



CLINICAL EDUCATION HANDBOOK FOR PHYSICAL THERAPY STUDENTS

University of Wisconsin La Crosse
Physical Therapy Program
La Crosse, WI

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DEFINITION OF CLINICAL EDUCATION

Clinical Education in physical therapy education is the process by which the student is given opportunities to apply knowledge, develop attitudes, and practice skills in a clinical setting.

GLOSSARY OF TERMS

Academic Faculty	-	Teachers and scholars within the academic institution dedicated to preparing students in the skills and aptitudes needed to practice physical therapy
DCE/Associate DCE	-	Academic faculty member who is responsible for planning, directing and evaluating the clinical education program for the academic institution, including facilitating clinical site and clinical faculty development.
Clinical education faculty	-	The individuals engaged in providing the clinical education components of the curriculum, generally referred to as either Site Coordinators of Clinical Education (SCCEs), preceptors, or clinical Instructors. While the academic institution does not usually employ these individuals, they do agree to certain standards of behavior through contractual arrangements for their services
SCCE	-	Professional who administers, manages, and coordinates clinical assignments and learning activities for students during their clinical education experience. In addition, this person determines the readiness of persons to serve as preceptors and clinical instructors for students, supervises preceptors and clinical instructors in the delivery of clinical education experiences, communicates with the academic program regarding student performance, and provides essential information to academic programs.
Clinical Education Site	-	A healthcare agency or other setting in which clinical education experiences are provided for physical therapist students. The clinical education site may be, but is not limited to, a hospital, agency, clinic, office, school, or home and is affiliated with one or more educational programs through a contractual agreement.
Clinical Instructor (CI)	-	The physical therapist responsible for the physical therapist student and directly instructs, guides, supervises, and formally assesses the student during the clinical education experience. When engaged in full-time clinical education designated to meet the minimum number of weeks required by CAPTE, the clinical instructor must be a licensed physical therapist with a minimum of one year of full time (or equivalent) post-licensure clinical experience. For scheduling purposes, learning enhancement, or extenuating circumstances (staffing changes, illness, family emergencies, etc.) you may have more than one clinical instructor throughout your rotation.
Instructor of Record	-	The academic faculty who is assigned to instruct students for a clinical education course. This may or may not be the DCE/Assoc DCE. The instructor of record will communicate with the CI, instruct on and evaluate clinical course assignments, and render the final grade for the clinical course.

Clinical Education Administrative Support	-	The UW-La Crosse Health Professions department staff member responsible for technical operation and document management for physical therapy clinical education. They support the DCE and Associate DCE in day-to-day activities, communications, events management, etc.
Full- time clinical education experience	-	A clinical education experience in which a student engages for at least 35 hours per week. An integrated clinical education experience may be a full-time clinical education experience; however, full-time clinical education experiences designated to achieve the minimum number of weeks set forth by CAPTE are directed by a physical therapist clinical instructor.

PHILOSOPHY OF CLINICAL EDUCATION

CLINICAL EDUCATION is a vital part of the total education preparation of the physical therapist. The provision of quality clinical experience involves partners: the *clinical instructor*, the *clinical site*, the *student*, and the *educational institution*. All four must make contributions and cooperate. The patient is at the center of all of these!

CLINICAL EDUCATION SHOULD:

- Allow the student to expand their academic knowledge base and clinical decision making consistent with the practice of a Doctor of Physical Therapy
- Allow the student to develop clinical skills consistent with the practice of a Doctor of Physical Therapy
- Develop characteristics consistent with strong Professional Behaviors
- Develop communication and interpersonal skills needed to function as an autonomous professional, an educator and a member of an interdisciplinary team
- Assist the student in identifying professional role models
- Assist the student in identifying areas of personal interest and/or continued professional development
- Expose the student to a wide variety of experiences to enable the student to become a generalist practitioner

OVERVIEW OF CLINICAL EDUCATION

The overall purpose of clinical education is to gain experience that results in being a general practitioner by degree completion. This will require that assigned clinical sites be as varied as possible. The DCE/Assoc DCE are available to advise students prior, during, and after the matching process to ensure clinical matches are consistent with program expectations.

