

University of Manitoba
Rady Faculty of Health Sciences
College of Rehabilitation Sciences
Master of Physical Therapy Program
CLINICAL EDUCATION POLICIES

Table of Contents:

1. Clinical Education Policies - General Information
2. The Required Mix of Clinical Education Experiences for each Student
3. Contact with Clinical Education Sites
4. Insurance Coverage
5. Student Certification Requirements
6. Clinical Placements within Manitoba - Arrangements for Accommodation, Transportation and Food
7. Clinical Placements outside Manitoba but within Canada - Arrangements for Accommodation, Transportation and Food
8. International Clinical Placements
9. Clinical Education Hours
10. Assignments and Projects during Clinical Placements
11. Evaluation of Student Performance on Clinical Placement
12. Professional Appearance
13. Professional Behaviour
14. Cancellation of Clinical Placements
15. Clinical Placement Grades
16. Delays or Disruptions due to Extraordinary Circumstances
17. Support, Communication and Monitoring Processes during Clinical Placements
18. Deferral of Clinical Placements
19. **Primary** Clinical Instructor Qualifications
20. Clinical Education Site Approval
21. Application for Exemption from the Clinical Placement “Beyond-the-Perimeter” Requirement
22. Use of Social Media

Notes:

These policies were adapted from the *Master of Occupational Therapy Program Fieldwork Policies (University of Manitoba, 2018)*.

Additional information is available from the *Department of Physical Therapy Student Handbook*, the *University of Manitoba Graduate Calendar* and the *University of Manitoba website*.

Policy #1	Clinical Education Policies – General Information
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To serve as a guide for faculty, site leaders, Clinical Instructors and students during clinical placements.

- 1.1 The Master of Physical Therapy Program Clinical Education Policies will be posted on the College of Rehabilitation Sciences web site.
- 1.2 Students must comply with the policies and procedures of the particular Clinical Education Site at which they are completing their clinical placements.
- 1.3 The Master of Physical Therapy Program Clinical Education Policies should be used as adjunct guidelines in consideration of existing Clinical Education Site policies and procedures.
- 1.4 In the event of a conflict between the Clinical Education Site policies and procedures and the Master of Physical Therapy Program Clinical Education Policies, the Academic Coordinator of Clinical Education should be informed as soon as possible.

Policy #2	The Required Mix of Clinical Education Experiences for each Student
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To outline the mix of clinical placement experiences (clinical areas, settings and patient age groups) required by students to prepare them as effective graduate physiotherapists and for the program to meet accreditation standards (*Physiotherapy Education Accreditation Canada Accreditation Standards, 2012, rev. 2017.*).

During their time in the University of Manitoba Master of Physical Therapy program, each student will be allocated a set of clinical placements that ensures they receive the following clinical education experiences:

- 2.1 Each student shall complete a minimum of 1,025 hours of physiotherapy clinical placements
- 2.2 Each student shall complete a minimum of 100 hours involving direct clinical care of patients in each of the following *essential areas of practice*:
 - 2.2.1 Cardiovascular and Pulmonary conditions
 - 2.2.2 Neurological conditions
 - 2.2.3 Musculoskeletal conditions. (All students must complete a minimum of one outpatient orthopedic clinical placement.)
- 2.3 Each student shall complete a minimum of 100 hours of clinical experience in each of the following *essential settings*:
 - 2.3.1 Acute Care
 - 2.3.2 Rehabilitation/Long term Care
 - 2.3.3 Ambulatory Care
- 2.4 While on clinical placement in the above areas, each student will gain significant clinical experience working with:
 - 2.4.1 Patients with multisystem conditions
 - 2.4.2 Patients from at least two of the following three age groups:
 - 2.4.2.1 Pediatric (0-17 years)
 - 2.4.2.2 Adult (18-64 years)
 - 2.4.2.3 Older adult (65 years and older)
- 2.5 In addition, many students will have the opportunity to experience a non-traditional model clinical placement, including:
 - 2.5.1 Multiple students to one Clinical Instructor
 - 2.5.2 Multiple Clinical Instructors to one student
 - 2.5.3 Senior-junior student pairing with one Clinical Instructor
 - 2.5.4 Student-led clinics in neuro, manual therapy and sports
 - 2.5.5 Emerging role placements in primary care and cancer care
 - 2.5.6 Interprofessional collaborative placements
 - 2.5.7 Rural placements including Northern/remote/Indigenous communities
 - 2.5.8 Research placements

Policy #3	Contact with Clinical Education Sites
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To outline the requirements for students regarding contact with Clinical Instructors prior to the commencement of a clinical placement.

Policy Statements

- 3.1 All students are required to provide an introductory email to their assigned Clinical Education Site - to their Clinical Instructor(s) where known, and to the site contact if this is a different person. The introductory email will be sent two weeks prior to the clinical placement start date unless otherwise directed by the Academic Coordinator of Clinical Education.
- 3.2 Students will copy the Administrative Coordinator of Clinical Placements into the introductory email to allow tracking and ensure that all students contact their Clinical Education Sites prior to the clinical placement start date.
- 3.3 In the introductory email, students will include their contact details, the clinical placement type, start and end dates, and a request for information regarding when and where to meet on the first day, type of caseload to expect and any other site specific details such as unusual clothing requirements and parking tips that will assist their preparation for the clinical placement.
- 3.4 Students will attach a current copy of their curriculum vitae to the introductory email, which will include their clinical placement history and any other information they feel is relevant. The curriculum vitae will utilize the template provided in class, and will have been reviewed by the student's Program Advisor.

Policy #4	Insurance Coverage
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To outline the liability and other insurance coverage that is in place to cover clinical education activities.

