## TABLE OF CONTENTS

### Clinical Education Contacts

**Introduction**

### Academic Requirements

- Clinical Placement Learning Expectations
- Placement Categories
- Clinical Hours
- Geographical Requirements
- Placement Limitations

### Placement Preparation

- Disability-Related Accommodations
- Conflict of Interest
- MPT Program Academic Requirements
- Pre-Placement Requirements
- Placement Coordination
  - Preference Selection
  - Introductory Letter to Placement Site
- Travel and Accommodation
- Student Loan Eligibility During Placements

### During Placement

- Primary Faculty Contacts
- Professional Conduct
- Terminating a Student from Placement
- Student Working Hours
  - Clinical Educator Time Off
  - Student Time Off
  - Impacts of Student Absences
- Student Insurance Coverage
- Student Guidelines During a Pandemic
- Student Homework

### Assessment and Evaluation

- Assessment of Clinical Performance (ACP)
  - Demographic Information Page
- Student Performance Issues
- Final Placement Grades
- Remedial Placements
- Student Responsibilities
- Confidential Feedback

### Optional Placement Experiences

- Out-of-Province Placements
- International Placements
- Research Placements
- Role Emerging Placements
- Alternate Schedule
- Observation of Surgeries

### Clinical Site Guidelines

### Clinical Educator Recognition and Awards

### Appendices

- Assessment & Treatment Skills by Level
- Out of Town Locations
- Rural BC Designations
- Communities in the Fraser Health Region
- Domestic Placements Waiver
- International Placements Waiver
- Health & Safety Orientation Checklist
- Placement Grading Decision Tree
Clinical Education Contacts

Faculty Contacts
Angelina Woof, Associate Head, Clinical Education angelina.woof@ubc.ca
Robin Roots, MPT-N Site Lead, Clinical robin.roots@ubc.ca
Amy Ellis, MPT-FV Site Lead, Clinical amy.ellis@ubc.ca

Administrative Contacts
General Placement Questions pt.placement@ubc.ca
Student Placement Agreements and Clinical Faculty pt.educators@ubc.ca
Travel & Stipend for Northern/Rural Placements physio@unbc.ca

Definition of Terms

Professional Head/Practice Leader
Individuals employed by a Clinical Site who are responsible for administering or coordinating the Clinical Site physiotherapy clinical service and standards of practice (which may include organizing student clinical placements).

Centre Clinical Coordinator
An individual employed by a Clinical Site who is responsible for arranging student placements at the facility, communicating with the educational institution, and overseeing the evaluation of the student. This may be the professional head or practice leader.

Clinical Educator
An individual employed by the Clinical Site who is responsible for the direct instruction, supervision, and evaluation of the physiotherapy student in the clinical setting and is also known as a Clinical Instructor or preceptor.

Clinical Placement
A period in which a student is scheduled for a shadow or full-time clinical practice education experience before graduation. It can also be called Practice Education or clinical fieldwork.

Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Alternate Assessment</td>
</tr>
<tr>
<td>ACP</td>
<td>Assessment of Clinical Performance</td>
</tr>
<tr>
<td>ACU</td>
<td>Acute</td>
</tr>
<tr>
<td>AHCE</td>
<td>Associate Head, Clinical Education</td>
</tr>
<tr>
<td>CDM</td>
<td>Chronic Disease Management</td>
</tr>
<tr>
<td>CfA</td>
<td>Centre for Accessibility</td>
</tr>
<tr>
<td>CH</td>
<td>Community Health</td>
</tr>
<tr>
<td>CPA</td>
<td>Canadian Physiotherapy Association</td>
</tr>
<tr>
<td>CPTBC</td>
<td>College of Physical Therapists of BC</td>
</tr>
<tr>
<td>DCISL</td>
<td>Distributed Clinical Site Lead</td>
</tr>
<tr>
<td>FoM</td>
<td>Faculty of Medicine</td>
</tr>
<tr>
<td>G+PS</td>
<td>Faculty of Graduate and Postdoctoral Studies</td>
</tr>
<tr>
<td>MPT</td>
<td>Master of Physical Therapy</td>
</tr>
<tr>
<td>MPT-FV</td>
<td>Fraser Valley cohort</td>
</tr>
<tr>
<td>MPT-N</td>
<td>Northern cohort</td>
</tr>
<tr>
<td>MPT-V</td>
<td>Vancouver cohort</td>
</tr>
<tr>
<td>OOP</td>
<td>Out-of-Province</td>
</tr>
<tr>
<td>OOT</td>
<td>Out-of-Town</td>
</tr>
<tr>
<td>OP</td>
<td>Outpatient</td>
</tr>
<tr>
<td>PT</td>
<td>Physical Therapy</td>
</tr>
<tr>
<td>PAPR</td>
<td>Powered Air Purifying Respirator</td>
</tr>
<tr>
<td>RHB</td>
<td>Rehabilitation</td>
</tr>
<tr>
<td>SPA</td>
<td>Student Placement Agreement</td>
</tr>
<tr>
<td>SPECO</td>
<td>Student Practice Education Core Orientation</td>
</tr>
<tr>
<td>SECP</td>
<td>Student Evaluation of the Clinical Placement</td>
</tr>
<tr>
<td>UBC</td>
<td>The University of British Columbia</td>
</tr>
</tbody>
</table>
Introduction to Clinical Education

The Physical Therapy Clinical Education Manual outlines the policies and procedures relevant to Clinical Education in the UBC Master of Physical Therapy (MPT) program. Departmental Committees that include Faculty, instructors, clinicians, and students inform the development and revision of Clinical Education policies and procedures.

The policies and procedures described in this manual do not supersede University, Faculty of Graduate and Postdoctoral Studies, or Faculty of Medicine (FoM) policies or procedures. Students are responsible for becoming informed about Faculty of Graduate Studies and FoM policies and regulations. While every effort has been made to ensure the completeness and accuracy of the content of the Clinical Education Manual, the Department and the University reserve the right to change academic policies without prior notice and be applied to currently enrolled students.

The UBC Department of Physical Therapy

The Department of Physical Therapy advances health and knowledge through outstanding teaching, learning and research. The Department provides education through rigorous scholarly activity, high standards of instruction, creative learning opportunities, and a solid theoretical foundation that supports the profession's current and future practice. More information about the Department’s vision, mission, and priorities can be found in the Department’s Strategic Plan.

The Master of Physical Therapy Program

The MPT program is the only PT entry-to-practice program in British Columbia. The MPT program is distributed, enabling to study at the UBC campus in Vancouver or the Fraser Valley and at the University of Northern British Columbia (UNBC) campus in Prince George. The Vancouver cohort (MPT-V) is comprised of 80 students, and the Fraser Valley (MPT-FV) and Northern (MPT-N) cohorts are comprised of 20 students.

The MPT curriculum uses an integrated, case-based approach taught by the Department’s award-winning academic Faculty and a community of Clinical Educators. The MPT program is 26 months, and the primary areas of study are basic sciences, clinical decision making, clinical practice, exercise and movement sciences, and rehabilitation research.

The MPT program has been fully accredited by Physiotherapy Education Accreditation Canada for six years, with a review scheduled for 2025.

Clinical Education

Clinical Education is a significant and critical component of the MPT curriculum that facilitates students’ successful transition into the role of a competent health professional. The Clinical Education curriculum is regularly revised to ensure that the program remains current, with rigorous scholarly activity, high standards of instruction and creative learning opportunities incorporated whenever possible. A solid theoretical foundation and commitment to excellence in Clinical Education supports the current and future practice of the profession and is maintained through the curriculum review process.

Placements

The Clinical Education program supports students to gain diverse learning experiences by completing placements at different sites and in a broad set of clinical areas. During placements, Clinical Educators provide learning experiences that enable students to practice, consolidate, and integrate the knowledge and skills taught in the academic setting into the clinical environment. They also offer opportunities for students to develop clinical reasoning, critical thinking, communication, and professional competencies.

Shadow Placements

Students are introduced to the clinical setting during full-day shadow placements during the MPT program's first and second academic blocks. Each student shadows a practicing clinician in a clinical setting for two full days before their first clinical placement, once during Block A (November) and once during Block B (February).
Shadow placements enable students to gain familiarity with the practice environment and integrate knowledge and basic professional and clinical skills into a clinical setting. The hours of experience gained on the shadow placements do not count toward the program requirements for clinical placement hours.

**Clinical Placements**

Clinical Educators supervise and assess students during a five-week full-time clinical placement. Assessment is completed informally through regular discussions with the student and formally using the Canadian Physiotherapy Assessment of Clinical Performance (ACP).

Students complete 1,080 clinical placement hours as part of the following courses:

- **PHTH 534 Clinical Practice III**, four credits (Block C):
  - Level 1A: April-May
  - Level 1B: May-June
- **PHTH 554 Clinical Practice V**, four credits (Blocks D and E):
  - Level 2A: November-December
  - Level 2B: February-March
- **PHTH 574 Clinical Practice VI & VII**, four credits (Block G):
  - Level 3A: March-April
  - Level 3B: August-September
Clinical Education Academic Requirements

Students are not only required to meet the Clinical Education academic requirements for clinical placements but also the requirements for PHTH 534, 554, and 574. The requirements for each of the courses are in the Course Outlines.

Clinical Placement Learning Expectations

The basic expectations for student performance on clinical placements are included below. These expectations may form the basis of learning objectives set for placement, with details and specifics added, they may also be used as a general guide for facilitating learning experiences appropriate to the student’s level, and they may also be helpful during student evaluation.

Clinical placements also allow students to observe or experience interprofessional collaboration in practice and reflect on its contribution to client-centred care. The Canadian Interprofessional Health Collaborative developed *A National Interprofessional Competency Framework* that identifies six related competencies that acknowledge the complex integration of knowledge, skills, attitudes, values, and judgments that enable interprofessional collaboration and guide the effective performance of activities required in each occupation in various contexts. More information about the Framework and the six competencies can be found [here](#).

The degree to which interprofessional collaboration occurs within a clinical setting varies between placements. Students should be able to build collaborative practice competencies during placements and better understand the barriers and facilitators to collaborative practice. Clinical Educators can contact the Clinical Education team for ideas of activities that may offer collaborative practice competency learning.

Placement Levels and Learning Expectations

At all placement levels, students are expected to:

- Adhere to CPTBC standards of practice and an ethical code of conduct
- Always demonstrate professional behaviour, including reliability and responsibility
- Learn new skills and obtain knowledge related to issues and conditions not yet covered in the academic curriculum
- Act as self-directed learners by identifying personal learning needs, strategizing to meet these needs and following up to ensure needs are met

**Level 1 expectations** include recalling and utilizing the knowledge gained in the program and applying it in the clinical setting, which includes:

- Becoming comfortable in a clinical setting
- Demonstrating the ability to work as an interprofessional team member
- Practicing effective communication skills with patients, clients, residents, their families, and other team members
- Participating in assessment and treatment/discharge planning for selected clients
- Practicing the clinical skills learned in blocks A & B of the MPT Program (see [Appendix 1](#)).
- Completing basic documentation and statistics according to facility requirements
- Learning about the role and functions of other health care team members
**Level 2 expectations** include the application and analysis of the knowledge and skills obtained in the program so far, including:

- Appreciating different roles PTs play in different health care environments and why these may occur
- Participating as an interprofessional team member
- Communicating effectively with patients/clients/residents (including those with cognitive difficulties), their families, and other team members
- Analyzing and interpreting clinical findings and formulating a treatment plan for selected clients, including determining appropriate and functional client-centred goals
- Selecting and applying appropriate clinical skills learned in the MPT Program to clients in different clinical settings (see Appendix 1)
- Modifying the treatment plan based on interpretation of findings from their ongoing assessment
- Suggesting a discharge plan for selected clients
- Working effectively with support personnel
- Completing documentation in a timely manner

**Level 3 expectations** include synthesizing and integrating knowledge and skills acquired in the MPT Program, including previous clinical placements. Students are expected to:

- Evaluate/critique a PT's roles in different health care environments and make recommendations for alternate roles.
- Play a leadership role in an interprofessional team
- Communicate effectively with patients/clients/residents (including those with cognitive difficulties), their families, and other team members, including in situations involving conflict or negotiation
- Assess the client and design an appropriate treatment plan, including the appropriate, functional client-centred goals
- Evaluate the pros and cons of a range of possible physiotherapeutic treatment options for the client and provide a rationale for a chosen treatment
- Apply clinical skills learned in the MPT Program promptly and effectively to selected clients
- Evaluate the effectiveness of selected treatment strategies and revise the treatment plan accordingly
- Develop a comprehensive discharge plan for clients
- Refer clients appropriately to other healthcare team members
- Complete reports for third-party payers (as required)
- Assign tasks to support personnel and provide appropriate supervision
- Participate in service quality improvement initiatives
- Demonstrate effective time management and the ability to manage an appropriate caseload (usually at least 80% of a regular caseload by the end of Level 3 placements)
Placement Categories

Placement categories are meant to represent a broad range of clinical areas. Many Clinical Sites will provide services across multiple clinical areas or categories. The placement categories are intended to foster diversity in student learning and be used only for educational purposes.