The Clinical Education experiences of the UW La Crosse Physical Therapy Program are as follows:

Year 1: PTS 651- 2-week Fieldwork: Introduction to Clinical Learning (January)

Year 2: PTS 751- 4-week Fieldwork-General Practice (August)

Year 3: PTS 851- 12-week Clinical Education Experience I (June - August)

PTS 852 - 12-week Clinical Education Experience II (September - December)

PTS 853 - 12-week Clinical Education Experience III (January - March)

CAPTE (Commission on Accreditation of Physical Therapy Education) requires PT programs to prepare students to become “generalist practitioners” of Physical Therapy; therefore, the five clinical assignments (namely the three final clinical rotations) will be varied as much as possible, considering the following components of clinical practice:

- Practice Settings
 - Large urban hospital settings

- o Rural settings
- o Rehabilitation centers (sub-acute, inpatient or outpatient)
- o Outpatient clinics
- o Private practice
- o Government models (VA, military, county or state-run facilities, etc.)
- o School settings
- o Research settings
- Diversity of Case Mix
 - o Musculoskeletal
 - o Neuromuscular
 - o Cardiovascular & pulmonary
 - o Integument
 - o Other (metabolic, renal, endocrine, gastrointestinal, etc.)
- Patient Lifespan
- Continuum of Care (disease prevention and promotion of health, wellness and fitness, primary care, secondary care, and tertiary care)
 - o Critical Care, ICU, Acute
 - o SNF/ECF/Sub-acute
 - o Rehabilitation
 - o Ambulatory/Outpatient
 - o Home Health/Hospice
 - o Wellness/Fitness/Industry
- Geographic Location

CLINICAL EXPERIENCE REQUIREMENTS

The DCE / Associate DCE will help you determine what you need in order to meet all criteria. During the terminal clinical education experiences, students are required to fulfill the following structure for clinical placements:

General Guidelines for Setting Types in Internship Experiences

Acute Care: Clinical experience with 50-100% of time spent in an acute care setting.

Inpatient Rehabilitation: Clinical experience with 50-100% of time spent in an inpatient skilled/rehabilitation setting

Musculoskeletal/Orthopedics: Clinical experience with 50-100% of patients whose primary diagnosis is musculoskeletal in nature.

Neurological: Clinical experience with 50-100% of patients whose primary diagnosis is neurologically related

Pediatric: Clinical experience with 25-100% of patients aged 21 or under

Geriatric: Clinical experience with 25-100% of patients over the age of 65

Urban Area: Clinical site is in a community with a population of greater than 100,000

Rural Area: Clinical site is in a community with a population of less than 50,000

Experience in State of Wisconsin: Clinical Site is located in the State of Wisconsin

Inpatient (At Least 1)		Acute Care (Inp)	
		Neuro Rehab (Inp)	
		Sub Acute / Skilled Nursing Facility (Inp)	
		Home Health	
		Pediatrics (Inp)	
		Other (Hybrid)	

Outpatient (At Least 1) <i>*If a student secures clinical placement in 2 OP Ortho Settings over their 3 final rotations, at least 1 placement must be in a system-based General Orthopedic location</i>		General Orthopedics (OP)	At Least 50% neuro Case Mix
		Sports Orthopedics (OP)	
		Neuro Rehab (OP)	
		Manual Therapy	
		School Based Pediatrics	
		Pediatrics (OP)	
		Vestibular	
Lifespan (At Least 2 / 3)		Other (Hybrid)	Comments:
		Pediatrics (0-21 years old)	
		Adult (22-65 years old)	
Geographic (Wisconsin and 1 / 2)		Older Adult (65+ years old)	
		Urban	
		Rural	
Diversity of Case Mix (At Least 3 / 5)		Wisconsin	
		Musculoskeletal	
		Neuromuscular	
		Cardiovascular & Pulmonary	
		Integument	
		Other (metabolic, renal, endocrine, GI, cancer)	

**Exceptions may be made due to clinical resources

***Above percentages noted in relation to clinical experiences that may offer a variety of settings, and patient case-mix may vary

Alternative Timelines for Clinical Education

- Some offerings of clinical education experiences may vary from the above-described timeline and format. Examples of this may include sites that offer only experiences longer or shorter in time than 12 weeks, or rotations that expose the student to multiple settings, over an extended time period.
 - Clinical assignments such as these will be arranged by the DCE/Assoc DCE and coordinated with UW La Crosse Registration and Records to satisfy University requirements
 - Alternative course numbers and syllabi may be used in the event of an alternative timeline

CLINICAL COURSES

Clinical courses are designed in connection with the didactic coursework of the PT Program and include the following:

- Learning Objectives:**
 - Each clinical education course has objectives, which will be disseminated to students and clinical education facilities as part of the course syllabus.
 - Each clinical site is encouraged to develop learning experiences for students rotating through their department. These objectives can address experiences and/or techniques unique to the facility. Structured learning experiences can then be developed to address the facility's learning objectives.