Policy Statements

- 4.1 Students engaged in a clinical placement as a required part of their program are covered for liability under the University of Manitoba's General Liability Insurance with the Canadian Universities Reciprocal Insurance Exchange (CURIE). Written documentation relating to the liability coverage is available in the form of a memo from the University of Manitoba administration.
 - 4.1.1 Procedure: Anyone requiring a copy of this memo should contact the Academic Coordinator of Clinical Education.
- 4.2 Students engaged in a clinical placement in Manitoba as a required part of their program are covered for injuries sustained in the course of and arising out of the clinical placement under the Workers Compensation Act (Manitoba), in accordance with and subject to its provisions.
 - 4.2.1 Procedure: In the event of a student being injured during a clinical placement, the Clinical Instructor or Clinical Education Site Leader should complete any necessary incident reports and promptly contact the Academic Coordinator of Clinical Education to ensure that coverage under the Workers Compensation Act is secured.
- 4.3 Students in the University of Manitoba Master of Physical Therapy program who are not Manitoba residents who engage in a clinical placement outside Manitoba may not be covered by the Workers Compensation Act (Manitoba). In this event, these students will be covered by an alternative policy through the University of Manitoba.
 - 4.3.1 Procedure: On an annual basis, the Administrative Coordinator of Clinical Placements will inform the University of Manitoba Risk Management & Security Services of the number of non-Manitoban students who completed clinical placements outside of Manitoba during the last year.
- 4.4 International students in the University of Manitoba Master of Physical Therapy program who are attempting to arrange a clinical placement in their own country-of-origin may experience difficulties or be denied the clinical placement because the University is not able to guarantee that they will have workers compensation coverage during the clinical placement. Alternative arrangements can sometimes be made to cover these clinical placements, but this is done on a case-by-case basis. Students are encouraged to contact the Academic Coordinator of Clinical Education at the earliest opportunity to determine if any such alternative arrangements are possible.

Policy #5	Student Certification Requirements
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To outline the documentation and certifications required of students prior to their involvement in clinical education activities.

Policy Statements

- 5.1 Successful applicants who accept an offer of admission to the Master of Physical Therapy program must submit the following documentation to the Administrative Coordinator of Clinical Placements in accordance with the issue dates and deadlines provided with their offer of admission. These documents are required in order for students to engage in clinical education activities once the program commences.
 - 5.1.1 Completed Health Questionnaire, Immunization Status/Record and MIMS Release of Information Form
 - 5.1.2 Current Basic Life Support (BLS) for Healthcare Provider (C) certification (or higher) provided by an instructor certified through the Heart & Stroke Foundation.
 - 5.1.3 Criminal Record Check including a vulnerable persons' screen
 - 5.1.4 Child Abuse Registry Check
 - 5.1.5 Adult Abuse Registry Check
 - 5.1.6 Membership card or receipt verifying current registration with the College of Physiotherapists of Manitoba
- 5.2 Students are required to complete "Mask Fit Testing" using the mask designated by the Master of Physical Therapy program. Students may have the opportunity to complete this testing through the Master of Physical Therapy program, but will be responsible for the cost of testing. Students should refer to relevant information included with the offer of admission. Certification must remain current during all clinical placements.
- 5.3 Students must attend the Personal Health Information Act Session, and must be able to present proof of attendance (PHIA Card) at their Clinical Education Sites prior to beginning their clinical placements.
- 5.4 Students must attend the WRHA Routine Practices session and must be able to present a completed checklist indicating demonstration of effective infection prevention and control procedures.
- 5.5 Returning students are required to annually:
 - 5.5.1 Review and update immunization(s) as necessary. Annual physical and dental examinations are recommended.
 - 5.5.2 Acquire re-certification in Basic Rescuer Cardio Pulmonary Resuscitation through a course provided by a Heart and Stroke certified instructor. Documentation of this recertification must be provided to the Academic Coordinator of Clinical Education by the date published yearly in information provided to students.
 - 5.5.3 Register as a student member with the College of Physiotherapists of Manitoba.
 - 5.5.4 Complete a Criminal Records Check (including a vulnerable persons' screen), Child and Adult Abuse registry checks. Documentation of the results of these tests must be

**November 29, 2018 – Clinical Education Committee
June 11, 2019 – Curriculum Committee Meeting**

provided to the Administrative Coordinator of Clinical Placements by the date published annually in information provided to students.

- 5.5.4.1 Students with a positive Criminal Record, Child or Adult Abuse Registry Check will be asked to provide details to the Head, Department of Physical Therapy (or designate).
- 5.6 It is the student's responsibility to ensure that all of the foregoing information/documentation is acquired. The student is also responsible for payment of all costs incurred by this process.
- 5.7 Health Forms will be kept in the student file in a secure location within the Rady Faculty of Health Sciences Immune Status Program
- 5.8 Confirmation of completion of all other requirements by each student (e.g. copies of these documents) will be held securely within the College of Rehabilitation Sciences offices.
- 5.9 Students are required to maintain and present original copies of all required documents as determined by their assigned Clinical Education Sites.
- 5.10 Clinical Education Sites may require other conditions to be met by students prior to starting a clinical placement. Students are responsible for meeting these requirements and for any related costs.

Policy #6	Clinical Placements within Manitoba - Arrangements for Accommodation, Transportation and Food
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To describe the process and resources available to University of Manitoba students participating in clinical placements within Manitoba.

Policy Statements

- 6.1 Students are responsible for all costs related to clinical placements within the Winnipeg perimeter, including transportation costs.
- 6.2 Each student should be prepared to complete a minimum of one clinical placement beyond the Winnipeg perimeter.
 - 6.2.1 To prevent undue financial hardship, students receiving a clinical placement outside Winnipeg but within Manitoba will receive support for some transportation and accommodation costs.
 - 6.2.2 Students must consult with the Academic Coordinator of Clinical Education prior to the beginning of the clinical placement to determine if and how the reimbursement policies apply to their specific situation.
 - 6.2.3 The Administrative Coordinator of Clinical Placements will make accommodation arrangements for students who are placed outside of Winnipeg for clinical placements. Once a student has confirmed in writing that they do or do not require accommodation, no changes are allowed.
 - 6.2.4 If a student chooses to arrange their own accommodation, they must inform the Administrative Coordinator of Clinical Placements as soon as possible. In such cases, the student must have the cost of accommodation pre-approved by the Academic Coordinator of Clinical Education or the Administrative Coordinator of Clinical Placements or they will not be reimbursed. Generally, students will not be reimbursed for accommodations costs that exceed those that can be arranged by the University.
 - 6.2.5 If the University has arranged a place of accommodation and the student decides to move from this place of accommodation, they must inform the Academic Coordinator of Clinical Education before initiating the move. The Academic Coordinator of Clinical Education will determine if the change will be approved and paid for, given the specific circumstances.
 - 6.2.6 In situations where the student is on clinical placement outside of Winnipeg and the student chooses to stay with family or friends and commute to the Clinical Education Site rather than stay at accommodation arranged by the University closer to the clinical placement site, the student must choose to either be reimbursed for transportation costs OR to have accommodation provided/paid for by the University.
 - 6.2.7 To be reimbursed for expenses incurred during the clinical placement, students must submit original receipts for expenses along with the completed Travel Reimbursement Form to the Administrative Coordinator of Clinical Placements.

