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| --- | --- |
| Name of Document (hyperlinks in blue) | Timeline |
| **Before Clinical** |  |
| **Student Profile Packet** * Introduction letter
* Compliance verification of requirements
* [Student Profile Form](http://media.lanecc.edu/users/thorpeb/acce/ClinicalForms/StudentProfileSheet.pdf) (pdf)
* [Kolb Learning Style Inventory](http://media.lanecc.edu/users/thorpeb/acce/CIresources/kolb_learning_styles_diagram_colour.doc)
 | Students e-mail packet to CCCE/CI 6 weeks before clinical |
| **ACCE Memo E-mail*** Notes on clinical, general college policies, dates, site visit, syllabus – objectives, coursework, evaluation
 | ACCE e-mail to CCCE/CI (if known) 4 weeks before clinical |
| [**APTA Learning Center**](http://learningcenter.apta.org/home.aspx) **PTA CPI online training\*\*\*****70% passing score required for both student and CI to use online PTA CPI tool; send name and e-mail used to ACCE** **thorpeb@lanecc.edu** **once completed** | Recommended CI complete BEFORE student arrival to clinic  |
| * [Quick Click Guide](http://media.lanecc.edu/users/thorpeb/acce/CPI/PTACPI_QuickClickGuide_3-24-2011.pdf) – hyperlinks for training (pdf) New!
 |  |
| * [PTA CPI Definitions](http://media.lanecc.edu/users/thorpeb/acce/CPI/pta_cpidefinitions.pdf) – print and keep for use during CPI
 |  |
| * [PTA CPI paper version for reference](http://media.lanecc.edu/users/thorpeb/acce/CPI/final_pta_cpi_.pdf)
 |  |
| **Accessing the PTA CPI Web** - [PTA CPI Web login](https://cpi2.amsapps.com/user_session/new)**\*\*\**** Use same e-mail as used during training
* Create your own password (forgot or do not have link)
* Update profile information as soon as possible
 | Bookmark for access:CPI mid-term by week 3-4, CPI final by last day of clinical |
| * [PTA CPI Web Instructions](http://media.lanecc.edu/users/thorpeb/acce/CPI/PTACPIWeb_CI.pdf) - CI**\*\*\***
 |  |
| * [PTA CPI Web Instructions](http://media.lanecc.edu/users/thorpeb/acce/CPI/PTACPIWeb_Student.pdf) - Student
 |  |
| **Reference Documents to Keep/Review** |  |
| * [LCC PTA Curriculum – Coursework Completed](https://media.lanecc.edu/users/thorpeb/acce/CIresources/LCC%20Coop%20Completed%20Coursework.pdf) (pdf) New!
 |  |
| * [PTA Decision Making Algorithm](http://media.lanecc.edu/users/thorpeb/acce/CIresources/PTA%20Decision%20Making%20Algorithm.pdf) (pdf) New!
 |  |
| * [PTA Direction Algorithm](http://media.lanecc.edu/users/thorpeb/acce/CIresources/PTA%20Direction%20Algorithm.pdf) (pdf) New!
 |  |
| * [PTA Supervision Algorithm](http://media.lanecc.edu/users/thorpeb/acce/CIresources/PTA%20Supervision%20Algorithm.pdf) (pdf) New!
 |  |
| * [Standards of Ethical Conduct for the Physical Therapist Assistant](http://media.lanecc.edu/users/thorpeb/acce/CIresources/StandardofEthicalConduct4PTA.pdf) (pdf)
 |  |
| * [Values-Based Behaviors for the PTA](https://media.lanecc.edu/users/thorpeb/acce/CIresources/ValuesBasedBehaviorsforPTA.pdf) (pdf) New!
 |  |
| * [Oregon Administrative Rules](http://cms.oregon.gov/PTBrd/Pages/index.aspx) (link to OPTLB)
 |  |
| * [Medicare Supervision Chart](http://media.lanecc.edu/users/thorpeb/acce/CIresources/Medicare%20Supervision%20Chart.pdf) (pdf)
 |  |
| * [Minimum Required Skills of PTA Graduate](http://media.lanecc.edu/users/thorpeb/acce/CIresources/Appendix_Min%20Required%20Skills%20for%20PTA%20Grads.pdf) (pdf)
 |  |
| * [Cooperative Education Employer Handbook](http://www.lanecc.edu/cooped/employer-information)
 |  |
| * [Family Education Rights and Privacy Act (FERPA)](http://www.lanecc.edu/copps/documents/release-student-records)
 |  |
| **During Clinical** |  |
| **Week 1 Documents** |  |
| * [*Cooperative Education Internship Agreement*](http://media.lanecc.edu/users/thorpeb/acce/ClinicalForms/Cooperative%20Education%20Internship%20Agreement.pdf) **\*\*\*** Updated Summer 2014. (NCR form in folder, students will bring form) Students complete top portion to have **signed by CI and student on day 1** and mail to ACCE
* [Tutorial Video](http://media.lanecc.edu/users/thorpeb/acce/tutorials/CooperativeEducationInternshipAgreementTutorial2014.swf) – Link to instructions to complete updated Cooperative Education Internship Agreement.