Students are required complete one placement in each of the five placement categories, with their remaining placement acting as an elective. Academic content in the clinical area will not necessarily be covered before a student’s placement. The Clinical Education team assigns placement categories to each placement based on the following definitions:

**Acute (ACU)** placements involve clients who are acutely ill. The physiotherapist’s role is to address an acute condition, typically for a short period and to assist with the transition to the next stage in the continuum of care. There is no age limit with this placement type; these placements typically occur within an acute care facility or an in-patient hospital setting.

**Chronic Disease Management (CDM)** placements involve clients with ongoing medical issues related to a chronic disease process. The physiotherapist’s role focuses on client education and self-management to enhance and maintain physical well-being and prevent and manage future health problems. CDM placements include cardiac and pulmonary rehabilitation programs, chronic pain programs, arthritis care, pelvic health, etc.

**Community Health (CH)** placements involve clients who receive physiotherapy services within their home or home community. The physiotherapist’s role is to address community members' collective needs. CH placements include most international placements, rural hospital placements, school-therapy placements, and geriatric placements. Please note that early intervention therapy programs are not considered CH placements as these better align with rehabilitation.

**Outpatient (OP)** placements serve clients living independently at home and seeing a physiotherapist intermittently or regularly at a private or public practice facility. OP placements include most private practice clinics and many outpatient public practice programs.

**Rehabilitation (RHB)** placements involve clients with complex neurological and/or musculoskeletal issues that require bridging care before discharge home or ongoing rehabilitation within a home setting. RHB placements often involve interprofessional team-based care. RHB placements include most rehabilitation programs (e.g. GF Strong, Laurel Place, Holy Family, Inpatient or Outpatient Neuro Rehab, Sunnyhill), child development centres, and some private outpatient practices that focus exclusively on neurorehabilitation. Please note that pulmonary and cardiac rehabilitation programs are not considered RHB placements as these better align with chronic disease management.

Placements that meet more than one placement category may be labelled with multiple categories. Categories may be adjusted in consultation with the Associate Head, Clinical Education (AHCE) or a Distributed Clinical Site Lead (DCSL) based on the experience gained during the placement.

Clinical Hours

UBC requires MPT students to complete 1080 hours of supervised clinical education with a minimum of 100 hours focusing on each of the following patient populations: musculoskeletal, neurological, and cardiopulmonary. Students may acquire these hours during any placement Level and across all placement categories.

Clinical hours are tracked using the demographic page of the final ACP assessment submitted by Clinical Educators. Any time lost due to student absences or statutory should be recorded on the student’s ACP evaluation by the Clinical Educator. For more information on student absences during placements, see the section on [Student Time Off](#)
**Geographical Requirements**

**MPT-V** students are required to complete a **minimum** of two placements Out-of-Town (OOT). See Appendix 2 for a list of OOT locations and Lower Mainland communities that are not considered OOT.

**MPT-N** students are required to complete a **minimum** of four placements in the Northern Health Region, Yukon or in rural communities in BC. See Appendix 3 for a listing of all BC Rural Communities in the Rural Practice Subsidiary Agreement.

**MPT-FV** students are required to complete a **minimum** of four placements in the Fraser Health Region. See Appendix 4 for a list of communities located in the Fraser Health region.

**Placement Limitations**

No more than two placements, including an elective, may be completed under the supervision of private practitioners (i.e. at a private facility/site or through a private business in the community) regardless of the placement category. Private practice placements are any placement where the clients pay to see the physiotherapist.

No more than two placements, including an elective, may be completed with a paediatric population regardless of category. These placements can be in a public or private setting.

Students are not required to complete private practice or pediatric placements.
Placement Preparation

Disability-Related Accommodations

Centre for Accessibility (CfA) facilitates disability-related accommodations and programming initiatives designed to remove barriers for students with disabilities and ongoing medical conditions in all aspects of university life, including clinical placements. Students who may require placement accommodations are responsible for contacting CfA as soon as possible to ensure sufficient time to review the request and coordinate any necessary arrangements.

Not all sites can provide all accommodations, and changes in placement sites and/or placement dates may be required to meet individual student needs.

Students experiencing temporary health issues are not eligible for accommodations; however, they can request a concession following the processes set out in the UBC Academic Calendar.

Conflict of Interest

Students must inform the AHCE of facilities where a conflict of interest may occur. Potential conflicts of interest may exist before placement or arise during placement. Examples include 1. A close friend or relative would be responsible for their Clinical Education instruction and/or assessment. 2. A student has worked directly with the PT service and/or personnel as a volunteer or employee 3. A student has been a client at the Clinical Site or personnel at the site. 4. A close friend or relative works at or is a patient at the Clinical Site. 5. The student has signed an employment contract with the Clinical Site or organization.

The final ACP assessment must be completed before any commitment or offer of employment at a clinical placement site or within its organization is made with an MPT student.

MPT Program Academic Requirements

Students are required to successfully complete all academic work, including exams, before placement. Failure to successfully complete academic work on time could result in the cancellation of the placement and delayed graduation.

Students who have not successfully completed all academic work will not be permitted to attend placements until successful completion.

Pre-Placement Requirements

Pre-placement requirements help prepare students for placements and are mandated by UBC, BC Student Practice Education, and Clinical Sites. Pre-placement requirements are described in the subsections below.

Students are responsible for submitting all pre-placement requirements to the Department via Canvas and to the Clinical Site when required. Files must be uploaded to Canvas as PDF or JPEG using the following file naming convention:

StudentLastName_StudentFirstName_DocumentTitleYYMMDD

e.g., Roberts_John_2A_Waiver180621 OR Nguyen_Claire_FitTest180621

Students will be asked to correct any documents that are not submitted correctly.

Incomplete or expired pre-placement requirements may result in cancellation or removal from placement and/or failure of the associated course (PHTH 534, 554, or 574).
First Aid/CPR

A current, valid Standard First Aid and CPR Level C certificate are required for the duration of the MPT program. Students are required to show proof of completion and evidence of re-certification if the certificate expires before graduation. Temporary cards will not be accepted.

Emergency First Aid and CPR “A” do not meet the minimum requirement.

Respiratory Mask Fit Testing

Respiratory Protection Practice Education Guidelines for BC and WorkSafeBC Occupational Health and Safety Regulations of BC stipulate that a properly fitted respiratory mask must be used when providing care to patients with suspected, known, or probable acute respiratory infections to protect against airborne respiratory infectious agents such as tuberculosis, SARS, measles, COVID-19, etc.

Students must maintain an up-to-date fit test to be permitted into any Clinical Site. The first fit test is due on September 30 of a student’s first year of the MPT program; annual fit tests are required for the duration of the program.

Respiratory masks must be individually fit by a trained and certified fit test provider. Many service providers throughout the province provide fit testing for a fee. The results of a fit test will include information on the type and size of the mask to use. It is the student’s responsibility to ensure the respiratory mask they are fit for has been approved in Canada and to pay any associated fees.

Note: Respiratory masks approved in Canada will have a TC-84A-####n number stamped on the mask or be marked as meeting the CSA Z94.4.1, GB 2626-2019, KMOEL–2017-64 or EN 149-2001 standards.

**Students must have proof of an up-to-date fit test to be permitted into Clinical Sites.**

Fit Test Exemptions

Students who have a religious exemption for fit testing can submit a request to borrow a Powered Air Purifying Respirator (PAPR) for placements that require the use of an N95 by contacting pt.placements@ubc.ca.

It is the student’s responsibility to contact the Clinical Education team as soon as possible to coordinate required training and ensure device availability.

Students who do not have a religious exemption, and would like to purchase a PAPR personally, can contact pt.placement@ubc.ca and Nick Steel, Health and Safety Advisor (nick.steel@ubc.ca).

**College of Physical Therapists of BC Registration**

Students are required to register as student members of the College of Physical Therapists of BC (CPTBC) before starting the MPT program. A Criminal Records Check is part of the CPTBC registration process. CPTBC student registrations expire on October 31st of the year a student is expected to graduate. Students who require additional time to complete the MPT program must contact CPTBC to extend their student registration.

**Students who do not have a current student registration with the CPTBC will be removed from clinical placements**
Immunizations

Information regarding mandatory immunizations is included in the MPT program acceptance packages. MPT students must complete mandatory health status and immunization reviews with their respective campus’ Student Health Services before any exposure to a clinical setting, which occurs in November of the student’s first year.

MPT-V and MPT-FV students should contact student.health@ubc.ca.
MPT-N should contact UNBC Health Services at 250-960-6370.

Students are required to complete the Student Health Services immunization review before being permitted into a clinical setting.

Flu Vaccination

The *Practice Education Guidelines for BC: Immunization* require all students and faculty that visit health service delivery sites for clinical placements to follow provincial and Clinical Site immunization guidelines and policies. The Provincial Influenza Control Policy requires students and clinicians to either receive the influenza vaccination (the preferred option) or wear a medical mask during flu season, as declared by the Provincial Health Officer, in all patient care locations. The flu season may vary with seasonal epidemiology and novel strains of influenza.

All students must participate in this patient safety initiative to protect vulnerable patients from potentially fatal influenza infections. Health care workers (including students on placement) can unknowingly become infected and spread influenza to patients, co-workers, and/or family members for 24 hours before the first symptoms are apparent.

In addition to submitting an assignment on Canvas, all students must have documentation of immunization status available during clinical placements during flu season. Individuals required to wear a medical mask will be responsible for maintaining their mask in good condition per the Health Authority’s protocols.

Flu vaccines can be accessed in the following ways:

- UBC Health flu vaccine clinics are available to all Health Sciences students at UBC Hospital and pop-up clinics throughout UBC. Information can be found on the UBC Safety and Risk Management website. Dates and locations of free flu clinics are posted in the last two weeks of October here.
- MPT-N students can access flu vaccine clinics at UNBC that are run by Employee Health. Watch for notices or see the UNBC Medical Clinic site.
- Family doctors and community pharmacists provide the vaccine, usually beginning in mid-October or November.

Student Practice Education Core Orientation (SPECO)

Students are required to complete the SPECO Preparation Checklist by **September 30th** of their first year of the MPT program and to renew individual items as required. The SPECO Preparation Checklist, which includes renewal periods, can be accessed here.

**SPECO Curriculum**

The SPECO curriculum is completed on LearningHub. The Quick Reference Guide can assist with account setup. The SPECO curriculum can be accessed once your LearningHub account is set up by clicking the work “SPECO” in section two of the SPECO checklist.

**Provincial Violence Prevention Curriculum**

In addition to the eight e-learning modules in the SPECO curriculum, students must attend a full-day classroom training before their first placement. The Department will coordinate training.

**Health Authority Confidentiality Training or Agreements**

Students are required to complete confidentiality training and/or agreements for each of the seven Health Authorities by September 30th of their first year of the MPT program. These are available in section three of the SPECO checklist.
Hazardous Drug Safety

Students are required to complete two additional LearningHub modules not included in the SPECO Curriculum, entitled Awareness and Safety for Staff Who Provide Care. These modules are due by September 30th of the first year of the MPT program.

Health Organization and Site-Specific Requirements

Students must complete site-specific requirements, including e-learning for clinical systems, at least one week before each clinical placement. These requirements are specific to each clinical placement and cannot be completed before placement confirmation.

Placement Waivers

Students must sign and submit placement waivers at least one week before each clinical placement. There are separate forms for domestic and international placements. Please see Appendix 5 and Appendix 6 for examples.

Health and Safety Forms

WorkSafeBC requires students to complete the PT Student Health & Safety Orientation Checklist (see Appendix 7) within 48 hours of arrival at a Clinical Site, indicating that they are aware of safety procedures and have been oriented to that specific site. The student will ask Clinical Educators to sign the form to confirm that they received orientation. Preceptors must sign to acknowledge completion of site-specific health and safety orientation. Students must submit the documents on Canvas. For more information, see WorkSafeBC Coverage.

Placement Coordination

Placements are coordinated by the Clinical Education program in conjunction with Clinical Sites using the online Health Sciences Placement Network (HSPnet), a comprehensive Practice Education Management System.

