



STUDENT CLINICAL AFFILIATION HANDBOOK

Kingsborough Community College
of the City University of New York

Department of Allied Health, Mental Health
And Human Services

Physical Therapist Assistant Program

CONGRATULATIONS
FROM YOUR ACADEMIC COORDINATOR OF CLINICAL EDUCATION

Dear Student,

You are about to enter into the first clinical phase of your physical therapist assistant education. This is a vital part of your education. It is the first time you will be able to use your academic skills in the clinical setting.

This handbook is designed to be a reference guide for your clinical experience. It offers information on what is expected of you during your clinical affiliation. Program policies and procedures as well as assignment information and information regarding the student performance instrument have been included in this manual. This manual should be referenced in addition to each clinical practicum syllabus.

If you have any questions, concerns, or problems prior to or during your affiliation please do not hesitate to contact me.

Sincerely,

A handwritten signature in dark ink that reads "Christina McVey PT". The signature is written in a cursive, flowing style.

Prof. Christina McVey
Academic Coordinator of Clinical Education

Kingsborough Community College
Of
The City University of New York

**Department of Allied Health, Mental
Health and Human Services
STUDENT CLINICAL AFFILIATION HANDBOOK
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**Kingsborough Community College
of
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Department of Allied Health, Mental Health and Human Services**

Physical Therapist Assistant Program

Roles and Responsibilities of the Academic Coordinator of Clinical Education

Policy:

The Academic Coordinator of Clinical Education (ACCE) plans, coordinates, facilitates, administers, and monitors all clinical education related activities on behalf of the program.

Procedure:

1. The ACCE develops, monitors and refines the clinical education component as part of the curriculum.
2. The ACCE ensures quality learning experiences for students during the clinical education experience.
3. The ACCE or faculty designee evaluates students' performance and their ability to integrate didactic and clinical learning during clinical education and assigns the final grade.
4. The ACCE ensures the clinical learning environment demonstrates characteristics of sound patient management, professional behavior, and currency with physical therapy practice.
5. The ACCE ensures the clinical education program maximize available resources.
6. The ACCE that the program has an adequate number of contracted clinical sites to meet its goals.

**Kingsborough Community College
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Department of Allied Health, Mental Health and Human Services
Physical Therapist Assistant Program

Roles and Responsibilities of the Clinical Faculty

Policy:

The Site Coordinator of Clinical Education (SCCE) is an employee of the assigned facility and is responsible for the designating and assigning of all clinical instructors. A Clinical Instructor (CI) is a physical therapist or physical therapist assistant who serves as the student's primary instructor while in the clinic and who serves as a positive professional role model for the student.

Procedure:

1. The SCCE reports the availability of clinical placements to the Academic Coordinator of Clinical Education (ACCE).
2. The SCCE assigns a qualified clinical instructor to the student prior to the first day of the affiliation. Criteria for selecting a clinical instructor include; a demonstrated desire to be involved in clinical education, at least 1 year clinical experience, licensure, willingness to participate in continuing education, effective communication skills, and a demonstrated understanding of the clinical environment.
3. The clinical instructor serves as the students' primary instructor for that particular clinical affiliation.
4. The SCCE and/or the CI orients the student to the physical therapy department and other departments in the facility.
5. The SCCE and/or the CI introduces the student to pertinent personnel and orient the student to the rules and regulations of the department and facility.
6. The CI ensures the safety of the student and patient during all assigned activities.
7. The CI plans learning activities for the student, taking into consideration; the Student Proficiency Profile, course work completed and specialty emphasis of the facility.
8. When possible, the SCCE and/or CI provide extra-departmental learning experiences (surgeries, pertinent nursing procedures, occupational therapy, etc.) to enhance the student's educational experience.
9. The CI monitors and assesses the student in the performance of appropriate PT techniques and procedures.

10. The CI along with the SCCE or designee determines the level of supervision the student requires.
11. The CI ensures that the student materially participates in the provision of physical therapy care. Such participation will include, general patient care, quality assurance activity, inter/interdisciplinary communication, discharge planning, and appropriate administrative activity.
12. The CI assesses the student's performance on a daily basis. The CI will formally assess the student's performance using the Clinical Performance Instrument at the midpoint of the affiliation and again at the end of the affiliation.

The City University of New York

**Department of Allied Health, Mental Health and Human Services
Physical Therapist Assistant Program**

Clinical Affiliation Assignments

Policy:

PTA 6 and PTA 9 Clinical Affiliations will be assigned by the Academic Coordinator or Clinical Education (ACCE).

