

## Introduction

Texas Tech University Health Sciences Center's, School of Health Professions, Doctor of Physical Therapy (DPT) Program affiliates with over 500 outstanding clinical education facilities within Texas and approved states throughout the continental United States. Students enrolled in the DPT program participate in a total of 32 weeks of full-time clinical experience and a 4-week Integrated Clinical Education Experience as outlined below. Students must have the opportunity to work with patients of all ages and a variety of settings to provide them with entry-level physical therapy skills. Each student must have clinical experience in both the Inpatient and Outpatient physical therapy practice settings during their eight-week rotations with the third and fourth experiences as an elective of their choice. They must also fulfill their neuro skills throughout the 32 weeks of full-time clinical experience.

## Requirements

- Integrative Experience focusing on professionalism and generic abilities
- Inpatient Foundational Skills Experience (inpatient acute care; inpatient acute rehab; skilled nursing subacute rehab; or long-term acute care)
- Outpatient Musculoskeletal Experience (OP orthopedic)
- 2 Elective experiences (any above setting or pediatric, wounds, pelvic floor, cardiac, rural health, neuro rehab, home health, etc.)

## General Order of TTUHSC DPT Clinical Experiences

Internship	Length	Program Year	Timing
Clinical Experience 1	4 weeks	DPT 2	July – August of second Summer semester
Clinical Internship 1	8 weeks	DPT 3	August – October of third Fall semester
Clinical Internship 2	8 weeks	DPT 3	October – December of third Fall semester
Clinical Internship 3	8 weeks	DPT 3	January – March of third Spring semester
Clinical Internship 4	8 weeks	DPT 3	March – April of third Spring semester

## Contact Information

TTUHSC DPT program is committed to providing excellent clinical education experiences for our students. Additionally, we desire to support the clinical instructors that are an irreplaceable resource to the TTUHSC DPT program. Questions can be addressed to the Director of Clinical Education (DCE) or one of the Assistant Directors of Clinical Education (ADCE).

<p><b>Misty Miller, PT, DPT</b>  <i>Director of Clinical Education</i>            1400 S. Coulter, Ste 4907            Amarillo, TX 79106            P: (806) 414-9688            F: (806) 354-5591            Email: misty.miller@ttuhsc.edu</p>	<p><b>Mikala Reznik, PT, DPT</b>  <i>Assistant DCE</i>            800 W. 4<sup>th</sup> Street, Ste 2C60            Odessa, TX 79763            P: (432) 703-5175            F: (432) 335-5365            Email: Mikala.reznik@ttuhsc.edu</p>	<p><b>Doug Dendy PT, DPT, ScD, PCS</b>  <i>Assistant DCE</i>            3601 4<sup>th</sup> Street, STOP 6280            Lubbock, TX 79430-6280            P: (806) 743-3236            F: (806) 743-6005            Email: doug.dendy@ttuhsc.edu</p>
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# **TTUHSC School of Health Professions**

## **DPT Program Clinical Education Handbook**

Contracting questions may be directed to:

**Beatrice Johnson**

*Clinical Education Support Coordinator*

P: (806) 743-1722

F: (806) 743-2189

Email: [beatrice.johnson@ttuhsc.edu](mailto:beatrice.johnson@ttuhsc.edu)

### **Clinical Education Policies and Procedures**

#### *Guidelines and Choosing Procedure:*

The TTUHSC DPT Program utilizes E\*Value to manage the student placements and assessments. Students receive the list of clinical sites approximately one month prior to the selection of clinical sites. Students will rank their top 10 choices in the E\*Value system. Students can access the Clinical Site Information Forms (CSIF) and read previous student clinical site evaluation forms in E\*Value as well as visit with faculty for information about clinical sites. Once student selections are finalized, the clinical education faculty will request to run an optimization report where the E\*Value system runs an algorithm to place each student at a clinical location based on their selections. Students are matched to a clinical rotation site based on student preferences, any special pre-approved accommodations, and internship availability. The team will then review this list and determine final placements for each student. Students are not allowed to contact a site in order to ask about their facility without approval from the Clinical Education Team. In addition, *students are not allowed to perform clinical experiences in facilities that meet the following criteria:*

- The student was formerly or currently employed at the physical location
- The student performed more than 40 observation hours at the physical location within a three year time period prior to the start of the clinical rotation.
- The clinic is owned/operated/or staffed (PT) by student family members
- The clinical instructor assigned to the student was a previous direct supervisor for the student

Faculty assist students in selecting sites that will best meet their educational needs, but the final decision is up to the Clinical Education Team. Students that have demonstrated deficiencies in academic performance may be assigned to a specific clinical site by the CE team. Students may request special accommodations for their clinical placements and must submit their request for consideration in writing at least two weeks prior to the beginning of the selection process. All requests are subject to approval by the DCE team. Approval may require input from the Program Director and the Director of Student Services. Examples of special circumstances include, but aren't limited to pregnancy, documented health issues, family crisis, single parents, etc.

*Prior to the DPT Class of 2020*, the TTUHSC DPT Program utilized a lottery method for selection of clinical education experiences. For the first 4 week internship, the entire cohort was randomized for selections. The selection order for 8 week internships was determined in 4 groups—Amarillo, Lubbock A, Lubbock B and Odessa. This process allowed each group to select first, second, third and fourth in the process of choosing the four long clinical experiences.

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### **DPT Program Clinical Education Handbook**

<b>Master Choosing Order</b>				
C12	Amarillo	Lubbock A	Odessa	Lubbock B
C13	Lubbock B	Amarillo	Lubbock A	Odessa
C14	Odessa	Lubbock B	Amarillo	Lubbock A
C15	Lubbock A	Odessa	Lubbock B	Amarillo

The initial order within campus groups was chosen randomly, and the subsequent order within the group was rotated so that each student had a chance to select toward the first, toward the last, and twice toward the middle of their group. Please see **Appendix A** for a complete example choosing order for a cohort.

Students received the list of clinical sites one to two weeks prior to the selection of clinical sites, and selections were typically made over a 3-4 day period. Students were able to reference past *PT Student Assessment of the Clinical Experience* forms and talk with faculty and other students about clinical sites.

#### *Student Initiated Clinical Slots:*

Students are able to work with the clinical education team to set up no more than 1 student initiated clinical education slot for clinical internships 1-4. The student must first submit a formal request using the Request for Student Initiated Clinical Site Form to the DCE/ADCE responsible for coordinating student initiated slots to determine if the facility they would like to intern with has a current contract with TTUHSC for student internships. The DCE/ADCE will then work with the facility and direct the student in next steps to secure a slot and ensure proper contracting is in place with the clinical location. Students should not contact facilities to set up clinical internships without first completing a formal request to the DCE/ADCE by set deadlines.

#### *Cancellations or non-confirmations:*

If a clinical experience is canceled or the site was unable to confirm a slot, the DCE team will re-evaluate the list of remaining clinical sites or seek additional sites if necessary. The team will discuss various clinical site options with the student in context of areas where the student may have housing opportunities. Once the student provides the DCE team a list of the top three or four choices, a team-member will contact these facilities to see if accommodation can be made.

#### *Packets for facilities:*

Once a student has selected a clinical site, a packet of information (see **Appendix B**) is emailed to the facility that includes:

- Student email address
- *Confirmation of Slot Assignment*
- *Site Information and Schedule Form for Students*
- Course Syllabus with grading criteria

## ***TTUHSC School of Health Professions***

### **DPT Program Clinical Education Handbook**

- Copy of the *TTUHSC DPT Curriculum*
- *PT MACS Introduction and Online Evaluation Instructions* (an introduction to the use of E\*Value)
- *Student Information sheet*

#### *Clinical Site Information Forms (CSIF):*

TTUHSC uses E\*Value as a database for all clinical site information. When a new site is added to the system, the DCE will send a link through the E\*Value system to a CSIF to be completed by the CCCE/SCCE for that facility. CSIF forms are maintained in the database and requests for updates go out annually to the CCCE/SCCE of each facility actively being used by TTUHSC.

#### *Clinical Experiences and Expectations:*

Before the first clinical experience, students must pass a course (HHPT 8120 – Communication and Clinical Education) designed to prepare them for clinical experiences including documentation, communication, and use of the *Physical Therapist Manual for the Assessment of Clinical Skills* (PT MACS). The PT MACS is a clinical assessment tool used to measure a student's clinical competency while on the clinical experience. Grading criteria and behavior objectives for the clinical experiences courses are described in the HHPT 8120 course. Prior to subsequent clinical experiences, students are provided with syllabi specific to each clinical experience that lay out the grading criteria for each clinical experience. Additionally, students must demonstrate competence in clinical reasoning prior to all clinical experiences as measured by a comprehensive practical examinations that includes oral reasoning, plan of care development, and skill demonstration as part of the courses HHPT 8123 – Clinical Reasoning 1 and HHPT 8224 – Clinical Reasoning 2.