2. **Student Involvement:** The student is expected to take responsibility for their own learning and always demonstrate professional behavior. It is the student's responsibility to keep the DCE/Associate DCE/Instructor of Record apprised of problems that might arise related to their clinical learning. The DCE/Associate DCE/Instructor of Record should be contacted as soon as a problem is identified regardless of the clinical site or the student's desire to have the DCE/Associate DCE intervene. This keeps the DCE/Associate DCE/Instructor of Record informed and allows responsible follow-up.
3. **Assessment: the assigned instructor of record with input from both the student and the clinical instructor will evaluate all clinical education experiences.** The Clinical Performance Instrument, Version 3.0 is the official assessment tool for the University of Wisconsin La Crosse, Physical Therapy Program and will be used during applicable clinical experiences. The PT Specific Professional Behaviors may be used to supplement the assessment process. Alternative assessment materials will be used as indicated by the clinical course syllabus.

CLINICAL EDUCATION WEB PORTAL

The UW La Crosse Physical Therapy Program utilizes Exxat LLC clinical web portal for functions related to clinical education. All students will be provided with a login and oriented to the features of the tool upon entering the program. This web portal will serve to:

- Contain a comprehensive clinical affiliate list and information
- Hold student immunization and other health information
- Assist in the clinical experience matching and assignment process
- Maintain the individual student profile and specific learning objectives for sharing with site/CI
- Serves as course management system for clinical education courses

CLINICAL PLACEMENTS

All clinical placements will be made by the DCE/Assoc DCE in coordination with the clinical site and the student. It is within the purview of the DCE to assign students to any clinical site that will fulfill program requirements. Priorities for DCE/Assoc DCE decision making on clinical placement is as follows: (in order of priority)

- **The degree to which it will contribute to the student's ability to be a generalist practitioner**
- The degree to which it will expose the student to a diverse patient population as part of their total clinical education experience
- Clinical mentoring will contribute to the student's ability to effectively and accurately be assessed
- Availability of clinical resources

Preparation Phase:

- The DCE/Assoc DCE will communicate the selection process with the students. This will include instructions on how to search for sites, how to secure first come first serve clinical rotation slots, and how to complete and submit their wish list.
- The DCE/Assoc DCE will be available during their office hours to discuss questions students may have regarding clinical experience matches or any of the clinical sites. Students may also request individual appointments if needed.
- **As per the Education Section of the APTA, students are prohibited from personally contacting a facility, SCCE, or CI regarding clinical rotations prior to their assignment and instruction to contact.**

Selection Phase:

- In accordance with national clinical education practice, all clinical affiliates are presented with clinical commitment information for the upcoming year on March 1. Following distribution of the commitment requests, students will be alerted to clinical rotation offers, as they are made available.

- First come first serve (FCFS) clinical rotation slots
 - Students will follow the recognized process to immediately submit their name to the DCE/Assoc DCE if interested in a FCFS slot
 - DCE/Assoc DCE will contact the student if/when they are selected for submission to the site for the clinical rotation slot and if/when placement has been finalized
 - Students are not allowed to apply for another FCFS slot for the same clinical rotation while their initial request is pending
- Reserved clinical rotation slots
 - Slots reserved for UW La Crosse students will be assigned by the DCE/Assoc DCE via a matching process following collection of all site offerings.
 - Students will submit a wish list by the assigned date outlining their preferred selections for each clinical placement. Failure to complete a timely wish list submission may result in lack of placement.
- Placement Considerations
 - The DCE/Assoc DCE must consider many factors when assigning a student to a clinical site. It is important to understand that a student may be assigned to a site that was not part of their wish list.
 - There are not adequate resources to consider the student's financial or personal interests during the selection process.
 - To avoid conflict of interest and to maximize the breadth of students' experiences, clinical placements shall not be made at facilities where students have worked or have a close family connection.
 - Clinical placements may change due to cancellations or within a clinical system at any time. Cancellations will be filled according to space available nationwide. Students may be reassigned to an alternative site on short notice.
- Hardships
 - Students eligible for a "hardship" classification are those with children, those caring for a family member, or special circumstances previously discussed with and approved by the DCE/Assoc DCE. Hardships do NOT include wedding planning, proximity to significant other, or housing considerations. It is the student's responsibility to inform the DCE/Assoc DCE of their hardship and circumstances. It is also the student's responsibility to inform the DCE/Assoc DCE of their site preference prior to the matching process. Students with hardships will be granted a location preference upon matching. A hardship does not guarantee the student a specific clinical site and only occurs if the student is planning to stay with family in a pre-identified location. If the family can move with the student to a site, a hardship placement will not be granted.

