

**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