Upon arrival at the clinical experience, the student is expected to have the following items readily available:

1. Current proof of CPR certification
2. Current 2-step annual TB test,
3. Current immunizations/vaccinations for Diphtheria-Tetanus (current DpT or DT), Meningococcal Vaccine (MCV) for adults 22 and younger, and current seasonal Flu vaccination,
4. Positive titers are required for Hepatitis B, Measles-Mumps-Rubella (MMR), and Varicella (Chicken Pox), (see **Appendix C** - TTUHSC SHP Immunization Requirement Form)
5. Current personal health/medical insurance
6. University liability insurance
7. Criminal background check (if required)
  - a. In most cases the DPT program will send an attestation letter for the background check run through the university using a private vendor
  - b. Additional/updated background checks may be required by the facility and payment is the responsibility of the student (see TTUHSC Criminal Background Check Policy)
8. Drug screen (if required)
  - a. Payment for and completion of required drug screenings are the sole responsibility of the student (see the TTUHSC Drug Screen Policy or DRS Student Handbook)

*General behavioral objectives for 4 week clinical experiences:*

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### **DPT Program Clinical Education Handbook**

At the end of the clinical internship, the student should be able to:

1. Demonstrate professional behavior in all interactions with patients/clients, family members, caregivers, interdisciplinary team members, consumers, and payers.
2. Adhere to legal practice standards, including all federal, state, and institutional regulations related to patient/client care and fiscal management.
3. Practice in a manner consistent with the APTA Code of Ethics and APTA Core Values.
4. Maintain a safe practice environment for both the patient and the therapist.
5. Demonstrate basic clinical decision-making skills including clinical reasoning, clinical judgment, and reflective practice.
6. Obtain and document a patient/client history for use in evaluation and clinical decision making.
7. Assist in determining a physical therapy diagnosis and prognosis that guides future patient/client management.
8. Collaborate with patient/client, family members, payers, and other professionals to determine a plan of care that is acceptable, safe, effective, realistic, and culturally competent to achieve the goals of the patient.
9. Provide physical therapy interventions to achieve patient/client goals and outcomes.
10. If available at the clinic, supervise and manage personnel to whom tasks have been directed, including the physical therapist's assistant and aides.
11. Complete documentation that follows professional guidelines, guidelines required by health care systems, and guidelines required by the practice setting.

#### **General behavioral objectives for 8 week clinical experiences:**

At the end of the clinical internship, the student should be able to:

1. Demonstrate professional behavior in all interactions with patients/clients, family members, caregivers, interdisciplinary team members, consumers, and payers.
2. Adhere to legal practice standards, including all federal, state, and institutional regulations related to patient/client care and fiscal management.
3. Practice in a manner consistent with the APTA Code of Ethics and APTA Core Values.
4. Maintain a safe practice environment for both the patient and the therapist.
5. Demonstrate clinical decision-making skills including clinical reasoning, clinical judgment, and reflective practice.
6. Examine patient/clients by obtaining a history, performing system reviews, and selecting and administering age-related tests and measures.
7. Evaluate data from the examination to make clinical judgments regarding patients/clients.
8. Determine a physical therapy diagnosis and prognosis that guides future patient/client management.
9. Collaborate with patient/client, family members, payers, and other professionals to determine a plan of care that is acceptable, safe, effective, realistic, and culturally competent to achieve the goals of the patient.
10. Provide physical therapy interventions to achieve patient/client goals and outcomes.
11. If available at the clinic, supervise and manage personnel to whom tasks have been directed, including the physical therapist's assistant and aides.
12. Manage the Plan of Care in response to the patient/client status using appropriate patient outcome tools.
13. Complete documentation that follows professional guidelines, guidelines required by health care systems, and guidelines required by the practice setting.

## ***TTUHSC School of Health Professions***

### **DPT Program Clinical Education Handbook**

#### **Problem Situations:**

TTUHSC physical therapy students are expected to perform in a manner that is safe, consistent and effective. Ultimately, the goal for 8 week internships is that the student performs at an “entry-level” for the facility in which they are practicing. If a student has significant difficulties in any area, the Clinical Instructor should contact the clinical education faculty of the DPT program as quickly as possible.

Clear communication is the first step toward resolution of a clinical education problem situation. Problems and concerns should be clearly documented in writing by the clinical instructor, being sure to include specific instances and a description of efforts for resolution to this point. Once a problem situation is reported, a conference should be held between the CI and the clinical education representative. The clinical education faculty member will then discuss the situation with the student and work with the CI to develop a plan for resolution of the problem. Once a plan has been determined, the clinical education faculty member will clarify the plan with the CI and student and provide a time frame for follow up.

If a problem persists, it may be necessary to formally establish a learning contract for the student. Some examples might include a student continuing to be late for work, a student with repeated deficits with goniometry, etc. The purpose of the contract is to give the student certain criteria that must be met in order to continue on with or successfully meet requirements for the clinical experience. See **Appendix D** for an example of a learning contract. Once the contract is agreed upon, it is signed by the student, CI and faculty sign. If the student does not successfully satisfy the objectives set forth in the learning contract, the student may receive an unsatisfactory “U” rating on the related skills, the clinical experience may be terminated, and/or the student may earn a failing score for the clinical experience. Documentation of concerns and performance relative to the learning contract should occur in the *PT MACS* or by other means and should be submitted to the university clinical education team.

Early notification and documentation are key components to successful resolution of clinical education problems. The longer the problem goes undocumented or un-confronted, the more difficult it becomes to reach a satisfactory resolution. Appropriate documentation of student issues include: narrative comments from the CI concerning student performance, comments in the *PT MACS*, comments from other personnel involved in the issue (CCCE, nursing, OT, etc), documentation from the clinical education faculty from discussions with the CI and the student, and even copies of examples of poor documentation if this is an issue.

#### **Assigning grades:**

Clinical experiences are graded on a “pass/fail” basis and are based on the behavioral objectives and grading criteria outlined in the syllabus (see sample grading criteria in **Appendix E**). The clinical instructor is asked to evaluate the student objectively and mark the *PT MACS* appropriately. Areas evaluated by Director of Clinical Education include: number of skills completed in various sections, attendance, appropriate documentation of clinical education progress using the forms, safe and ethical practice in the setting, immunizations and insurance being provided, and VAS ratings provided by the CI. In cases of poor performance, the DCE team may seek further information or clarification from the student, clinical instructor, site CCCE, or other clinicians with experience with the student in question.

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Assignment of the “pass/fail” grade for each clinical experience is the sole responsibility of the course coordinator which is typically the DCE. The clinical instructor’s feedback on the student’s performance is considered heavily, however, the CI does not assign the grade for the student.

#### **Failure to meet requirements for a clinical experience:**

It may be determined that a student has failed to meet requirements for an internship based on the above process and the criteria listed in the Department of Rehabilitation Sciences Student Handbook. Students who fail an internship have the opportunity to perform a recycle internship if they meet the criteria set forth in the student handbook. Timing and location of recycle internships are at the discretion of the DCE team.

#### **Clinical education faculty responsibilities:**

There are various people involved in the clinical education process: the director of clinical education (DCE), the assistant directors of clinical education (ADCE), the center coordinator for clinical education (CCCE), the clinical instructor (CI) and the student. The responsibilities for each role are described below:

##### **DCE/ADCE:**

1. Communicate and provide the school’s philosophy and policies for clinical education
2. Provide important information to the facility related to the expectations of the academic program
3. Manage the clinical site selection process and communication with the clinical sites regarding placements
4. Monitor student progress during clinical experiences
5. Counsel with students and clinical instructors as needed

##### **CCCE:**

1. Facilitate communication between the clinical facility, clinical instructor and academic program
2. Organize and plan student scheduling and learning experiences
3. Counsel with clinical instructor and the student: provide training, feedback, evaluation of the clinical instructor performance

##### **CI:**

1. Supervise the physical therapy student following facility policy and regulatory agency rules and policies. Students must be supervised by a licensed physical therapist when providing direct patient care. PT interns are encouraged to observe other disciplines, but only a licensed physical therapist can supervise a student physical therapist and must be onsite when the student is providing PT services.
2. Educate the student, providing learning experiences specific to the learning styles and needs of the student
3. Plan and implement remediation when necessary and notify the DCE. Follow up visits will be conducted by the DCE with the CI and with the student on an as needed basis.
4. Evaluate the student, providing objective, honest, specific feedback in both formative and summative evaluations

## ***TTUHSC School of Health Professions***

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#### Student:

1. Provide safe and effective patient care
2. Be an active learner
3. Self-evaluate performance
4. Comply with facility policies
5. Meet school grading criteria

#### CCU's for Clinical Instructors:

Texas allows for clinical instructors to receive 5 CCU's for supervision of a full-time PT student for 5-11 weeks duration. TTUHSC will award a CCU letter to all clinical instructors following completion of each 8 week rotation. Letters can also be requested from the DCE.