- 6.3 Students allocated to Clinical Education Sites beyond the perimeter will be reimbursed for transportation expenses as follows:
- 6.3.1 Transportation expenses reimbursed will be to an amount equal to, or less than, the cost of one round-trip bus fare between Winnipeg and the Clinical Education Site (as outlined below). There is no reimbursement for travel to and from the Clinical Education Site regardless of location.
 - 6.3.2 If a student chooses to travel by car, the student will be reimbursed for actual gas costs unless such costs are greater than the cost of one round trip bus fare (which is the maximum allowable amount).
 - 6.3.3 If two or more students travel together by car to and from the Clinical Education Site, only the equivalent of one student's round-trip bus fare will be reimbursed.
 - 6.3.4 If a student chooses to commute by car to and from a Clinical Education Site beyond the Winnipeg perimeter (e.g. Steinbach, Portage La Prairie, Beausejour or Selkirk) OR wishes to reside at a family/friend's home and commute to a Clinical Education Site in a rural location rather than stay at accommodation close to the Clinical Education Site, then the student will be reimbursed for transportation costs. These will be based on original gas receipts up to and not exceeding \$12/day of attendance at the clinical placement. Students are required to complete the "Form to Complete for Commuting" available on the clinical education course page of the University web-based educational platform or from the Administrative Coordinator of Clinical Placements.
 - 6.3.5 Students are strongly discouraged from commuting to Clinical Education Sites beyond a 75-kilometre radius of their place of lodging.
 - 6.3.6 In situations where the student is on clinical placement outside of Winnipeg and is required to use their car to participate in, or complete certain aspects of the clinical placement, and the Clinical Education Site is unable to provide financial support for transportation, the student should consult with the Academic Coordinator of Clinical Education to determine if the costs of transportation are eligible for reimbursement. If the Academic Coordinator of Clinical Education determines that the travel is essential, the student may be reimbursed on a per kilometre basis consistent with University of Manitoba staff policy. This amount will not exceed \$50.00 per clinical placement. Note: Students are advised not to transport clients in their car unless they have obtained appropriate insurance coverage.
 - 6.3.7 If a student is placed with the J.A. Hildes Northern Medical Unit, the Unit will pay the costs for return airfare to and from Rankin Inlet, Nunavut and the cost of one return airfare to and from a remote community serviced by the Physical Therapist (dependent on yearly negotiations).
- 6.4 Accommodation expenses allotted will be to an amount less than or equal to the cost of accommodations arranged by the University.
- 6.4.1 If there is a cost for accommodation, the individual providing lodging must submit a written invoice to the University of Manitoba c/o the Administrative Coordinator of Clinical Placements indicating the dates and cost of accommodation.
 - 6.4.2 Invoices should be submitted as soon as possible and no later than 6 weeks after completion of the clinical placement. Invoices received after this date will not be processed.

- 6.4.3 Wherever possible, attempts will be made to have direct billing to the University to avoid the need for students to be reimbursed.
 - 6.4.4 Students are responsible for payment of refundable damage deposits. Students are also responsible for payment of any damages to the place of accommodation that occur during their stay.
 - 6.4.5 If a student is invited to travel with their Clinical Instructor during a clinical placement, and the trip will involve an overnight stay(s), the student or clinical instructor should consult with the Academic Coordinator of Clinical Education to determine if support is available to assist with the costs of accommodation.
- 6.5 Food costs will not be reimbursed:
- 6.5.1 If the cost of accommodation also includes food, and the cost of food is not specified, the student will be responsible to pay a predetermined amount per day in food costs.
 - 6.5.2 Depending on the situation, the student may have to pay for food costs in an advance lump sum at the beginning of the clinical placement/accommodation period. It is the student's responsibility to ensure this fee is paid. Students for whom this will cause financial or other difficulty must inform the Academic Coordinator of Clinical Education immediately, so that arrangements for alternate accommodation can be made where possible.
- 6.6 Clinical Education Sites with no pre-established legal agreement or affiliation with the University of Manitoba:
- 6.6.1 If a student wishes to complete a clinical placement at a site that does not have a pre-established affiliation or legal agreement with the University of Manitoba, the student should arrange to meet and discuss the matter with the Academic Coordinator of Clinical Education.
 - 6.6.2 Requests for new Clinical Education Sites must be made a minimum of 6-8 months in advance of the anticipated clinical placement dates.
 - 6.6.3 The learning objectives and location of any clinical placement must meet the approval of the Department of Physical Therapy and the University of Manitoba.
 - 6.6.4 A student who requests a clinical placement at a specific site that does not have a pre-existing legal agreement and affiliation with the University of Manitoba should be aware that a Clinical Education Site usually requires a contractual (legal) arrangement with the University of Manitoba prior to the student being permitted to commence their clinical placement. There is no guarantee that the University of Manitoba will be successful in establishing such a contractual arrangement with the new site, in which case the student should be prepared to select an alternate Clinical Education Site.

Policy #7	Clinical Placements outside of Manitoba but within Canada – Arrangements for Accommodation, Transportation and Food
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To describe the process and resources available to students participating in clinical placements outside of Manitoba but within Canada.