NEW SITE DEVELOPMENT

Intensive effort has been made to select clinical education sites that will provide rich learning environments for UWL SPT students. New site development will be carefully considered if there is adequate evidence that the new site will enhance UWL's clinical education program. New site development is discouraged for reasons related to individual student interest in traveling, housing availability, social interests, etc. It remains the DCE/ Assoc DCE's right to prioritize new site development in context with the needs of the clinical education program and best interests of the students' clinical education needs.

- If you wish the DCE/Assoc DCE pursue the development of a new site:
 - Submit your request in writing and provide the following information
 - How you learned about the site
 - Why you are requesting that particular site
 - Any other details about the site.
 - **DO NOT contact the sites on your own. The DCE/Assoc DCE are the only people authorized to make these contacts on behalf of the UW La Crosse PT program.**
- New site development is an intensive process that may take 6-12 months
- If a new site is developed, clinical education assignment is not guaranteed to the requesting student

REGISTRATION FOR CLINICAL EXPERIENCES/CLINICAL COURSES

Students are required to register for each clinical course on WINGS under the assigned course instructor of record. This must be completed before your clinical start date; there are legal concerns if registration does not occur in a timely manner.

- Registration deadlines are as follows:
 - November (for PTS 651 and 853)
 - April (for PTS 851 and 751)
 - April (for PTS 852)
- **Any student not registered by the deadline date may have their clinical assignment cancelled.**
- Note: alternative clinical experience dates may affect registration deadlines.

CLINICAL COURSE PREREQUISITES

Students must be in good standing both academically and professionally in the Physical Therapy Program to participate in any clinical education experience as determined by the PT Program faculty. The DCE/instructor of record reserves the right to require additional learning experiences, additional readings, etc. as deemed necessary to promote a successful clinical learning experience. Please see the PT student handbook for details on Academic and Professional Behavior Requirements and probationary proceedings. All Clinical Course Prerequisites are in each individual syllabus.

GRADING

Each clinical experience is a graded course. To receive a passing grade, students are expected to meet all criteria of their clinical course as listed in the respective course syllabus. Students must sequentially complete PTS 651 and PTS 751 prior to completing PTS 851, 852, or 853. The course instructor renders the grade.

CLINICAL EXPERIENCE REQUIREMENTS

It is the professional responsibility of each student to meet the following clinical requirements. Failure to do so will result in the inability to begin any clinical experience. A letter sent to the SCCE is the first required element prior to attending any clinical rotation. Record of completion must be on file within the UW La Crosse Physical Therapy Program.

Criminal Background Checks: The UW La Crosse Physical Therapy Program is required to perform a criminal background check on all students prior to their participation in clinical rotations. Criminal background activity may prohibit clinical placement and professional licensure. Students may be required to disclose findings to clinical sites.

Universal Precautions: All students are required to obtain training on Bloodborne Pathogens and Universal Precautions once per year, prior to participation in any clinical assignments. This training will be coordinated by the DCE/Associate DCE.

HIPAA: All students are required to obtain training on HIPAA once per year, prior to participation in any clinical assignments. This training will be coordinated by the DCE/Associate DCE.

CPR Certification: Students must successfully complete Basic Life Support (BLS) for Healthcare Providers through the American Heart Association prior to clinical experiences and certification must be maintained throughout the duration of the academic and clinical program. Student class officers typically will organize this; however, you are free to obtain this on your own.

Immunization Records Must Include:

- MMR immunization (2 doses) **and** proof of immunity by titer (drawn within past 5 yrs).
- Varicella Zoster by vaccine OR history of disease **and** proof of immunity by titer (drawn within past 5 yrs).
- Hepatitis B immunization (3 doses) **and** proof of immunity by titer (drawn within past 5 yrs)
***If not previously immunized, you must plan to receive the immunization series during the first 6 months of enrollment in the PT Program and show proof of an immune titer.
- Polio (3 doses)
- **Initial 2-step TB skin test (PPD)** followed by annual TB skin testing. Know that a repeat 2 step may be needed if required by a clinical site. The initial 2-step TB test must be dated within the past 6 months. If you cannot tolerate the skin test, you may also have the blood test, or a chest x-ray is required if a TB test is positive within the last 6 months.
- Tetanus/Diphtheria/Pertussis (at least 2 doses; at least 1 TDAP) with evidence of TD booster within the last 10 years.
- Influenza – **Annual seasonal vaccine prior to PTS 651 and PTS 852**
- COVID Vaccine if required by the site

***If you get any negative/non-immune titer results, please upload the negative results and then keep uploading any updated records as soon as you get them (booster records or re-titers you get). Please note any important information for this section (such as if your titer was negative, you are working on getting boosters, how many, and if you plan to re-titer, etc.) This information should all be on the recommendation from your physician.