#### References:

For more information relating to the DPT program's academic policies, please refer to the Department of Rehabilitation Sciences Student Handbook:

<https://hscweb.ttuhs.edu/health-professions/current/handbooks.aspx>

For more information about expectations of students while on clinical internship, please refer to the TTUHSC Student Handbook - Code of Professional Conduct:

<http://www.ttuhs.edu/student-services/handbook.aspx>



## APPENDIX A: Sample Clinical Internship 1 Choosing Order

Number	Last	First	Campus
1			Lubbock
2			Lubbock
3			Amarillo
4			Lubbock
5			Lubbock
6			Lubbock
7			Lubbock
8			Amarillo
9			Amarillo
10			Odessa
11			Amarillo
12			Odessa
13			Lubbock
14			Lubbock
15			Lubbock
16			Amarillo
17			Lubbock
18			Lubbock
19			Amarillo
20			Lubbock
21			Lubbock
22			Odessa
23			Odessa
24			Lubbock
25			Lubbock
26			Lubbock
27			Lubbock
28			Lubbock
29			Lubbock
30			Odessa
31			Lubbock
32			Odessa
33			Lubbock
34			Amarillo
35			Odessa
36			Lubbock
37			Odessa
38			Amarillo
39			Lubbock
40			Lubbock
41			Amarillo
42			Lubbock
43			Lubbock
44			Lubbock
45			Lubbock
46			Lubbock

## APPENDIX A: Sample Clinical Internship 1 Choosing Order

47			Odessa
48			Amarillo
49			Lubbock
50			Lubbock
51			Odessa
52			Amarillo
53			Amarillo
54			Lubbock
55			Amarillo
56			Odessa
57			Lubbock
58			Lubbock
59			Lubbock
60			Odessa
61			Lubbock
62			Amarillo
63			Amarillo
64			Odessa
65			Odessa
66			Amarillo
67			Amarillo

Date	Time	Students

# DPT 2018 Master Choosing Order

## APPENDIX A: Sample Clinical Internship 2-5 Choosing Order Lubbock A

CI2		
Number	Last	First
1	A-Student	
2		
3		
4		
5		
6		
7		
8		
9	B-Student	
10	C-Student	
11		
12		
13		
14		
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16		
17		
18	D-Student	

CI4		
Number	Last	First
1	B-Student	
2		
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5		
6		
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8		
9	A-Student	
10	D-Student	
11		
12		
13		
14		
15		
16		
17		
18	C-Student	

CI3		
Number	Last	First
1	D-Student	
2		
3		
4		
5		
6		
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8		
9	C-Student	
10	B-Student	
11		
12		
13		
14		
15		
16		
17		
18	A-Student	

CI5		
Number	Last	First
1	C-Student	
2		
3		
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8		
9	D-Student	
10	A-Student	
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18	B-Student	

# DPT 2018 Master Choosing Order

## APPENDIX A: Sample Clinical Internship 2-5 Choosing Order Lubbock B

CI2		
Number	Last	First
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CI4		
Number	Last	First
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14		
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CI3		
Number	Last	First
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CI5		
Number	Last	First
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# DPT 2018 Master Choosing Order

## APPENDIX A: Sample Clinical Internship 2-5 Choosing Order Amarillo

CI2		
Number	Last	First
1		
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CI4		
Number	Last	First
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11		
12		
13		
14		
15		
16		
17		

CI3		
Number	Last	First
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

CI5		
Number	Last	First
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# DPT 2018 Master Choosing Order

## APPENDIX A: Sample Clinical Internship 2-5 Choosing Order Odessa

CI2		
Number	Last	First
1		
2		
3		
4		
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8		
9		
10		
11		
12		
13		
14		

CI4		
Number	Last	First
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CI3		
Number	Last	First
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CI5		
Number	Last	First
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# DPT 2018 Master Choosing Order

## APPENDIX A: Sample Clinical Internship 2-5 Choosing Order

Master Choosing Order				
C12	Amarillo	Lubbock A	Odessa	Lubbock B
C13	Lubbock B	Amarillo	Lubbock A	Odessa
C14	Odessa	Lubbock B	Amarillo	Lubbock A
C15	Lubbock A	Odessa	Lubbock B	Amarillo



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

School of Health Professions  
*Physical Therapy*

**Date:** February 19, 2018  
**To:** «CCCE»  
**From:** Misty Miller, PT, DPT, DCE TTUHSC – PT Program  
**RE:** Request for Student Placement & Confirmation

Good afternoon! Our DPT Class of 2020 just completed selections for their 4 week summer 2018 rotations. The student, «Trainee\_First» «Trainee\_Last» , was matched with your facility from the slots you offered for 2018. Please reply and let me know if you are able to accept and confirm the placement of this student for **July 16 – August 10, 2018**.

**Student Name:** «Trainee\_First» «Trainee\_Last»      **Requested Setting:** «Site» «Activity\_\_Course»

**Student Email:** «Trainee\_Email»      **Special Notes:** «Notes»

I look forward to working with you on this student placement, thank you for partnering with us in clinical education!

Misty

*Misty Miller, PT, DPT*

Assistant Professor – Doctor of Physical Therapy Program  
Director of Clinical Education  
Department of Rehabilitation Sciences  
School of Health Professions  
[www.ttuhsc.edu/health-professions](http://www.ttuhsc.edu/health-professions)  
Texas Tech University Health Sciences Center  
1400 South Coulter, #4907  
Amarillo, TX 79106  
Phone: 806-414-9688 Fax: 806-354-5591 Cell: 806-341-4991



Appendix B: Facility Information Packet



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.

School of Health Professions  
Physical Therapy

**TTUHSC DOCTOR OF PHYSICAL THERAPY PROGRAM  
Site Information and Schedule Form for Students**

We are looking forward to [Enter Student Name](#), interning with our company.

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Facility Name: [Click here to enter text.](#)

Facility Address: [Click here to enter text.](#)

Facility / Department Phone Number: [Click here to enter text.](#)

CCCE Name: [Click here to enter text.](#)

Clinical Instructor Name (if known): [Click here to enter text.](#)

Contact Email: [Click here to enter text.](#)

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Dress code: [Click here to enter text.](#)

**Scheduled Hours:**

Monday: [Click here to enter text.](#)

Tuesday: [Click here to enter text.](#)

Wednesday: [Click here to enter text.](#)

Thursday: [Click here to enter text.](#)

Friday: [Click here to enter text.](#)

Saturday/Sunday: [Click here to enter text.](#)

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**Housing Available?**  YES /  NO

What arrangements does the student need to make? [Click here to enter text.](#)

**Stipend Available?**  YES /  NO

Amount: [Click here to enter text.](#)

Date first paid: [Click here to enter a date.](#)

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**Additional Instructions:** [Click here to enter text.](#)

## COURSE SYLLABUS

### COURSE TITLE:

HPPT 8456 - Clinical Internship 4

HPPT 8458 - Clinical Internship 5

### COURSE DESCRIPTION:

Full-time clinical experience (approximately 320 hours) in a predetermined specific PT clinical setting (foundational skills, musculoskeletal, neuromuscular or elective). The student has the opportunity to integrate patient management and evaluation skills and to develop entry-level and advanced competencies for entry-level Physical Therapists as defined in the Physical Therapist Manual for the Assessment of Clinical Skills (PT MACS).

### DEPARTMENT, COORDINATOR, AND FACULTY:

#### Course Coordinator:

Misty Miller, PT, DPT

Director of Clinical Education

Department of Rehabilitation Sciences, Doctor of Physical Therapy Program, TTUHSC

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It is preferred that out-of-class questions of general interest be asked on the HUB Forum General Discussion board so that responses can be sent to/read by all students. You may also contact me via TTUHSC e-mail with specific questions or concerns.

## Appendix B: Facility Information Packet



**CREDIT HOURS:** 8 hours (4 hours – HPPT 8456 & 4 hours – HPPT 8458)

**CLOCK HOURS AND SCHEDULE:**

Approximately 640 hours (320 hours per internship) depending upon the clinical site's schedule.  
January 8 – March 2, 2018 and March 12 – May 3, 2018, unless otherwise arranged.

**COURSE PREREQUISITES:** The curriculum is sequenced; therefore, all courses included in each semester are considered prerequisites to any course in the following semester.

**COURSE OBJECTIVES:**

At the end of the course, the student should be able to:

Course Objective	2017 CAPTE Standard	Activity for Assessment
1. Demonstrate professional behavior in all interactions with patients/clients, family members, caregivers, interdisciplinary team members, consumers, and payers.	7D2, 7D3, 7D7, 7D8, 7D10, 7D11	Direct patient care activities Clinical Instructor assessment/ comments PT MACS
2. Adhere to legal practice standards, including all federal, state, and institutional regulations related to patient/client care and fiscal management.	7D1	Direct patient care activities Clinical Instructor assessment/ comments PT MACS
3. Practice in a manner consistent with the APTA Code of Ethics and APTA Core Values.	7D4, 7D5	Direct patient care activities Clinical Instructor assessment/ comments PT MACS
4. Maintain a safe practice environment for both the patient and the therapist.	7D37	Direct patient care activities Clinical Instructor assessment/ comments PT MACS
5. Demonstrate clinical decision-making skills including clinical reasoning, clinical judgment, and reflective practice.	7D30	Direct patient care activities Clinical Instructor assessment/ comments PT MACS
6. Examine patient/clients by obtaining a history, performing system reviews, and selecting and administering age-related tests and measures.	7D17, 7D18, 7D19	Direct patient care activities Clinical Instructor assessment/ comments PT MACS
7. Evaluate data from the examination to make clinical judgments regarding patients/clients.	7D20	Direct patient care activities Clinical Instructor assessment/ comments PT MACS

## Appendix B: Facility Information Packet



8. Determine a physical therapy diagnosis and prognosis that guides future patient/client management.	7D22, 7D23	Direct patient care activities Clinical Instructor assessment/ comments PT MACS
9. Collaborate with patient/client, family members, payers, and other professionals to determine a plan of care that is acceptable, safe, effective, realistic, and culturally competent to achieve the goals of the patient.	7D24, 7D39	Direct patient care activities Clinical Instructor assessment/ comments PT MACS
10. Provide physical therapy interventions to achieve patient/client goals and outcomes.	7D27	Direct patient care activities Clinical Instructor assessment/ comments PT MACS
11. If available at the clinic, supervise and manage personnel to whom tasks have been directed, including the physical therapist's assistant and aides.	7D25, 7D29	Direct patient care activities Clinical Instructor assessment/ comments PT MACS
12. Manage the Plan of Care in response to the patient/client status using appropriate patient outcome tools.	7D30, 7D31	Direct patient care activities Clinical Instructor assessment/ comments PT MACS
13. Complete documentation that follows professional guidelines, guidelines required by health care systems, and guidelines required by the practice setting.	7D32	Direct patient care activities Clinical Instructor assessment/ comments PT MACS

### TEACHING METHODS AND LEARNING EXPERIENCES:

Clinical Internships 4 & 5 provide experience in two areas. Each rotation consists of eight weeks of full-time clinical internship, a total of 16 weeks (minimum) clinical internship. The student is under the direct supervision of a Physical Therapist serving as a Clinical Instructor.