Preference Selection

For two days, from 6:00 AM to 10:00 PM, students can view available placements and indicate preferences for up to five placement offers in HSPnet. Selections should include placements from two or more placement categories. Students are encouraged to select placements that provide diverse learning experiences and are expected to consider their previous experiences when making preference selections.

Students will receive instruction on using HSPnet before preference selection and will be notified of each preference selection period in advance.

The following tools are available to students during preference selection:

- **Show Classmate Statistics**: This feature in HSPnet shows the number of classmates who saved the same placement offer to their top five preferences and the number with the placement in the same rank. Students may want to consider alternative choices if many classmates have selected the same offer. This will provide a higher chance of being placed at a preferred site.

- **Clinical Site Profiles**: Students can view information submitted by the Clinical Site online.

Placement Matching

A computerized HSPnet algorithm matches students to placements based on preferences. The algorithm aims to match as many students as possible with one of their five preferences; however, some students may not be matched to one of their preferences.

The Clinical Education team reviews the automated matches and adjusts as necessary, considering students’ disability-related accommodations and academic requirements.
Students will be notified by the Clinical Education team if they were matched to one of the top five preferences or if they will be participating in the second round of preference selection.

Students who matched to one of their preferences will now be able to view more information about their placement on HSPnet, including Clinical Educator name and contact information and site-specific pre-placement requirements.

Students who were not matched to one of their top five preferences will have an opportunity to input preferences during a second preference selection period. Another round of placement matching will follow this.

**Students must NOT contact the site or book non-refundable travel or accommodation until they have received notice that ALL placements have been confirmed.**

**Placement Confirmation**

The Clinical Education team will notify students when all placements have been confirmed. Students can then book travel and accommodation for OOT placements and contact their placement site by sending an introductory letter.

Students are required to attend their confirmed placement during the specified dates. Changes are only possible in exceptional circumstances and must be made in consultation with the AHCE. Examples of extraordinary circumstances include compassionate leave, prolonged medical leave, and University or national/international level sports commitments.

**Preference selection is a privilege, not a right. Placements cannot be guaranteed based on student preference.**

**Unavoidable Placement Changes**

Sometimes a confirmed placement is cancelled by a Clinical Site or the Department. The AHCE or DCSL will attempt to facilitate the provision of a suitable alternative at the same facility. However, if this is not possible, it is the responsibility of the Clinical Education team to find an alternative placement. The student will be informed of the change as soon as possible.

**Introductory Letter to Placement Site**

Students must send an introductory letter to each Clinical Site at least four weeks before the start of their placement. Contact details are provided to the student upon confirmation of a placement. The letter summarizes their past clinical or other relevant experiences. It identifies personal strengths, areas for improvement, areas in which further expertise is required, and specific interests related to an individual placement. The information that should be included in the letter will be reviewed in Block B during PHTH 534.

**Travel and Accommodation**

Students are responsible for arranging travel and housing required for clinical placements during the MPT program and for all associated costs. Students should expect to be required to travel between placement locations over a single weekend.

Public practice placements in rural (RSA) communities outside Prince George are eligible for a limited travel stipend. The policy and application form can be found in the MPT Program Canvas course. Email physio@unbc.ca for more information.

Northern Health Authority offers excellent subsidized medical travel for patients and staff via Northern Health Connections, and MPT students are eligible to use this service to get to/from a placement in the Northern Health region at no charge. To use this service, contact the reservations office at 1-888-647-4997, usually one to two days in advance. Check the website for schedules to specific sites. Verification of your placement will be required, which can be requested by emailing physio@unbc.ca before travel.

**Student Loan Eligibility During Placements**

Many financial institutions exclude the time that students are on clinical placements from student loans. Funds may be available with an additional clarification that MPT students are enrolled and completing clinical placements as part of the
MPT academic program. This is not an application for additional funding but a clarification that the student should be eligible for more weeks of student loan funding.

Students must apply for these additional funds when they know the associated costs of an OOT placement. The application form can be found on the MPT Program Canvas course, and the Clinical Education team (pt.placement@ubc.ca) can assist with the portions of the application that require confirmation of eligibility.
During Placement

Primary Faculty Contacts

Before each placement, students are assigned a primary Faculty contact within the Department. Their role is to provide support to the student, the site, and the Clinical Educator throughout the duration of the placement. Students will be informed of their primary Faculty contact and contact information before each placement and should share this information with their Clinical Educator.

Primary Faculty contacts are assigned based on the geographical location of the placement. Every effort is made to provide Clinical Educators with consistent Faculty contact with whom they can establish a long-standing relationship.

Clinical Educators can request the contact information for their primary Faculty contact by emailing pt.placement@ubc.ca.

Professional Conduct

The requirements for professional behaviour always apply in the Department, during classes or labs, during clinical visits or placements, and in the case of Clinical Educators while supervising students on placements.

The program expects professional conduct based upon adherence to the following:

- College of Physical Therapists of BC Code of Ethical Conduct
- Canadian Physiotherapy Association Code of Ethical Conduct
- UBC Faculty of Medicine Professional Standards
- Provincial privacy legislation
- Confidentiality and professional practice policies of the assigned Clinical Sites
- Demonstration of personal discipline, accountability, and sound clinical and professional judgment
- Acceptance of personal responsibility for continued competency and learning
- Willingness to serve members of the public, clients and patients and to make their interests a priority which guides professional behaviour and focuses provision of care on the client
- Recognition of, and respect for, the dignity and worth of all persons at any level of society
- A willingness to assist others in learning
- Recognition of one’s limitations and active reflection upon personal practice and its impact on others
- Collaboration with other disciplines in a respectful and collegial manner
- Adherence to the confidentiality of information appropriate to the purposes and trust given

Patient Privacy and Confidentiality

Adherence to appropriate policies and procedures related to patient privacy and confidentiality is an essential element of professionalism and a graduation requirement for the MPT program. Violation of privacy/confidentiality policies and guidelines will be taken extremely seriously and result in disciplinary action.

Privacy policies and procedures are authored by the Canadian Government (e.g. PIPA and FIPA), the CPTBC, Health Authorities, UBC FoM, and others. The student must follow all privacy and confidentiality standards, policies, and legislation relevant to their clinical placement.

When in a clinical setting, MPT students should be particularly aware of the following:

- Patient names must never be used in an assignment, case study, or academic exercise. Pseudonyms should always be used, and the writer should indicate that the name provided is a pseudonym.
- The patient’s PHN (Personal Health Number) should not be used for academic purposes.
- The information which identifies a patient must never be removed from the clinical site (e.g., all documentation containing patient information such as patient charts/medical records, patient lists, schedules, test results, or check sheets must be left at the site).
- The information which identifies a patient must not be stored on laptops or other portable electronic devices.
• All policies and guidelines regarding storing information in electronic format must be followed. Passwords must never be shared amongst students for any reason.
• Any electronic audio or visual recording of clients is only permissible in exceptional circumstances and with the consent of the client, Clinical Educator and the Department. Documentation of informed consent from the client and documented permission from the Clinical Educator must be in place before any recording activity. The purpose and use of the recording must be clearly understood and consented to by the Clinical Educator and the client. No other purposes or uses of the data are permitted. Recorded data should be stored on the student’s device. If the recording is to be removed from the Clinical Site for any purpose, the client and Clinical Educator should consent.
• Students with UBC-approved accommodations for disabilities which have the potential to affect client privacy and confidentiality should discuss their needs with the Clinical Site and the AHCE before placement. Students should know that Clinical Sites have the right to refuse students if required accommodations cannot guarantee patient/client privacy and confidentiality.

Use of Technology

As a member of the CPTBC, students should follow the Pause Before You Post guidelines. Any records (e.g. emails, documents, calendar entries, instant message, photos, video, etc.) that identify clients, institutions, health care providers, or colleagues and is intentionally or unintentionally placed in the public domain may constitute a breach of confidentiality.

Use of personal mobile devices in the clinical setting is forbidden unless express permission is granted from the students’ Clinical Educator. Using personal devices for educational reasons may be acceptable in some clinical areas, but students must follow Clinical Site policies and gain permission before using devices. Mobile devices should never be used during client encounters. Taking photographs in a clinical setting is not allowed except when specific permission is granted by the Clinical Site, the patient, and the Department.

At the beginning of a placement, Clinical Educators and students are expected to discuss the appropriate use of mobile devices, computers, internet, and networking sites and review related Clinical Site policies.

Dress Code

Students are expected to use good judgment and show courtesy to their fellow students, clients, Clinical Educators, and the profession by dressing in a modest, non-offensive manner appropriate for the designated Clinical Site activities. Acceptable clothing can be classified as business casual, with non-slip and non-marking closed toe/closed heel, flat shoes. Only minimal jewelry is allowed (e.g. smooth-surface rings); wrist watches should be removed during client care. No scents are permitted.

Students should confirm dress code guidelines with their Clinical Educator. Clinical Site dress codes supersede the Department’s dress code. However, students should not be required to purchase items of clothing specific to a Clinical Site’s uniform unless the student is in a country where they must respect and abide by the cultural requirements.

Unprofessional Conduct

Concerns about students' professional behaviour or Clinical Educators should be brought to the attention of the AHCE of DSLC. Students who violate or engage in unprofessional behaviour face disciplinary action, including withdrawal from the program. Students may also be required to withdraw from the program when ethical, medical, or other reasons interfere with satisfactory practice in their respective disciplines. The Department Head will collect relevant information from the student and the source(s) of complaint(s) before initiating remedial activities or requesting withdrawal from the program.

Discrimination, Bullying and Harassment

Professional behaviour includes the responsibility to contribute to a positive learning environment free from discrimination and harassment. The Department strongly supports the UBC Policy on Discrimination. Additional information and resources may be found at the UBC Equity and Inclusion Office and Bullying and Harassment Prevention at UBC.

Students in the MPT program who experience bullying, and harassment related to Clinical Education should contact the AHCE, DSC, the Clinical Educator or Centre Clinical Coordinator of the facility where the incidents occurred, their Faculty Advisor, or The Equity Office at UBC. Procedures to deal with issues related to discrimination or harassment include:
Informal Resolution: If an individual believes that they have experienced discrimination or harassment, they may consult with the Department’s Ombudsperson or an Advisor from the Equity office who will listen, in confidence, to the concerns and determine whether complaint procedures under the UBC policy apply. If they apply, with the complainant’s permission, the Ombudsperson and/or Equity Advisor will attempt an informal resolution.

Mediation: If the informal process is unsatisfactory, mediation may be necessary.

Formal Investigation: Individuals may apply for a formal investigation if they do not wish to proceed with an informal resolution or mediation.

Policy on Terminating a Student from Placement

The Department reserves the right to remove a student from a Clinical Site whose actions put them, their clients, or other team members at risk of injury, or if the continued activity at the Clinical Site is deemed detrimental to the student’s health status, emotional well-being. If this should occur, the AHCE or designee will liaise with the Clinical Site and the student and ensure all parties know placement termination and any follow-up action required. The AHCE or designee will meet to follow up with the student regarding the reasoning and future planning for learning on an individual basis.

Student Working Hours

Students are required to work 180 hours during each clinical placement. This can be scheduled in whatever way the Clinical Site finds most convenient and could involve having a student work at more than one site or with more than one Clinical Educator.

It is recognized that Clinical Educators will often work more than 180 hours in 5 weeks, and the student is encouraged to discuss their hour requirement with their Clinical Educator.

If a Clinical Site can only offer part-time hours, they are encouraged to contact the Clinical Education team to discuss options for creating a full-time clinical placement.

Students should expect to work non-standard hours, including extended hours, evenings and/or weekends. Students must fulfill expectations regarding attendance policies agreed upon between the Department and the facility. The site often outlines non-standard shift schedules as a courtesy in the “Placement Information” tab on HSPnet. This helps students to make informed choices during preference selection.

Students are required to work 180 hours during each clinical placement. This may include non-standard hours, including extended hours, evenings, weekends and/or holidays.

Students will take time for lunch and coffee breaks consistent with the Clinical Site practice. It is important to remember that learning is tiring, so students should be encouraged to take appropriate rest breaks (e.g. morning and afternoon 15-minute breaks, 30-minute lunch break).

Clinical Educator Time Off

If a Clinical Educator has days off during the placement, an alternative arrangement should be made for the student. This could include working under the supervision of another regulated health professional at the same site, observing another health care professional, participating in off-site visits, or completing a specific project or literature search. Clinical activities are preferred whenever possible. Clinical Educators are encouraged to contact the Clinical Education team if they require assistance planning for the student during days off.

Student Time Off

Students may only request time off for extenuating circumstances. Time off for birthdays, vacations, weddings or other “predictable” life events will not be granted.