Procedure:

1. The ACCE gathers completed Affiliation Request Forms from each contracted facility.
2. The ACCE assigns affiliations based on the following: diversity needs, passed/present work and volunteer experience, availability of sites, logistical considerations and student preferences. The ACCE assigns the student to one inpatient and one outpatient clinical experience. However, based upon students' needs and/or clinical site availability, experiences may be altered.
3. The ACCE notifies the students of their clinical assignments at least six weeks prior to the start of the clinical affiliation.
4. The ACCE notifies each facility as to the name of the assigned student at least 60 days prior to the start of the clinical affiliation.
5. The ACCE provides each facility with appropriate medical information, evidence of liability coverage, the Student Proficiency Profile and evaluation tools for the assigned student. In addition, each facility is provided a directory of faculty contacts including: office and cellular numbers of the ACCE and the Program Director.
6. The ACCE, in consultation with the facility, may remove a student from a facility as per the Clinical Affiliation Agreement.

Kingsborough Community College

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Department of Allied Health, Mental Health and Human Services
Physical Therapist Assistant Program

Student Responsibilities PRIOR to Clinical Affiliation

Policy:

The program recognizes that prior to participation in clinical education, students must complete critical tasks including obtaining professional liability insurance, submitting appropriate medical forms, and fulfilling clinical site requirements.

Procedure:

1. Prior to the beginning of each affiliation, the student must display competency in all previous course work.
2. The student must complete the program's medical information form and submit it to the Academic Coordinator of Clinical Education (ACCE) by October 1st.
3. The student must purchase and provide proof of professional liability insurance by no later than October 25th to ACCE.
4. The student must have basic CPR certification.
5. Once the student receives his/her clinical placement, students must contact the facility at least 4 weeks in advance to introduce themselves, verify hours and get the name of his/her clinical instructor. The student may be expected to work a combination of daytime, evening and weekend hours dependent upon the schedule and needs of the assigned facility.
6. The student must submit clinical instructor's name to ACCE at least 3 weeks prior to the start of the clinical affiliation in order to verify clinical instructors' qualifications.
7. Student must arrange an appointment with ACCE to discuss the affiliation objectives and facility.
8. Student is responsible to get directions to the facility and practice getting there.
9. Student must attend class on clinical education information prior to first clinical affiliation.
10. Student must review standard clinical education agreement between college and clinical facility.

11. Student must complete all medical information required by the facility prior to the first day of the first day of the affiliation.
12. The student has the responsibility to be free from illicit drug use and meet all medical requirements for the facility. Clinical facilities may perform drug testing as a requirement for clinical education participation. Students who do not pass clinical facility drug testing mandates will not be able to participate in clinical education and will be dismissed from the program.
13. Students who do not meet all medical requirements may be reassigned to an alternate clinical site depending upon availability and other factors.
14. The student may be required to undergo a criminal background check facilitated by the clinical facility. Students not meeting criminal background check standards, will be prohibited from participating in clinical education at that site. The program may assign a student to an alternate sit depending on availability and other factors.

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Department of Allied Health, Mental Health and Human Services
Physical Therapist Assistant Program

Student Responsibilities During the Clinical Affiliation

Policy:

The program recognizes the critical role clinical education plays in physical therapist assistant education. Students must fully participate in clinical education and the program has delineated specific student responsibilities that must be fulfilled during the clinical affiliation.

Procedure:

1. On the first day of the clinical affiliation student must report to the facility on time with a lab jacket, identification badge, goniometer, pen and paper as required by the facility.
2. The student has responsibility to conduct themselves in accordance with the Standards of Ethical Conduct for the Physical Therapist Assistant and Guide for Conduct of the Affiliate Member of the American Physical Therapy Association.
3. The student must adhere to an appropriate dress code which will include; dark slacks (not jeans), collared – button down white shirt or blouse, white tailored lab jacket, rubber soled shoes (not sneakers, running, athletic) Kingsborough Community College ID badge affixed to lab jacket. Dress code may be amended by the facility.
4. The student has the responsibility to introduce themselves to patients as a physical therapist assistant student and where an identification badge that prominently describes them as such.
5. The student will comply with all pertinent rules and regulations of the clinical site including those related to conduct, behavior and health status.
6. The student must comply with all patient rights and HIPAA (Health Insurance Portability Accountability Act) regulations. Patients have the right to refuse treatment from a student.
7. The student has the responsibility to be prepared and to participate fully in his/her clinical education.
8. The student has the responsibility to report all accidents, however minor, to the clinical instructor and/or supervisor of the department.