The student is expected to continue to develop professional behavior through interaction with other professionals, patients and their families at the assigned facility.

The student has completed the entire didactic portion of the program. The DCE, ADCE and faculty provide consultation and indirect supervision concerning use of the evaluation tool, preparation of the students in class and expectations for the clinical education experience.

### COURSE TEXTBOOKS:

#### Required:

*The PT MACS: Manual for the Assessment of Clinical Skills*, 2<sup>nd</sup> Edition (2015). Texas Consortium for Physical Therapy Clinical Education, Inc.

**EVALUATION OF STUDENT LEARNING:**

**GRADING CRITERIA:**

Objectives for the clinical internships are taken from *The PT MACS: Manual for the Assessment of Clinical Skills* 2<sup>nd</sup> Edition (2015). Clinical Internships 2&3 will be graded by the DCE on a pass/fail basis.

1. Please see table at the end of this syllabus for further clarification and requirements.
2. **Assignment of a mark below “Meets expectations for this level” on the visual analog scale regarding “Current Level of Preparation” by the clinical instructor demands in-depth review of the student’s performance on the rotation. Receiving this mark may result in 1) a grade of “I” (incomplete) and be required additional didactic work or required additional clinical time for the student to pass (receive a grade of “P” for) the course; or 2) in a grade of “F” (failure) for the clinical internship.**
3. The student must exhibit professional, safe and ethical behavior at all times during the clinical education internship. Unprofessional, unsafe, or unethical behavior during the clinical internship will result in a failing (“F”) grade for Clinical Internship I, regardless of the number of skills approved with a rating of “Entry Level” or “Above Entry Level (+)”.
4. The student must maintain basic, required health records as a component of their professional responsibility and course requirement. To be eligible to participate in Clinical Internships, the student must provide proof of ALL the following at any time before and during Clinical Internship:
  - a) Current proof of CPR certification,
  - b) Current annual TB test,
  - c) Current vaccinations for Hepatitis B, Measles-Mumps-Rubella (current MMR), and Diphtheria-Tetanus (current DpT or TDAP), and flu vaccination (during active flu season)
  - d) Current personal health/medical insurance
  - e) Criminal background check and/or drug screen, if required
  - f) Other Immunization Titers, screenings or background check as required by the facilityFailure to provide evidence of these items when requested by the clinical facility will result in a failing grade (F) for the course, regardless of clinical performance.
5. **The Clinical Information Form with information regarding the student’s internship including CI’s name and phone number must be completed in E-Value by the completion of the first week of the clinical internship.**
6. Student self-assessments must be recorded in the online *PT MACS* in E-Value on all skills attempted. It is the student’s responsibility to evaluate her/his own performance prior to being evaluated by the clinical instructor at both the midterm and final evaluations.
7. 100% attendance is mandatory during the clinical internship, and students will abide by the facility’s schedule. A student who believes an absence is/was “unavoidable” must discuss the absence with the clinical instructor, faculty assistant, and the DCE. A decision as to whether the absence will in fact

count against the student as an “absence” will be made on an individual basis by the clinical instructor, DCE and faculty.

8. Skills not completed because of the lack of availability of appropriate internships may require the student to complete additional work assigned to remedy the omission. Skills not completed due to lack of opportunity should be recorded by the Clinical Instructor in the online *The PT MACS*. The measures necessary to assure competence in any incomplete skill will be determined on a case-by-case basis by the DCE and Asst. DCEs in consultation with the academic and/or clinical faculty. These may include a special practical examination, written work, an extended clinical assignment, and/or an extra clinical assignment if needed.
9. The CI Evaluation of Student Performance and the Physical Therapist Student Assessments of the Clinical Experience and Clinical Instruction should be completed in E-Value by the final day of the student clinical rotation. Failure to complete online assessments will result in an Incomplete (“I”) grade for clinical internship until all assessments and assignments are completed.

**METHOD OF EVALUATION:**

Pass/Fail based on stated behavioral objectives and grading criteria stated herein.

Midterm and Final Progress Reports will be completed using an online recreation of *The PT MACS*.

For information on DPT academic policies, refer to the DPT Program section of the *Department of Rehabilitation Sciences Student Handbook*. This Handbook can be accessed at the following website address:

<https://hscweb.ttuhscc.edu/health-professions/current/handbooks.aspx>

**STUDENT RESPONSIBILITIES:**

**Financial Responsibilities**

Students are responsible for any cost associated with travel, housing, drug screening, criminal background check and personal health insurance that may be incurred during the clinical internships. If a student desires to “opt-in” for select Student Support Services while on clinical rotation in a city with a TTUHSC campus, the student must contact student business services for guidance.

**Attendance**

100% attendance is mandatory during the clinical internship, and students will abide by the facility’s schedule. A student who believes an absence is/was “unavoidable” must discuss the absence with the clinical instructor, faculty assistant, and the DCE. A decision as to whether the absence will in fact count against the student as an “absence” will be made on an individual basis by the clinical instructor, DCE and faculty.

### **Student Conduct**

Each student should be familiar with his or her responsibilities regarding class conduct and academic honesty as described in the *Texas Tech University Health Sciences Center Student Affairs Handbook, Code of Professional and Academic Conduct*. This *Code of Conduct* can be accessed at the following webpage:

[https://www.ttuhscc.edu/student-services/documents/HSC\\_Institutional\\_Student\\_Handbook.pdf](https://www.ttuhscc.edu/student-services/documents/HSC_Institutional_Student_Handbook.pdf)

All students are expected to exhibit professional conduct in the classroom, laboratory, and clinic settings. Expectations for student conduct will be guided by the Generic Abilities Scales "Developing-Level" criteria. Any student wishing to discuss these aspects of professional conduct with the course instructor is encouraged to do so. Any student requiring counseling concerning unprofessional conduct in the classroom, laboratory, or clinic will be required to meet with the course instructor or designated faculty to discuss behavioral deficiencies. Counseling sessions will be documented and become part of the student's permanent file.

**Patient/Client Interaction: It is unacceptable for any School of Health Professions Student to interact with any patient or client outside of the scope of clinical practice. This includes any and all social networking sites including but not limited to Facebook, Twitter, Instagram, LinkedIn, Snapchat, text messaging, and email.**

### **Academic Integrity:**

Professionals are expected to practice with a commitment to high standards and integrity. The development of this commitment begins during academic training. Academic misconduct is considered to be an act contrary to professional ethics, and includes, but is not limited to cheating, plagiarism, falsification of records, and any and all other actions that may distort evaluation of a student's academic performance or achievement, assisting others in such acts, or attempting to engage in such acts. All assignments and exams are to be the exclusive work of each individual student, and all assignments should be prepared entirely and exclusively for this course.

Unless otherwise stated, all examinations are closed book examinations. As such, students are not allowed to refer to any external resources (written or otherwise) while sitting for an examination. Students are prohibited from providing assistance to any other student sitting for an examination. Likewise, students are not allowed to accept or seek any such assistance. Dissemination of examination materials is prohibited. This includes prohibitions on reproducing any portion of the examination through photocopying, dictation, or reconstruction through memorization. It is the student's obligation to abide by the academic policies and conduct codes of the TTUHSC and the School of Health Professions. Refer to the *Texas Tech University Health Sciences Center Student Affairs Handbook, Code of Professional and Academic Conduct*.

