

PREPARING FOR A STUDENT

The list below has been developed to assist you in preparing for a student who is assigned to your clinic. This list is not intended to be the final copy of your preparation procedures. Each facility has unique characteristics which will make it necessary to add or delete items from this list.

These things can be done during a slow time or can be assigned to a student

- Make a list of learning resources available to the student at your facility.
- Prepare a Student Handbook.
- Develop objectives specific for your facility for beginning, interim, and final clinical rotations for both PTA and if you take them PT students.
- Develop an orientation checklist to ensure that each student is adequately oriented to your facility.

About one month prior to the student arrival:

- Make sure the clinical instructor assigned to the PTA student from West Kentucky Community and Technical College is appointed as a Voluntary Faculty.
- Make sure the clinical instructor assigned to the student has the information sent by the College on the upcoming clinical assignment.
- Send to the student information about the clinical site including: dress code, hours, contact phone numbers, clinical instructor name, directions, and anything else you think the student should know ahead of time.

A few days before student arrival:

- Schedule time to orient the student or an orientation session for the student on their first day.
- Look over your patient list and decide based on the student level (beginning/interim/final) what patients you will want the student to see during the first few days.
- Look over the student handbook and make sure all the information is up to date. (This is a good assignment for students toward the end of their clinical rotation. They will know what information needs to be added to the notebook based on what they needed to know)
- Look over the facility objectives for this level of student. Also look over the objectives and any information sent to you by the PT or PTA program.