

## **Clinical Coordinator (CCCE) and/or Clinical Instructor (CI) Roles and Responsibilities**

- The CCCE will assign a CI for each student that has a minimum of a year of experience and expertise in their area.
- Remain current with changes and trends in clinical education. Take advantage of courses offered by affiliating programs.
- Identify, organize and coordinate the specific learning experiences within the clinical education facility/clinical site, including but not limited to:
  - Educational opportunities, forms used at the facility, patient assignment
- Perform a thorough orientation of the facility, including but not limited to:
  - Facility and staff, general policies and procedures, emergency procedures, clinic operations, philosophy of the clinical site, student learning objectives
- Discuss clinical education goals and expectations for the student and facility.
- Review the Guidelines for Clinical Education Sites, CI's, and CCCE's in the Clinical Education Manual on the clinical education website: [www.naz.edu/dept/preclinical/](http://www.naz.edu/dept/preclinical/).
- Organize, direct, supervise, coordinate and evaluate the activities of the PT student assigned to the respective clinical site.
- Maintain communication with the DCE and the assigned student during the course of the clinical education experience (i.e., notification of progress and/or problems).
- Perform midterm and final CPI evaluations of the student's clinical performance and send a copy of completed evaluation to the DCE. We recommend that the CI keep a copy of the CPI.
- Abide by the profession's Code of Ethics and Standards of Practice as published by the APTA.
- Formally evaluate the effectiveness of the DCE on a random basis.
- Provide specific feedback to the academic institution about the student's performance, and global feedback about perceived strengths and weaknesses of the academic program.
- Revise CSIF as needed to keep information accurate and current.
- Respond in a timely manner to requests for student placement on an annual basis.
- Conduct staff development activities to enhance CI skills.
  - Participate in CI credentialed courses, request DCE to present on requested topics, participate in educational opportunities provided by the college.
- Demonstrate effective communication and conduct in interpersonal relationships.
- Demonstrate effective instructional and supervisory skills.

## **Rights and Privileges of Clinical Education Faculty**

Clinical faculty members (center coordinators of clinical education and clinical instructors) of Nazareth's physical therapy program have the following rights and privileges associated with their participation in the PT clinical education program:

1. To be treated fair, with dignity and without discrimination by all students and Nazareth Faculty.
2. The right to request individual in-services by the clinical site regarding effective teaching strategies, as well as presentations on requested topics in their areas of specialization.
3. The right to request assistance from the academic program in dealing with clinical education issues or problems that arise in clinic.
4. The right to request feedback regarding student experience or CPI comments.
5. The right to attend periodic continuing education sponsored by Nazareth College Physical Therapy.
6. The right to attend twice a year annual CI training offered by the NYNJ Consortium.
7. The right to off-site supervisor library privileges. A request to the DCE is required and then the Director of Circulation will be notified and registration can be done at the library each semester.
8. The right to receive information regarding affiliating students, changes in clinical education, and the physical therapy program in a timely fashion.
9. The right to terminate a student's participation in the clinical education experience if it is felt that the continued participation of a student is unsafe, disruptive, or detrimental to the clinical site or patient care, or otherwise not in conformity with the clinic's standards, policies, procedures, or health requirements.