

Queen's University, Masters of Physical Therapy program (MScPT)
Clinical Instructor & MScPT Student Evaluation Duties during Clinical Placements

	Clinical Instructor (CI) Duties **	Student Duties
Day 1 of Placement		
Orientation	<ul style="list-style-type: none"> -CI reviews and discusses with student objectives / learning style. -Review fire/safety/emergency protocol for site/specific treatment area(s), etc. -Identify site educational opportunities & learning resources for student -General student orientation to site 	<p>Prior to 1st day:</p> <ul style="list-style-type: none"> -Send Letter of Introduction -Provide Medical & Non-medical documentation; complete orientation <p>1st day:</p> <ul style="list-style-type: none"> -Professionally dressed -Reviews learning goals with CI -Remind CI that student will be tracking hours/percent of caseload for body systems during the placement (for CI to submit at final ACP)
Week 3 of Placement		
1. ACP Formal Midterm Evaluation	<ul style="list-style-type: none"> -ACP accessed through HSPnet (email link. -Provides verbal & written feedback using ACP 	<ul style="list-style-type: none"> -Accesses ACP through HSPnet (email link) -Provides written self-evaluation using electronic ACP
2. Site & CI Evaluation	<ul style="list-style-type: none"> -Review and e-sign NACEP Student Evaluation of Placement form (completed by student) 	<ul style="list-style-type: none"> -Student completes and reviews with CI.
1. Student Presentation	<ul style="list-style-type: none"> -CI books date, time and room; provides feedback to student regarding presentation 	<ul style="list-style-type: none"> -Student selects topic by midterm; presentation (often during last week)
Last Week of Placement		
2. ACP Formal Final Evaluation	<ul style="list-style-type: none"> -Provides verbal and written feedback to student using ACP through HSPnet; -Record information about percent of caseload in each area of practice, setting, and other demographic information for the placement Submits completed ACP electronically through HSPnet 	<ul style="list-style-type: none"> -Provides written self-evaluation using the ACP through HSPnet. -Student able to access ACP document, CI evaluation and comments online through HSPnet
3. Site & CI Evaluation	<ul style="list-style-type: none"> After reviewing NACEP student evaluation of placement with Student, CI e- 	<ul style="list-style-type: none"> Student's complete on-line and reviews with CI. Submits on-line;

** **College of Physiotherapist of Ontario** requires CI's to follow the following guidelines when supervising MPT students:

1. Based on the CI's assessment of the student's knowledge, skill, behaviors and clinical reasoning, the CI will assign duties which are appropriate to the student's clinical abilities.
2. Ensure the student is assigned tasks & supervised at a level consistent with the student's clinical abilities, minimizing any potential risk of harm to the patient, ensuring safe/effective pt. care.
3. Ensure informed consent is obtained from a patient prior to involving a student in patient care

(http://www.collegept.org/Assets/registrants/guideenglish/standards_framework/standards_practice_guides/English_Supervision_of_Student_Learners.pdf Common/ CE Administration/ CE package / Feb 1, 2016