9. The student must be responsive to the clinical instructor and receptive to skill critiques, corrective actions and general supervision.
10. The student will be expected to report ready for his/her assigned routine at the beginning of the shift. It is the student's responsibility to remain on duty until dismissed by the supervisor.
11. The student will contact the ACCE at any time during the affiliation to discuss problems/treatments ideas, in-services/case studies, difficulties the student is having with the CI, etc.
12. The student will be granted time off for holidays only if the assigned department is closed.
13. The student will be expected to be in the department at all times except when directed to, or given permission to, leave by the supervisor.
14. The student will utilize free time by working on progress reports, reading records and professional material, or performing suggestions of the supervisor.
15. If the student is to be absent from the clinic, the student must call the facility (to speak with the clinical instructor or designee) and the Academic Coordinator of Clinical Education (ACCE) immediately.
16. If a student misses more than one day of clinic, the day (s) must be made up after the affiliation, unless specific arrangements have been made. For each day absent, the student must make up two days. A student needing to make up days after the affiliation will receive an incomplete (INC) grade for the course and will be held from taking any further courses as per the Program Grading Policy.
17. The student is responsible to arrive at the facility on time. After one lateness the student will be required to make up one day for every lateness at the end of the affiliation. The student will receive an incomplete (INC) grade for the course and will be held from taking any further courses as per the Program Grading Policy.
18. In the event of family/personal emergencies (death in the family, personal problems) necessitating withdrawal from the affiliation the ACCE as well as the SCCE (Site Coordinator of Clinical Education) must be notified. The student is not permitted to leave the affiliation without notifying the appropriate individuals.
19. The student will be responsible for his/her own transportation to and from the facility.

20. The student will be responsible for completing all course work required including: assignments from the clinical instructor and ACCE, in-service or case study projects, journals, self-evaluations and facility evaluations.
21. The student will be responsible for attending group meetings at Kingsborough Community College.

Kingsborough Community College
-Of-
The City University of New York

Department of Allied Health, Mental Health and Human Services
Physical Therapist Assistant Program

Confidentiality Policy

Policy: The PTA program strives to protect the privacy of all its students. The program complies with university policies with the Federal Education Rights and Privacy Act of 1974, the Health Information Privacy Act, and the bylaws of the City University of New York.

Procedure:

1. All student medical information is maintained in a secure area and only shared with student written permission.
2. Student academic information is securely maintained.
3. Academic information related to course grades, clinical performance, progression through program and related matters are privately shared.
4. Students are encouraged to meet as necessary with faculty to discuss any private issues that may affect academic or clinical performance.
5. Students are instructed in the importance of complying with the Health Information Privacy Act in both clinical and laboratory activities. In addition, the case of patient participation in laboratory activities, students are instructed to refrain from the use of all personal information during note taking.
6. In the event that guests with disabilities or pathological conditions address students during laboratory or other classroom experiences for educational purposes, the program will make every effort to protect the individual's privacy. Other than basic attendance data, the program will not maintain any guest medical/personal information. Students are instructed not to use the guest's name in any note taking.

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Physical Therapist Assistant Program**

Grading Policy for PTA 6 and PTA 9

Policy: Grades for PTA 6 and PTA 9 will be administered by the Academic Coordinator of Clinical Education based on the Clinical Performance Instrument (CPI) and other course criteria listed below.

Procedure:

1. Grades for PTA 6 and 9 will be based on the Clinical Performance Instrument 3.0 (80%) and other course criteria (20%). In addition, the student must make-up any unexcused absences occurring during these courses as specified in the Student's Responsibilities during Clinical Affiliation policy.
2. The student will be formally evaluated by the clinical instructor at least twice during the affiliation, once at the approximate mid-point and again during the final week.
3. The APTA PTA CPI 3.0 has a rating scale from 1-6 as follows:
 - 1 – Beginning Performance
 - 2 – Advanced Beginner
 - 3 – Intermediate Performance
 - 4- Advanced Intermediate Performance
 - 5– Entry-Level Performance
 - 6 – Beyond Entry-Level Performance
4. At the conclusion of PTA 600, a student must achieve the following scores on the Clinical Performance Instrument:
 - a. a rating of 4 (Advanced Intermediate Performance) or higher in Professionalism: Ethical Practice, Legal Practice, and Interpersonal – Communication and Inclusivity.

b. a rating of 3 or higher in Professionalism: Professional Growth, Technical/Procedural: Clinical Reasoning, Therapeutic Exercise and Techniques, Mechanical and Electrotherapeutic Modalities, Functional Training and Application of Devices and Equipment and Business: Documentation, Resource Management. (If below satisfactory in more than 3 criteria, the student will not be successful in Practicum I.)

