Students shall adhere to the rules, regulations, and holiday schedule of the clinical facility while assigned there and will wear uniforms acceptable to the physical therapy facility. Whether the facility has a dress policy or not, the student shall dress in a professional manner and shall wear a name tag designating that he or she is a physical therapy student. The clinical facility shall inform the student of said rules, regulations, schedules, and policies.

**WORK DAYS**

Monday through Friday. If the department operates on weekends, a Saturday or Sunday may be substituted for a week day. If working with clinical instructor whose schedule is nontraditional (four 10-hour days), the student may work this schedule and should adhere to the expected number of hours (approximately 40/week).

**HOURS**

Based upon normal work week of the clinical site; student should average approximately 40 hours/week. Any missed days during the rotation should be recorded on the Web CPI.

**EXCUSED ABSENCES**

1. **Illness**
   The student is responsible for notifying the Clinical Instructor. Clinical instructor can approve absences related to illness for a maximum of three days on an 8 week rotation or 4 days for a 12 week rotation. Makeup for lost time within this range is not required unless the Clinical Instructor believes it is necessary for the student to meet the learning objectives. Time missed greater than those listed above requires make up time or extension to the clinical rotation and should be arranged in collaboration with the ACCE. Any concerns regarding inadequate progression towards learning objectives should also be directed to the ACCE.

2. **Inclement Weather Days**
   Students should not drive to clinical centers when fresh snow or ice are on the roads or when inclement weather prohibits safe travel. We strongly advise students to err on the side of safety rather than risk injury on the road. Students should discuss facility policies with the Clinical Instructor in advance of adverse weather conditions.

3. **Job Interviews**
   Permission is at the discretion and approval of the Clinical Instructor and only during the final practicum. We suggest that clinical sites permit one day for the purpose of job interviews. Additional time may be considered if make-up day(s) or time(s) are arranged.

4. **Other**
   While on rotations, students adhere to the holiday policy of the clinical facility. Absence for other reasons such as attending educational programs or professional conferences will be at the discretion of the clinical faculty, keeping in mind that ample opportunities for these experiences will follow after graduation. Absence for personal reasons must be arranged in advance with approval of CI or CCCE, with arrangements for time missed to be made up.
OTHER ABSENCES
The only excused absences are listed above. Missed time for any other reason is considered to be unexcused. All unexcused missed time must be made up by the student working additional days, extra hours each day etc. CI’s may approve missed time in advance for special circumstances (family weddings, graduations, doctor appointments) if they deem it to be appropriate, as long as it is not excessive in amount, and as long as all time missed is made up. Students may make up time with another clinical instructor with approval by the primary CI. Make up time should have similar clinical exposure to patients as the typical day for that clinical rotation. (Staying late to work on paper work is NOT adequate to make up missed patient care time).

STUDENT PERFORMANCE
Students will be evaluated using the Web CPI. The Web CPI should be completed on line and should be discussed with the student at midterm and near the end of the practicum. The student is responsible for returning the signature pages to the Academic Coordinator immediately after completion of the clinical experience. If for any reason you deem it necessary to return rotation forms to us, please do so promptly. Grades are due immediately following completion of the clinical practicum.

If there are any concerns about a student’s performance during their practicum, please notify the ACCE’s as soon as concerns are apparent. Most students prefer being advised of their deficiencies early so that they can work improve in those areas. The ACCE’s will work with you to identify strategies for remediation of performance problems.

STUDENT'S ASSESSMENT OF THE CLINICAL EDUCATION EXPERIENCE
The established policy is that each student, after being evaluated by the Clinical Instructor, will share his/her written remarks with the Clinical Instructor. The student is responsible for returning the original to the academic program and will not receive a grade unless she/he does so. Therefore, you are welcome to make a copy of the student’s assessment of your site, but please return the original to the student for our files at UNC-CH.

FINAL NOTE: If you have problems concerning Clinical Education please contact Kathleen Ollendick, ACCE, Lisa Johnston, ACCE, or the Secretary for Clinical Education.

Thank you very much for your participation in our Clinical Education program.