**Mercy College of Health Sciences**

**Physical Therapist Assistant Program**

**PTA 163 Clinical Instructor Checklist**

Prior to student arrival:

\_\_\_ Review Student Information Form

\_\_\_ Review PTA 163 syllabus and competencies

\_\_\_ Review PTA 163 Clinical I Evaluation and the Generic Abilities Assessment

\_\_\_ Consult *Mercy College PTA Program Clinical Education Manual* as needed

Upon student arrival:

\_\_\_ Orient student to the facility: tour of facility/department, staff introductions, policies and procedures (specifically plan for emergency responses), documentation/billing, reimbursement issues, patient information/assignments, quality assurance, and facility required assignments.

\_\_\_ Communicate facility’s expectations of student

\_\_\_ Discuss student’s goals/objectives and revise as appropriate

\_\_\_ Assist student in completing Clinical Site Contact Information Form and return by the end of the first day

During the clinical experience:

\_\_\_ Meet at the end of the each week; assist student with completing the PTA 163 Weekly Reflection; discuss performance expectations and goals for the following week

\_\_\_ Modify goals as appropriate

\_\_\_ Have contact with Mercy College at mid-term and as needed

At completion of the clinical experience:

\_\_\_ Complete PTA 163 Evaluation Form and discuss with student; review and sign the Generic Abilities form completed by the student. Provide feedback and additional comment as indicated.

­\_\_\_ Student will provide his/her assessment of the experience and CI

\_\_\_ Return evaluation form to Mercy College by the end of the final clinical day