1.0 **Purpose**

The Clinical Education Committee reviews and makes recommendations regarding the clinical education of students in the Department of Physical Therapy, to ensure that these experiences meet the standard required by the clinical education course objectives and the physiotherapy profession in the preparation of high quality entry-level physiotherapy graduates. It also provides a formal communication link between the Department of Physical Therapy and the clinical facilities.

2.0 **Membership**

The Clinical Education Committee shall be composed of:

2.1 **Academic Coordinator of Clinical Education (Chair)**

2.1.1 The Academic Coordinator of Clinical Education, Department of Physical Therapy;

2.2 **Department Head**

2.2.1 The Head of the Department of Physical Therapy or designate;

2.3 **Chair of the Curriculum Committee**

2.3.1 Chair of the Curriculum Committee (where the chair is not the Department Head);

2.4 **Faculty**

2.4.1 The course coordinators for the clinical skills courses in the Physical Therapy program (one coordinator for foundational clinical skills courses, two coordinators for neuromusculoskeletal clinical skills courses, one coordinator for neurological clinical skills courses, and one coordinator for cardiorespiratory clinical skills courses);

2.5 **Appointed Representatives**

2.5.1 Two physical therapist representatives from public facilities affiliated with the clinical education of student physical therapists from the Department
of Physical Therapy (one representative from Shared Health Services and one representative from the WRHA);

2.5.2 One physical therapist representative from the rural Regional Health Authorities of Manitoba (RHAM), affiliated with the clinical education of student physical therapists from the Department of Physical Therapy;

2.5.3 One representative from the Manitoba physiotherapy private practice community;

2.5.4 One representative appointed by the Council of the College of Physiotherapists of Manitoba;

2.6 Students

2.6.1 One student registered in each year of the professional program in the Department of Physical Therapy, to represent each academic year.

2.7 Non-Voting Representatives of the Clinical Community

2.7.1 At the discretion of the Chair, other members of the clinical community with a substantial involvement in clinical placement delivery may be invited to participate in a review of the clinical placements for that year.

3.0 Nomination of Members

3.1 Faculty Representatives

3.1.1 Method of selection and nomination of the faculty representative shall be in a manner established by the Department of Physical Therapy.

3.2 External Representatives

3.2.1 The representatives of the professional/licensing associations shall be appointed by their respective associations and notice shall be given to the Head of the Department of Physical Therapy of the appointment. No member has the right to sit or act at meetings unless the appointment has been confirmed in writing.

3.2.2 The term of office shall be for (2) years and renewable.

3.2.3 The College of Physiotherapists of Manitoba representative shall serve for as long a term as determined by the College.
3.3 Student Representatives

3.3.1 The method of selection and appointment of the student representatives shall be in a manner established by the College of Rehabilitation Sciences Students Association (CoRS-SA);

3.3.2 Student representatives shall serve for a 1 year term but can be renewed up to 3 years.

4.0 Termination of Term of Office and Filling the Vacancy

4.1 Ceasing to be a faculty member or instructor of the Department of Physical Therapy;

4.2 Ceasing to be a member of the professional/licensing association that a member is representing;

4.3 Ceasing to be a student registered in the Department of Physical Therapy.

5.0 Meetings

5.1 Presiding Officer

5.1.1 The Academic Coordinator of Clinical Education for the Department of Physical Therapy, or designate shall be the presiding officer at the meetings.

5.2 Frequency

5.2.1 A minimum of one meeting per academic year shall be held in the Fall.

5.3 Notice

5.3.1 Meetings of the Clinical Education Committee may be called at the discretion of the Academic Coordinator of Clinical Education for the Department of Physical Therapy.

5.3.2 Written notice of regular meetings shall be circulated at least (14) calendar days prior to the meeting; at least 48 hours notice shall be given for any special meeting. The notice shall be accompanied by an agenda and any supporting documents to be considered at the meeting.

5.4 Access

5.4.1 Meetings shall be open to non-members of the committee, subject to space limitations, and to the right of the committee to declare closed
session by the vote of a simple majority of those members in attendance and voting.

5.5  Quorum

5.5.1  The quorum shall consist of a simple majority (one half plus one) of the eligible members of this committee present at the meeting.

5.6  Record of Proceedings

5.6.1  Minutes shall be recorded at each meeting by the secretary and limited only by legitimate requirements of confidentiality.

5.6.2  All minutes will be distributed to members with the next agenda.

6.  Powers to Recommend

The committee shall have the power to recommend to the Physical Therapy Curriculum Committee with respect to matters of proper concern to the committee and to make recommendations concerning:

6.1  Any issues related to clinical education curriculum;

6.2  Appropriate clinical evaluation tools;

6.3  Strategies that address the educational needs of the clinical instructors;

6.4  Role responsibilities as they relate to clinical education courses for:

6.4.1  Academic Coordinator of Clinical Education

6.4.2  Clinical Liaison

6.4.3  Clinical Instructor

7.  Powers to Act

The committee shall have the power to:

7.1  Provide for the regulation and conduct of its business;

7.2  Ratify the clinical course objectives and outlines;

7.3  Approve appropriate clinical evaluation tools;

7.4  Approve strategies that address the educational needs of the clinical instructors;
7.5 To develop and amend as required the policies and procedures related to clinical education;

7.6 To oversee the function of the selection committee for the Karolinska Institute International placement;

7.7 To establish from time to time committees as may be required in order to conduct the business of the committee;

7.8 To approve all matters that must be forwarded to the Physical Therapy Curriculum Committee for consideration.

8. **Rules of Order**

8.1 Meetings of the committee shall be conducted in accordance with simple parliamentary procedure as outlined in Herb Perry’s Call to Order or Robert’s Rule of Order.

9. **Amendments**

The amendment of the Terms of Reference shall be effected by:

9.1 A motion passed by a 2/3 vote of the eligible members of the Clinical Education Committee.

10. **Review**

10.1 These terms of reference will be reviewed every two (2) years.

Approved by PT Program Committee: June 24, 2019; November 5, 2013
Approved by PT Curriculum Committee: June 11, 2019; October 30, 2013
Approved by Clinical Education Committee: November 29, 2018; October 12, 2011
Revised: November 29, 2018; October 30, 2013
Review: November 29, 2018; July 29, 2013; October 12, 2011