Declination of Immunization: We respect that a student may elect to not receive immunizations for religious or medical reasons. Students who have a medical condition that precludes them from receiving immunizations may be asked to provide additional documentation from a medical provider. Clinical affiliates must comply with their organization's policy regarding immunizations and as such may decline a student without required immunizations or medical documentation. Students should be aware that this might affect options for clinical education experiences and progression through the Physical Therapy Program.

- Those clinical affiliates that defer to the educational program to approve or deny exemptions will not be available as clinical placements to students who decline immunization
 - **The University of Wisconsin system does not permit any approval or denial of exemption as the vaccination is a requirement for students**
 - This information is available under the clinical site notes in Exxat

Physical Examination: Some clinical sites may require proof of physical examination. A form is available for your use in the Appendices. You are also able to utilize a general physician form.

Drug Testing: Some clinical sites may require proof of negative drug screening prior to commencement of a clinical education experience. The student is responsible for the initiation and cost of these tests if required by their assigned clinical site. The PT program/Health Professions Department will assist in managing tests that require a documented time frame notification. The UW La Crosse Student Health Center can offer an 8 or 10-panel drug screen. Students who do not complete or do not pass a drug test as required by these facilities will not be allowed to participate in experiential education activities at the facility, and may face sanctions, including possible dismissal from the program.

Liability Insurance: The UW La Crosse Physical Therapy Program purchases healthcare professional liability insurance on the student's behalf, using special course fees. The student is not required to purchase individual liability insurance. The liability insurance form is available to students in their CANVAS course.

Workers Compensation Insurance: The UW La Crosse Physical Therapy Program will provide workers compensation insurance to those students who have a clinical rotation in the State of Colorado or Utah.

Clinical Site-Specific Requirements: All students are responsible for knowing and completing the preparatory requirements of their respective clinical sites. This information can be obtained from the SCCE.

Other Information Regarding Clinical Experiences

Healthcare and Health Conditions: There may be potential health risks at a clinical facility. All health care and health related matters that arise during or at clinical facilities are the responsibility of the student and will not be covered under UW La Crosse policy.

Students are expected to inform the DCE/Assoc DCE of any health condition that could affect the student's ability to safely, effectively, or efficiently engage in clinical practice. Students may be required to provide medical clearance for participation in clinical experiences. Such information is shared with the SCCE and CI only with the student's consent.

In case of illness or injury (including exposure to blood and body fluids) during clinical experiences, students should follow the facilities guidelines for reporting and follow up. **Students are also expected to notify their CI, SCCE and instructor of record/DCE/Assoc DCE if an injury or illness occurs.**

Transportation/Housing: Students are responsible for their own transportation and living arrangements related to clinical assignments unless otherwise supported by the clinical facility.

Dress Code: Students must always follow the dress code of the facility.

- Footwear must be closed-toed and non-slip.
- Conservative clothing should always be worn.
 - Leggings are usually not acceptable
 - Cropped shirts are not acceptable
 - Casual sweatshirts are not acceptable
 - Flannel shirts are acceptable if buttoned / tucked
 - As you bend forward, undergarments should not be visible
 - As you raise your arms overhead, skin at your midsection should not be visible
- Hair should be controlled and placed in a ponytail if longer than your shoulders
- Students should appear neat and clean.
- Nails should be trimmed and short with jewelry kept to a minimum. No faux nails allowed.
 - Nail polish may or may not be allowed; should never be chipped
- Facial piercings, including tongue piercings, must be removed during clinic hours.
- Name badges must always be worn.
- Smart watches are allowed; however, must be set in "Do Not Disturb" mode to eliminate distractions during clinical hours.

Attendance Policy: **Students are expected to be in attendance during usual clinic hours (at least 35 hours/week), following the schedule of the CI.** Students are not encouraged to have outside jobs during their

clinical rotations because of the variability of clinic schedules, the need to provide occasional weekend coverage consistent with facility policy, and the time needed for clinical preparation.

During clinical experiences, it is expected that students will learn the appropriate procedures for requesting time off or taking sick leave according to the policies of the facility. **Absences need to be reflected in the CPI at midterm and final reviews.**

Illness

In the event of illness, the student must notify the CI and academic instructor of record as soon as possible on each day of absence. During clinical experiences, it is expected that students will learn when it is appropriate to call in sick. For example, if a student's illness could be contagious, they should not go into the clinical setting.