Policy Statements

- 7.1 Students may complete clinical placements outside of Manitoba, however their first placement in first year must be located in Manitoba.
- 7.2 There is no reimbursement of any costs related to clinical placements outside Manitoba (with the exception of the Nunavut placement sponsored by Ongomiizwin Health Services).
- 7.3 Students may submit applications to the Academic Coordinator of Clinical Education for clinical placements outside of the University of Manitoba’s provincial catchment area. Upon approval of the application, the Academic Coordinator of Clinical Education will forward it to the appropriate university physical therapy educational program.
- 7.4 If a student wishes to access out-of-catchment clinical placements, they will be responsible to pay the associated application fee. The student must provide a cheque payable to the University of Manitoba at the time of submission of the clinical placement request form. If the cheque is returned by the bank for non-sufficient funds, the student will be charged the appropriate non-sufficient fund fee, in addition to the clinical placement fee.
- 7.5 Students will follow the procedure for applying for the out-of-catchment clinical placement.
- 7.6 Any additional costs incurred/ levied by a Clinical Education Site outside of the University of Manitoba’s catchment area (e.g. administrative fee) will be the student’s responsibility.
- 7.7 Sites with no pre-established legal agreement or affiliation with the University of Manitoba:
 - 7.7.1 If a student wishes to complete a clinical placement at a site that does not have a pre-established affiliation or legal agreement with the University of Manitoba, the student should arrange to meet and discuss the matter with the Academic Coordinator of Clinical Education.
 - 7.7.2 Requests for new Clinical Education Sites must be made a minimum of 6–8 months in advance of the anticipated clinical placement dates.
 - 7.7.3 The learning objectives and location of any clinical placement must meet the approval of the Department of Physical Therapy and the University of Manitoba.
 - 7.7.4 A student who requests a clinical placement at a specific site that does not have a pre-existing legal agreement and affiliation with the University of Manitoba should be aware that a Clinical Education Site usually requires a contractual (legal) arrangement with the University of Manitoba prior to the student being permitted to commence their clinical placement. There is no guarantee that the University of Manitoba will be successful in establishing such a contractual arrangement with the new site, in which case the student should be prepared to select an alternate Clinical Education Site.

Policy #8	International Clinical Placements
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To describe the process and resources available to students participating in international clinical placements.

Policy Statements

- 8.1 International clinical placements are opportunities which may be made available to students who have demonstrated excellence in their academic and clinical education work, a high level of self-directed learning and a history of embracing new opportunities within the Master of Physical Therapy program. International clinical placements can either be initiated by the student or may be facilitated by the Department of Physical Therapy (e.g. exchange programs, established Clinical Education Sites). There is no reimbursement of any costs related to clinical placements outside of Manitoba.
- 8.2 To be considered for this opportunity, students must:
 - 8.2.1 Maintain a B+ average in their academic courses within the Master of Physical Therapy program.
 - 8.2.2 Demonstrate excellence in clinical education as evidenced by their clinical education evaluations.
- 8.3 Students are not permitted to participate in international clinical placements in the first year of the program.
- 8.4 Students are required to initiate their request to complete an international clinical placement by approaching the Academic Coordinator of Clinical Education at least one year in advance.
- 8.5 Permission is given jointly by the Head of the Department of Physical Therapy, the Academic Coordinator of Clinical Education and the student's Program Advisor. Permission is conditional upon the student maintaining the required level of academic and clinical education performance. Failure to do so will result in the student losing the opportunity to participate in the international clinical placement.
- 8.6 There is no reimbursement of any costs related to international clinical placements. Students must assume responsibility for all costs including:
- 8.7 Medical coverage
 - 8.7.1 Visas
 - 8.7.2 Accommodation
 - 8.7.3 Travel
 - 8.7.4 Any additional required insurance coverage that is not routinely provided by the University
 - 8.7.5 Phone calls, faxes and postage to the Clinical Education Site.
- 8.8 For student-initiated clinical placements, students are responsible for making preliminary contact with prospective Clinical Education Sites to obtain written documentation as follows:
 - 8.8.1 Description of the physical therapy service/program
 - 8.8.2 Student Learning objectives

- 8.8.3 Evidence of professional organization accreditation or university approved status/affiliation.
- 8.9 The student must provide the Academic Coordinator of Clinical Education with copies of all correspondence between the student and the prospective Clinical Education Site.
- 8.10 The student must commit to the clinical placement once approval has been granted by the Master of Physical Therapy program.
- 8.11 A student who requests a clinical placement at a specific site that does not have a pre-existing legal agreement and affiliation with the University of Manitoba should be aware that a Clinical Education Site usually requires a contractual (legal) arrangement with the University of Manitoba prior to the student being permitted to commence their clinical placement. There is no guarantee that the University of Manitoba will be successful in establishing such a contractual arrangement with the new site, in which case the student should be prepared to select an alternate Clinical Education Site.
- 8.12 Students participating in international clinical placements must:
 - 8.12.1 Sign an Acknowledgement of Responsibility and Liability Waiver. This form outlines assumption of risk, assumption of responsibility and a liability while participating in international clinical placements.
 - 8.12.2 Complete an emergency contact and medical information form prior to departure. This form will be kept on file in case of an emergency during the clinical placement. At the end of the clinical placement, the form will be shredded.

Policy #9	Clinical Education Hours
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To provide guidelines as to how clinical placement hours are determined in order that each student shall complete the required minimum 1025 hours of clinical placements.

Policy Statements

9.1 Clinical education hours: The Canadian Alliance of Physiotherapy Regulators and Physiotherapy Education Accreditation Canada require students to successfully complete a minimum of 1025 hours of clinical placements in order to meet requirements for graduation and attempting the written component of the Physiotherapy Competency Exam. The University of Manitoba Master of Physical Therapy program includes 1,088 clinical placement hours (29 full-time weeks x 37.5 hours/week). This represents 63 hours more than the total required, ensuring all students obtain the mandated clinical education time.

9.1.1 It is anticipated that students will need to spend additional hours in preparation, reflection and documentation of their clinical placement practice.

9.1.2 Students' working hours on-site (including lunch, coffee breaks, daily work schedule, etc.) are determined according to the policies/regulations of the Clinical Education Site.

