

UW HEALTH JOB DESCRIPTION

Clinical Education Coordinator-Rehab

Job Code: 900006

FLSA Status: Exempt

Mgt. Approval: J Powers **Date:** 6-15

HR Approval: CW **Date:** 1-17

JOB SUMMARY

This position reports to the Directors of Outpatient and Inpatient Therapies. This is a professional position which demands experience in the student clinical education planning process. Along with clinical responsibilities, this planning involves each of the UW Health outpatient clinics as well as inpatient therapies including acute, med/surg, pediatrics. This position requires that the incumbent possess the clinical evaluation and educational skills expected of at least an advanced clinician as well as superior communication and organizational skills. The incumbent will provide planning and support for students, interns, and staff in all PT, OT, and Speech therapy areas of UW Health, including AFCH, 1 S Park, and The American Center. Additionally, the incumbent will also serve staff with students in health psych, health fitness, athletic training, and other related areas.

In addition to the clinical responsibilities, the Coordinator of Clinical Education is responsible for planning the placement of students, providing and obtaining information prior to the clinical rotation, on-boarding students for orientation, computer and EMR access, maintaining records regarding student immunization status as well as completion of all required steps necessary for employment or training in the UW Health system.

The position requires a high level of organizational skills. Clinical instructor training involves >120 staff as instructors/supervisors across > 15 clinical teams at 6 UW Health sites. The Clinical Education Coordinator is responsible for coordinating clinical education with >40 programs at >20 academic institutions for placement of >100 students each year.

A wide variety of internal and external contact relationships are involved in performance of the duties of this position, and a high degree of independence in creating and enhancing these relationships is expected. Internal contacts include but are not limited to other members of the physical therapy staff, occupational and speech therapy staff, fitness center staff, exercise physiology staff, preventive cardiology staff, public relations personnel, legal counsel, managers and directors of these groups, and a variety of clerical staff. External contacts include but are not limited to physical therapists from other institutions, academic clinical educators and representatives for each of the disciplines previously described, students and clerical staff. The quality of education imparted directly impacts the accuracy of medical diagnosis and the quality of patient care at UW Health, and wherever else they proceed as graduates to practice in the students' chosen field.

This individual serves on the Therapy Executive Council, is on the clinical education subcommittee, and regularly attends the combined manager meetings. Incumbent will attend a staff meeting for each team involved in clinical education at least annually.

Excellent communication skills are absolutely essential. The incumbent must be able to communicate with and direct students as well as interact with a wide variety of clinical staff, managers, administrators, academic representatives, patients, and the general public. Because the educational effort of staff and clinical instructors is without monetary compensation, their participation depends upon a positive relationship with the clinical coordinator, the academic institution and relating to clinical education overall. The position requires the ability to independently arrive at decisions after consulting a wide spectrum of information sources.

Problems encountered are of a high level of complexity and a considerable amount of creativity, resourcefulness, and innovation are utilized in problem solving. Scheduling and plans are developed using only broad guidelines for development, which require a high degree of independence in decision-making. Coordination with other health care providers is essential. Excellent verbal and written communication skills are essential.

The incumbent is highly involved in the instruction and/or training activities of both students and faculty. Student programming, staff development, and program development are areas which involve a high degree of problem solving, interpretation and analysis. Therefore a strong clinical, academic, and organizational background is necessary.

Under the direction of the team supervisor/manager, the Advanced Clinician Physical Therapist provides Physical Therapy services. Patient/client evaluation, consultation, and treatment are conducted using broad guidelines, requiring a high degree of autonomy and innovation in decision-making, including complex patient situations and problems. Incorporates research findings into clinical practice.

Takes an active role in organizational initiatives to improve patient care, practice, and institutional performance.

Therapy is provided to patients/clients in various age-groups. Coverage to other areas within the Department of Orthopedics and Rehabilitation is provided as necessary based on patient/client demands. (This does not apply to those that work in

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Home Health.) Occasional work is required on weekends and holidays.

Problems encountered are of a moderate level of difficulty and can usually be solved by referring to program resources, subject matter experts, and/or management. General supervision and direction will be provided. Consultation with other staff is expected regularly. Actively mentors peers in area(s) of expertise.

The Advanced Clinician works with a wide variety of internal and external constituents, including (but are not limited to) team members, staff and physicians inside and outside the Department of Orthopedics and Rehabilitation, patients, families, vendors, and insurance representatives.