When time off during placement is approved in advance, the student must inform the Clinical Site of these arrangements, including the reason for the absence, in the introductory letter before the placement. The site is welcome to contact the Clinical Education team to clarify absences.
Students are expected to follow the following procedures related to seeking approval for time off during clinical placements:

**Attendance at Suctioning Lab** is a requirement of the MPT program. Labs are scheduled throughout the year and often occur during clinical placements. Time spent attending these labs is considered part of the clinical placement and does not need to be made up. The student must notify the Clinical Site of the scheduled absence from placement as soon as possible.

**Illness or Accident**: Students must not attend a placement when their health status would place the student, clients, or staff at the Clinical Site at risk. The student must notify the Clinical Site regarding absence due to illness or accident as soon as possible. The student must also inform their primary Faculty contact if they are absent due to illness or accident for more than two days during the placement.

**Medical Appointments**: All non-emergency appointments should be made around students’ academic schedules rather than during placement hours. If unavoidable, appointments should be made early or late in the day to minimize time lost on the placement. The Clinical Educator should be notified of the appointment as soon as possible. The Clinical Educator can decide how much time should be made up during the placement.

**Compassionate Leave** may be granted to students. Requests for compassionate leave during placement should be directed to the AHCE.

**Educational Leave**: Students can request permission from the AHCE to attend short-term educational events during placements. Permission may be granted for up to two events during the MPT program, with a maximum time loss of 30 hours. Time lost for approved educational events must be made up. Students will not be granted permission to attend events which are regularly scheduled, which are at a post-graduate level, or which are unrelated to the clinical practice area of the current placement.

**Leave for Athletic Activities**: Students anticipating selection for a UBC or national team event must inform the AHCE of possible conflicts with placement scheduling at least three months in advance. Students are expected to collaborate in effectively planning to complete the clinical placement requirements. Where time loss is involved, the Department will arrange for the student to make up the time; however, graduation may be delayed.

**Job Action**: Time lost due to union job action will not affect the student’s promotion from one year to the next. If time lost exceeds 55 hours, the student may be required to make up the time. Every effort will be made to provide supplementary placements, or additional clinical time, before the student’s anticipated graduation date. Students may not cross the picket line even when their Clinical Educator is at work. Only essential services are provided during job action, not including student instruction/supervision. During a job action, the student must liaise with the facility and receive instructions from Centre Clinical Coordinator.

**Withdrawal from Placement**: When a student withdraws from placement for whatever reason, the student must immediately inform the Clinical Educator (or Centre Clinical Coordinator) by phone and the AHCE by email or phone. When withdrawal is due to illness, accident, compassionate leave, or an unforeseen Clinical Site crisis/problem, the student will be required to repeat the placement. Alternative arrangements will be made by the AHCE as soon as possible; however, this may result in delayed graduation.

**Return to Work Following Prolonged Leave**: Following a prolonged medical leave, students may be required to provide a letter from their physician stating that they are fit to resume clinical placements before they return to a Clinical Site. This policy is for the safety of the student and their patients/clients. The student must contact the AHCE before returning to any Clinical Site following a prolonged leave.

**Impacts of Student Absences**

During the MPT Program, students can accumulate a time loss during placement of up to 55 hours for emergent medical, compassionate, or other approved reasons. These 55 hours are unavailable as a “holiday” or for personal use. When time loss exceeds 55 hours, students must make up the time, which may result in delayed graduation.
Students may request the Clinical Site to make up time on a weekend or by extending work hours; however, it is entirely up to the Clinical Site whether this request can be accommodated. Clinical Sites are not required to give a reason for refusal of student requests for additional hours. If the Clinical Site cannot provide the student with extra hours, the Department will schedule additional hours in a future placement, which may delay graduation.

Sometimes, students will be required to defer or make up placement, which can delay graduation.

Students MUST complete a minimum of 1025 hours of clinical education. When time loss exceeds 55 hours, students MUST make up the time lost to graduate.

Student Insurance Coverage

Students on placement are covered by insurance for activities related to placement. Coverage is provided and governed by UBC and WorkSafeBC.

Students must adhere to the following guidelines related to client safety:

- Initiate assessment and/or treatment only with the Clinical Educator’s knowledge.
- Follow established facility procedures.
- Ensure the Clinical Educator co-signs all client records.
- Maintain confidentiality of client information.

It is important to note that the Clinical Educator assumes primary responsibility for the client.

WorkSafeBC Coverage

WorkSafeBC covers UBC MPT students while on clinical placement within BC. For this to apply, WorkSafeBC requires students to complete the PT Student Health & Safety Orientation Checklist (see Appendix 7) within 48 hours of arrival at a clinical site.

WorkSafeBC coverage is for workers injured while on the job in British Columbia only. MPT students confirmed to placement outside of BC (out of province or out of the country) will be provided with information on obtaining their own medical insurance and workplace coverage.

For more information, please review: Practicum/Clinical Placement Student Safety.

Students on placement outside of BC are not covered by WorkSafeBC and will be required to seek their own workplace coverage and medical insurance.

When to Contact WorkSafeBC?

If an MPT student on placement has seen a doctor or missed time from work due to a work-related injury or illness, they must start a claim by calling the WorkSafeBC Teleclaim Contact Centre at 1.888.WORKERS (1.888.967.5377).

When to Contact the Department and UBC?

Every incident or accident involving a UBC student on clinical placement must be reported to the Department and UBC (see below). This includes all incidents whether or not there is injury, actual or anticipated time loss, or a potential for future time loss due to the incident. Examples include slips, trips, falls, musculoskeletal injury, repetitive strain, etc. It also contains situations injurious to mental health, such as bullying, harassment, or post-traumatic stress issues.

- The student and supervisor (employer) must complete an online report to UBC using the Centralized Accident/Incident Reporting System (CAIRS). Incidents must be reported within 24 hours via the UBC Safety and Risk Services website. Follow the link and click on the blue “Report Accidents or Incidents” button. The answers provided will determine the questions on the Incident/Accident form.
- Students must also immediately inform the AHCE of the accident or incident.
UBC Liability Insurance

The UBC Liability Insurance policy includes General Liability and Professional Liability Insurance, effective when the student is assigned to an affiliated clinical site. Coverage is effective worldwide while students are on designated clinical placements on behalf of UBC.

All sums, which UBC shall be obligated to pay because of liability imposed by law, for compensatory damages arising from any error, omission, negligent act, or breach of duty by UBC or any other person for whose actions UBC is legally responsible arising from the provision of professional services.

Visit UBC Risk Management for an overview of UBC’s General Insurance Program.

Student Accident Insurance

The MPT program fees include Student Accident Insurance. This insurance policy provides coverage for accidental death and dismemberment. This policy is not a medical plan such as MSP.

UBC Student Accident Insurance does not provide 24-hour coverage. It applies only when the student is involved in coursework.

Visit UBC Safety and Risk Services for more information about UBC’s Student Accident Insurance.

Students travelling in chartered (e.g. non-scheduled) aircraft are excluded from this plan.

Insurance for Volunteer Activities

UBC’s professional liability insurance covers students performing volunteer duties assigned during a clinical placement if the volunteer is under the supervision of the assigned Clinical Educator. Student volunteers are not covered by UBC’s professional liability insurance or accident injury insurance for volunteer activities at other times during the MPT program. Volunteers are strongly advised to obtain their own insurance for these events.

For further information on volunteer insurance coverage during volunteer activities, please contact pt.educators@ubc.ca.

Students volunteering or shadowing PTs in the community outside of the MPT curriculum are not covered by the UBC Liability Insurance Policy or Student Accident Insurance.

Student Guidelines During a Pandemic

Student safety and the integrity of the learning experience continue to be paramount during a pandemic. The Department will inform students of changing information and requirements as the pandemic response evolves.

The Clinical Site must provide full protective equipment related to infection control and adequate and appropriate supervision, and an appropriate caseload to facilitate student learning.

Should a pandemic occur while students are on placement in a clinical setting, students will:

- Adhere to all guidelines and regulations from the Provincial Health Office, the BC Centre for Disease Control, UBC, Health Authorities and the Clinical Site, and remain informed of changing policies
- Comply with Clinical Site vaccination requirements or be reassigned to an alternate site
- Comply with N-95 Fit testing processes
- Attend clinical placements at assigned Clinical Sites when safe, and the Clinical Site can continue facilitating learning by providing adequate and appropriate supervision and an appropriate caseload
• Carry out the duties expected of their Clinical Educator following strict infection control and prevention measures, with appropriate supervision, and as required for developing their clinical competencies.
• Complete all training related to infection control provided by the Clinical Site and UBC

Students have the right to refuse unsafe work. They must notify their Clinical Educator and Clinical Site supervisor should they have reasonable cause to believe the task puts them at risk. The process for students to refuse unsafe work is outlined here.

If any missed time occurs, the student will coordinate make-up time with the Clinical Educator, the AHCE, or a DSLC.

**Student Homework**

Clinical Education placements are associated with academic courses, and students should expect to complete 1-2 hours of studying and preparation outside of placement hours.

Students have assignments to complete during placement that comprise part of the academic requirements of PHTH 534, 554, and 574. These assignments, outlined below, may take 1-2 hours daily. Additional work assigned by the site should not exceed one hour per night.

The Department does not expect the students to complete a formal assignment (e.g. a written essay, report, or presentation) during the placement unless negotiated explicitly in the pre-placement planning. The focus of the placement should be direct client care wherever possible. Students take longer than experienced therapists to plan assessments and treatments and to complete charting requirements. To maximize client contact time, most students spend some evenings working on these activities, and additional written assignments may inappropriately burden the student and compromise their learning experience. If a Clinical Educator and the student determine that completion of a project or presentation would add to the learning experience, the project should:

• Complement clinical activities.
• Assist the student in achieving the Learning Objectives for the placement.
• Provide time to prepare during working hours
• Not demand more than 5% of the student’s time during working hours.

Any questions regarding the appropriateness of a project/presentation should be addressed to the AHCE or a DSLC.

**Learning Objectives and Learning Plan**

Draft learning objectives must be developed by the student before the placement and discussed with the Clinical Educator during the first week.

Students must include at least one learning objective that targets an interprofessional collaborative practice competency during each placement. Students are expected to target all six interprofessional collaborative practice competencies during the MPT program.

The Clinical Educator jointly agrees on finalized learning objectives, and the student and a learning plan are developed collaboratively.

The student assumes primary responsibility for submitting the learning plan as an assignment on Canvas, tracking feedback and revisions to the learning plan, and meeting the learning objectives.

**Clinical Reflections**

Reflection is utilized by novice and experienced practitioners to reinforce learning or engage in a questioning process that drives further learning. Students are responsible for submitting three original clinical reflections and one revised reflection during each placement. These are submitted on Canvas. Clinical reflections should relate the personal experience to the clinical experience, addressing the “feeling” aspect without becoming a personal diary.
At least one reflection must meet the interprofessional requirements for PHTH 576 and contain concrete examples of the student’s participation in and learning related to an interprofessional collaborative practice competency.

Reflections on interprofessional activities can meet the requirements for an immersion activity for PHTH 576. It is the student’s responsibility to ensure that they fulfill the criteria for an interprofessional immersion experience.

**T-Res: Clinical Portfolio**

The “Tracking by Resilience,” or T-Res (by Resilience Software), is a web-based application for clinical portfolio logging. Students record all aspects of their clinical placement activities. Entering the *Clinical Log* of patients treated into T-Res during each clinical placement is a requirement for PHTH 534, 554, and 574.

Students are given an orientation to T-Res before their 1A placement, and a *T-Res User Guide* is provided on Canvas.

Students may also enter their Learning Objectives and Learning Plan, including feedback and revisions, and their Reflections into T-Res, but this is not required.

Contact Resilience Software’s support team directly if you have any technical questions: support@t-res.net
Assessment and Evaluation

Clinical placements are included in the following courses: PHTH 534, 554, and 574. These courses use a Pass/Fail grading system. The successful completion of two clinical placements is only part of the requirements to pass each course; additional course requirements must be met to gain course credit. Please see the Course Outlines for more information on the requirements for each course.

Clinical Educators assess students informally through regular discussions with the student and formally using the Canadian Physiotherapy Assessment of Clinical Performance (ACP).

Students are required to self-assess their clinical performance using the ACP, evaluate their clinical placement using the Student Evaluation of the Clinical Placement (SECP), and provide feedback on the quality of their Clinical Education experiences and the effectiveness of academic preparation included in the MPT program. For more information, please see the section on Student Responsibilities.