c. In PTA 6, grading of the CPI is completed by the ACCE. Grading of the CPI consists of the overall average of the anchors for all 11 criteria as well as the comments from the CI. If a criterion is not assessed by the CI, then it will not be included in the average of the anchors. The anchors are averaged together using the following rubric:







			C	B	B+	A	A+
	Beginning Performance	Advanced Beginner	Intermediate Performance	Advanced Intermediate Performance	Entry-Level Performance	Beyond Entry-Level Performance	
Rating Scale	1	2	3	4	5	6	
Supervision/ Caseload	A student who requires clinical supervision 75 – 100% of the time managing patients/clients with non-complex conditions and 100% of the time managing patients/clients with complex conditions. The student may not carry a caseload or may begin to share a caseload with the clinical instructor.		A student who requires clinical supervision less than 50% of the time managing patients/clients with non-complex conditions and 25 - 75% of the time managing patients/clients with complex conditions. The student maintains at least 50 – 75% of a full-time, entry-level physical therapist assistant's caseload.		A student who is capable of working independently under the direction/supervision of the PT while managing patients/clients with non-complex and complex conditions. The student is capable of maintaining 100% of a full-time, entry-level physical therapist assistant's caseload.		

5. At the conclusion of PTA 900, a student must achieve the following scores on the Clinical Performance Instrument:

a. a rating of 5 (Entry- Level Performance) or higher in Professionalism: Ethical Practice, Legal Practice, and Interpersonal – Communication and Inclusivity.

b. a rating of 5 (Entry-Level Performance) or higher in Professionalism: Professional Growth, Technical/Procedural: Clinical Reasoning, Therapeutic Exercise and Techniques, Mechanical and Electrotherapeutic Modalities, Functional Training and Application of Devices and Equipment and Business: Documentation, Resource Management. (If below satisfactory in more than 3 criteria, the student will not be successful in Practicum I.)

c. In PTA 9, grading of the CPI is completed by the ACCE or designated faculty. Grading of the CPI consists of the overall average of the anchors for all 14 criteria as well as the comments from the CI. If a criterion is not assessed by the CI, then it will not be included in the average of the anchors. The anchors are averaged together using the following rubric:

	C		B		B+	A	A+
Rating Scale	Beginning Performance	Advanced Beginner	Intermediate Performance	Advanced Intermediate Performance	Entry-Level Performance	Beyond Entry-Level Performance	
							
Supervision/ Caseload	A student who requires clinical supervision 75 – 100% of the time managing patients/clients with non-complex conditions and 100% of the time managing patients/clients with complex conditions. The student may not carry a caseload or may begin to share a caseload with the clinical instructor.		A student who requires clinical supervision less than 50% of the time managing patients/clients with non-complex conditions and 25 - 75% of the time managing patients/clients with complex conditions. The student maintains at least 50 – 75% of a full-time, entry-level physical therapist assistant's caseload.		A student who is capable of working independently under the direction/supervision of the PT while managing patients/clients with non-complex and complex conditions. The student is capable of maintaining 100% of a full-time, entry-level physical therapist assistant's caseload.		

6. Twenty percent of the grade in each PTA 6 and 9 will be based on the following: a review of the comments within the CPI, student observation by the Academic Coordinator or designee, student journals, and student participation in group meetings.
7. In PTA 6 and PTA 9, if a student receives a grade less than a C on the CPI or less than 70% as a total final grade, the student must repeat the course.
8. Repeating PTA 6: If the course cannot be repeated immediately or at the next affiliation time, the student will be prohibited from taking any further courses in the program. After completing the course, the student will have to demonstrate competence in all previous classes as specified in the retention policy of the program.
9. A student needing to repeat PTA 9 will repeat the course as soon as possible and will not be eligible for graduation until they have successfully completed this course.
10. A student is allowed to repeat each course (PTA 6 and 9) one time. After the second attempt, if a student does not successfully complete the course, they will be dismissed from the program.
11. Although the student may be introduced to techniques not learned in the academic setting, the student will not be responsible for these techniques on the CPI.

FREQUENTLY ASKED QUESTIONS

What do you ask the CI or CCCE on the phone when you call to introduce yourself?

1. Introduce yourself, make sure to mention Kingsborough Community College.
2. Ask what your assigned hours are.
3. Ask where and to whom you report to on the first day.
4. Ask about any specific dress code.
5. Ask about the type of patients you will be seeing and if there is any specific area you should review on prior to your first day.
6. Ask for directions to the facility (if needed).
7. Ask where to park (if available).

What do you do when you are having a problem with a patient?

