

Responsibilities of the CI and/or CCCE:

Maintain files containing curriculum content, insurance forms, physical forms and contract information for the University at Buffalo.

Remain current with changes and trends in clinical education. Take advantage of courses and seminars offered by affiliating programs.

Revise CSIF (Center Site Information Form) as needed to keep information accurate and current.

Respond in a timely manner to requests for student placement. Maintain communication with CI's at various sites to determine appropriate assignment of students to CI's.

Become familiar with the student's curriculum and level of education/training by reviewing information provided by the academic institution prior to the student's arrival.

Organize and plan the student's program to include clinical work, in-services, clinics, rounds, and other educational experiences as available. Establish a client caseload and assist in formulating the student's schedule. Introduce students as such to patients/clients and provide access to pertinent background information.

Discuss the clinical education goals and expectations of the student for the facility including those of the academic institution. Introduce student to forms and procedures of the physical therapy department.

Provide clinical supervision and instruction in the form of assessment and intervention demonstration utilizing hands-on techniques. Arrange for supervisory coverage by another PT in the absence of the CI.

Provide a favorable learning environment that encourages the student to ask questions and share insights. Provide opportunities for student demonstration of his/her level of understanding of the theoretical concepts underlying the interventions. Provide timely feedback through constructive criticisms and guidance for improvement. Although not required, written feedback to the student beyond the use of the CPI at midterm and final is strongly encouraged, especially for students who are presenting challenges.

Review the student's examination and intervention techniques. Discuss treatment rationale, long-term and short-term objectives. Critique documentation of examinations, consultations, progress notes and justifications for insurance coverage (of durable medical equipment).

Perform midterm and final evaluations of the student's performance utilizing the CPI. Encourage open and honest communication with the student in reviewing your evaluation and comparing it to the student's self evaluation (CPI).

Communicate with the DCE at the University at Buffalo as needed. Provide specific feedback to UB DCE or faculty about the student's performance, and global feedback about perceived strengths and weaknesses of the academic program concerning clinical education.

Send a copy of the completed CPI to the DCE at the University at Buffalo at the conclusion of the clinical experience with the completed "Clinical Instructor Self-Report Information" and "Site (CI/CCCE) Evaluation of the Clinical Education Program at the University at Buffalo".

Rights and Privileges of Clinical Education Faculty

Clinical faculty members (CI's and CCCE's) of the University at Buffalo physical therapy program have the following rights and privileges associated with their voluntary participation in the PT clinical education program:

To be treated fair, with dignity and without discrimination by all students of physical therapy and faculty/administration from the University at Buffalo. They also have the right to report any mistreatment to the Director of Clinical Education at the University of Buffalo for appropriate follow-up. If the CI and/or CCCE is not satisfied with the action of the DCE they may report their mistreatment to the Director of the DPT program. If a student has found to have mistreated a CI and / or CCCE they will be removed from that clinical placement and face the possibility of failing the clinical experience or dismissal from the program as deemed by the entire UB faculty.

The right to request on-site in-services related to clinical education and other clinically relevant topics.

The right to request assistance from the academic program in dealing with clinical education issues or problems that arise in the clinic.

The right to attend any continuing education programs offered at the University at Buffalo that have been designed for clinical education faculty.

The right to receive timely information regarding affiliating students, changes in clinical education and the physical therapy program.

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.

Upon written request to the Director of Clinical Education , a CI or CCCE may obtain a "voluntary faculty appointment". Once the paper work is complete the CI/CCCE will be entitled to the following privileges:

1. Use of the University at Buffalo Libraries including free Xeroxing at the Health Science library.
2. Faculty Parking-you must apply for a parking permit from the University Office of Public Safety.
3. Use of recreational facilities upon payment of a nominal fee
4. Eligibility for faculty discounts.
5. Tuition waiver based on the number of supervisory hours per semester, ie. One credit hour per 120 supervisory hours, and a second credit hour for an additional 120 supervisory hours. These credits must be used within one year after the end of the semester in which you have earned the credits.
6. Access to the internet and establishment of an email account is available.
7. Access to the Health Sciences library medical literature databases and electronic journals.
8. Free UB faculty card must be obtained to access benefits.