson (k-nelson@northwestern.edu). She has a sample excuse from jury duty letter that she can modify to meet your particular situation.

My clinical facility requires a criminal background check – how do obtain a copy of my criminal background check?

- Marjorie Johnson Hilliard (m-johnson10@northwestern.edu) can provide you with a copy of your criminal background check results. Students are responsible for checking with their clinical site to assure this meets the requirements of the facility.

My clinical facility requires a drug screen – how do I do that?

- Determine what type of drug screen is required by reviewing the Clinical Site Information Form or by contacting the CCCE. Drug screens can be obtained through independent drug screen companies. Students should use the web to search for drug screen locations. Students can also check with private physician offices and/or city/county health departments to determine if they provide this service.

- Local drug testing facilities include:
• Bri-Test at 211. E. Ohio St. Phone 312-661-1341. Cost is approximately $30. For more information, see: http://www.britesting.com/britestinglocation.html

• LabCorp at 233 E. Erie Street. Phone 312-573-1857
  1. Make appointment online.
  2. Call LabCorp to acquire a separate code **before** going to your appointment (code is NOT the same as the registration number in the confirmation email from LabCorp).
  3. Bring code + any items instructed in confirmation email (eg., gov't ID) to appointment.

What happens if my clinical experience is cancelled by the CCCE at my assigned facility?

• Approximately 10% of clinical experiences on the final schedule change partially or completely before or during any clinical experience. In the event a clinical facility becomes unable to provide a clinical experience, the DCEs will work with the student to locate a suitable facility. The DCEs begin by considering facilities that were not selected during the clinical selection process.

• The student provides a list of top three to five choices from facilities that were not selected.

• DCEs contact the CCCEs at the facilities the student has listed (in order of preference). When a CCCE confirms that he/she can accept the student, the student will be assigned to that facility.

• The student composes his/her Student Profile and Clinical Questionnaire on Exxat to match the learning opportunities provided by the newly assigned facility.

• If a facility cancels a clinical education experience, the University expects the student to accommodate the change by using effective communication skills and demonstrating professional behavior, flexibility, and adaptability. Students remain responsible for expenses that result from changes in the clinical education schedule.

What are the requirements to serve as a clinical instructor?

• Minimum of one year of clinical experience + desire to participate in student education.
The APTA has detailed voluntary guidelines for clinical instructors. The guidelines are divided into six key areas:

- Clinical competence and legal and ethical behavior that meets or exceeds the expectations of members of the profession of physical therapy.
- Effective communication skills.
- Effective behavior, conduct, and skill in interpersonal relationships.
- Effective instructional skills.
- Effective supervisory skills.
- Performance evaluations skills (midterm and final).

I am not receiving any supervision and I feel like I am being used as a staff physical therapist during a clinical experience. What should I do?

- The emphasis of clinical education is learning in the clinic.
- Students should never be left unsupervised to manage a full patient caseload.
- If you have concerns about the supervision and feedback provided by your CI and/or productivity expectations that are required during your clinical experience, contact your assigned DCE immediately.

What documentation is required at the midpoint of my clinical experience?

- Students and CIs must complete the PT CPI Web must be completed at midterm and those evaluations will show as completed electronically when you and your CI sign off.
- Completion of the midterm sections of the PT Student Evaluation of Clinical Experience (PTSE) form on Exxat, which is to be reviewed by the CI at your midterm evaluation.

What documentation is required at the completion of my clinical experiences?

- Final self-evaluation on the PT CPI Web (online).
- Final sections of the PT Student Evaluation of Clinical Experience (PTSE) for CI evaluation - submit/upload the completed form on Exxat.
• PT Student Evaluation of Clinical Experience (PTSE) for Facility evaluation - submit/upload the completed form on Exxat.

• CE I/CE II or CE III/IV Reflection - submit/upload the completed reflection on Exxat

PTSE General Information and Signatures page - completed by CI and student and upload on Exxat.

When is the first week report due?

• The first week report is due at the completion of your first week of your clinical experience; the report can be submitted by the end of the day on the Monday starting week 2.

• First week reports will be uploaded to the Clinical Education course site on Exxat.

When is the midterm evaluation (PT CPI Web and Student Evaluation of Clinical Experience) due?