Canadian Physiotherapy Assessment of Clinical Performance (ACP)

Student performance is formally assessed using the ACP at two-time points (midterm and final) during the placement. The ACP is used by PT programs across Canada and is based on the Canadian Essential Competency Profile for Physiotherapists. Student performance is evaluated against seven roles or characteristics: Expert, Communicator, Collaborator, Manager, Advocate, Scholarly Practitioner and Professional. Each role contains several key competencies, and each competency has enabling competencies. These skills, knowledge, and attitudes enable the key competency to be acquired.

The rating scale used in the ACP uses six defined anchors from beginner to entry-level, with points in between. This reflects the continuum of learning expected of MPT students as they progress through their six clinical placements. Details regarding the requirements for each anchor are provided within the ACP.

Grades are assigned at midterm and final using the following grading rubric:

| Credit with exceptional performance | Student's overall performance is exceptional and exceeds expectations for a student at that experience level. |
| Credit with reservation | Student’s performance is borderline, demonstrating areas of weakness that may require remediation. |
| Credit | Student’s performance meets expectations for a student at that experience level. |
| No credit | Student consistently performs below the expected level and/or demonstrates significant deficits in professionalism, communication, safety, or clinical reasoning. |

For more information on completing the ACP, please complete the helpful tutorial located here.

Demographic Information Page

Clinical Educators complete the Demographic Information page as part of the final ACP assessment. The information is used to track the student’s total hours, total clinical hours, and hours of specific experience on each placement. The Clinical Education team collates these hours across all placements to determine if the student met their academic requirements. See the section on Clinical Hours for more information on academic requirements.

Clinical Educators are asked to consider the following information when entering these specific values:

- **Hours Per Week**: the average number of hours per week worked under the supervision of the Clinical Educator(s) completing the ACP

- **Hours Absent**: this includes hours missed for approved absences (illness, medical appointments etc.) and statutory holidays. It does not include hours missed for the suctioning lab.


**Area of Practice:** consider the types of clinical reasoning the student was required to use during their clinical placement (cardiopulmonary, musculoskeletal/orthopaedics, neurology/neurosciences), not the patient diagnosis.

**Student Performance Issues**

The Department should be notified immediately if a Clinical Educator notes a student struggling while on placement. Together with the Clinical Site, the AHCE or DSLC will develop an appropriate learning plan for the student and possible remediation strategies. The purpose of intervention is to provide the student with the opportunity to remediate performance and to support the Clinical Educator. These discussions can occur at any time during the placement and are highly encouraged, particularly if a Credit with Reservation or No Credit grade is possible.

Students are also encouraged and have the right to contact the Department if concerns are identified while on placement. This could include their performance, relationship with the Clinical Educator, the quality of placement, etc. The intent of contacting the Department should be to seek assistance in developing resolutions to the problem that the student can implement.

The student and the Clinical Educator should clearly document performance concerns on the ACP.

Contact the Department immediately if performance issues or signs of potential performance issues are evident. We are here to help!

**Final Placement Grades**

The Department assigns final grades for each placement based on ACP results, the recommended grades, and when necessary, consultation with the Clinical Site and the student, and review of any additional supporting documentation.

Students who receive a final recommended grade of Credit with Exceptional Performance or Credit will be contacted by the AHCE or the DSCL only if there are concerns regarding the recommended grade. Concerns could include non-attendance without prior approval, unprofessional or unethical conduct, failure to adhere to CPTBC standards, etc.

Students who receive a final recommended grade of Credit with Reservation or No Credit will meet with the AHCE or DSCL to discuss the evaluation. Students must not contact the Clinical Site or the Clinical Educator directly regarding their final grade, failure to comply could jeopardize the student’s opportunity for remediation.

The Department encourages Clinical Educators to recommend grades that align with the descriptors in the ACP and reminds Clinical Educators that “failure to fail” underperforming students can jeopardize the reputation of the program and the profession. Clinical Educators are encouraged to contact the Department to discuss grading if they are unsure which grade to recommend.

The following sections outline why a student would receive a final placement grade of Credit with Reservation or No Credit and the implications of each grade. A decision tree is also available in Appendix 8.

UBC maintains the right to assign the final grade for each clinical placement.

**Credit with Reservation**

A student would receive a Credit with Reservation if they required extensive support and scaffolding to be successful during a placement. A final grade of Credit with Reservation is not considered a failed placement but an indication that the student would benefit from additional exposure to the clinical setting. Students receiving a final grade of Credit with Reservation grade are required to complete a remedial placement. This is not considered an Alternative Assessment (AA).

**No Credit**

A student would receive a No Credit if major concerns with professionalism, communication, safety, and/or clinical reasoning were present during a placement. A student would also receive a No Credit for any of the following reasons:

- Withdrawal of the student for reasons that the AHCE did not approve
• Non-attendance for unapproved reasons
• Failure to submit required assignments
• Receiving two Credit with Reservations during the MPT program

A final grade of No Credit is considered a failed placement. An AA may be granted to a student who is in good standing (e.g. no other evaluation failures) across other courses within the same course block.

G+PS governs student progression in the MPT program, and the policies related to student failure, supplemental exams and progression in the program apply. The AA rationale and procedures are outlined in the MPT Student Handbook, which can be found on the Department website.

The student appeal process will follow the standard MPT Program appeal process outlined in the MPT Student Handbook, which can be found on the Department website.

**Remedial Placements**

Remedial placements will occur in the same clinical practice area and/or exhibit the same level of complexity of practice. Determining the optimal location for the remedial placement will be the responsibility of the Department and will occur in consultation with the student, Clinical Educators, and Clinical Sites.

The remedial placement will not occur with the same Clinical Educator(s) or at the same Clinical Site.

Details about previous clinical performance will be shared with the Centre Clinical Coordinator and the Clinical Educator. The information shared is determined in consultation with the student and ensures sufficient resources to facilitate an optimal learning experience for the student. This is likely to include information relevant to potential patient safety concerns, which enables the Clinical Site to fulfil its professional obligations to ensure client safety. The Centre Clinical Coordinator and the Clinical Educator must treat this information as confidential.

Before the remedial placement, students must provide learning goals to the AHCE or DCSL. These are reviewed to ensure they target the identified area(s) of concern. An individualized learning plan will be developed to maximize the chances of success in the remedial placement. The student will review the learning goals with their Clinical Educator at the beginning of the remedial placement.

During the placement, regular meetings with the student and the AHCE or DCSL will be scheduled to review learning goals, the learning plan, performance to date, and any other concerns. Regular meetings with the AHCE or DCSL and the Clinical Educator may also be required to support the student and the Clinical Educator.

**Scheduling**

Remedial placements will be scheduled around the MPT academic schedule. Students are permitted to continue with the academic courses in the MPT program before completing their remedial placement. Students are not allowed to complete subsequent clinical placements before the required remedial placement.

If the remedial placement is for a placement that occurred in the first half of the program (1A, 1B, or 2A), the remedial placement can be scheduled instead of an elective. The student may be required to complete an additional placement if an elective is unavailable.

If the remedial placement is for a placement that occurred in the second half of the program (2B, 3A, or 3B), the remedial placement cannot be scheduled instead of an elective, and the student will be required to complete an additional placement.

Remedial placements will be scheduled at the first possible opportunity, as determined by the AHCE. Completion of remedial placements may result in delayed graduation.
Student Responsibilities

Students have a professional obligation to participate in the assessment and evaluation of the Clinical Education program, including clinical placements. Many of the responsibilities outlined below are requirements to pass PHTH 534, 554, and 574. For more information on which elements constitute an academic requirement, please see the Course Outlines.

ACP Self-Assessment

Students are required to complete and submit a midterm and final self-assessment for each placement using the ACP on HSPnet. Their self-assessment must be completed and submitted before scheduled mid-term and final evaluation discussions with their Clinical Educator. The student and the Clinical Educator will review the midterm and final assessments together and can access both through the combined view in HSPnet.

Students must retain a copy of the completed ACPs as their personal placement records. Clinical sites must not keep ACP forms unless the student has provided explicit written permission.

Student Evaluation of the Clinical Placement

Students must provide feedback about their placement experience to the Clinical Educator at midterm and final using the SECP on HSPnet. Their evaluation must be completed and submitted before scheduled mid-term and final evaluation discussions with their Clinical Educator. The student is required to review the SECP with the Clinical Educator during the mid-term and final evaluation discussions.

The Clinical Site is encouraged to keep a copy of the SECP for their records.

Student Evaluation of Clinical Education

Upon return to the Department, the student has a professional obligation to provide feedback on the quality of the clinical experience and the effectiveness of the academic preparation. This includes attendance and participation in the placement “debrief” sessions.

The Clinical Education Student Representative and the Academic Student Representative will also provide feedback regarding the quality of the Clinical Education program to the AHCE. This feedback is used to assist with curriculum changes and to help guide Clinical Education.

Confidential Feedback

The following methods of providing feedback are confidential. These are separate and distinct feedback methods from those described in the previous section.

Student Confidential Feedback on Placements

Students have an opportunity to provide confidential feedback about their placement experience to the AHCE and the DCSLs. Confidential feedback will not be shared with the sites. The Student Confidential Feedback form can be found on the MPT Program Canvas course.

Students are also encouraged to contact the AHCE or the DCSLs directly with any feedback on their placement experience.

Evaluation of Clinical Education

At the end of the MPT Program, students are asked to evaluate the Clinical Education program based on their experiences. This includes feedback on the support received from the Clinical Education team, the DSCLs and the AHCE. The results of this anonymous evaluation are collated and used in the future development of the Clinical Education program.
Optional Placement Experiences

Out-of-Province Placements

Out-of-province (OOP) placements occur in Canadian provinces outside of BC. UBC MPT students are not required to complete an OOP placement. Students are notified of OOP placement options and application process via email when they become available. OOP placements can only be considered in provinces where student insurance can be arranged (please see here for more information).

Students can only complete OOP placements during Level 2 or 3. Students would not be placed OOP if they encountered difficulty during previous placements or the MPT academic program.

OOP placements are managed and coordinated by the PT programs in that province. The coordinating University charges a non-refundable $55 application fee.

Students must not approach facilities in other provinces or AHCEs at other universities to request OOP placements

Yukon Placements

Placements in the Yukon are located within the UBC catchment area; however, an OOP application is still required. An application fee is not required. Students will need to provide the following:

- A physiotherapy student certificate can be applied for by completing the five steps outlined here
- Proof of enrolment that the student is enrolled at an approved educational institution and has a recommendation to pursue practical training can be obtained by emailing physio@unbc.ca
- A supervision/sponsorship agreement that is signed by the supervising Clinical Educator(s) and the student; a template agreement can be requested by emailing physio@unbc.ca
- A hardcopy (not fax) certificate of good standing can be requested from CPTBC; a student registration receipt is not sufficient.
- Proof of valid liability insurance (minimum $1M CDM), which is satisfied by providing a copy of the Clinical Site’s Student Placement Agreement (SPA) with UBC, which can be requested by emailing physio@unbc.ca.
- A government-issued non-health ID that displays the applicant’s current legal name
- A passport-style headshot photograph of the applicant

Students who wish to complete a second placement in Yukon must submit a new application. More complete details about the Yukon application process can be found here.

Once a placement is confirmed, students must complete all supporting documents required by the Yukon Registrar and registration requirements from the Yukon Government’s Professional Licensing & Regulatory Affairs Department.

Yukon Workplace Compensation Board (WCB) Insurance will be required (more information can be found at UBC Safety and Risk Services) and must be submitted at least six weeks before the start of the placement. Failure to do so may result in the student only being able to observe until student registration in the Yukon is granted. To initiate the process of obtaining a WCB Clearance Certificate, email physio@unbc.ca.

International Placements

UBC MPT students are not required to complete an international placement. Students can complete one international placement during Level 2 or 3. Students cannot complete a placement in locations with a Global Affairs Canada travel advisory of “avoid all travel” or “avoid non-essential travel.”
International placements are dependent upon the availability of qualified PTs. Requests for sites not covered by a UBC SPA should be made at least one year before the placement to allow time to establish a SPA. The Department cannot guarantee that an agreement will be successfully executed.

Currently, the Department has a SPA with the following international site: Navajeevana Rehabilitation Centre, Tangalle, Sri Lanka (navajeevana.org)

Interviews will be scheduled for all applicants interested in completing an international placement to better understand student motivation and previous experience with international travel. These interviews will enable Faculty to match students to the most suitable organizations or Clinical Sites.