[https://www.ttuhscc.edu/student-services/documents/HSC\\_Institutional\\_Student\\_Handbook.pdf](https://www.ttuhscc.edu/student-services/documents/HSC_Institutional_Student_Handbook.pdf)

**Any act of academic/non-academic misconduct may result in failure of the assignment, failure of the course, or dismissal from the program.**

### **Professional Behavior in the Classroom, Lab, and Clinic:**

All students are expected to exhibit consistent professional conduct in the classroom, laboratory, and clinical setting. Appropriate attire is required at all times and includes clothing that is clean, in good condition, and

effectively covers the body. Special Care must be taken to dress professionally and according to facility guidelines while on clinical observations or internships. The Generic Abilities Scales should guide the student's conduct at all times. Students are expected to maintain a classroom environment that will insure that all students have an opportunity to learn and participate. Disruptive classroom behaviors include but are not limited to: cellular phone use, challenges to faculty authority, demanding special treatment, tardiness, leaving early, offensive remarks, chattering, reading newspapers or magazines, browsing the internet, watching videos, sleeping, or overt inattentiveness. Inappropriate behavior will result, minimally, in a request for the student to leave class. After the first incident of inappropriate behavior, the instructor or Program Director or Assistant Program Director will discuss the behavior with the student as soon as possible following the class. If a second incident occurs the instructor will refer the student to the regional chair or program director for formal counseling. Repeated offenses will result in disciplinary action deemed appropriate to the offense according to the *Texas Tech University Health Sciences Center Student Affairs Handbook, Code of Professional and Academic Conduct, Department of Rehabilitation Sciences Student Handbook* and the Program Director.

**SHP Ethical School Standard:**

As a student of the School of Health Professions at the Texas Tech University Health Sciences Center, I will use my knowledge and skills responsibly to improve the quality of life for those we serve. I will seek in all academic, professional and personal endeavors to demonstrate ethical behavior, honesty, integrity and respect for others.

**Special Accommodations:**

Any student who, because of a disability, may require some special arrangements in order to meet course requirements should contact the Office of Student Services as soon as possible to request reasonable accommodations. Students should present appropriate verification from the Office of Student Services to their instructor through their official university email address. No requirement exists that accommodations be made prior to completion of this approved university process. The University policy for Establishing Reasonable Accommodations for Students with Disabilities can be viewed here:

<http://www.ttuhschool.edu/hsc/op/op77/op7714.pdf>.

**Syllabus:**

The student is responsible for reading, understanding and abiding by the contents of this syllabus. If the requirements of this course are not understood, it is the responsibility of the student to contact the instructor for clarification within one week of receiving this syllabus.

Grading criteria for individual internships, see below.



Texas Tech University Health Sciences Center  
School of Health Professions-DPT Program

**Inpatient Internship**  
Grading Criteria

**Definitions:** “Complete” means a final rating of + or √; A final rating of NI means “Not Independent”

<b>PT MACS Section</b>	<b>Skill(s)</b>	<b>Expectations</b>
<b>I. Professional Behaviors</b>	1-10	<b>Complete all 10 skills</b>
<b>II. Patient/Client Management</b>		
History/Systems Review	12.1-12.3	<b>Complete all 3 skills</b>
Tests and Measures	13.1-13.14	<b>Complete at least 9 skills</b>
Examination/Evaluation	14.1, 14.2	<b>Complete both skills</b>
Prognosis/POC	15.1, 15.2	<b>Complete both skills</b>
Interventions	16.1-16.8	Must complete <b>6</b> of the 8 skills (16.1 – must have 3 different modalities)
<b>III. Management of Care Delivery</b>	17 – 22	<b>Complete all</b>
<b>IV. Practice Management</b>	23 & 24	<b>Complete both if appropriate</b>
<b>V. Site Specific Skills</b>	25.1-28.2	Complete a minimum of <b>4 TOTAL</b> by the end of <u>all</u> internships
<b>Other Requirements</b>		<b>Expectations</b>
In-service project	11	Complete <u>at least twice</u> by the end of all internships
Level of Performance on THIS Clinical Internship	Likert Scale rated by CI in E*Value	Meets expectations for this level (score of 5 or more)
<b>E*Value Tasks</b>		<b>Expectations</b>
Clinical Information Form	Assigned via Email	<b>Student completes by end of week 1</b>
PT Skills: Student Self-Assessment – Midterm	Assigned via Email	<b>Complete by Sunday of Week 4</b>
PT Skills: CI Evaluation of Student – Midterm	Assigned via Email	<b>Complete during week 4</b>
PT Skills: Student Self-Assessment – Final	Assigned via Email	<b>Complete by Sunday of Week 8</b>
PT Skills: CI Evaluation of Student – Final	Assigned via Email	<b>Complete during Week 8</b>
PT Student Assessment of Clinical Experience	Assigned via Email	<b>Complete during Week 8</b> _about clinical site
PT Student Assessment of Clinical Instruction	Assigned via Email	<b>Complete during Week 8</b> about clinical instruction

Texas Tech University Health Sciences Center  
School of Health Professions-DPT Program  
**Outpatient Orthopedics Internship**  
Grading Criteria

**Definitions:** “Complete” means a final rating of + or √; A final rating of NI means “Not Independent”

PT MACS Section	Skill(s)	Expectations
<b>I. Professional Behaviors</b>	1-10	<b>Complete all 10 skills</b>
<b>II. Patient/Client Management</b>		
History/Systems Review	12.1-12.3	<b>Complete all 3 skills</b>
Tests and Measures	13.1-13.14	<b>Complete at least 9 skills</b>
Examination/Evaluation	14.1, 14.2	<b>Complete both skills</b>
Prognosis/POC	15.1, 15.2	<b>Complete both skills</b>
Interventions	16.1-16.8	Must complete <b>6</b> of the 8 skills (16.1 – must have 3 different modalities) <b>16.5 Required</b>
<b>III. Management of Care Delivery</b>	17 – 22	<b>Complete all</b>
<b>IV. Practice Management</b>	23 & 24	<b>Complete both</b>
<b>V. Site Specific Skills</b>	25.1-28.2	Complete a minimum of <u>4 TOTAL</u> by the end of <u>all</u> internships
Other Requirements		Expectations
In-service project	11	Complete <u>at least twice</u> by the end of all internships
Level of Performance on THIS Clinical Internship	Likert Scale rated by CI in E*Value	Meets expectations for this level (score of 5 or more)
E*Value Tasks		Expectations
Clinical Information Form	Assigned via Email	<b>Student completes by end of week 1</b>
PT Skills: Student Self-Assessment – Midterm	Assigned via Email	<b>Complete by Sunday of Week 4</b>
PT Skills: CI Evaluation of Student – Midterm	Assigned via Email	<b>Complete during week 4</b>
PT Skills: Student Self-Assessment – Final	Assigned via Email	<b>Complete by Sunday of Week 8</b>
PT Skills: CI Evaluation of Student – Final	Assigned via Email	<b>Complete during Week 8</b>
PT Student Assessment of Clinical Experience	Assigned via Email	<b>Complete during Week 8</b> _about clinical site
PT Student Assessment of Clinical Instruction	Assigned via Email	<b>Complete during Week 8</b> about clinical instruction

Texas Tech University Health Sciences Center  
School of Health Professions-DPT Program

**Neuro Internship**  
Grading Criteria

**Definitions:** “Complete” means a final rating of + or √; A final rating of NI means “Not Independent”

<b>PT MACS Section</b>	<b>Skill(s)</b>	<b>Expectations</b>
<b>I. Professional Behaviors</b>	1-10	<b>Complete all 10 skills</b>
<b>II. Patient/Client Management</b>		
History/Systems Review	12.1-12.3	<b>Complete all 3 skills</b>
Tests and Measures	13.1-13.14	<b>Complete at least 9 skills</b>
Examination/Evaluation	14.1, 14.2	<b>Complete both skills</b>
Prognosis/POC	15.1, 15.2	<b>Complete both skills</b>
Interventions	16.1-16.8	Must complete <b>6</b> of the 8 skills (16.1 – must have 3 different modalities)
<b>III. Management of Care Delivery</b>	17 – 22	<b>Complete all</b>
<b>IV. Practice Management</b>	23 & 24	<b>Complete both</b>
<b>V. Site Specific Skills</b>	25.1-28.2	Complete a minimum of <b>4 TOTAL</b> by the end of <u>all</u> internships
<b>Other Requirements</b>		<b>Expectations</b>
In-service project	11	Complete <u>at least twice</u> by the end of all internships
Level of Performance on THIS Clinical Internship	Likert Scale rated by CI in E*Value	Meets expectations for this level (score of 5 or more)
<b>E*Value Tasks</b>		<b>Expectations</b>
Clinical Information Form	Assigned via Email	<b>Student completes by end of week 1</b>
PT Skills: Student Self-Assessment – Midterm	Assigned via Email	<b>Complete by Sunday of Week 4</b>
PT Skills: CI Evaluation of Student – Midterm	Assigned via Email	<b>Complete during week 4</b>
PT Skills: Student Self-Assessment – Final	Assigned via Email	<b>Complete by Sunday of Week 8</b>
PT Skills: CI Evaluation of Student – Final	Assigned via Email	<b>Complete during Week 8</b>
PT Student Assessment of Clinical Experience	Assigned via Email	<b>Complete during Week 8</b> _about clinical site
PT Student Assessment of Clinical Instruction	Assigned via Email	<b>Complete during Week 8</b> about clinical instruction

Texas Tech University Health Sciences Center  
School of Health Professions-DPT Program

