**Mercy College of Health Sciences**

**Physical Therapist Assistant Program**

**PTA 232 Clinical Instructor Checklist**

Prior to student arrival:

\_\_\_ Review Student Information Form

\_\_\_ Review PTA 232 syllabus and competencies

\_\_\_ Review PTA Clinical Performance Instrument (CPI) and the Generic Abilities Assessment

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 second day

During the clinical experience:

\_\_\_ Meet weekly; assist student with completing Clinical Education Weekly Planning Form; discuss performance expectations for the next week

\_\_\_ Modify goals as appropriate

\_\_\_ Complete the mid-term CPI and discuss with student

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

At completion of the clinical experience:

\_\_\_ Complete CPI (final ratings) & Generic Abilities Assessment and discuss with student; student will provide his/her assessment of the experience

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