Personal Business

Absences requests will be considered on an individual basis. Students should attempt to arrange personal business during the time off between clinical rotations. With advanced approval by the DCE/Assoc DCE, followed by documented permission from the clinical site, students may be granted time off from the clinic, with a maximum of two days per 12-week experience, one day per 4-week experience, and no days per 2-week experience. **Requests should be made as soon as possible (preferably prior to starting the experience) and adhere to the facility's policies and procedures for obtaining time off.**

Make-up Time

With advanced approval from the clinical site, a maximum of 2 days / 12-week clinical experience may be granted. An email must be sent to the academic instructor of record with written approval from the clinical site. **No additional days will be allowed for residency / job interviews. Additional days are only allowed for attendance at conferences if presenting UWL research or if you utilize your provided 2 days. Prior approval from the site and instructor of record is required. Please plan accordingly.**

PROFESSIONAL DESIGNATION OF THE STUDENT

All physical therapy students shall utilize the designation "Student Physical Therapist" or "SPT" throughout their didactic and clinical coursework. A student will remain a "SPT" until they have passed the National Physical Therapy Examination and been granted licensure by their respective state.

RESPONSIBILITIES OF THE STUDENT

While on clinical assignment, student conduct should be in accordance with:

- All policies and procedures and regulations of UW La Crosse and the Physical Therapy Program.
- All policies and procedures of the clinical site/agency to which the person has been assigned.
- The Physical Therapy Practice Act of the state in which the student is interning.
- The APTA Code of Ethics.

APPENDICES

University of Wisconsin-La Crosse Physical Therapy Program

Required Immunizations Checklist

Name: _____ Date of Birth: _____ UW-L PT Class of: _____

Use this checklist to help make sure you have met all the immunization requirements for the Physical Therapy Program. **Obtain a hard copy of your immunization record** (a copy of your record(s) showing all vaccines you received as a child and adult), **Hepatitis B, MMR, & Varicella titer results/lab reports, TB test results, influenza vaccine record, CPR certification card, and current health insurance card.** Make sure you have record of each of the immunization requirements listed below. Keep the hard copy of all required records for yourself and upload all documents to your Exxat profile. See instructions below on how to upload documents.

Please note: Providing self-reported dates and results is not sufficient. Official documentation from a healthcare professional or organization or state registry of your immunization record, titer results/lab reports, & TB test results is required.

Helpful links:

Wisconsin Immunization Registry: <https://www.dhs.wisconsin.gov/immunization/wir.htm>

For more information on locating your immunization/vaccination record, see the following site:
<https://www.cdc.gov/vaccines/hcp/admin/immuniz-records.html>

VACCINE	REQUIREMENTS	DATE COMPLETED
Hepatitis B	<p>Immunization (3 doses)</p> <p>AND</p> <p>immune titer</p> <p>(drawn within past 5 years)</p> <p>*If not previously immunized, you must plan to receive the immunization series during the first 6 months of enrollment in the PT Program & show proof of an immune titer</p>	<p>Hep. B dose #1: _____</p> <p>Hep. B dose #2: _____</p> <p>Hep. B dose #3: _____</p> <p>Hep. B titer: _____</p> <p><input type="checkbox"/> Immune</p> <p><input type="checkbox"/> Not Immune</p>
<p>Measles (Rubeola),</p> <p>Mumps,</p> <p>Rubella (German Measles)</p> <p>(MMR)</p>	<p>Immunization (2 doses)</p> <p>AND</p> <p>immune titers</p> <p>(drawn within past 5 years)</p>	<p>MMR vaccine dates:</p> <p>Dose #1: _____</p> <p>Dose #2: _____</p> <p>Measles titer: _____</p> <p><input type="checkbox"/> Immune <input type="checkbox"/> Not Immune</p> <p>Mumps titer: _____</p> <p><input type="checkbox"/> Immune <input type="checkbox"/> Not Immune</p> <p>Rubella titer: _____</p> <p><input type="checkbox"/> Immune <input type="checkbox"/> Not Immune</p>
Polio	<p>Immunization (3 doses)</p>	<p>Polio vaccine dates:</p>

Tetanus, Diphtheria, Pertussis (Tdap, TD)	Immunization (at least 2 doses; <u>at least 1 TDAP</u>) AND evidence of booster within last 10 years	Vaccine dates: Booster within last 10 years:
Varicella (Chicken Pox)	Immune titer (drawn within past 5 years) AND Immunization by vaccine OR history of disease	Varicella vaccine dates: _____ _____ OR History of disease? <input type="checkbox"/> Yes <input type="checkbox"/> No Varicella titer: _____ <input type="checkbox"/> Immune <input type="checkbox"/> Not Immune
Tuberculosis (TB)	*A 2-step TB skin test is required initially. After that, just one annual TB skin test is required for the program. Know that a repeat 2-step TB skin test may be needed if required by a clinical site.	2-step TB (PPD) skin test #1 result date: _____ <input type="checkbox"/> Positive <input type="checkbox"/> Negative

