

DIVISION OF PHYSICAL THERAPY
DEPARTMENT OF ALLIED HEALTH SCIENCES
SCHOOL OF MEDICINE
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

**DOCTORAL PROGRAM IN PHYSICAL THERAPY
POLICIES AND GUIDELINES FOR CLINICAL EDUCATION**

Students shall adhere to the rules, regulations, and holiday schedule of the clinical facility while assigned there and will wear uniforms acceptable to the physical therapy facility. Whether the facility has a dress policy or not, the student shall dress in a professional manner and shall wear a name tag designating that he or she is a physical therapy student. The clinical facility shall inform the student of said rules, regulations, schedules, and policies.

WORK DAYS AND HOURS:

The student is expected to work the work days and hours of the assigned clinical instructor. This may include skewed work weeks (i.e. Tuesday – Saturday) and/or nontraditional hours (i.e. four 10-hour days). The student is expected to adhere to the expected number of hours (approximately 40 hours/week), understanding that work responsibilities often require additional time outside of the assigned clinical work hours. Any missed days during the rotation should be recorded on the Web CPI and may be required to be made up before successful completion of the clinical experience.

EXCUSED ABSENCES:

1. Illness The student is responsible for notifying the Clinical Instructor and DCE. Clinical Instructor and DCE can approve absences related to illness for a *maximum* of three days on an 8 week rotation or 4 days for a 12 week rotation. Makeup for lost time within this range is not required unless the Clinical Instructor believes it is necessary for the student to meet the learning objectives. Time missed greater than those listed above requires make up time or extension to the clinical rotation and should be arranged in collaboration with the DCE. Any concerns regarding inadequate progression towards learning objectives should also be directed to the DCE.

2. Inclement Weather Days Students should not drive to clinical centers when fresh snow or ice is on the roads or when inclement weather prohibits safe travel. We strongly advise students to err on the side of safety rather than risk injury on the road. Students should discuss facility policies with the Clinical Instructor in advance of adverse weather conditions.

3. Job Interviews Permission is at the discretion and approval of the Clinical Instructor and only during the final practicum. We suggest that clinical sites permit one day for the purpose of job interviews. Additional time may be considered if make-up day(s) or time(s) are arranged.

4. Other While on rotations, students adhere to the holiday policy of the clinical facility. Absence for other reasons such as attending educational programs or professional conferences will be at the discretion of the Clinical Instructor and the DCE, keeping in mind that ample opportunities for these experiences will follow after graduation. Absence for personal reasons must be arranged in advance with

approval of the Clinical Instructor and DCE, with arrangements for time missed to be made up.

OTHER ABSENCES:

The only excused absences are listed above. Missed time for any other reason is considered to be unexcused. All unexcused missed time must be made up by the student working additional days, extra hours each day, etc. Clinical Instructors and DCE may approve missed time in advance for special circumstances (family weddings, graduations, doctor appointments) if they deem it to be appropriate, as long as it is not excessive in amount, and as long as all time missed is made up. Students may make up time with another clinical instructor with approval by the primary CI. Make up time should have similar clinical exposure to patients as the typical day for that clinical rotation. Staying late to work on documentation is NOT adequate to make up missed patient care time.

STUDENT PERFORMANCE:

Students will be evaluated using the Web CPI. The Web CPI should be completed on line and should be discussed with the student at midterm and near the end of the practicum.

If there are any concerns about a student's performance during their practicum, please notify the DCE as soon as concerns are apparent. Most students prefer being advised of their deficiencies early so that they can work improve in those areas. The DCE will work with you to identify strategies for remediation of performance problems.

STUDENT'S ASSESSMENT OF THE CLINICAL EDUCATION EXPERIENCE:

Each student, after being evaluated by the Clinical Instructor, will share his/her written remarks with the Clinical Instructor regarding the student's assessment of the clinical education experience. The student is responsible for returning the original to the academic program. The clinical site may copy and retain the student's site assessment, but the original must be returned to UNC-CH by the student.

FINAL NOTE: If you have problems concerning Clinical Education please contact:

- DCE:** Jennifer Cooke PT, DPT
Phone: 919-843-8696 (work)
252-349-3871 (home)
Email: uncdptclined@med.unc.edu
- Co-DCE:** Lisa Johnston, PT, MS, DPT
Phone: 919-843-5723 (work)
919-389-4581 (home)
Email: Lisa_johnston@med.unc.edu
- Assistant:** Kayla Gardner
Phone: 919-962-4344
Email: kayla_gardner@med.unc.edu
- Contracts:** Jamont Beatty
Phone: 919-843-3795
Email: jamont_beatty@med.unc.edu