1. Discuss the problem with your CI.
2. Devise different ways to approach this patient and achieve treatment goals.
3. Think about what you can learn from this situation and what you will do differently next time.

What do you do if you are having a problem with your clinical instructor?

1. Address the problem early.
2. Prepare to discuss the problem ahead of time.
3. Approach the clinical instructor in a non-threatening way.
4. Offer suggestions to solve the problem.
5. Remember that open communication facilitates problem-solving.
6. At any time you may contact the ACCE to discuss the problem.

What is feedback and how does it affect you in the clinic?

Feedback provides an avenue to have our performance evaluated. You must be open to both negative and positive feedback. Accept feedback graciously and consider what you can learn from this experience. Providing your clinical instructor with respectful feedback on how you feel your affiliation is progressing will lead to a beneficial experience.

PROFESSIONAL LIABILITY INSURANCE

All physical therapist assistant students are required to maintain liability insurance during clinical practicum. Specifically, the agreement between the clinical facilities and the college reads as follows:

The College will require that each student, prior to being permitted to commence a clinical experience, provide proof to the College (in the form of a copy of an insurance policy or a copy of the receipt for the paid premium therefor) that the student is covered by a policy of professional liability insurance in the amount of no less than one million (\$1,000,000.00) dollars per occurrence and three million (\$3,000,000.00) dollars in the aggregate. Said policy shall remain in full force and effect during the term of such student's clinical experience. Neither the University nor the College shall have any further responsibility with respect to the insurance of students.

Students must submit a completed application along with a check or money order for the appropriate premium, to the Academic Coordinator of Clinical Education no later than the second week in October. The Academic Coordinator of Clinical Education will submit all completed applications to the insurance company. The student may apply online and pay using a credit card. A student will not be allowed to continue in the program if this requirement is not fulfilled. The student must submit proof of insurance by no later than October 25th.

HEALTH REQUIREMENTS

All students must comply with standard health requirements as it relates to immunizations and screenings. The agreement with clinical facilities reads a statement similar to the following: the college shall provide the Facility with a statement that the students and faculty participating in the program have met the following health requirements: Annual Physical Exam including: PPD Skin Test for TB. Proof of Measles, Mumps, Rubella and Varicella, Flu and Covid immunization. Students must submit physician signed evidence of compliance with the above criteria by the first of October. The program will supply each student with a standard medical form.

KEYS TO SUCCESS

Clinical Strategies

Be on time!

Remember, when in the clinic, you are expected to perform as a practicing clinician. This means that you must be punctual. If the day starts at 8:30AM, plan to be at the site by 8:15AM. Chronic lateness will not be tolerated in the clinic. If you know that you will be late to clinic, remember to call and speak with your clinical instructor.

Don't miss clinic!

The clinical facility makes special plans to accommodate you. Absences from clinic disrupt educational and patient care activities. Absences from clinic must be made up. Clinical education is vital to becoming a physical therapist assistant. Make sure you attend all clinical sessions.

Communicate with your Clinical Instructor!

Your Clinical Instructor (CI) has primary responsibility for your supervision, and learning in the clinic. You must communicate openly with your CI. If you have any questions concerning a particular assignment, speak with your CI before beginning. Be open to constructive criticism and be flexible. Your CI wants you to succeed and is there to help you. If there is a problem that cannot be resolved with your CI, contact the program's Academic Coordinator of Clinical Education immediately.

Always dress appropriately!

Remember, you are expected to act as you would as a practicing physical therapist assistant. You are expected to exhibit professional behavior and practices at all times. This includes appropriate dress.

Appendix A

Standard Clinical Agreement

AGREEMENT, by and between THE CITY UNIVERSITY OF NEW YORK
(the “University”), a corporate body existing pursuant to Article 125 of the Education Law of
the State of New York, having its principal place of business at 205 East 42nd Street, New
York, New York 10017, on behalf of: Kingsborough Community College

(the “College”), an educational unit of the University, having an address at 2001 Oriental Blvd.
Brooklyn, NY 11235

And _____ (the “Agency”),
having its principal place of business at (address).