9.1.3 Students may be required to work evenings and weekends in accordance with the requirements of the Clinical Education Site.

9.1.4 Students may accumulate banked time in accordance with Clinical Education Site policies.

9.2 Absenteeism:

9.2.1 Attendance by students in clinical placements is mandatory. If a student will be absent from the clinical placement for any reason, they must notify their Clinical Instructor (or Clinical Education Site Leader if appropriate) and the Academic Coordinator of Clinical Education as soon as possible, and preferably prior to the absence. Approval for student non-attendance is jointly made by the Clinical Instructor (or Clinical Education Site Leader, if appropriate) and the Academic Coordinator of Clinical Education. Possible acceptable reasons for absence may include personal illness/injury, illness or death of a family member, appointments, religious holidays, University committee work, and activities relating to provincial/national/international representation.

9.2.2 Illness/injury: If a student is absent for three or more consecutive days because of illness, they may be required to submit a certificate from a licensed physician/dentist to their Clinical Instructor upon their return to the Clinical Education Site, with a copy forwarded to the Academic Coordinator of Clinical Education. The student should consult with the Clinical Instructor and the Academic Coordinator of Clinical Education to determine if this will be required.

9.2.3 Compassionate reasons: If a student is absent for compassionate reasons, Clinical Instructor and the Academic Coordinator of Clinical Education should be informed. If the allowed number of days of absence from the clinical placement is exceeded, then policy 8.4 relating to making up time applies.

- 9.2.4 Religious holidays: If a student intends observing a religious holiday other than those specified as statutory holidays, they must inform their Clinical Instructor and the Academic Coordinator of Clinical Education before the beginning of the clinical placement. If the allowed number of days of absence from the clinical placement are exceeded, then the policy relating to making up time applies.
- 9.2.5 University/professional committee work: A student representing physical therapy as a member of a University committee or a professional organization will not be required to make up time for absence from the clinical placement incurred by one of these meetings. The student is responsible for informing their Clinical Instructor and the Academic Coordinator of Clinical Education as soon as possible of the dates of meetings (in advance when possible).
- 9.2.6 Provincial/national/international representation: A student who is involved in sports, arts or other activities at a provincial, national or international level and is required to participate/compete in an associated event during their clinical placement, should inform the Academic Coordinator of Clinical Education as soon as possible of the dates of the activities/competition. If the allowed number of days are exceeded, then policy 9.3 relating to making up time applies, or the student may request that they be allowed to complete the clinical placement at a time that does not interfere with any scheduled activities/competitions.
- 9.2.7 Educational events: Requests for time away from the Clinical Education Site to attend conferences, workshops, or other educational activities not directly related to the clinical placement may be considered. The student should consult with the Clinical Instructor and the Academic Coordinator of Clinical Education who will consider the request and make recommendations about the suitability of the activity.
- 9.2.8 Appointments: Students should endeavor to arrange all appointments outside of clinical placement hours. All non-emergency doctor/dentist appointments should be arranged to avoid conflicting with clinical placements. If a student is required to attend an emergency appointment, notice should be given as soon as possible to the Clinical Instructor and the Academic Coordinator of Clinical Education.
- 9.2.9 Personal Needs: It is expected that students will not ask for shortened workdays to accommodate personal needs and/or job commitments.
- 9.3 Make-up time:
- 9.3.1 In general, a student should endeavour to 'make-up' all time missed from clinical placements. It is preferable if make-up time can be accommodated within the current clinical placement by working additional hours, evenings or weekends. Make-up hours should be compatible with the focus of the program and if possible allow contact with clients and the continual development of knowledge and skills. Make-up time should not be designed to simply ensure the student fulfills a minimum hourly requirement, but should fit with the clinical education objectives.
- 9.3.2 If a student has not been able to schedule make-up time within the current clinical placement (i.e. if additional time cannot be accommodated due to the nature of the Clinical Education Site/program and/or if absences occur toward the end of a clinical placement), a student may be required to make-up time missed from clinical placements if the total days absent from the regularly scheduled clinical placement time exceeds two

days. This decision is made by the Clinical Instructor and Academic Coordinator of Clinical Education, and is informed by the student's achievement of the clinical placement objectives.

Policy #10	Assignments and Projects during Clinical Placements
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To outline expectations related to assignments and projects during clinical placements.

Policy Statements

10.1 Site Specific Assignments and Projects

10.1.1 Site-specific assignments and special projects may be included as part of the clinical placement experience. These projects should be based on the learning objectives for the clinical placement. University guidelines for assignments and special projects include:

10.1.1.1 Assignment topic and format should be discussed and agreed upon by the Clinical Instructor and the student early in the clinical placement (before midterm).

10.1.1.2 Assignments should be relevant to the current clinical placement.

10.1.1.3 Assignments should be designed to facilitate personal and professional growth of the individual student.

10.1.1.4 Assignments should not duplicate traditional academic course assignments.

10.2 Time requirements for assignments should not prevent the student from participating in activities at the Clinical Education Site. The student may be expected to complete some work related to the assignment outside of work hours. It is expected that the student and their Clinical Instructor will be able to negotiate reasonable expectations re time commitments.

10.3 Library Privileges:

10.3.1 Students who are provided with library privileges at the Clinical Education Site to facilitate the completion of assignments and projects are subject to the rules and regulations of the Clinical Education Site library.

10.3.2 All books and materials must be returned to the library by the end of the clinical placement.

10.3.3 The student is responsible for payment of any fines incurred due to overdue material books that they have borrowed.

10.4 Computer & Internet Access:

10.4.1 Students using computers and/or internet services at the Clinical Education Site to facilitate the completion of assignments and/or projects are subject to the rules and regulations governing the use of computers and internet services at the Clinical Education Site.

Policy #11	Evaluation of Student Performance on Clinical Placement
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To outline evaluation processes involved in the clinical education program.