Following Departmental approval, students will be required to:

- Submit a non-refundable international placement administration fee, which is currently $150 but is subject to change, as part of their international placement application
- Complete the UBC Student Safety Abroad and UBC Go Global Requirements at least six weeks before the placement, including reading the Student Safety Abroad Policy and completing the self-directed pre-departure Modules
- Log in to the UBC Student Safety Abroad Registry to read travel reports for their destination, register their travel locations and contact information abroad, complete other essential travel forms, and learn what critical pre-departure preparations should be made
- Attend an orientation session via the Go Global office at UBC

Students are responsible for fulfilling all requirements necessary for entry into the country of placement, any additional immunizations required by the site, and all costs associated with the international placement.

If an international placement is cancelled (which may occur for various reasons), a placement in BC will be arranged at the Department’s discretion. It is recommended that students purchase flights with cancellation insurance.

**Academic Requirements**

During an international placement, students are required to:

- Submit a weekly reflection, including a detailed description of experiences to date.
- Participate in a mid-term Zoom conversation/contact with the AHCE or a DCSL

Following an international placement, students are required to:

- Submit their ACP to the Department; paper or PDF copies are available to students travelling abroad.
- Meet with the AHCE or a DCSL to debrief their placement experience
- Be available to answer questions via email from other students interested in your international placement experience

Students are also invited to submit a blog to the CPA Global Health Division to inspire Canadian PTs to be global citizens through knowledge and insight into working with diverse populations.

**Research Placements**

The Department is home to numerous researchers recognized as world leaders in neuroscience, neurorehabilitation, pulmonary physiology, pulmonary rehabilitation, oncology, musculoskeletal conditions, knowledge translation and physical activity promotion. These researchers’ studies span the entire continuum, from basic science to clinically focused research and then to knowledge implementation. Their efforts have led to developing methods and programs that have advanced practice locally, nationally, and internationally. Research placements offer students interested in research relevant to physical therapy the opportunity to work with Faculty and their research team in their lab.

Students who select a research placement as a preference must complete and submit a Letter of Intent made available as a fillable form on Canvas before preference selection closes. Placement matching and confirmation will follow the same procedures. After completing the automated matching process, the Clinical Education team will review the student’s Letter of Intent to ensure their goals and interests align before confirming the placement.
Academic requirements during a research placement are the same as for any other placement, with the following exceptions:

- T-Res entries are entered only when appropriate for the headings provided
- Students and Clinical Educators are emailed an alternate research ACP created by the University of Toronto to complete at midterm and final.

Students completing the MPT/PhD program can complete one placement under the supervision of their research supervisor.

**Role Emerging Placements**

Role emerging placements do not have an established PT service or full-time PT at the Clinical Site. The Clinical Educator may be onsite or offsite, providing remote supervision. These placements provide students with learning opportunities in non-traditional areas of practice using a variety of skills.

They are designed to:

- Provide clinical care (or assess the feasibility of providing PT service) to an underserviced population
- Complete a project and/or program for a Clinical Site that is deemed appropriate for student learning

Students who select a role-emerging placement as a preference must complete and submit a Letter of Intent made available as a fillable form on Canvas before preference selection closes. Placement matching and confirmation will follow the same procedures. After completing the automated matching process, the Clinical Education team will review the student’s Letter of Intent to ensure their goals and interests align before confirming the placement.

Academic requirements during a role-emerging placement are the same as for any other placement, with the following exceptions:

- T-Res entries are entered only when appropriate for the headings provided
- Students and Clinical Educators are emailed an alternate role-emerging ACP created by the University of Toronto to complete at midterm and final.

**Alternate Schedule**

Some placements are available as part-time experiences throughout the year rather than a full-time experiences during a typical placement block. Requirements for these placements will be clearly outlined and require students to balance their academic schedule with their Clinical Education requirements. Hours may be flexible and vary between placements.

Students interested in completing a placement on an alternate schedule are encouraged to speak with the AHCE regarding available opportunities.

**Observation of Surgeries**

Surgical observations are not a requirement of MPT clinical placements. Consequently, the Clinical Education team cannot support site offers for surgical observations in HSPnet.

If a Clinical Educator feels that a surgical observation will add value and the observation aligns with the learning objectives for the placement, they may arrange an observation with the student if it can be scheduled without additional support from the Department.
Clinical Site Guidelines

Clinical Education Site Procedures

The below subsections describe the requirements and responsibilities of Clinical Sites that wish to host UBC MPT students on placement. For FAQs related to clinical placement sites, please click here.

Affiliation Agreement

UBC MPT students can be placed at Clinical Sites:

1. Located in BC with a signed Student Placement Agreement (SPA) with UBC
2. Located outside of BC, participating in a Canadian academic program
3. Located internationally that are approved by the AHCE and have a formal affiliation with UBC

Clinical Sites interested in initiating a new SPA can submit a Professional Practice Site Profile. This profile is reviewed by the Clinical Education team and is used to prepare a draft SPA. Once the SPA is finalized, the clinic will receive invitations to submit placement offers periodically throughout the year.

Please direct questions about the Clinical Site qualification process to pt.educators@ubc.ca.

Centre Clinical Coordinator

The Centre Clinical Coordinator is the individual who liaises with the Department in identifying, planning, and organizing the clinical practice experiences offered for students at their Clinical Site(s). This individual promotes Clinical Education and supports PTs in their role as Clinical Educators.

The Centre Clinical Coordinator is responsible for:

- Completing and updating the Clinical Site Profile information as required
- Identifying student placements available at a Clinical Site
- Facilitating the development of clinical objectives for each PT service area
- Responding to the introductory letter sent by the student at least four weeks before the placement. The response from the Clinical Site should confirm the Clinical Educator’s name, area of practice, working hours, parking information, directions and any other information which will assist the student on the first day of the placement.
- Establishing an orientation procedure for students. See Orientation Guidelines for Physical Therapy Clinical Placements (NACEP).
- Providing guidance and information to the Clinical Educator and student as necessary.
- Ensuring that the Clinical Educator receives the student's introductory letter and has a copy of all the essential forms and information sent by the Department
- Contacting the AHCE or a DSCLC if problems arise in the placement, particularly if there is a potential for failure

Clinical Educator

Clinical Educators facilitate students' learning within a specific practice area by creating an environment that promotes the development of knowledge, skills, attitudes, and judgment that represent the scope of entry-level physical therapy practice. They plan the learning experience, guide student practice, model professional behaviour and provide informal and formal feedback to the student and the Department.

Clinical supervision models will vary depending on the placement situation and may involve more than one Clinical Educator or health professional. Students must have access to a Clinical Educator who is a Registered/Licensed PT for at least 50% of their placement hours.

The Clinical Educator is responsible for:

- Setting expectations, establishing/reviewing the site learning objectives to be used during the placement and collaborating with the student to develop further individualized learning objectives based on their learning needs and interests
- Reviewing the assessment process with the student, providing regular feedback and opportunities for informal discussion, guiding clinical reasoning and problem solving
• Demonstrating and discussing procedures with the student
• Observing student practice.
• Providing ongoing guidance, constructive feedback, and support to facilitate student progression
• Reviewing the student’s documentation and co-signing all notes.
• Completing formal mid-term and final student placement ACP assessments and discussing the results with students honestly and in a sensitive manner
• Accepting responsibility for facilitating the student’s learning.
• Committing to resolve issues that may arise during the placement in collaboration with the student, AHCE or DSLC and Centre Clinical Coordinator (or delegate)
• Advising the Centre Clinical Coordinator (or delegate) as soon as student difficulties become evident.

The Clinical Educator can contact the AHCE or DCSL at any time to discuss the organization of the placement or concerns about student performance. In the case of performance issues, the AHCE will work collaboratively with the Clinical Educator and the student to facilitate the resolution of the situation.

Many websites offer excellent resources for Clinical Educators, including the Department’s Clinical Educator Professional Development page located here. As well as the following: and www.practiceeducation.ca.
Clinical Educator Recognition and Awards

The Department recognizes the contribution of Clinical Educators as an essential component of the MPT program and aims to recognize and reward these contributions.

Clinical Faculty

Clinical Educators are encouraged to apply for UBC FoM Clinical Faculty appointment, which is intended to reward clinicians' contributions to UBC and the Department. For more information on the process and the benefits, click here or contact pt.educators@ubc.ca.

Clinical Educator Award

The annual Clinical Education Award recognizes clinicians who have demonstrated excellence in the education, supervision and mentoring of students while on clinical placement.

Students nominate exceptional Clinical Educators who demonstrate excellence in one or more of the following:

- Teaching Skills
- Clinical supervision and Education
- Mentorship
- Impact on clinical practice or career choices

Students can nominate Clinical Educators any time during the MPT program; however, nominations must be received by January 15th to be considered for the award in the Spring of the same year. Nominations are reviewed by a sub-committee of Faculty, clinicians, and students, who select up to three winners, one for each placement level.

All nominees will receive a certificate of nomination and a letter of congratulations. Winners will receive an award and, whenever possible, recognition at the Physio Forum.

Lifetime Contribution to Clinical Education Award

The UBC Department of Physical Therapy Award for Lifetime Contribution to Clinical Education recognizes a Clinical Educator who has made significant contributions throughout their career to Clinical Education through teaching MPT students on clinical placements, in the classroom, and the community.

Current and former students, colleagues, UBC staff and Faculty, can nominate a Clinical Educator by submitting a nomination package to pt.educators@ubc.ca. Nominations should be submitted before February 28th and will be reviewed by the end of March on an annual basis.

Additional information regarding the eligibility and nomination process can be found on the award website.
Appendix 1: MPT Assessment & Treatment Skills

The following list includes assessment and treatment skills which the UBC MPT student may have had the opportunity to learn and practice in the academic setting in theory or practical lab sessions with fellow students before each placement level. This information is intended to assist the supervising therapist in planning the clinical experience and evaluating the students’ performance. Competence in these skills should not be assumed, and the site should assess performance.

**Level 1**

<table>
<thead>
<tr>
<th>Theory</th>
<th>Practical</th>
<th>GENERAL AND MUSCULOSKELETAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Interview patient to obtain relevant subjective data</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Identify pertinent information from patient record</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Develop and utilize observation &amp; palpation skills</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Determine pulses</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Measure blood pressure</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Perform joint scans, including upper &amp; lower quadrant scans, and peripheral joint scans</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Assess joint range in relation to endfeel, spasm and pain</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Measure joint range of movement with goniometer</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Measure limb girth, and leg length and muscular flexibility</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Test ligamentous stability of peripheral joints</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Utilize special tests for assessing localized pathologies</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Assess gait (walking and running) &amp; posture</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>Assess need for and/or monitors casts/splints</td>
</tr>
<tr>
<td>1</td>
<td>No</td>
<td>Assess indications for orthotic devices</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Grade muscle strength</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Test tendon reflexes</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Test sensory function</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Assess ADL &amp; need for standard ambulation aids</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESPIROLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEUROLOGY (ADULT AND PEDIATRICS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CARDIOVASCULAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Theory</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESPIROLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>
### LEVEL 2A/2B: ASSESSMENT PROCEDURES

<table>
<thead>
<tr>
<th>Theory</th>
<th>Practical</th>
<th><strong>GENERAL AND MUSCULOSKELETAL</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2A</td>
<td>2A</td>
<td>Assess accessory joint movement of spinal and peripheral joints</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Assess passive stability of spinal joints</td>
</tr>
</tbody>
</table>

**RESPIROLOGY**

<table>
<thead>
<tr>
<th>Theory</th>
<th>Practical</th>
<th>****</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A</td>
<td>2A</td>
<td>Assess cardiovascular status</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Assess arterial status</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Assess venous status</td>
</tr>
<tr>
<td>2A</td>
<td>No</td>
<td>Assess lymphatic status</td>
</tr>
</tbody>
</table>

**NEUROLOGY (ADULT AND PEDIATRICS)**

<table>
<thead>
<tr>
<th>Theory</th>
<th>Practical</th>
<th>****</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A</td>
<td>2A</td>
<td>Assess level of consciousness and level of cognitive function</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Assess functional communication skills</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Assess cranial nerve function</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Assess muscle tone</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Test fine, gross, and perceptual motor skills and coordination</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Assess need for and/or monitors casts/splints</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Assess balance and functional mobility (rolling, sit to stand to sit, wheelchair, etc.)</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Assess neurodevelopmental status (pediatrics only)</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Use a problem-solving approach to differentially assess contributors to movement dysfunction</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Select and use appropriate objective measures for each system assessed</td>
</tr>
</tbody>
</table>