 | End of Clinical Week 1 – students mail back in postage paid envelope |
| * [*Criteria for Selection of CIs*](http://media.lanecc.edu/users/thorpeb/acce/ClinicalForms/Criteria4SelectionofCIs.pdf) **\*\*\*** **CI please print and have signed on day 1** for students to mail to ACCE
 | End of Clinical Week 1 – students mail back in postage paid envelope |
| * [*Student Orientation to Clinical Site*](http://media.lanecc.edu/users/thorpeb/acce/ClinicalForms/StudentOrientationtoClinical%20Site.pdf) - writable pdf for student to check and initial and date ALL items on list
 | Student upload pdf to Moodle Assignment by Friday of Week 1  |
| **Optional Use References:*** [Sample Weekly Progression – 280A](http://media.lanecc.edu/users/thorpeb/acce/CIresources/PTA%20280%20A%20Sample%20Weekly%20Progression%20Guidelines.docx) 1st Clinical Rotation
* [Sample Weekly Progression – 280B](http://media.lanecc.edu/users/thorpeb/acce/CIresources/PTA%20280%20B%20Sample%20Weekly%20Progression%20Guidelines.docx) 2nd Clinical Rotation
* [Sample Weekly Progression – 280C](http://media.lanecc.edu/users/thorpeb/acce/CIresources/PTA%20280%20C%20Sample%20Weekly%20Progression%20Guidelines.docx) 3rd Clinical Rotation
* [Learning Objectives Planning Chart](http://media.lanecc.edu/users/thorpeb/acce/ClinicalForms/Cooperative%20Education%20Learning%20Objectives%20form.pdf) – for goal writing
* [Supplemental Learning Activities](http://media.lanecc.edu/users/thorpeb/acce/CIresources/SupplementalLearningActivities.pdf) – for make-up time
* [Co-op/Clinical Internships and Accommodations](http://www.lanecc.edu/sites/default/files/disability/co-op_clinical_intership_accoms_4-21-14.docx) – for students with documented disabilities (New)
* [Co-op and Clinical Internship Accommodation Planning: roles and responsibilities](http://www.lanecc.edu/sites/default/files/disability/internship_co-op_accoms_grid_5-31-13.docx) (New)
 | Optional for use during clinical |
| **End of Experience Documents** |  |
| * [*Patient Surveys*](http://media.lanecc.edu/users/thorpeb/acce/ClinicalForms/PTA280_PatientSurvey.pdf)(2) – students give blank survey to 2 patients for feedback.
 | Returned to ACCE by Thurs after clinical |
| * ***Coop Supervisor Evaluation of Student****\*\*\* - middle pages of NCR form*
 | NO LONGER REQUIREDRemoved from packet. |
| * [*Coop Attendance*](http://media.lanecc.edu/users/thorpeb/acce/ClinicalForms/coop.attendance.pdf) - writable pdf calculates hours; **CI signature NOT required unless ACCE requested**
 | Student upload in Moodle Assignment by Thurs of week 10 |
| * [*Student Evaluation of Clinical Experience "SECE"*](http://media.lanecc.edu/users/thorpeb/acce/ClinicalForms/PTA_SECE.docx) – required of student, student to share with CI, student print signature page for CI information and signature before last day of clinical\*\*\*
 | Students upload form to Moodle, turn in printed and signed signature pageby Thurs after clinical |
| **After Clinical** |  |
| * [ACCE Evaluation by CCCE/CI](http://media.lanecc.edu/users/thorpeb/acce/ACCEPerfAssessCICCCE5_050610.docx) – optional but encouraged
* [ACCE Evaluation by Student](http://media.lanecc.edu/users/thorpeb/acce/ACCEPerfAssessStudent_050610.docx) – optional but encouraged
 | At earliest convenience  |

**\*\*\*Documents or activities require direct action by Clinical Instructor**

*Documents in Italics* are required to be turned in to ACCE.