	<p>*Initial 2-step TB test must be dated within past 6 months</p> <p>*A TB blood test is also acceptable</p> <p>*A chest x-ray is required within last 6 months if a TB test result is positive</p>	<p>#2 result date: _____</p> <p><input type="checkbox"/> Positive <input type="checkbox"/> Negative</p> <p>TB Blood Test</p> <p>Type: _____</p> <p>Date: _____</p> <p><input type="checkbox"/> Positive <input type="checkbox"/> Negative</p> <p>Positive result: Chest x-ray within last 6 months:</p> <p>_____</p>
<p>COVID VACCINE:</p>	<p>*Two doses of Pfizer or Moderna are required</p> <p>*One dose of the Johnson and Johnson is required</p> <p>*These are required per the facilities request</p>	<p>Type of Test:</p> <p>Date #1:</p> <p>Date #2:</p> <p>Booster #1</p> <p>Booster #2</p> <p>Booster#3</p> <p>Booster#4</p>

ADDITIONAL REQUIREMENTS:

Health Insurance - Obtain a copy of your current health insurance card

University of Wisconsin-La Crosse Physical Therapy Program

Immunization Record Uploading on Exxat

The University of Wisconsin-La Crosse Physical Therapy Program uses a database system throughout the program called Exxat. Exxat is used for your physical therapy clinical education and to help keep track of your health/immunization records. After you begin the program on campus, you should get an email from Exxat for an invitation for login to the UW-L Physical Therapy Exxat database. Once you log in and activate your Exxat account, you will need to set up your profile and upload the required health/immunization records. You can use the required immunizations checklist provided to help gather all the necessary records to upload.

To upload your health/immunization records:

1. Go to your Dashboard (main screen)
2. Click on Compliance on the right hand side of the Dashboard
3. Click on the box under “status” whatever you would like to upload (e.g. MMR)
4. Click “add new record”
5. Click the [+] sign
6. To upload click on “add new files”

Notes:

*You will need to get Hepatitis B, Measles, Mumps, and Rubella, and Varicella titers.

*When uploading your records, please pay close attention to what should be uploaded in each section.

Student Health and Immunization Policy Compliance Form

I certify this Physical Therapy student remains free of communicable disease, free of any condition that might endanger the health and well-being of this or other students and the patients they care for, meets the immunization requirements of the program, and is medically fit to undertake study in the University of Wisconsin La Crosse Physical Therapy Program.

Student's Name: _____ Date: _____

Providers Name (print): _____

Signature of Provider: _____ Date: _____

Facility: _____ Facility Phone: _____

Facility Address: _____

Checklist for Clinical Assignments

Before the Rotation:

- I have reviewed the Clinical Education Handbook for Students and understand the expectations of this internship.
- I have completed the CPI online training module.
- I have reviewed the Course Syllabus for details regarding the specific clinical experience, paying close attention to assignments and grading thresholds for the *Clinical Performance Instrument (CPI)* and *Professional Behaviors Assessment Tool*.
- I have emailed the clinical facility/SCCE within 12 weeks of start date (refer to course syllabus for details)
- I have evidence that I have completed clinical expectations of: OSHA/Bloodborne Pathogens orientation; patient confidentiality orientation; Criminal Background Check; CPR; physical examination; influenza vaccine, updated immunizations records. I will have these materials available to submit to my clinical site upon request.
- I have a name tag
- I have access to required assessment forms (CPI, *Professional Behaviors*, weekly planning sheets)
- I have reviewed the Exxat web portal and am able to login to upload needed documents related to the clinical placement
- I have completed all registration and orientation materials for the clinical site as assigned by the SCCE

During the Rotation:

- I have provided my clinical instructor with a copy of the CI Manual, reviewed it, and clarified expectations.
- I have entered my CI and site information into Exxat
- I am completing course requirements as outlined in the course syllabus
- I protect the patient's confidentiality and their right to privacy
- I take initiative in evaluating my own performance
- I establish a cooperative working relationship with my CI and other staff
- I do not take or make personal phone calls, text messages, or emails during work time
- I contact the school immediately if there are concerns about how the affiliation is progressing
- I will follow the course assignments according to the syllabus

Upon Leaving the Site:

- Submit your PTSE on Exxat
- Share your facility evaluation (PTSE) with your CI if asked to do so
- Seek permission to use the CI as a reference if you desire
- Return all books, keys, and other borrowed material
- Write a thank you letter or card to your CI



