



## How to Become a Clinical Site for the Queen's PT Program

If you are interested in becoming a Queen's MScPT Program clinical site and offering clinical placement to our MScPT students (and we hope you are!), please complete the following steps:

1. Please complete the Clinical Site Information Questionnaire (included on this website).
2. Return the completed Clinical Site Information Questionnaire to the Clinical Education Assistant, Teresa Long ([longt@queensu.ca](mailto:longt@queensu.ca)) or fax to 613-533-6776 att: Teresa Long. In this document you will identify:
  - i. A physical therapy contact person for your site [known as the Center Coordinator of Clinical Education (CCCE)]
  - ii. The CCCE's email contact, phone number, fax number
  - iii. Other information about the nature of your facility and practice

3. Once the MScPT program receives your sites contact information , you will receive an Affiliation Agreement and insurance details between Queen's and your clinical site which you will need to sign and return to Teresa Long (either email [longt@queensu.ca](mailto:longt@queensu.ca) or fax: 613-533-6776).

This is a standard agreement which all our clinical sites sign and outlines basic student supervision and facility resources requirements.

Teresa Long will provide you with this document and will answer any questions.

4. The Academic Coordinator of Clinical Education/designate will complete a site visit or electronically provide you with an MScPT Clinical Education Orientation information and answer any questions.
5. Once the affiliation agreement is signed, your CCCE physical therapist's contact name and email address will be added to our Queen's MScPT Clinical Sites email list.
6. Once your CCCE's contact information is added to our Queen's MScPT Clinical Sites email list, the CCCE will receive email information from the MScPT clinical education program related to:
  - i. Requests for clinical placement offers ( requests sent 2 times per year in June and Dec)
  - ii. Notification of MScPT clinical education opportunities (noon time sessions, ½ day workshops, webinars and/or conferences).
  - iii. Changes to the MScPT Program which may impact our clinical education partners

NOTE: the CCCE can distribute information received from the MScPT program to other physical therapists at the facility.

7. If you would like to offer a placement, please complete the placement offer sheet (which will be attached to the placement request email), describe the placement and send this offer back to the MScPT Program, Clinical Education Assistant, Teresa Long, [longt@queensu.ca](mailto:longt@queensu.ca)

8. Each site has the choice of offering or not offering a placement during each time period (e.g. Some sites offer a placement once every two years, while others offer 2-3 placements per year... based on a sites therapy staff, available space, preference for students, holidays etc.)

If you have any questions please contact:

Melanie Law or Randy Booth

Academic Clinical Coordinator of Education (ACCEs)

Master of Physical Therapy

School of Physical Therapy

Email

[lawm@queensu.ca](mailto:lawm@queensu.ca) or [boothr@queensu.ca](mailto:boothr@queensu.ca)