**Center Coordinator of Clinical Education (CCCE) Selection of a**

**Clinical Instructor (CI)**

The following steps have been developed by UWL PT program advisory committee to support CCCE decision-making when selecting clinicians to become CI’s. These steps incorporate the values of the UW La Crosse DPT program as well as *APTA Guidelines: Clinical Instructors Document.*

<https://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/BOD/Education/ClinicalInstructors.pdf>

**Step 1: Does the physical therapist have an interest/strong desire to be a clinical instructor?**

Yes. Go to Step 2

No. Consider asking another physical therapist. If one is not available, inform the academic institution that you will be unable to accept a student.

**Step 2: Does the physical therapist have effective communication and interpersonal skills?**

Yes. Go to Step 3

No. Can these skills be in place before the student arrives? If not, find another PT or contact the school for ideas on clinical faculty development or to inform them you will be unable to accept the student.

**Step 3: Is the physical therapist a good professional role model?**

Yes. Assign the physical therapist a student. Go to step 4

No. Consider another person to be the student’s clinical instructor until physical therapist has had an opportunity to become an effective role model.

**Step 4: Does the physical therapist have *two* years of clinical experience as a licensed practitioner?**

Yes. Go to Step 5

No. Do they have ***one*** year of clinical experience? If the answer is still no, ask another physical therapist. If a physical therapist with one year experience is not available, inform the academic institution that you will be unable to accept a student.

**Step 5: Does the physical therapist have *one* year of clinical experience with your organization or within their current position?**

Yes. Go to Step 6

No. Consider asking another physical therapist or consider the impact this might have on student learning and develop strategies to overcome anticipated concerns of CI being less familiar with their clinic.

**­Step 6: Has the physical therapist attended any workshops directed at improving clinical teaching skills?**

Yes. Go to Step 7

No. Seek out course offerings or contact academic institution for clinical instructor courses that might be convenient for your staff. Although not a requirement, new clinical instructors will benefit from the training and support as well as develop a network of clinical instructor colleagues.

**Step 7: Will the physical therapist be available during the clinical internship dates?**

Yes. Go to Step 8

No. When and how long will the physical therapist be away from the facility? Can their absence be accommodated by your facility regarding student supervision? If necessary, consult with the academic program regarding alternative models for clinical supervision while clinical instructor is absent.

**Step 8: Is the physical therapist familiar with the assessment tool used by academic program?**

Yes. Go to Step 9

No. Provide the physical therapist with an orientation to the tool or ask the academic institution to provide the training and then proceed to Step 9.

**Step 9: Is the physical therapist a member of the American Physical Therapy Association?**

Yes. Your choice of this individual as a CI has been strengthened.

No. Engage this physical therapist in a conversation on why becoming an APTA enhances them as a role model.