Process for Clinical Site Selections Doctor of Physical Therapy Program

1. Solicitation of sites

- a. Placement forms are sent to all active sites on March 1 for the following year.
- b. Deadline for response is April 30.
- c. Placements are logged into the database as received.
- d. Sites that have not responded will be called beginning May 1.

2. Confirmation of sites (*new procedure)

- a. *Sites will be reserved for acute care, orthopedic and neuro placements beginning May
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- b. *Enough sites plus 1 or 2 extra will be reserved for ASU without a student name for each rotation.
- c. Sites will be given a student name as soon as the student has been assigned.
- d. Sites with unused placements will be called as soon as it is known that they will not be needed to allow other programs access to that site.

3. Selection of sites

- a. At least 6 months prior to the start of the rotation, a list of available sites will be given to the students.
- b. Students will submit a list of at least 5 sites with a rationale for choosing the site.
- c. Sites with reserved placements will be marked.
- d. Students will be encouraged, but not required, to choose from those sites that have been reserved (2a).
- e. Students may request sites that are not on the site list and/or do not have a current contract with the program with the understanding that site assignment and confirmation will be delayed.
- f. Students will be strongly encouraged to speak with the ACCE regarding preferences to assist student to make appropriate selections.

4. Site assignments/confirmations

- a. The ACCE is the final authority for making decisions regarding site assignments.
- b. ACCE will match students with available sites with students learning desires based on student performance in class/lab, student's written rationale and clinic characteristics.
- c. When several students choose the same site, the student whose GPA and classroom/lab performance matches best with the site's expectations will be assigned to the site.
 Professional behaviors (See e below) will also be considered when making site assignments.
- d. The ACCE will consult with student advisors and faculty members who have instructed the students to determine classroom/lab performance and professional behavior.
- e. The following professional behaviors will be used to determine student preference in site selection. These professional behaviors should be part of each syllabus.
 - i. Punctuality
 - ii. Appropriate dress

- iii. Class preparation
- iv. Class participation
- v. Absence notification prior to beginning of class
- vi. Response to feedback
- vii. Conflict management
- f. ACCE with student's advisor and/or student's instructors will assist students to choose alternate sites when the student's site selections are unsuitable or unavailable.
- g. Site confirmation will be managed by the ACCE. Confirmations will begin as soon as possible after the site assignments have been completed.
- h. Students will be informed by e-mail when the site is confirmed.
- i. Students are prohibited from contacting sites until the site has been confirmed for that student.
- j. Students are encouraged to meet with the ACCE at any point during the assignment/confirmation process for status updates.

5. Grievance procedure

- a. Students who are unhappy with a site assignment should meet with the ACCE within 2 weeks of receiving the assignment.
- b. If the problem is not resolved, the student should meet with the program director.
- c. If the problem remains unresolved, the student may request a meeting of an ad hoc committee consisting of the ACCE, a clinician, the student's advisor and a student from a different cohort.