**Elective Internship**  
Grading Criteria

**Definitions:** “Complete” means a final rating of + or √; A final rating of NI means “Not Independent”

<b>PT MACS Section</b>	<b>Skill(s)</b>	<b>Expectations</b>
<b>I. Professional Behaviors</b>	1-10	<b>Complete all 10 skills</b>
<b>II. Patient/Client Management</b>		
History/Systems Review	12.1-12.3	<b>Complete all 3 skills</b>
Tests and Measures	13.1-13.14	<b>Complete at least 9 skills</b>
Examination/Evaluation	14.1, 14.2	<b>Complete both skills</b>
Prognosis/POC	15.1, 15.2	<b>Complete both skills</b>
Interventions	16.1-16.8	Must complete <b>6</b> of the 8 skills (16.1 – must have 3 different modalities)
<b>III. Management of Care Delivery</b>	17 – 22	<b>Complete all</b>
<b>IV. Practice Management</b>	23 & 24	<b>Complete both as appropriate</b>
<b>V. Site Specific Skills</b>	25.1-28.2	Complete a minimum of <b>4 TOTAL</b> by the end of <u>all</u> internships
<b>Other Requirements</b>		<b>Expectations</b>
In-service project	11	Complete <u>at least twice</u> by the end of all internships
Level of Performance on THIS Clinical Internship	Likert Scale rated by CI in E*Value	Meets expectations for this level (score of 5 or more)
<b>E*Value Tasks</b>		<b>Expectations</b>
Clinical Information Form	Assigned via Email	<b>Student completes by end of week 1</b>
PT Skills: Student Self-Assessment – Midterm	Assigned via Email	<b>Complete by Sunday of Week 4</b>
PT Skills: CI Evaluation of Student – Midterm	Assigned via Email	<b>Complete during week 4</b>
PT Skills: Student Self-Assessment – Final	Assigned via Email	<b>Complete by Sunday of Week 8</b>
PT Skills: CI Evaluation of Student – Final	Assigned via Email	<b>Complete during Week 8</b>
PT Student Assessment of Clinical Experience	Assigned via Email	<b>Complete during Week 8</b> _about clinical site
PT Student Assessment of Clinical Instruction	Assigned via Email	<b>Complete during Week 8</b> about clinical instruction

**Appendix B: Facility Information Packet**

<b>TTUHSC DPT Program</b>	<b>Curriculum</b>
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<b>DPT 1- Summer Semester</b>	<b>Credit Hours</b>
HPPT 8100- Professional Development	1 hour
HPPT 8203- Functional Anatomy	2 hours
HPPT 8500- Gross Anatomy	5 hours
<b>Total Hours</b>	<b>8 hours</b>

<b>DPT 1- Fall Semester</b>	<b>Credit Hours</b>
HPPT 8201- History and Systems Screening	2 hours
HPPT 8205- Evidence Based Practice 1	2 hours
HPPT 8209- Clinical Applied Physiology	2 hours
HPPT 8301- Foundational Skills and Assessment	3 hours
HPPT 8303- Biomechanics	3 hours
HPPT 8407- Pathophysiology	4 hours
<b>Total Hours</b>	<b>16 hours</b>

<b>DPT 1- Spring Semester</b>	<b>Credit Hours</b>
HPPT 8212- Pharmacology	2 hours
HPPT 8216- Physical Agents and Modalities	2 hours
HPPT 8314- Inpatient/Integumentary Physical Therapy Practice	3 hours
HPPT 8310- Therapeutic Exercise	3 hours
HPPT 8318- Neuroscience	3 hours
HPPT 8414- Cardiopulmonary Physical Therapy Practice	4 hours
<b>Total Hours</b>	<b>17 hours</b>

<b>DPT 2- Summer Semester</b>	<b>Credit Hours</b>
HPPT 8120- Communication and Clinical Education	1 hour
HPPT 8123- Clinical Reasoning 1	1 hour
HPPT 8222- Full-Time Clinical Experience 1 (4 weeks)	2 hours
HPPT 8228- Motor Control	2 hours
<b>Total Hours</b>	<b>6 hours</b>

<b>DPT 2- Fall Semester</b>	<b>Credit Hours</b>
HPPT 8231- Diagnostic Imaging	2 hours
HPPT 8329- Human Development	3 hours
HPPT 8425- Musculoskeletal Physical Therapy Practice I	4 hours
HPPT 8521- Neuromuscular Physical Therapy Practice	5 hours
<b>Total Hours</b>	<b>14 hours</b>

<b>DPT 2- Spring Semester</b>	<b>Credit Hours</b>
HPPT 8114- Evidence Based Practice 2	1 hour
HPPT 8226- Orthotics and Prosthetics	2 hours
HPPT 8327- Health Care and Business Management	3 hours
HPPT 8422- Pediatric Physical Therapy Practice	4 hours
HPPT 8426- Musculoskeletal Physical Therapy Practice II	4 hours
<b>Total Hours</b>	<b>14 hours</b>

Appendix B: Facility Information Packet

<b>TTUHSC DPT Program</b>	<b>Curriculum</b>
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<b>DPT 3- Summer Semester</b>	<b>Credit Hours</b>
HPPT 8142- Assistive and Adaptive Technology	1 hour
HPPT 8224- Clinical Reasoning 2	2 hours
HPPT 8240- Differential Diagnosis	2 hours
HPPT 8246- Advanced Topics in Physical Therapy- (Women's Health; Ergonomics; Wellness Promotion)	1 hour
<b>Total Hours</b>	<b>7 hours</b>

<b>DPT 3- Fall Semester</b>	<b>Credit Hours</b>
HPPT 8144- Professional Project	1 hour
HPPT 8453- Clinical Internship 1-8 weeks	4 hours
HPPT 8455- Clinical Internship 2-8 weeks	4 hours
<b>Total Hours</b>	<b>9 hours</b>

<b>DPT 3- Spring Semester</b>	<b>Credit Hours</b>
HPPT 8160- Graduate Seminar	1 hour
HPPT 8456- Clinical Internship 3-8 weeks	4 hours
HPPT 8458- Clinical Internship 4-8 weeks	4 hours
<b>Total Hours</b>	<b>9 hours</b>

<b>CURRICULUM TOTAL</b>	<b>100 HOURS</b>
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## Appendix B: Facility Information Packet



### PT MACS Introduction and Online Instructions

#### 1. PT MACS Introduction and Basic Information

**\*\*For those of you familiar with the PT MACS, please skip down to the section titled, "TTUHSC Online PT MACS Evaluations"\*\*\***

This document will serve as a brief introduction to the *PT MACS* clinical assessment tool. *PT MACS* stands for **Physical Therapist Manual for the Assessment of Clinical Skills**, and it describes skills that a newly graduated PT should be able to perform for safe and effective practice. It was written and is published by the Texas Consortium for Physical Therapy Education, made up of clinician members and DCEs of 11 schools across Texas. Individual schools may set their own requirements for skills to be checked off during an internship, and you can find more information in the [course syllabus](#) as to requirements.

Each skill lists a number of objectives that may be applicable to mastery of the skill in a variety of settings. **PLEASE NOTE:** you only need to meet the objectives that are applicable in your setting in order to check off the skill. It is not necessary to meet every single objective in order to check off the skill as entry level. Evaluations are completed using the *PT MACS* at midterm and during the final week of an 8-week internship. For shorter 4-week rotations, there is only an evaluation at the end of the internship. Each evaluation requires the student and then the clinical instructor to rate performance on every skill. The clinical instructor then completes a narrative summary of performance in various areas.

The **rating scale** for the *PT MACS* includes the following:

<b>+</b>	<b>Above entry-level:</b> Surpasses entry-level standards for <u>this setting</u> by meeting all <u>applicable</u> objectives; practices the skill safely, effectively, consistently, and efficiently.
<b>✓</b>	<b>Entry-level:</b> Meets entry-level standards for <u>this setting</u> by meeting all <u>applicable</u> objectives; practices the skill safely and effectively.
<b>NI</b>	<b>Not Independent:</b> Below entry-level standards for <u>this setting</u> ; does not meet all <u>applicable</u> objectives practices the skill with supervision or assistance from the CI requiring guidance and/or correction. <b>Requires comment by CI</b>
<b>U</b>	<b>Unacceptable:</b> Well below entry-level standards for <u>this setting</u> ; does not meet <u>applicable</u> objectives even with repeated assistance from CI to correct deficits; practices the skill in an unsafe and/or ineffective manner even with repeated guidance from CI. <b>Require comment by CI citing incidents/reasons for the rating; CI or CCCE must call DCE as soon as possible once student earns this rating.</b>
<b>No Opportunity to Practice</b>	Self-explanatory due to patient census or lack of opportunity in this setting.

\*\*\*Note that the only marks that require documentation or further comment are NI and U. Feel free to include any comments that you like regarding skills checked as entry-level or above entry-level as well. Please feel free to find much more extensive information in the *PT MACS* instructions within the binder or linked during the online evaluation.

## Appendix B: Facility Information Packet



### 2. TTUHSC Online *PT MACS* Evaluations

TTUHSC has reproduced the *PT MACS* online with the permission of the Texas Consortium using the E\*Value data management system. This allows for more streamlined data input and collection by students, clinical instructors, and the TTUHSC DPT program. [Hand-written Progress Report documentation IS NOT REQUIRED in the paper PT MACS.](#) The information below will serve as a basic introduction and instruction for the online system.