Policy Statements

11.1 Evaluation of student:

- 11.1.1 During the first few days of the clinical placement, the student should collaborate with their Clinical Instructor to discuss their learning objectives for the clinical placement and complete the Clinical Learning Contract. The student and their Clinical Instructor should review progress in meeting the objectives at the midterm and final.
- 11.1.2 The student should continually update their Clinical Skills Checklist during the clinical placement to ensure they have an accurate record of the skills they have observed and practiced. This list should be reviewed at the midterm and final to inform discussion regarding the student's progress in meeting objectives, and will also be used by the program to monitor relevance of teaching content.
- 11.1.3 Student evaluation is completed by the Clinical Instructor using the Canadian Physiotherapy Assessment of Clinical Practice instrument (ACP) on HSPnet at midterm and final. The student also completes self-reflection regarding their performance using their own copy of the ACP on HSPnet at midterm and final. HSPnet enables the student and Clinical instructor to view both documents simultaneously at midterm and final, which facilitates discussion of perceptions and achievement of performance objectives.
- 11.1.4 It is recommended that Clinical Instructors enter specific feedback in each comment box of the ACP, indicating areas of strength and areas requiring improvement.
- 11.1.5 Any areas of concern should be clearly documented in the ACP and discussed with the student to determine a specific plan for the student to improve their performance.
- 11.1.6 The Academic Coordinator of Clinical Education should be informed by midterm at the latest if there are any concerns about student performance. The Academic Coordinator of Clinical Education is available and ready to assist in the development of the plan to facilitate improvement of the student's performance.
- 11.1.7 Students are requested to contact the Academic Coordinator of Clinical Education as soon as possible if they have concerns regarding any aspect of the clinical placement, including issues with their own performance, their clinical instructor, other staff and clients.
- 11.1.8 The ACP is a University course evaluation document and its content is personal and hence confidential. The Clinical Education Site should not retain a copy of the completed document. It is the student's decision and responsibility to provide a copy of the ACP to a potential reference.
- 11.1.9 The student should forward their completed Clinical Learning Contract, and Clinical Skills Checklist to the program upon completion of the clinical placement.

11.2 Evaluation of site:

November 29, 2018 – Clinical Education Committee
June 11, 2019 – Curriculum Committee Meeting

- 11.2.1 Students evaluate their experience of the Clinical Education Site using the Student Evaluation of the Clinical Placement form on HSPnet.
- 11.2.2 The student should complete this form prior to midterm and final and discuss their feedback with their Clinical Instructor at that time.
- 11.2.3 Clinical education sites may make and keep a copy of this evaluation for their records.

Policy #12	Professional Appearance
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To outline expectations regarding professional appearance during clinical education activities which are considered appropriate according to current health care standards.

Policy Statements

12.1 Guidelines

12.1.1 Dress code requirements may vary from site to site. Students must comply with the dress code of the particular Clinical Education Site at which they are completing their clinical placements. The following guidelines are based on the WRHA Dress Code Policy (#20.10.020) and serve as a general guide.

12.1.2 Clothing

12.1.2.1 Clothing and accessories should be clean, neat and of appropriate length, design, and fabric, and should not reveal underwear or the skin of the trunk, including with more active postures associated with therapeutic interventions.

12.1.2.2 “Business casual” attire is the generally accepted style for clinical placements unless otherwise directed by the Clinical Education Site. Jeans, shorts and risqué outfits are not considered appropriate apparel.

12.1.2.3 Clothing shall not display offensive language, logos, or images.

12.1.3 Footwear

12.1.3.1 Footwear should be clean, meet safety requirements of the work area and provide for safe mobility.

12.1.4 Jewellery

12.1.4.1 Jewelry should not interfere with the practice of routine precautions or present surfaces that could result in injury to client or self.

12.1.5 Personal Hygiene

12.1.5.1 Good personal hygiene and cleanliness shall be practiced.

12.1.5.2 Hair should be clean and not able to fall where it may contact clients and other surfaces.

12.1.5.3 Nails should be clean and short. Artificial fingernails, gel nails, or extenders shall not be worn.

12.1.6 Scented Products

12.1.6.1 Fragrances and other scented products should not be used/worn by students on clinical placement.

12.1.7 Headphones

12.1.7.1 The wearing of headphones/ear plugs in conjunction with personal electronic devices is not permitted during clinical placement hours.

12.1.8 Nametags

12.1.8.1 University of Manitoba nametags must be worn at all times during clinical placements.

- 12.1.8.2 One nametag is ordered for each student at the beginning of the Master of Physical Therapy program. If a student loses their nametag, they should inform the Academic Coordinator of Clinical Education immediately so that a replacement nametag can be ordered. Students are responsible for the cost of their initial nametag and any replacements.
- 12.1.8.3 Students may also be supplied with an identification badge by their Clinical Education Site. Students are expected to also wear this badge in compliance with the policies of the Clinical Education Site. These nametags must be returned to the Clinical Education Site at the end of the clinical placement.

Policy #13	Professional Behaviour
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To outline expectations relating to professional behavior during clinical placements

Policy Statements

13.1 Ethics:

- 13.1.1 Each student should review and adhere to the Codes of Ethics of the College of Physiotherapists of Manitoba, Canadian Physiotherapy Association and the University of Manitoba during clinical placements.
- 13.1.2 Students on clinical placement outside Manitoba should review and adhere to the appropriate provincial/national code of ethics that pertains to the geographic area in which they are situated.
- 13.1.3 Students are expected to follow the policies and procedures of their Clinical Education Site for the period of the clinical placement.
- 13.1.4 Clinical Education Site policies concerning the acceptance of gifts from clients will apply to students completing clinical placements at the site.

13.2 Title:

- 13.2.1 Students must only use the title "Student Physical Therapist" or "Student Physiotherapist" to clearly identify their student status. This title is to be used on a nametag, in documentation, on written projects, etc.

13.3 Professional Behaviour:

- 13.3.1 Students are expected to comply with any provincial legislation which directs professional behaviour (e.g. Mental Health Act, Protection of Persons in Care Act, Vulnerable Persons Act, etc.)

13.4 Representation:

- 13.4.1 Students are considered representatives of the physical therapy profession and the University of Manitoba and should behave accordingly.

