

**Mercy College of Health Sciences
Physical Therapist Assistant Program
PTA 234 Clinical Instructor Checklist**

Prior to student arrival:

- ___ Review Student Information Form
- ___ Review PTA 234 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
- ___ Evaluate student in-service presentation utilizing the provided grading rubric

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