**IMPORTANT:** Please complete any evaluations **on a desktop or laptop computer** as there have been formatting issues resulting in errors with certain mobile browsers (Chrome and Safari)

- a. During the first week of the internship, the student will collect the clinical instructor's preferred email address and contact information and submit it to the school. The provided email address will be used to send the link for online evaluations.
- b. The student will complete their online self-assessment by the end of weeks 3 and 7 (if it is an 8 week rotation).
- c. The CI will receive an email with a direct link to the midterm/final evaluation at the beginning of weeks 4 and 8. **PLEASE NOTE:** The CI does not need a username and password. **They simply click the first provided direct link, and it will take them to their pending evaluations.**
- d. Evaluations are long scrolling documents. They *do not* need to be completed in one sitting as the system will save progress so that the CI can come back and continue where they left off. Midterm evaluations will include the student's self-assessment ratings. Final evaluations will also include midterm ratings/comments from the student and CI.
- e. **PLEASE NOTE:** E\*Value requires that every skill must receive a rating (even if it is "No Opportunity") before it will allow submission of the evaluation.
- f. Once you have completed the document, please hit **SUBMIT**. If you have any blanks that need to be completed, the form will indicate such by highlighting the field in **RED**. If you were successful with your submission, you will receive confirmation. Please make sure you get this confirmation to ensure the assessment has been submitted.
- g. Once the CI submits their evaluation, students receive a link to the evaluation for review.

In order to access [complete evaluations](#) to review with a student, please follow these instructions:



## Appendix B: Facility Information Packet



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER

School of Health Professions

*Physical Therapy*

- a. Access the system using the same direct link provided in the evaluation email. \*\*IF this link does not work, notify Misty Miller at [misty.miller@ttuhsc.edu](mailto:misty.miller@ttuhsc.edu) and a new link or individual log in information can be sent to you.
- b. Once in E\*Value, click on the **“Reports”** tile at the top of the screen.
- c. Now select **“Completed Evaluations by Me”** on the left side of the page to view your completed evaluations.
- d. Open the completed evaluation by clicking the link in the **“Evaluation type”** column next to your student’s name.

STUDENT INFORMATION FORM

PERSONAL INFORMATION

**To:** Center Coordinator of Clinical Education

**From:** [Click here to enter text.](#)

**Date:** 11/10/2017

**Subject:** Clinical Internship 4

I am looking forward to my clinical experience at your facility scheduled for:

**January 8 - March 2, 2018**

The following information should be helpful for both of us to plan appropriately for my arrival.

**The address, email and phone number where I can be contacted during the month prior to my arrival at your facility is:**

**Address:** [Click here to enter text.](#) **City:** [Click here to enter text.](#) **State:** [Click here to enter text.](#)

**Zip:** [Click here to enter text.](#)

**Phone:** [Click here to enter text.](#) **E-mail:** [Click here to enter text.](#)

**In case of emergency while I am at your facility, please notify:**

**Name:** [Click here to enter text.](#) **Phone:** [Click here to enter text.](#)

**Relation:** [Click here to enter text.](#)

**I will also bring proof of health insurance, CPR training, copy of TB test results and copies of my immunizations including a current flu vaccine in applicable. Please notify me of any other personal health information you will need, specifically if I will need a recent drug screen or criminal background check.**

Regarding housing:

- I would like to use the housing that your facility provides. Please notify me as soon as possible if this is no longer available.
- I would like to have any information about available housing in the area such as a list of possible accommodations or the name of a person to contact for additional information
- I have made my own arrangements regarding housing.



STUDENT INFORMATION FORM

PREVIOUS EXPERIENCE

**Student Name:** [Click here to enter text.](#)

Male

Female

**Hometown:** [Click here to enter text.](#)

**Type of physical therapy work experiences/patient populations treated or observed prior to or during PT school:**

[Click here to enter text.](#)

**Practice areas/activities the student would like to have the opportunity to see during this clinical internship:**

[Click here to enter text.](#)

**Student Strengths:**

[Click here to enter text.](#)

**Goals for this Internship:**

[Click here to enter text.](#)

**Initial supervision student anticipates needing for this clinical internship:**

- A lot of supervision
- A moderate amount of supervision
- Student is fairly confident in this practice area, will probably require minimal supervision
- Other: [Click here to enter text.](#)

**Feedback style and frequency of student feedback**

- Student prefers immediate feedback, does not mind appropriate correction in front of patients
- Student prefers private, designated meeting times each day for feedback and discussion
- Student prefers informal feedback throughout with designated meetings times each week
- Other: [Click here to enter text.](#)

**Other information about yourself that you would like to share with the clinical site or clinical instructor:** [Click here to enter text.](#)

Appendix C: TTUHSC SHP Immunization Requirement Form

R# \_\_\_\_\_ NAME \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

TTUHSC SHP Immunization Requirements

Copies of lab reports, immunizations and/or health records must be provided.

1. Varicella (Chicken Pox) Positive Varicella Titer (blood test) Date of Test: \_\_\_\_\_ (Attach Report)

TTUHSC does not accept vaccine for this requirement

2. Measles, Mumps, and Rubella (MMR) Positive MMR titer (blood test) Date of Test: \_\_\_\_\_ (Attach Report)

TTUHSC does not accept vaccine for this requirement

3. Tuberculosis: 2-STEP TB skin test (within the past 3 months)

1st test Date: \_\_\_\_\_ Result: \_\_\_\_\_ mm

2nd test Date: \_\_\_\_\_ Result: \_\_\_\_\_ mm

If positive on TST

Negative Chest X-Ray if (+) TST Date: \_\_\_\_\_ Result: \_\_\_\_\_

Chest X-Ray must be no older than 1 year, if TB skin test is positive. (Attach Report)

TTUHSC will also accept IGRA (T-SPOT or quantiFERON) testing in place of a TB test

Date: \_\_\_\_\_ Results: \_\_\_\_\_

Visit 1, day 1: Place the 1st TST and have the employee return in 7 days for the test to be read.

Visit 2, day 7: Place 2nd TST on all employees/volunteers whose 1st test is negative at 7 days.

Visit 3, day 9 or 10: Read the 2nd test at 48-72 hours.

4. Hepatitis B : Positive Hepatitis B titer (Quantitative blood test) Date of Test: \_\_\_\_\_ (Attach Report)

TTUHSC does not accept vaccine for this requirement

5. Tetanus/diphtheria (Td): Tetanus Diphtheria booster (required within past 10 years)

Td Date: \_\_\_\_\_ (Tdap will suffice)

6. Tdap (Tetanus, Diphtheria, and Acellular Pertussis): One time Adult Dose (these are only good for 10 years, must be good for you entire length of stay)

Tdap date: \_\_\_\_\_

7. Meningococcal Vaccine (MCV): Adults 22 and younger (vaccine within the last 5 years)

MCV date: \_\_\_\_\_ circle exemption (age, online)

8. Influenza Vaccine: Influenza date: \_\_\_\_\_ (required during FLU season October- Mar)

This completed form and supporting documentation should be forwarded as soon as possible to:

Office of Institutional Health- TTUHSC
3601 4th st MS 8150
Immunization Coordinator
Lubbock TX 79430
fax 806-743-2056 or email to
Nicole.hines@ttuhsc.edu

## Appendix D: Sample Learning Contract

Learning Contract for **XXXX XXXX**, SPT  
TTUHSC DPT Program  
January 1, 2018

This contract for **XXXX XXXX** is being implemented due to concerns raised about clinical performance at **XXXX** in **XXXXXXXXXX**. Areas of concern include the following PT MACS skills and appropriate objectives:

- Skill 6: *Problem Solving*
  - Objectives b, d
- Skill 9: *Critical Thinking*
  - Objectives b, d, e, f
- Skill 10: *Stress Management*
  - Objective d
- Skill 11: *Safety During Patient Management*
  - Objective a

It is understood that the greatest area for concern involves the appropriate and smooth application of critical thinking and problem solving during patient evaluation, plan of care development, and patient treatment. It is understood that **XXXX** and his clinical instructor, **XXXX XXXX**, have discussed these deficiencies, and **XXXX** is working to remediate the concerns. As a follow-up to these discussions, the following action plan is proposed. **By the end of the internship on February 1, 2016, XXXX will:**

1. Demonstrate ability to apply didactic knowledge to fluid patient cases of various diagnoses common to this practice setting. This includes:
  - a. Ability to integrate new information discovered during patient interview or examination into evaluation or treatment planning with minimal disruption of the evaluation or treatment session
  - b. Ability to prioritize problem lists as discovered from patient history and assessment and articulate possible solutions to these problems
2. Clearly and appropriately articulate ideas related to current patient cases including:
  - a. Adapting patient instruction and education in the light of ongoing assessment
  - b. Engaging in meaningful discussion with the clinical instructor related to patient cases or plans of care
3. Consider pertinent information regarding a patient case/current presentation in maintaining safe patient management including:
  - a. Adhering to physician orders and observing appropriate contraindications and precautions in patient care

## Appendix D: Sample Learning Contract

- b. Ensuring a “least-harm” assessment and treatment philosophy that places the patient’s comfort and well-being at the forefront

To meet expectations in this clinical internship, **XXXX** will work to achieve the above goals with minimal cueing from his clinical instructor and at a level that is commensurate with a new graduate physical therapist (entry level) in this setting. Signatures on this form indicate that all involved have reviewed the areas of concern and the action plan as written.