13.5 Confidentiality:

- 13.5.1 It is essential that students maintain confidentiality in all matters related to clients. This is important both in oral communication with/about clients and in the handling of written communication such as charts.
- 13.5.2 Students are legally responsible to follow any provincial legislation that pertains to confidentiality of clients (e.g. the Personal Health Information Act [PHIA]). Students who are completing clinical placements in other provinces or countries are responsible for determining the name and specific requirements of the appropriate local legislation and adhering to the law.

13.6 Documentation:

- 13.6.1 Documentation or notes which are written by students should be signed by the student in the following manner: Student Name (Student Physical Therapist or Student Physiotherapist).

- 13.6.2 Students are required to familiarize themselves with the charting/documentation requirements of their Clinical Education Site and to adhere to those policies and/or guidelines.
- 13.6.3 Some Clinical Education Sites may require a student to attend a documentation training session prior to their clinical placement. Students are expected to arrange to attend this scheduled orientation.

Policy #14	Cancellation of Clinical Placements
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To outline the process for cancellation of a clinical placement by the Clinical Education Site or the Academic Coordinator of Clinical Education.

Policy Statements

14.1 Cancellation of a clinical placement:

- 14.1.1 The Clinical Education Site personnel or the Academic Coordinator of Clinical Education and should attempt to notify each other of a clinical placement change or cancellation as soon as possible.
- 14.1.2 It is recommended that whenever possible, clinical placement changes or cancellations occur no later than four weeks prior to the beginning of a clinical placement.
- 14.1.3 In the event of a clinical placement being changed or cancelled, the location and type of the replacement clinical placement may be different from the initially allocated clinical placement.
- 14.1.4 If a placement is cancelled, the student will be notified by the Academic Coordinator of Clinical Education. Every attempt will be made to find the student an alternate clinical placement in the same time slot, however this may delay the student's graduation date.

Policy #15	Clinical Placement Grades
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To outline the decision process for assigning a pass or fail in a clinical placement and procedures related to failure of a clinical placement/course.

Policy Statements

- 15.1 It is the responsibility of the Clinical Instructor to assign the final grade for the clinical placement on the Assessment of Clinical Practice form on HSPnet.
- 15.2 The Clinical Instructor must inform the Academic Coordinator of Clinical Education as soon as possible regarding any student performance issues that put the student at risk of failure, to enable the development of a robust remediation process to directly address the student's identified deficiencies.
- 15.3 Failure of a clinical placement:
 - 15.3.1 A Clinical Instructor will not assign a student a failing grade for a clinical placement without prior, direct involvement of the Academic Coordinator of Clinical Education.
 - 15.3.2 Students may be permitted to repeat one failed clinical placement over the duration of the program.
 - 15.3.3 A student receiving a fail in a clinical placement must successfully repeat that clinical placement prior to progressing to the next clinical education course.
 - 15.3.4 Students who fail more than one clinical placement will be required to withdraw from the program.

Note: Because clinical education courses are closely juxtaposed with academic components, students may proceed into clinical placement without having received official final grades in preceding academic course work.

Policy #16	Delays or Disruptions in Clinical Placements due to Extraordinary Circumstances
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To provide guidance regarding steps to be taken in the event of delays or disruptions in a clinical placement due to extraordinary circumstances (e.g. job action, infectious disease, natural disaster).

Policy Statements

- 16.1 The Clinical Education Site's policy will guide the University's decision in dealing with delays or disruptions due to extraordinary circumstances.
- 16.2 In the event of an extraordinary circumstance, students are to contact the Academic Coordinator of Clinical Education at the first sign of clinical placement disruption.
- 16.3 Where possible, clinical placements that are disrupted or delayed due to extraordinary circumstances will be accommodated for on a case-by-case basis.
 - 16.3.1 The make-up hour's policy (9.3) will be used to help guide decisions.
 - 16.3.2 The Academic Coordinator of Clinical Education will discuss with the Clinical Instructor and/or Clinical Education Site Leader the options that are available both prior to, and during any extraordinary circumstance.
- 16.4 Possible Options:
 - 16.4.1 The Academic Coordinator of Clinical Education will discuss with the Clinical Instructor the possibility of having the student resume the clinical placement after the delay or disruption ends.
 - 16.4.2 Students may be permitted to work on approved projects relevant to the clinical placement, resources permitting.
 - 16.4.3 The Academic Coordinator of Clinical Education will provide an alternate clinical placement at a later date. Every effort will be made to provide a clinical placement prior to the student's anticipated date of graduation.

Policy #17	Support, Communication and Monitoring Processes during Clinical Placements
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To identify roles and responsibilities of physical therapy faculty who support the teaching/learning experience during clinical placements, and serve as a resource by monitoring the clinical education experience and representing the University of Manitoba, Department of Physical Therapy.

Policy Statements

- 17.1 The Academic Coordinator of Clinical Education will provide guidance, support, facilitation and mediation to students, Clinical Instructors and Program Advisors to facilitate successful clinical placements for students.
- 17.2 Students and Clinical Instructors may contact the Academic Coordinator of Clinical Education at any time throughout a clinical placement regarding any clinical placement matter.
- 17.3 In the event of problems with student performance, both the student and Clinical Instructor must inform the Academic Coordinator of Clinical Education as early as possible.
- 17.4 Students in the Master of Physical Therapy program are assigned a Program Advisor who follows their progress through both the academic and clinical components of the program. The Program Advisor should contact their students at the placement midterm to check on their progress and how they are managing generally. Students may contact their Program Advisor to discuss their progress at any time during the clinical placement. Program Advisors may advise the student, but should also inform the Academic Coordinator of Clinical Education as soon as possible if there are any issues requiring intervention.

Policy #18	Deferral of Clinical Placements
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To provide guidelines as to how requests for changes to Clinical education dates/times will be addressed.

Policy Statements

- 18.1 Any requests for postponed/deferred clinical education time must be presented in writing to the Academic Coordinator of Clinical Education at least 6 weeks in advance of the scheduled start date of the clinical placement. The request will only be considered for extenuating circumstances which do not include job commitments or personal travel plans.