WHEREAS, the College has a curriculum in Physical Therapist Assistant _____
(the “Program”); and

WHEREAS, the College desires that its students and faculty members be permitted to use
the facilities of the Agency in order to meet the objectives of the Program; and

WHEREAS, the Agency has qualified professional facilities for student instruction and
training and is willing to make its facilities available for such purposes (the “Field Experience”);

NOW, THEREFORE, in consideration of the mutual promises contained herein, it is
agreed as follows:

ARTICLE I. RESPONSIBILITIES OF THE COLLEGE

The College will:

- a. continue to be responsible for the planning and execution of the Program, including
administration of the Program, curriculum content, evaluation, faculty appointments, and the
requirements for matriculation, promotion, and graduation;
- b. provide faculty for the instruction in the Program who shall collaborate with the appropriate
Agency personnel in planning, selecting, and evaluating the Field Experience at the Agency;

- c. designate one or more Program Coordinators who shall confer at regular intervals with the liaison designated by the Agency and with other Agency personnel involved in the Field Experience to insure maintenance of the high educational level of the Program;
 - d. prior to assignment of students, furnish to the Agency a list that will include the number of students and faculty to be assigned to the Agency and the areas and dates of assignment requested;
 - e. maintain records and reports on each student's participation in the Field Experience at the Agency;
 - f. instruct students and faculty that they must abide by the rules and regulations of the Agency, including those governing the use and disclosure of individually identifiable health information under federal law;
 - g. instruct students and faculty that each patient's/student's/client's condition, history or records are confidential and must be treated as such; and
 - h. provide the Agency with a statement that the students and faculty participating in the Field Experience have met the following health requirements:
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ARTICLE II. RESPONSIBILITIES OF THE AGENCY

The Agency will:

- a. continue to be responsible for patient/student/client care in all instances;
- b. designate a liaison who shall be responsible for the coordination and implementation of the Field Experience at the Agency;
- c. provide sufficient facilities, services, space, equipment and supplies in order for the Program to meet the requirements set by the College for the Field Experience and instruction;
- d. permit the College's students and faculty to use the Agency's cafeteria and library, if any;
- e. provide orientation to the College's faculty and students, which orientation shall include providing familiarity with facilities, policies, procedures, and rules and regulations, as appropriate;
- f. make emergency medical treatment available or contact non-Agency medical personnel/services to treat students and faculty for injuries and illnesses which may occur at the Agency during the time of their participation in the Clinical Experience. The Agency shall not be financially responsible for any emergency services provided therefor; and
- g. comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) with regard to all student education records to which the Agency has access.

ARTICLE III. LACK OF MONETARY CONSIDERATION

The Agency shall pay no stipend or other monetary consideration to the University, the College, faculty, or students, and the University, the College, faculty, and students shall pay no monetary consideration to the Agency, in connection with this Agreement.

ARTICLE IV. NON-DISCRIMINATION

The parties shall comply in every respect with all applicable provisions of all New York City, New York State, and federal statutes, rules, and regulations that prohibit unlawful discrimination against any employee, applicant for employment, student, or applicant for admission because of race, color, creed, national origin, religion, age or perceived age, sex, sexual orientation, gender, familial status, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, caregiver status, status as a victim of domestic violence or any other legally prohibited basis. The Agency shall promptly notify the College of any complaint of discrimination made to it by any student or employee of the College.

ARTICLE V. TERMINATION OF PARTICIPANTS

- a. The Agency may request the College to terminate the participation in the Field Experience of any student or terminate the participation of any faculty member when the health status of that student or faculty member is detrimental to the services provided to the patients/students/clients or staff of the Agency.
- b. The Agency may request the College to terminate the participation in the Field Experience of any student whose conduct or behavior is detrimental to the operation of the Agency and/or patient/student/client care. No student's participation in the Field Experience shall be terminated until the grievance against any such student has been discussed with the College's Program Coordinator(s); provided, however, that immediate action may be taken in the event of an emergency and when such action is required to protect patient/student/client care or welfare.

ARTICLE VI. WORKERS' COMPENSATION

The University and the College shall assume any and all obligations imposed by the Workers' Compensation Law of the State of New York insofar as an employee of the University or the College may sustain injury or disability by reason of accident or occupational disease arising out of, or in the course of, the scope of his or her employment with the University or the College, for activities occurring at the Agency and in the implementation of this Agreement.

ARTICLE VII. NO EMPLOYEE/EMPLOYER RELATIONSHIP

No employee of the University or the College or any student participating in the Field Experience shall be considered an employee or agent of the Agency. No employee or agent of the Agency shall be considered to be an employee or agent of the University or the College.

ARTICLE VIII. NOTICE

All notices required or desired to be given hereunder shall be in writing and shall be sent by hand delivery or overnight courier to the following:

- a. If to the Agency:
- b. If to the College: Kingsborough Community College

2001 Oriental Blvd.
Brooklyn, NY 11235

with a copy to: Office of the General Counsel
The City University of New York
205 East 42nd Street, 11th Floor
New York, New York 10017

or to any such address(es) or addressee(s) as may be hereafter designated by notice. Any notice shall be deemed to have been given on the date of its actual receipt.