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XXXX XXXX, SPT  
TTUHSC DPT Class of 2018

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XXXX XXXX, PT, DPT  
Clinical Instructor

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Misty Miller, PT, DPT  
Director of Clinical Education

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Kerry Gilbert, PT, ScD  
DPT Program Director, TTUHSC

## Appendix E – Sample Grading Criteria

Texas Tech University Health Sciences Center  
School of Health Professions-DPT Program

### Inpatient Internship Grading Criteria

**Definitions:** “Complete” means a final rating of + or √; A final rating of NI means “Not Independent”

PT MACS Section	Skill(s)	Expectations
<b>I. Professional Behaviors</b>	1-10	<b>Complete all 10 skills</b>
<b>II. Patient/Client Management</b>		
History/Systems Review	12.1-12.3	<b>Complete all 3 skills</b>
Tests and Measures	13.1-13.14	<b>Complete at least 9 skills</b>
Examination/Evaluation	14.1, 14.2	<b>Complete both skills</b>
Prognosis/POC	15.1, 15.2	<b>Complete both skills</b>
Interventions	16.1-16.8	Must complete <b>6</b> of the 8 skills (16.1 – must have 3 different modalities)
<b>III. Management of Care Delivery</b>	17 – 22	<b>Complete all</b>
<b>IV. Practice Management</b>	23 & 24	<b>Complete both if appropriate</b>
<b>V. Site Specific Skills</b>	25.1-28.2	Complete a minimum of <u>4 TOTAL</u> by the end of <u>all</u> internships
Other Requirements		Expectations
In-service project	11	Complete <u>at least twice</u> by the end of all internships
Level of Performance on THIS Clinical Internship	Likert Scale rated by CI in E*Value	Meets expectations for this level (score of 5 or more)
E*Value Tasks		Expectations
Clinical Information Form	Assigned via Email	<b>Student completes by end of week 1</b>
PT Skills: Student Self-Assessment – Midterm	Assigned via Email	<b>Complete by Sunday of Week 4</b>
PT Skills: CI Evaluation of Student – Midterm	Assigned via Email	<b>Complete during week 4</b>
PT Skills: Student Self-Assessment – Final	Assigned via Email	<b>Complete by Sunday of Week 8</b>
PT Skills: CI Evaluation of Student – Final	Assigned via Email	<b>Complete during Week 8</b>
PT Student Assessment of Clinical Experience	Assigned via Email	<b>Complete during Week 8</b> about clinical site
PT Student Assessment of Clinical Instruction	Assigned via Email	<b>Complete during Week 8</b> about clinical instruction

**Appendix E – Sample Grading Criteria**

Texas Tech University Health Sciences Center  
 School of Health Professions-DPT Program  
**Outpatient Orthopedics Internship**  
 Grading Criteria

**Definitions:** “Complete” means a final rating of + or √; A final rating of NI means “Not Independent”

<b>PT MACS Section</b>	<b>Skill(s)</b>	<b>Expectations</b>
<b>I. Professional Behaviors</b>	1-10	<b>Complete all 10 skills</b>
<b>II. Patient/Client Management</b>		
History/Systems Review	12.1-12.3	<b>Complete all 3 skills</b>
Tests and Measures	13.1-13.14	<b>Complete at least 9 skills</b>
Examination/Evaluation	14.1, 14.2	<b>Complete both skills</b>
Prognosis/POC	15.1, 15.2	<b>Complete both skills</b>
Interventions	16.1-16.8	Must complete <b>6</b> of the 8 skills (16.1 – must have 3 different modalities) <b>16.5 Required</b>
<b>III. Management of Care Delivery</b>	17 – 22	<b>Complete all</b>
<b>IV. Practice Management</b>	23 & 24	<b>Complete both</b>
<b>V. Site Specific Skills</b>	25.1-28.2	Complete a minimum of <u>4 TOTAL</u> by the end of <u>all</u> internships
<b>Other Requirements</b>		<b>Expectations</b>
In-service project	11	Complete <u>at least twice</u> by the end of all internships
Level of Performance on THIS Clinical Internship	Likert Scale rated by CI in E*Value	Meets expectations for this level (score of 5 or more)
<b>E*Value Tasks</b>		<b>Expectations</b>
Clinical Information Form	Assigned via Email	<b>Student completes by end of week 1</b>
PT Skills: Student Self-Assessment – Midterm	Assigned via Email	<b>Complete by Sunday of Week 4</b>
PT Skills: CI Evaluation of Student – Midterm	Assigned via Email	<b>Complete during week 4</b>
PT Skills: Student Self-Assessment – Final	Assigned via Email	<b>Complete by Sunday of Week 8</b>
PT Skills: CI Evaluation of Student – Final	Assigned via Email	<b>Complete during Week 8</b>
PT Student Assessment of Clinical Experience	Assigned via Email	<b>Complete during Week 8</b> _about clinical site
PT Student Assessment of Clinical Instruction	Assigned via Email	<b>Complete during Week 8</b> about clinical instruction



**Appendix E – Sample Grading Criteria**

Texas Tech University Health Sciences Center  
School of Health Professions-DPT Program

**Neuro Internship**

Grading Criteria

**Definitions:** “Complete” means a final rating of + or √; A final rating of NI means “Not Independent”

<b>PT MACS Section</b>	<b>Skill(s)</b>	<b>Expectations</b>
<b>I. Professional Behaviors</b>	1-10	<b>Complete all 10 skills</b>
<b>II. Patient/Client Management</b>		
History/Systems Review	12.1-12.3	<b>Complete all 3 skills</b>
Tests and Measures	13.1-13.14	<b>Complete at least 9 skills</b>
Examination/Evaluation	14.1, 14.2	<b>Complete both skills</b>
Prognosis/POC	15.1, 15.2	<b>Complete both skills</b>
Interventions	16.1-16.8	Must complete <b>6</b> of the 8 skills (16.1 – must have 3 different modalities)
<b>III. Management of Care Delivery</b>	17 – 22	<b>Complete all</b>
<b>IV. Practice Management</b>	23 & 24	<b>Complete both</b>
<b>V. Site Specific Skills</b>	25.1-28.2	Complete a minimum of <u>4 TOTAL</u> by the end of <u>all</u> internships
<b>Other Requirements</b>		<b>Expectations</b>
In-service project	11	Complete <u>at least twice</u> by the end of all internships
Level of Performance on THIS Clinical Internship	Likert Scale rated by CI in E*Value	Meets expectations for this level (score of 5 or more)
<b>E*Value Tasks</b>		<b>Expectations</b>
Clinical Information Form	Assigned via Email	<b>Student completes by end of week 1</b>
PT Skills: Student Self-Assessment – Midterm	Assigned via Email	<b>Complete by Sunday of Week 4</b>
PT Skills: CI Evaluation of Student – Midterm	Assigned via Email	<b>Complete during week 4</b>
PT Skills: Student Self-Assessment – Final	Assigned via Email	<b>Complete by Sunday of Week 8</b>
PT Skills: CI Evaluation of Student – Final	Assigned via Email	<b>Complete during Week 8</b>
PT Student Assessment of Clinical Experience	Assigned via Email	<b>Complete during Week 8</b> _about clinical site
PT Student Assessment of Clinical Instruction	Assigned via Email	<b>Complete during Week 8</b> about clinical instruction

## Appendix E – Sample Grading Criteria

Texas Tech University Health Sciences Center  
School of Health Professions-DPT Program

### Elective Internship Grading Criteria

**Definitions:** “Complete” means a final rating of + or √; A final rating of NI means “Not Independent”

PT MACS Section	Skill(s)	Expectations
<b>I. Professional Behaviors</b>	1-10	<b>Complete all 10 skills</b>
<b>II. Patient/Client Management</b>		
History/Systems Review	12.1-12.3	<b>Complete all 3 skills</b>
Tests and Measures	13.1-13.14	<b>Complete at least 9 skills</b>
Examination/Evaluation	14.1, 14.2	<b>Complete both skills</b>
Prognosis/POC	15.1, 15.2	<b>Complete both skills</b>
Interventions	16.1-16.8	Must complete <b>6</b> of the 8 skills (16.1 – must have 3 different modalities)
<b>III. Management of Care Delivery</b>	17 – 22	<b>Complete all</b>
<b>IV. Practice Management</b>	23 & 24	<b>Complete both as appropriate</b>
<b>V. Site Specific Skills</b>	25.1-28.2	Complete a minimum of <b>4 TOTAL</b> by the end of <u>all</u> internships
Other Requirements		Expectations
In-service project	11	Complete <u>at least twice</u> by the end of all internships
Level of Performance on THIS Clinical Internship	Likert Scale rated by CI in E*Value	Meets expectations for this level (score of 5 or more)
E*Value Tasks		Expectations
Clinical Information Form	Assigned via Email	<b>Student completes by end of week 1</b>
PT Skills: Student Self-Assessment – Midterm	Assigned via Email	<b>Complete by Sunday of Week 4</b>
PT Skills: CI Evaluation of Student – Midterm	Assigned via Email	<b>Complete during week 4</b>
PT Skills: Student Self-Assessment – Final	Assigned via Email	<b>Complete by Sunday of Week 8</b>
PT Skills: CI Evaluation of Student – Final	Assigned via Email	<b>Complete during Week 8</b>
PT Student Assessment of Clinical Experience	Assigned via Email	<b>Complete during Week 8</b> _about clinical site
PT Student Assessment of Clinical Instruction	Assigned via Email	<b>Complete during Week 8</b> about clinical instruction