

Responsibilities of the Director of Clinical Education (DCE)

1. Certify eligibility of students for training and education.
2. Provide students with information about the clinical rotation site.
3. Schedule the clinical rotation for individual students.
4. Provide all clinical sites to which students have been assigned with the name of each student affiliate, student contact information, and length and dates of the clinical rotation.
5. Provide the CID/clinical instructor (CI) with information about the physical therapy curriculum and educational goals.
6. Provide the CID/CI with information about level of training of individual student affiliates to assist the CI in planning learning experiences for students. (See “Curriculum”, p.13 of this handout.)
7. Notify the clinical site as soon as possible prior to the start date in the event of change or cancellation of the assignment.
8. Maintain communication with the CID/CI and provide assistance with planning learning experiences, monitoring, evaluating, and counseling students throughout the clinical rotation.
9. Provide the clinical site with a clinical evaluation tool necessary to evaluate students.
10. Make clinical on-site visits, or exchange information by letter or telephone, to review student progress during the full-time clinical rotation.
12. Require students to abide by the rules, regulations, and policies of the clinical site while assigned to that facility.
13. Maintain current Clinical Site Information Forms (no more than 2-3 years old) and request updates from affiliating health care facilities biannually.
14. Establish, maintain, and review clinical site agreements annually.