### LEVEL 2A/2B: THERAPEUTIC PROCEDURES AND MODALITIES

<table>
<thead>
<tr>
<th>Theory</th>
<th>Practical</th>
<th><strong>GENERAL AND MUSCULOSKELETAL</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2A</td>
<td>2A</td>
<td>Patient/family/caregiver education</td>
</tr>
<tr>
<td>2B</td>
<td>2B</td>
<td>Perform selected manual mobilization techniques for the spinal and peripheral joints</td>
</tr>
<tr>
<td>2B</td>
<td>2B</td>
<td>Manipulation of the ankle joint</td>
</tr>
<tr>
<td>2B</td>
<td>No</td>
<td>Use of mechanical traction</td>
</tr>
<tr>
<td>2B</td>
<td>No</td>
<td>Splint/Cast/Orthotic use</td>
</tr>
<tr>
<td>2B</td>
<td>2B</td>
<td>Advanced therapeutic exercise</td>
</tr>
<tr>
<td>2B</td>
<td>2B</td>
<td>Advanced sports therapy including use of external support (i.e., bandaging, taping techniques)</td>
</tr>
<tr>
<td>2B</td>
<td>2B</td>
<td>Select deep transverse friction massage frictions</td>
</tr>
<tr>
<td>2B</td>
<td>2B</td>
<td>Apply knowledge of movement sciences &amp; functional biomechanics to adapted sport participation</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Gait training</td>
</tr>
<tr>
<td>2B</td>
<td>2B</td>
<td>Neural mobilization techniques</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>Jobst pneumatic compression unit</td>
</tr>
<tr>
<td>2B</td>
<td>2B</td>
<td>Consolidation of knowledge to complete cervical/thoracic/lumbar scans comprehensively &amp; promptly</td>
</tr>
<tr>
<td>2A</td>
<td>2B</td>
<td>Evaluate stiff or hypermobile pelvis</td>
</tr>
<tr>
<td>2B</td>
<td>2B</td>
<td>Assessment of neural mobility</td>
</tr>
</tbody>
</table>

**RESPIROLOGY**

<table>
<thead>
<tr>
<th>Theory</th>
<th>Practical</th>
<th>****</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A</td>
<td>2A</td>
<td>Suction</td>
</tr>
<tr>
<td>2A</td>
<td>No</td>
<td>Graded exercise program specific for cardiac rehabilitation</td>
</tr>
</tbody>
</table>

**ELECTROTHERAPY**

<table>
<thead>
<tr>
<th>Theory</th>
<th>Practical</th>
<th>****</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A</td>
<td>No</td>
<td>Non-current electrical modalities (SWD &amp; UVL)</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Non-current electrical modalities (HVPC)</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Hot packs, Wax, Cryotherapy</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Laser, Ultrasound, Interferential current &amp; T.E.N.S</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Neuromuscular electrical stimulation (NMES)</td>
</tr>
<tr>
<td>2A</td>
<td>2A</td>
<td>Biofeedback - E.M.G.</td>
</tr>
<tr>
<td>2A</td>
<td>No</td>
<td>Hydrotherapy</td>
</tr>
</tbody>
</table>
### Level 3

#### Level 3A/3B: Assessment Procedures

<table>
<thead>
<tr>
<th>Theory</th>
<th>Practical</th>
<th>General and Musculoskeletal</th>
</tr>
</thead>
<tbody>
<tr>
<td>3B</td>
<td>3B</td>
<td>Assessment and treatment of patient with limb loss</td>
</tr>
<tr>
<td>3B</td>
<td>No</td>
<td>Evaluate fluid balance</td>
</tr>
<tr>
<td>3B</td>
<td>3B</td>
<td>Acute cardiovascular assessment (heart sounds, jugular vein distention, blood pressure, heart rate, edema)</td>
</tr>
<tr>
<td>3B</td>
<td>No</td>
<td>Evaluate mechanical ventilators and the effects on patients respiratory status</td>
</tr>
<tr>
<td>3B</td>
<td>3B</td>
<td>Evaluate chest x-rays via a lateral radiograph</td>
</tr>
<tr>
<td>3B</td>
<td>No</td>
<td>Evaluate patients in the pediatric and neonatal intensive care units</td>
</tr>
<tr>
<td>3B</td>
<td>No</td>
<td>Understands monitoring devices/lines for the critically ill patient</td>
</tr>
</tbody>
</table>

#### Respirology

- 3B 3B
- Evaluate mechanical ventilators and the effects on patients respiratory status
- Evaluate chest x-rays via a lateral radiograph
- Evaluate patients in the pediatric and neonatal intensive care units
- Understands monitoring devices/lines for the critically ill patient

#### Cardiovascular

- 3B No
- Intracranial pressure monitor

#### Other

- 3B No
- Evaluates burn patients

#### Level 3A/3B: Therapeutic Procedures and Modalities

<table>
<thead>
<tr>
<th>Theory</th>
<th>Practical</th>
<th>General and Musculoskeletal</th>
</tr>
</thead>
<tbody>
<tr>
<td>3B</td>
<td>Some</td>
<td>Prosthetic training</td>
</tr>
<tr>
<td>3B</td>
<td>3B</td>
<td>Assess indications for and fit of prosthetic device</td>
</tr>
<tr>
<td>3B</td>
<td>3B</td>
<td>Exercise prescription and positioning for patients post-limb loss</td>
</tr>
<tr>
<td>3B</td>
<td>3B</td>
<td>Utilizes positioning to prevent or reduce deformities</td>
</tr>
<tr>
<td>3B</td>
<td>3B</td>
<td>Treatment concepts for patients with chronic pain conditions</td>
</tr>
<tr>
<td>3B</td>
<td>3B</td>
<td>Basics of assessment and treatment of patients with hand injuries</td>
</tr>
</tbody>
</table>

#### Respirology

- 3B No
- Understands how to treat patients who are using mechanical ventilation
- Assisted cough, percussions and vibrations for mechanically ventilated patients
- Assisted cough via two-person method
- Manual hyperinflation
- Proning a mechanically ventilated patient

#### Neurology

- 3B 3B
- Apply recovery of function theory to treatment goals and movement re-education
- Apply motor learning principles to movement re-education
- Apply knowledge of movement sciences and functional movement biomechanics to movement re-education
- Modify treatment for various levels of cognitive functioning
- Gaze and postural stability exercises
- Set objective, measurable short-term treatment goals

#### Other

- 3B No
- Establishes therapeutic program for burn patients
Appendix 2: Out of Town Locations

Out-of-Town (OOT) locations are any area outside of the Lower Mainland which includes:

- Abbotsford
- Chilliwack
- Hope
- Langley
- Maple Ridge
- Mission
- Powell River
- Sechelt
- Squamish
- Whistler
- Locations in the Vancouver Island Health Region
- Locations in the Interior Health Region
- Locations in the Northern Health Region
- Out of province or international placements

Lower Mainland communities that are not considered OOT include:

- Burnaby
- Coquitlam
- Delta (incl. Ladner)
- New Westminster
- North Vancouver
- Pitt Meadows
- Port Coquitlam
- Port Moody
- Richmond
- Surrey
- Tsawwassen
- Vancouver
- West Vancouver
- White Rock
Appendix 3: Rural BC Designations

This lists all BC Rural Communities as listed in the RSA (Rural Practice Subsidiary Agreement, April 2015).

### BC Rural Communities as listed in the RSA*

*Effective April 1, 2015*

<table>
<thead>
<tr>
<th>Community Name</th>
<th>Community Name</th>
<th>Community Name</th>
<th>Community Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Mile House</td>
<td>Agassiz/Harrison</td>
<td>Ahousat</td>
<td>Alert Bay</td>
</tr>
<tr>
<td>Alexis Creek</td>
<td>Anahim Lake</td>
<td>Armstrong/Spallumcheen</td>
<td>Ashcroft/Cache Creek</td>
</tr>
<tr>
<td>Atlin</td>
<td>Balfour</td>
<td>Bamfield</td>
<td>Barriere</td>
</tr>
<tr>
<td>Bella Bella/Waglisla</td>
<td>Bella Coola</td>
<td>Big White</td>
<td>Blind Bay</td>
</tr>
<tr>
<td>Blue River</td>
<td>Blueberry River</td>
<td>Bowen Island</td>
<td>Bridge Lake</td>
</tr>
<tr>
<td>Burns Lake</td>
<td>Campbell River</td>
<td>Canal Flats</td>
<td>Canoe Creek</td>
</tr>
<tr>
<td>Castlegar</td>
<td>Chase/Scotch Creek</td>
<td>Chemainus</td>
<td>Chetlatta</td>
</tr>
<tr>
<td>Chetwynd/Saulteau</td>
<td>Christina Lake/Grand Forks</td>
<td>Clearwater</td>
<td>Clinton</td>
</tr>
<tr>
<td>Cobble Hill</td>
<td>Cortes Island</td>
<td>Courtenay/Comox/Cumberland</td>
<td>Cranbrook</td>
</tr>
<tr>
<td>Crescent Valley</td>
<td>Creston</td>
<td>Dawson Creek</td>
<td>Dease Lake</td>
</tr>
<tr>
<td>Denman Island</td>
<td>Doig River</td>
<td>Duncan/N. Cowichan</td>
<td>Edgewood</td>
</tr>
<tr>
<td>Elkford</td>
<td>Enderby</td>
<td>Fernie</td>
<td>Fort Nelson</td>
</tr>
<tr>
<td>Fort St. James</td>
<td>Fort St. John/Taylor</td>
<td>Fort Ware</td>
<td>Fraser Lake</td>
</tr>
<tr>
<td>Gabriola Island</td>
<td>Galiano Island</td>
<td>Gold Bridge/Bralorne</td>
<td>Gold River</td>
</tr>
<tr>
<td>Golden</td>
<td>Granisle</td>
<td>Greenwood/Midway/Rock Creek</td>
<td>Halfway River</td>
</tr>
<tr>
<td>Hartley Bay</td>
<td>Hazleton</td>
<td>Holberg</td>
<td>Hope</td>
</tr>
<tr>
<td>Hornby Island</td>
<td>Hot Springs Cove</td>
<td>Houston</td>
<td>Hudson's Hope</td>
</tr>
<tr>
<td>Invermere/Windermere</td>
<td>Kaslo</td>
<td>Keremeos</td>
<td>Kimberley</td>
</tr>
<tr>
<td>Kincorith</td>
<td>Kingcome</td>
<td>Kitimat</td>
<td>Kitkatla</td>
</tr>
<tr>
<td>Kitsault</td>
<td>Kitwanga</td>
<td>Klemtu</td>
<td>Kootenay Bay/Riondel</td>
</tr>
<tr>
<td>Kyuquot</td>
<td>Ladysmith</td>
<td>Lake Cowichan</td>
<td>Lillooet</td>
</tr>
<tr>
<td>Logan Lake</td>
<td>Lower Post</td>
<td>Lumby</td>
<td>Lytton</td>
</tr>
<tr>
<td>Mackenzie</td>
<td>Madeira Park</td>
<td>Masset</td>
<td>Mayne Island</td>
</tr>
<tr>
<td>McBride</td>
<td>Merritt</td>
<td>Mill Bay</td>
<td>Micocene</td>
</tr>
<tr>
<td>Moricetown</td>
<td>Mount Currie</td>
<td>Nadleh</td>
<td>Nakusp</td>
</tr>
<tr>
<td>Nee Tahi Buhn</td>
<td>Nelson</td>
<td>Nemaiah Valley</td>
<td>New Aiyansh</td>
</tr>
<tr>
<td>New Denver</td>
<td>Nitinat</td>
<td>Ocean Falls</td>
<td>Oliver/Osoyoos</td>
</tr>
<tr>
<td>Parksville/Qualicum</td>
<td>Pemberton</td>
<td>Pender Island</td>
<td>Port Alberni</td>
</tr>
<tr>
<td>Port Alice</td>
<td>Port Clements</td>
<td>Port Hardy</td>
<td>Port McNeill</td>
</tr>
<tr>
<td>Port Renfrew</td>
<td>Port Simpson</td>
<td>Powell River</td>
<td>Prince George</td>
</tr>
<tr>
<td>Prince Rupert</td>
<td>Princeton</td>
<td>Quadra Island</td>
<td>Quatsino</td>
</tr>
<tr>
<td>Queen Charlotte</td>
<td>Quesnel</td>
<td>Redstone Reserve</td>
<td>Revelstoke</td>
</tr>
<tr>
<td>Rivers Inlet</td>
<td>Saik’uz</td>
<td>Salmo</td>
<td>Salmon Arm/Sicamous</td>
</tr>
<tr>
<td>Saltspring Island</td>
<td>Samahguam</td>
<td>Saturna Island</td>
<td>Savary Island</td>
</tr>
<tr>
<td>Sayward</td>
<td>Sechelt/Gibsons</td>
<td>Seton Portage</td>
<td>Shawnigan Lake</td>
</tr>
<tr>
<td>Sirdar</td>
<td>Skatin</td>
<td>Skin Tyee</td>
<td>Slocan Park</td>
</tr>
<tr>
<td>Smithers</td>
<td>Sointula</td>
<td>Sorrento</td>
<td>Sparwood</td>
</tr>
<tr>
<td>Spences Bridge</td>
<td>Squamish</td>
<td>Stellat’en</td>
<td>Stewart</td>
</tr>
<tr>
<td>Tahsis</td>
<td>Takla Landing</td>
<td>Tatla Lake</td>
<td>Tatlayoko Lake</td>
</tr>
<tr>
<td>Telegraph Creek</td>
<td>Teppella</td>
<td>Terrace</td>
<td>Texada Island</td>
</tr>
<tr>
<td>Tofino/Ucluelet</td>
<td>Trail/Rossland/Fruitvale</td>
<td>Tsay Keh Dene</td>
<td>Ts’il Kaz Koh (Burns Lake Band)</td>
</tr>
<tr>
<td>Tumbler Ridge</td>
<td>Ucluelet</td>
<td>Valemount</td>
<td>Vanderhoof</td>
</tr>
<tr>
<td>Wardner</td>
<td>Wasa</td>
<td>Wetsuwet’t’en (Broman Lake)</td>
<td>Whistler</td>
</tr>
<tr>
<td>Williams Lake</td>
<td>Winlaw</td>
<td>Woss</td>
<td>Woyenne (Lake Babine)</td>
</tr>
<tr>
<td>Zeballos</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Rural Practice Subsidiary Agreement