ARTICLE IX. TERM, RENEWALS, AND TERMINATION

- a. This Agreement shall become effective as of _____ and shall continue in full force and effect until terminated by either party giving sixty (60) days written notice to the other party.
- b. Such termination shall not take effect with respect to students then currently enrolled in or scheduled to participate in the Field Experience, and such students shall be allowed to complete their participation in the Field Experience.

ARTICLE X. MERGER, MODIFICATION, AND SEVERABILITY

This Agreement constitutes the entire understanding between the parties and may be modified only in a writing signed by an authorized representative of each party. If any provision of this Agreement is void or unenforceable, the remainder of this Agreement will remain in full force and effect and will not be terminated.

ARTICLE XI. ASSIGNMENT

Neither party shall assign, transfer, convey, or otherwise dispose of this Agreement, or of any right, title, or interest herein, without the prior written consent of the other party and the University Office of the General Counsel.

ARTICLE XII. GOVERNING LAW

This Agreement shall be governed by and interpreted in accordance with the laws of the State of New York, without application of its choice of law principles.

ARTICLE XIII. WAIVER

Waiver by either party of a breach of any provision of, or any right under, this Agreement shall not operate or be construed as a waiver of any other or subsequent breach of the same provision or right, or of any other provision or right under this Agreement.

ARTICLE XIV. HOLD HARMLESS

The University agrees, subject to the availability of lawful appropriations and consistent with Section 8 of the State Court of Claims Act, to hold the Agency harmless from and indemnify it in the amount of any settlement or for any final judgment of a court of competent jurisdiction to the extent such settlement or judgment is attributable to the negligence of the University or the College, or any of their trustees, officers, or employees when acting within the course and scope of their employment in connection with this Agreement, except insofar as the claim or action giving rise to such settlement or judgment arises out of the acts or omissions of the Agency, or any of its trustees, directors, officers, employees, or agents. The University's obligation under this Article shall not arise where, or to the extent that, the injury or damage that is the basis for such claim or action resulted from intentional wrongdoing or reckless conduct on the part of any such trustee, officer, or employee of the University or the College. The University's obligation under this Article shall be conditioned upon (a) delivery, within forty-eight (48) hours of service on the Agency, to the University Office of the General Counsel at the address set forth herein, of a copy of any summons, complaint, process, notice, demand, or pleading against the Agency, when such claim or action arises out of or in connection with this Agreement, and (b) the full cooperation of the Agency in connection with University's obligation under this Article for any such claim or action and the prosecution of any appeal.

ARTICLE XV. INSURANCE

The University shall maintain during the term of this Agreement general and professional liability insurance, in amounts not less than \$3,000,000 for bodily injury and property damage per claim/in the aggregate for general liability and \$ 3,000,000 per claim/in the aggregate for professional liability. The Agency shall be an additional insured under such liability policy or policies. The persons insured under such liability policy or policies shall be The City University of New York and the students of the University with respect to liability arising out of the students' participation in the field training experience carried out under this Agreement. The University agrees to notify the Agency in writing no fewer than ten (10) days prior to the cancellation, modification, or non-renewal of any insurance coverage. Notwithstanding the foregoing, the Agency shall remain liable for direct damages resulting from its acts or omissions.

The parties acknowledge that employees of the University and the College are indemnified for liability pursuant to the provisions of Section 6205 of the New York State Education Law and Section 17 of the New York State Public Officers Law, subject to such limitations and conditions as are set forth therein.

ARTICLE XVI. HIPAA

The parties acknowledge that if the Agency is a covered entity as defined in the Privacy Rule promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), to the extent that the students and faculty have access to Protected Health Information, as defined in HIPAA, by virtue of their participation in the Field Experience at the Agency, the parties agree that said students and faculty are subject to the Agency's policies and procedures governing the use and disclosure of Protected Health Information by the Agency and the Agency's staff. The parties agree that the sponsorship of the Field Experience as contemplated by this Agreement does not constitute a business associate relationship under HIPAA. Nothing herein shall be understood as creating an employer-employee relationship

between the Agency and the University's students and faculty, by virtue of this provision.

If required the Agency shall provide students and faculty with specific training in the Agency's HIPAA policies, as needed.

ARTICLE XVII. COUNTERPARTS

This Agreement may be executed via electronic or PDF (Portable Document Format) signatures, and/or in two or more separate or multiple counterparts, each of which shall be deemed an original, and which shall be effective even if not all parties shall have executed the same counterpart, but all such counterparts shall together evidence and constitute a single agreement.