• The midterm evaluation typically occurs halfway through your clinical experience on a date and time that is mutually agreed upon by you and your CI.

When is the final evaluation (PT CPI Web and Student Evaluation of Clinical Experience) due?

• The final evaluations typically occur during your last week, up to and including the last day of your clinical experience on a date and time that is mutually agreed upon by you and your CI.

How do I complete the required PT CPI online rater training program?

• See Getting Started With the APTA Learning Center For PT CPI Course Participants (See Appendix 1 beginning on page 8 of this document)

• If you have questions about accessing the training program, please contact APTA Member Services at 1-800-999-2782 X 3395 or LearningCenterAdmin@apta.org.

How do I access the PT CPI Web?

• https://cpi2.amsapps.com/user_session/new

• Enter your email address that has been provided by NU

• Enter the password that has been provided by the PT CPI Web site
• Use the Online Resource Center from Academic Management Systems for FAQs and Getting Started with the PT CPI Web - 
  http://www.academicsoftwareplus.com/Products/ClinicEval/ClinicalAssessmentSuiteDocuments

• If you have a PT CPI Web question, please contact our Product Support Specialist, Greg Awarski, GAwariski@academicsoftwareplus.com.
Appendix 1: Getting Started With the APTA Learning Center For PT CPI Course Participants

APTA Members/Current or Former APTA Customers

1. Login to www.apta.org
   - Enter your username and password and select "click here to continue:" (http://www.apta.org/APTALogin.aspx)
   - Under http://www.apta.org/myAPTA make note of the email address associated with your apta.org account you will need to use the same address to verify your training completion in PT CPI Web.

2. Important! It is essential that you do not purchase or register for courses in the APTA Learning Center using more than one account number. If you’ve forgotten your password or were at one time an APTA member, click here to have it emailed to you OR contact 800/999-2782, ext 3395 for assistance.

3. Set up your computer

4. "Purchase" the free PT CPI online course
   - To access the PT CPI online course, go to: http://learningcenter.apta.org/free_membercourses.aspx (this is the "Free Member" course catalog, accessible from the public course catalog) in the APTA Learning Center, then "purchase" the free course through the online shopping cart.

5. Take the PT CPI online course
   - After purchasing the course, go to My Courses http://learningcenter.apta.org/My_Courses.aspx within the APTA Learning Center.

6. Print CEU certificate
   - Claim credit and print your 0.2 CEU certificate through My Courses http://learningcenter.apta.org/My_Courses.aspx at the APTA Learning Center.

7. Access the PT CPI Web site
   - To access PT CPI Web 2.0, please click: https://cpi2.amsapps.com.

The academic program with whom you affiliate can provide you with your username (the email address provided to them). If you do not have a password, you will need to use the ‘I forgot or do not have a password’ link to establish a password. The password to login to PT CPI Web 2.0 is NOT the same as the password used to login to the APTA Web site.

New Customers/Never Been an APTA Member

1. Create an account at www.apta.org
   - Register at apta.org: http://www.apta.org/APTALogin.aspx. Complete the required information and write down your username and password.
   - Please make a note of the e-mail address that you use when completing this registration information as you will need to use the same email address to verify your training completion in PT CPI Web.
2. Set up your computer


- **Important!** You are now ready to purchase the free online course.

3. "Purchase" the free PT CPI online course

- To access the PT CPI online course, go to: http://learningcenter.apta.org/free_membercourses.aspx (this is the “Free member” course catalog, accessible from the public course catalog) in the APTA Learning Center, then "purchase" the free course through the online shopping cart.

4. Take the PT CPI online course

- After purchasing the course, go to My Courses http://learningcenter.apta.org/My_Courses.aspx within the APTA Learning Center.

5. Print CEU certificate

- Claim credit and print your 0.2 CEU certificate through My Courses http://learningcenter.apta.org/My_Courses.aspx at the APTA Learning Center.

6. Access the PT CPI Web site

- To access PT CPI Web 2.0, please click: https://cpi2.amsapps.com.

The academic program with whom you affiliate can provide you with your username (the email address provided to them). If you do not have a password, you will need to use the 'I forgot or do not have a password' link to establish a password. The password to login to PT CPI Web 2.0 is NOT the same as the password used to login to the APTA Web site.