From document: RSA Communities - A, B, C, D Designation (Effective April 1, 2015)
Appendix 4: Communities Located in Fraser Health Region

- Burnaby
- Chilliwack
- Coquitlam
- Delta
- Hope
- Langley
- Maple Ridge

- Mission
- New Westminster
- Pitt Meadows
- Port Coquitlam
- Surrey
- White Rock
ACKNOWLEDGEMENT FOR STANDARD DOMESTIC STUDENT PLACEMENTS

Facility: __________________________________________________________ (the “Facility”)

Placement dates: __________________________________________________________________ ("Facility Experience")

I, the undersigned, hereby ACKNOWLEDGE, WARRANT, AND REPRESENT THAT:

1. I am 19 years of age or older, in good health and appropriate physical condition, and I am not suffering from any physical or mental condition that might be aggravated by my participation in the Facility Experience or that might pose a danger to myself or others while I am engaged in the Facility Experience.

2. I have been informed of my obligation not to disclose any confidential information or records, including but not limited to patient information and medical records to which I may have access or learn about through attendance at the Facility, to anyone in any manner except as authorized by Facility policy.

3. I have been advised to become familiar with and observe Facility’s regulations, rules, policies and procedures.

4. I have been advised that the Facility may require that I submit a current criminal record check prior to commencement of my first placement in the Facility. Further, if I have a criminal record, the Facility retains the sole right to immediately terminate my placement or place any restrictions it deems necessary on me during the term of my placement.

5. I have been advised of the risks present in the Facility setting, and the fact that the Facility is not responsible for exposures risks that occur beyond the Facility’s reasonable control.

6. I have been advised to seek the advice from a qualified medical practitioner regarding the vaccinations, screenings, inoculations or any other medical precautions that I should undertake before travelling. I understand that I am responsible for complying with this advice and that the Facility may require me to withdrawal from the Facility Experience if I fail to do so.

7. I acknowledge that I have been advised that the Department of Physical Therapy has purchased a Student Accident Insurance policy on my behalf which covers Accidental Death and Dismemberment and that I have been advised to review the coverage provided in that policy AND to purchase additional accidental insurance coverage on my own account if I find that policy to be inadequate.

8. I am aware that I should arrange my own medical, extended health or its equivalent and dental coverage. UBC’s insurance for me is limited to the above mentioned Student Accident Insurance Policy in section 7.

9. UBC does not assume any liability for any injury, loss, accident or property damage which may occur because of my participation in the Facility Experience.
10. I consent to the disclosure by UBC during the period of my participation in the Facility Experience of any personal information that is in the possession of UBC, other than records of my academic performance, that may be necessary to a hospital, supervising medical personnel, provider of medical treatment or next of kin where a representative of UBC is informed that I may require medical attention or treatment.

11. I acknowledge that the Facility will be providing feedback to UBC as to my performance at the Facility Experience.

12. I acknowledge that the Facility may require me to withdraw from participation in the Facility Experience if I fail to meet acceptable health or performance standards.

*I have read and understood this form prior to signing it, and am aware that by signing this form I am waiving and releasing certain legal rights. This form may be delivered by facsimile transmission.*

Date

Participant
(Print Name)

Witness
(Print Name)

Participant
(Signature)

Witness
(Signature)

*This form must be complete in full, signed, dated and witnessed before participation in the Facility Experience can begin.*

**This form must be submitted into the respective Canvas assignment**
RELEASE AND INDEMNITY
FOR INTERNATIONAL STUDENT PLACEMENTS

Facility: ____________________________________________________________ (the “Facility”)

Placement Dates: ____________________________________________________

(“Facility Experience”)

The Facility Experience is an exceptional educational opportunity, but it is not without certain risks, dangers, hazards and liabilities to all participants. These include, but are not limited to, delay, inconvenience, course cancellation or curtailment, personal injury, death, property damage and other loss. All students taking part in the Facility Experience are required to accept these and other risks as a condition of their participation in this venture and sign the Release of Liability set forth below, which will release The University of British Columbia, its representatives and agents (“UBC”), from any future claims which might arise as a result of the student’s participation in the Facility Experience.

Placements are available in Canada and students are not required to go to _______________ to complete their degree.

I, the undersigned, hereby acknowledge, WARRANT, represent AND AGREE that:

1. I am 19 years of age or older, in good health and appropriate physical condition for travel, and I am not suffering from any physical or mental condition that might be aggravated by my participation in the Facility Experience or that might pose a danger to me or others while I am engaged in the Facility Experience.

2. I have been informed of my obligation not to disclose any confidential information or records, including but not limited to patient information and medical records to which I may have access or learn about through attendance at the Facility, to anyone in any manner except as authorized by Facility policy.

3. I have been advised to become familiar with and observe Facility’s regulations, rules, policies and procedures.

4. I have been advised that the Facility may require that I submit a current criminal record check prior to commencement of my first placement in the Facility. Further, if I have a criminal record, the Facility retains the sole right to immediately terminate my placement or place any restrictions it deems necessary on me during the term of my placement.

5. I have been advised of the risks present in the Facility setting, and the fact that the Facility is not responsible for exposures risks that occur beyond the Facility’s reasonable control.

6. I have been advised to seek the advice from a qualified medical practitioner regarding the vaccinations, screenings, inoculations or any other medical precautions that I should undertake before travelling. I understand that I am responsible for complying with this advice and that the Facility may require me to withdrawal from the Facility Experience if I fail to do so.

7. I have been advised to arrange for accident insurance coverage on my own account that will cover any expenses that I may incur as a result of accident during the Facility Experience.

8. UBC does not assume any liability for any injury, loss, accident or property damage which may occur because of my participation in the Facility Experience.
9. I acknowledge that there are risks inherent in international travel which may result in the modification or cancellation of the Facility Experience, including weather, illness, political disturbances, transportation problems, a lack of medical personnel or medical facilities to treat injuries or illnesses, standards of criminal justice that are different than Canadian standards, problems with customs, immigration or visa requirements or other circumstances either within or beyond the control of UBC. I acknowledge that it is my responsibility to learn as much as possible about the risks associated with the Facility Experience, to weigh those risks against the advantages and decide whether or not to participate.

10. I recognize that I will not be covered by the University’s insurance policies for any accident or illness which I may suffer in connection with this program. I have been advised to arrange for medical, extended health or its equivalent and dental coverage on my own account that will cover any medical, dental and/or hospital expenses that I may incur during the period of the Facility Experience. I have also been advised that I am responsible for obtaining any visas or permits that may be necessary with regard to my travel to foreign countries. Further, I am responsible for obtaining any vaccinations, screenings, inoculations or any other medical precautions that are recommended or required by the government of a foreign country in which I will be traveling, by the Canadian Government for persons entering Canada from a foreign country, or by my medical advisor pursuant to section 6.

11. In consideration of my being permitted to participate in the Facility Experience, I, the undersigned, for myself and my heirs, executors, administrators, successors and assigns, hereby waive all claims that I have or may in the future have against UBC and RELEASE AND FOREVER DISCHARGE UBC from any and all claims, rights, causes of action or demands relating to or arising out of any loss or injury to person or property arising from my participation in the Facility Experience due to any cause.

12. I agree to save harmless and indemnify UBC from and against all damages, judgments, claims, fines, penalties charges, causes of actions costs or expenses incurred by UBC arising out of or in connection my participation in the Facility Experience.

13. I consent to the disclosure by UBC during the period of my participation in the Facility Experience of any personal information that is in the possession of UBC, other than records of my academic performance, that may be necessary in any or all of the following circumstances: (a) to a hospital, supervising medical personnel, provider of medical treatment or next of kin where a representative of UBC is informed that I may require medical attention or treatment, or (b) to law enforcement or other government authorities where UBC is informed that the information is required to assist me.

14. I acknowledge that the Facility will be providing feedback to UBC as to my performance at the Facility Experience.

15. I acknowledge that the Facility may require me to withdrawal from participation in the Facility Experience if I fail to meet acceptable health or performance standards.

16. This Release and Indemnity is governed by and construed in accordance with the laws of British Columbia, and the parties will bring any and all actions relating to this Release and Indemnity in the courts of British Columbia.

I have read and understood this form prior to signing it, and am aware that by signing this form I am waiving and releasing certain legal rights. This form may be delivered by facsimile transmission.

Date ____________________________
Participant (Print Name) ____________________________
Witness (Print Name) ____________________________

Participant (Signature) ____________________________
Witness (Signature) ____________________________

This form must be completed in full, signed, dated and witnessed before participation in the Facility Experience can begin.
Appendix 7: Student Health & Safety Orientation Checklist

Physical Therapy Student Health & Safety Orientation Checklist

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Site</th>
<th>Placement Start Date</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1A 1B 2A 2B 3A 3B</td>
<td></td>
</tr>
</tbody>
</table>

**Submission of this checklist (per placement) is a course requirement**

The signed checklist must be submitted into the respective Canvas assignment within 48 hours of arrival at placement site.

In order to ensure your health and safety, please review the following items when you arrive at your placement site.

**GENERAL ORIENTATION**

☐ I am aware of the location of eyewash equipment, emergency exits, fire alarms, and fire extinguishers.

☐ I am aware of the designated assembly area in the event of an evacuation.

☐ I know I should:
  - Not wear scented personal products
  - Wear close-toed shoes
  - Use a break-away lanyard
  - Have my hair closely cropped or pulled back

☐ I am aware that I may be exposed to infectious diseases during my rotation and will follow site procedures/instructions provided by my preceptor for infection control procedures.

☐ I will follow proper hand washing techniques before and after each patient.

☐ I am aware that I should ask my preceptor for direction in the Safe Work Procedure for handling and disposing of sharps.

☐ I am aware that I should follow appropriate procedures in case of “blood or bodily fluid” exposure, as outlined in www.hspcanada.net/docs/peg/3.5_Injury_Exposure_Blood_Body_Fluids.pdf and www.healthlinkbc.ca/healthfiles/hfile97.stm.

☐ I am aware that I should not be harassed, bullied or discriminated against. Should this occur, I am aware that I should contact one of the following with whom I am comfortable discussing my concerns: my preceptor or site supervisor, a faculty member, the Associate Head, Clinical Education in the Department of Physical Therapy, the Office of Student Affairs, or the Associate Dean, Equity and Professionalism at UBC. Further information can be found at www.hspcanada.net/docs/peg/3.1_Negative_Behaviour_Practice_Setting.pdf.

Clinical Educator Name (print)  Clinical Educator signature  Clinical Educator email

Student signature  Date

W:\CLINICAL EDUCATION\WorksafeBC\PT Student Health & Safety Orientation Checklist (Mar 2021)
Appendix 8: Placement Grading and Impacts on Student Progression

1. Students cannot complete more than two alternate assessments (AA) within the MPT program
2. See failing an AA or an entire course in the Clinical Education Manual
3. Remedial placements occur in the same clinical practice area with the same level of complexity. Remedial placements for 1A, 1B and 2A placements are completed in lieu of an elective. Remedial placements for 2B, 3A and 3B are scheduled as soon as possible. Completing remedial placements may result in delayed graduation.