

Metropolitan Community College-Penn Valley – HSI
Physical Therapist Assistant Program
Academic Coordinator of Clinical Education
Responsibilities

ACCE: Academic Coordinator of Clinical Education: The faculty member assigned to coordinate the clinical education component of the curriculum

1. Maintain records/files for each site including updated site information forms
2. Determine the suitability of a clinical site and staff for students
3. Provide information necessary to clinical instructors to provide effective clinical instruction, using email, mail, blackboard, and clinical education handbook
4. Communicate with Clinical Contract Coordinator to ensure clinical contracts are current.
5. Determine dates of clinical rotations and secure commitments from clinical sites to take students during these rotations.
6. Match students to clinical sites for rotation/fieldwork ensuring that the students receive a variety of clinical experiences in multiple clinical settings and to meet the objectives of the clinical experience.
7. Monitor and maintain student clinical records.
8. Ensure that students have completed health examination, CPR & TB tests, and negative criminal background check. Ensure that students have completed all training as required by individual clinical sites including but not limited to; HIPAA, hazardous material (OSHA) policies, infectious disease policies and fire safety and are eligible for clinical placement
9. Orient students to expectations of clinical education
10. Educate and support clinical instructor in regards to supervision and evaluation of students.
11. Establish communication lines with clinical faculty to help clinical faculty evaluate student, provide information, give advice, and establish student goals for the clinical as needed.
12. Meet with students and clinical faculty as needed to evaluate effectiveness, communicate objectives and serve as a mediator as needed.
13. Make the final determination regarding whether a student has failed a clinical based on the student performance evaluation criteria and consultation with clinical instructor and student. Assign grades for the clinical.
14. If a remediation clinical is necessary, the ACCE will determine the site and time for the remediation clinical. The ACCE will meet with the student to determine objectives for the remediation clinical
15. Carry out an annual quality improvement plan that relates evaluation of clinical education to plans for improvement and/or professional development of clinical instructors