

**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
- \_\_\_ Consult *Mercy College 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 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