Policy #19	Primary Clinical Instructor Qualifications
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To provide guidelines regarding qualifications required of primary Clinical Instructors for students in the University of Manitoba Master of Physical Therapy program.

Policy Statements

- 19.1 Primary clinical Instructors must be registered with their provincial (or relevant) regulatory body.
- 19.2 Completion of a Clinical Instructor Workshop is preferred but not required.
- 19.3 Completion of Clinical Instructor online training through the Universities of British Columbia or Western Ontario is preferred but not required.
- 19.4 Completion of a minimum of one year of post-licensure clinical experience.
 - 19.4.1 Individuals with less than one full year of practice who have full registration with their regulatory college (i.e. who have passed the practical component of the Physiotherapy Competency Exam) may serve as primary clinical Instructors under the supervision of a more experienced Clinical Instructor. In this situation, the novice Clinical Instructor may contribute to the student evaluation, but the experienced Clinical Instructor will assume ultimate responsibility for guiding and evaluating the student on the clinical placement.
- 19.5 Physiotherapists who are currently under investigation, practice restriction or censure by the College of Physiotherapists of Manitoba must not supervise students on clinical placement for the duration of the investigation, practice restriction or censure. The College of Physiotherapists of Manitoba will inform the physiotherapist of this requirement at the commencement of the investigation, practice restriction or censure. Physiotherapists from other jurisdictions who are currently under investigation, practice restriction or censure by their regulatory college must not supervise students from the University of Manitoba program.

Policy #20	Clinical Education Site Approval
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To outline requirements for approval of Clinical Education Sites providing clinical placement opportunities for students in the Master of Physical Therapy program.

Policy Statements

- 20.1 Each site is required to submit a National Association of Clinical Education Professional Practice Site Profile Form, to be completed by the appropriate individual at the site. These forms will be implemented when sites are approved, and every five years thereafter.
- 20.1.1 Professional Practice Site Profile Information: Site Contact Information, Type of Facility, Insurance Information, Facility Ownership, Continuing Professional Education Access, Type of Charting, Dress Code, Parking, Accommodation, Staffing, Requirements for Criminal Record and other Checks/Mask Fit testing/Immunizations, Other Health Professionals On-site, Diagnostic Categories of Patients, Special Programs, Clinics, Student Learning Opportunities in terms of CVP/Ortho/Neuro/Specialities/Other.
- 20.2 In some situations, based on sufficient information, sites may provide a clinical education opportunity for a student prior to all documentation being completed. In this situation the Academic Coordinator of Clinical Education or designate may conditionally approve the site for use.
- 20.3 Sites approved by other university programs will be considered approved.

Policy #21	Application for Exemption from the Clinical Education 'Beyond-the-Perimeter' Requirement
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To outline a process and rationale whereby a student may apply for exemption from completing the “Beyond-the-Perimeter” criteria that is expected in their clinical education experience.

To expand exposure to physical therapy services in a variety of geographical settings, students are expected to complete a minimum of one clinical placement outside of Winnipeg. This opportunity adds depth to a student’s clinical education profile and offers experiences not available within the City of Winnipeg. However, in some circumstances this clinical education expectation creates exceptional hardship for students and/or their families.

Policy Statements

- 22.21 To request exemption from the “Beyond-the-Perimeter” clinical education requirement, students must apply in writing to the Academic Coordinator of Clinical Education. The letter must outline the reasons for the request, and the length of the requested exemption. Students will provide a copy of this request to their Program Advisor and the Head of the Department of Physical Therapy.
- 22.22 Students can apply for the exemption at any time during the Master of Physical Therapy program, however it will not apply to clinical placements that were posted prior to its submission.
- 22.23 A committee consisting of the Head, Department of Physical Therapy, the Academic Coordinator of Clinical Education and the student’s Program Advisor and will review the request and make a determination. The student will then be informed.
- 21.23.1 Honouring this exemption shall not disadvantage another student in the Master of Physical Therapy program. Therefore, it is possible that a student receiving this exemption may be required to defer their clinical placement to the end of the program.

Policy #22	Use of Social Media
Approved By	Clinical Education Committee
Approval Date	November 29, 2018

Purpose: To provide students in the Master of Physical Therapy program with guidance regarding safe and professional use of social media, respecting legal, ethical and regulatory requirements of the profession, University and College of Physiotherapists of Manitoba.

Policy Statements

The following statements are based on the *College of Physiotherapists of Manitoba Guideline: Use of Social Media (Jan 26, 2017)*.

- 22.1 Students should assume that all content on the Internet is public and accessible to all, including professional contacts, colleagues, clients/patients, and employers.
- 22.2 Students must not post information on-line that relates to an actual client/patient. They must ensure compliance with legal and professional obligations to maintain privacy and confidentiality, and be aware that an unnamed client/patient may still be identified through a range of other information, such as a description of their clinical condition or area of residence.
- 22.3 Students must refrain from providing clinical advice to specific clients/patients through social media.
- 22.4 Students must protect their own reputation, the reputation of the profession and the University, and the public trust by not posting content that could be viewed as unprofessional.
- 22.5 Students are expected to be mindful of their internet presence and be proactive in removing content posted by self or others which may be viewed as unprofessional. Students are reminded that when they self-identify as a physiotherapist, they are using title and are subject to the standards of the College of Physiotherapists of Manitoba, even on personal accounts. Students must refrain from establishing personal connections with clients/patients or persons closely associated with them on-line, as this may hinder their maintenance of appropriate professional boundaries and compromise their objectivity.
- 22.6 Students must refrain from seeking out client/patient information that may be available on-line without prior consent, as individuals are entitled to a reasonable expectation of privacy. While students are expected to adhere to all of their relevant legal obligations under PHIA with respect to the collection of personal health information, they should also refrain from seeking out other types of non-protected information on-line without prior consent.
- 22.7 Students must read, understand, and apply the strictest privacy settings necessary to maintain control over access to their own personal information.
- 22.8 Students must comply with relevant Clinical Education Site policies regarding social media usage and general policies on computer and internet usage.
- 22.9 Students should recognize that social media platforms are constantly evolving, and be proactive in considering how professional expectations apply in any given set of circumstances.