PHYSICAL THERAPY PROGRAM – CLINICAL EDUCATION

Weekly Planning Form A (Weeks 1-6) Week # _____ Dates: _____

Hours of Clinical Experience this Week: _____

Number of “In Person” Visits this Week: _____

Number of Telehealth Visits this Week: _____

Step I: Goals from the Previous Week

Knowledge Goal 1: (write goal here)		
<input type="checkbox"/> Met	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Met

Skills Goal 2: (write goal here)		
<input type="checkbox"/> Met	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Met

Affective Goal 3: (write goal here)		
<input type="checkbox"/> Met	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Met

Step II: Student assessment of performance (include supporting examples where possible)

Step III: Clinical Instructor feedback for discussion

a. Student is ___ or is not ___ demonstrating progress

b. Student is progressing towards (highlight one)

- a. Beginner
- b. Advanced Beginner
- c. Intermediate
- d. Advanced Intermediate
- e. Entry Level
- f. Above Entry Level

(*If the student is not progressing as expected, please contact the DCE. Student Needs to be at Entry Level by the end of the 12-week clinical)

c. Please note one area of student success and one area for student growth

Step IV: Student feedback for discussion

___ I would not change anything ___ I am overwhelmed ___ I can take on more challenge
___ I am unclear about expectations ___ I am worried I am not on track

Step V: Mutually agreed upon goals and strategies to facility achievement of goals for the Next Week and the First Day of Week 1 (to be carried over onto top of next form):

Goals	Plan and Strategies to Meet Goals
Knowledge Goal 1:	
Skills Goal 2:	
Affective Goal 3:	

☐ By checking this box and signing below, I verify as the Clinical Instructor that I have collaborated with the student and agree with the Goals and Feedback written above.

Clinical Instructor's Signature (typed): _____

Student's Signature (typed): _____



PHYSICAL THERAPY PROGRAM – CLINICAL EDUCATION

Weekly Planning Form B (Weeks 7-12) Week # _____ Dates: _____

Hours of Clinical Experience this Week: _____

Number of "In Person" Visits this Week: _____

Number of Telehealth Visits this Week: _____

Step I: Using your Mid-Term CPI assessment as a guide, identify Performance Criteria numbers which require improvement and address with targeted goals. Goals should be directed toward meeting Entry Level Performance.

Performance Criteria:

Professionalism	Technical/Procedural	Business
Ethical Practice	6. Clinical Reasoning	10. Documentation
Legal Practice	7. Examination, Evaluation, and Diagnosis	11. Financial Management and Fiscal Responsibility
Professional Growth	8. Plan of Care and Case Management	Responsibility
Interpersonal	9. Interventions and Education	12. Guiding and Coordinating Support Staff
Communication		
Inclusivity		

Criteria ____ Goal 1:		
<input type="checkbox"/> Met	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Met

Criteria ____ Goal 2:		
<input type="checkbox"/> Met	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Met

Criteria ____ Goal 3:		
<input type="checkbox"/> Met	<input type="checkbox"/> In Progress	<input type="checkbox"/> Not Met

Step II: Student assessment of performance (include supporting examples where possible)

Step III: Clinical Instructor feedback for discussion

- a. Student is ____ or is not ____ demonstrating progress
- b. Student is progressing towards (highlight one):
 - a. Beginner
 - b. Advanced Beginner

- c. Intermediate
- d. Advanced Intermediate
- e. Entry Level
- f. Above Entry Level

(*If the student is not progressing as expected, please contact the DCE. Student Needs to be at Entry Level by the end of the 12-week clinical)

c. Please note one area of student success and one area for student growth

Step IV: Student feedback for discussion

___ I would not change anything ___ I am overwhelmed ___ I can take on more challenge
 ___ I am unclear about expectations ___ I am worried I am not on track

Step V: Mutually agreed upon goals and strategies to facility achievement of goals for the Next Week *and the First Day of Week 1* (to be carried over onto top of next form):

Goals	Plan and Strategies to Meet Goals
Criteria ___ Goal 1:	
Criteria ___ Goal 2:	
Criteria ___ Goal 3:	



By checking this box and signing below, I verify as the Clinical Instructor that I have collaborated with the student and agree with the Goals and Feedback written above.

Clinical Instructor's Signature (typed): _____

Student's Signature (typed): _____

Clinical Education Contract

I *agree* and *verify* that I have received and reviewed the Clinical Education Handbook for Physical Therapy Students.

I *agree* that I am responsible for being familiar with and complying with the requirements listed within the Clinical Education Handbook for Physical Therapy Students.

Student Name

Student Signature

Date