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[continued on following page]

IN WITNESS WHEREOF, each party represents that this Agreement is executed by its duly authorized representative.

FOR THE AGENCY

signature

print name

print title

print name of agency

date

Approved as to Form

Office of the General Counsel

date

THE CITY UNIVERSITY OF NEW YORK

signature

print name

print title

date

Appendix B

Inservice/Case Study Requirement

During each affiliation, the student is required to present at least one case study or inservice decided upon by the clinical instructor and student.

Oral Presentation Helpful Hints

1. Inservices/case studies are usually anywhere from 30 minutes to one hour in length. Discuss the appropriate length of the presentation with your CI.
2. Let the audience see where you are going with your topic by providing them with a good introduction. Present your topic and then summarize your topic for the conclusion.
3. Hold their interest by adapting to your audience. Try not to tell them everything you've ever learned on the topic. It is better to narrow your focus and cover the topic in more depth.
4. Use audiovisual aids to supplement your lecture and keep your audience interested.
5. Be enthusiastic about your topic. Show your interest for the topic and your audience will be interested.
6. Be active while speaking.
 - a. Look organized and alert.
 - b. Maintain eye contact with the audience, showing them that they matter.
 - c. Maintain an alert and erect posture.
 - d. Project your voice and speak slowly.
7. **DO NOT READ FROM YOUR NOTES.** Your audience will stay with you if you just talk to them about the topic.
8. Provide your audience with helpful handouts.

Inservice Presentation

1. The student is required to follow any format or procedure regarding these presentations that the facility may mandate.
2. Discuss topic selection with your clinical instructor.
3. Research your topic using current professional journals and textbooks. Do not rely solely on academic textbooks.
4. Design an outline for the presentation.
5. Organize your thoughts and ideas.
6. Discuss progress of your research with your clinical instructor or academic professors.
7. General format for presentation:
 - I. Introduce topic
 - II. Discuss topic and include its importance in physical therapy
 - III. Discuss current research regarding this topic
 - IV. Conclusion
8. Visual aides to enhance our presentation may include handouts, diagrams, PowerPoint and equipment.
 - a. Diagrams need to be neat and proper (of an adequate) size so that the audience can clearly understand them.
 - b. PowerPoint slides should be easy to read, with only key words on each page.
 - c. Handouts should be appropriate to the presentation. The last page of the handout should include a list of references concerning the sources you used during the presentation and to design the handout.

Format for Case Study

The following information is the **minimum** that should be reported. Additional information concerning the disease process may be discussed. Visual aides and appropriate handouts (i.e. current research article on the disease process) enhance the presentation. Any format provided by the facility supersede this format.

I. Patient information (do not identify the patient by name)

- A. Age
- B. Gender
- C. Social History
- D. Prior Functional Status
- E. Complaints

II. Diagnosis

- A. Date of injury
- B. Mechanism of injury
- C. Etiology of disease
- D. History of symptoms.

III. Treatment

- A. Diagnostic testing completed
- B. Medical treatment
- C. Surgical treatment

IV. Physical Therapy

- A. Evaluation procedures
- B. Treatment goals
- C. Treatment (include effective and ineffective treatment and the purposes of the activities)
- D. Equipment and bracing needs

V. Summary of Progress

VI. Future Treatment Ideas and Referrals

VII. Applications of Experience to other patients

Appendix C

Midterm and Final Clinical Evaluation Information

- Students are assessed at the midterm and final week of the clinical affiliation.
- Students and clinical faculty must complete an online evaluation. The evaluation is called APTA PTA CPI 3.0.
- In order to access the CPI program, students must have an APTA account. If previous APTA accounts have been created, this is the account that should be used. If students do not have an account, they need to go to apta.org and create an account either as a member or “create a free account”.
- Once an account is created, log in to the account and students must take the free APTA CPI 3.0 PTA Student Training. The link is https://learningcenter.apta.org/p/CPI-30_PTA-Students
- Students must complete an online training course prior to the first day of their affiliation.
- Once training is complete, students will then be able to login to the CPI program via the link [Home Page - CompetencyAI \(apta.org\)](#) or <https://cpi.apta.org/login>
- After logging in, the student will then have access to their dashboard page.
- If a student has difficulty accessing the program or has questions/issues with login, the student needs to contact cpi@apta.org or 703-706-8582.
- Students must complete the midterm and final self-evaluation.
- Once each evaluation is completed, students must submit the evaluation and then review the CI’s evaluation and sign off on the CI’s evaluation.
- A student user guide may be accessed through a link on Brightspace or on the top right-hand side of the dashboard page, by clicking the blue question mark icon.