As a requirement of the position, the Advanced Clinician has regular access to and knowledge of the confidential medical history of patients/clients in their care. Documentation is required and is in accordance with professional and regulatory guidelines.

MAJOR RESPONSIBILITIES

COORDINATOR OF CLINICAL EDUCATION

A. Coordinates planning of clinical education rotations

1. Communicates with staff to determine interest and availability
2. Develops a plan and calendar for the coming 1-2 years to offer availability to schools
3. Monitors and administers the plan and calendar on an on-going basis to send and receive information from schools and students prior to arrival
4. Submits Computer System Authorization Forms (CARF) and necessary information to HR, IS security as part of on-boarding process for students to have appropriate access for patient information and documentation
5. Acts as liaison for staff, students, and schools throughout the clinical education rotation timeframe
6. Maintains profiles of information about each particular clinic as required by institutions or national bodies of each discipline

B. Monitors Clinical rotation schedule and clinical grading.

1. Evaluates effectiveness of clinical training from staff and school feedback, clinical competency tests, student evaluations, etc.
2. Reviews student evaluations of clinical sites with staff and/or managers and communicates regularly with clinical sites
3. Coordinates or offers continuing education for clinical instructors to problem solve or improve their clinical education skills

C. Develops and maintains relationships with multiple departments and institutions to provide clinical training

1. Communicates with clinical instructors regarding continuing education activities.
2. Attends appropriate committee meetings.

D. Supervises students.

1. Participate in clinical education of students in incumbent's specific discipline.
2. Participate in student planning or remediation actions as needed.
3. Assists in student supervision if needed for coverage or clinical instructor mentoring.

E. Coordinates planning of clinical education rotations

1. Communicates with staff to determine interest and availability
2. Develops a plan and calendar for the coming 1-2 years to offer availability to schools
3. Monitors and administers the plan and calendar on an on-going basis to send and receive information from schools and students prior to arrival

COORDINATOR OF SPORTS PHYSICAL THERAPY RESIDENCY

- A. Works with Residency Fellowship Physical Therapy Centralized Application Service (RFPTCAS) as part of application and evaluation process
- B. Compiles and submits annual report and fee to American Board of Physical Therapy Residency Fellowship Education (ABPTRFE)
- C. Recruits and educates prospective candidates in person at state or national meetings and via phone or email
- D. Arranges screening and interview process and interview day

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- E. Coordinates committee meetings for Steering, Curriculum, Outreach, graduation as well as regularly occurring meetings with residents
- F. Complies and coordinates all required forms as required for credentialing
- G. Assists with orientation process
- H. Serves as guest lecturer and mentor – both scheduled and daily / informal interactions
- I. May serve as program representative for Special Interest Group (SIG) meetings, national meetings, or residency- or sports- specific gatherings
- J. Works together with the Residency Director to ensure smooth programming and educational experience for residents while maintaining regulatory compliance

PROVISION OF DIRECT PATIENT CARE

- A. Reviews the medical chart and selects appropriate methods and types of evaluations, demonstrating advanced level of knowledge and age specific competency of pediatric, adolescent, adult and geriatric patients relative to management of patients within program area/areas.
- B. Evaluates each newly assigned patient by observation of actual performance and utilization of standard evaluation protocol, and records results according to departmental and program policy.
- C. Plans a specific treatment program with short and long-term goals which is based on evaluation results.
- D. Implements above program, coordinating both treatment schedule and overall objectives with other disciplines.
- E. Re-evaluates patient's performance and the treatment program at appropriate intervals and makes necessary adjustments to meet established goals.
- F. Prepares and keeps appropriate documentation in accordance with program and departmental policy.
- G. Keeps daily attendance and treatment records for each assigned patient and makes daily charges for services.
- H. Attends and participates in appropriate patient staffing, clinics, and medical rounds.
- I. If indicated at time of discharge, writes home program and/or continuity of care summary.
- J. As indicated, orders appropriate equipment and records information for each transaction according to departmental policy.
- K. Adheres to safety precautions to manage risk factors to patients and self (i.e. infection control, cardiac, pulmonary, behavioral etc.)

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Graduate of a rehabilitation related program accredited by a nationally recognized accreditation body
	Preferred	Masters Degree in healthcare, PT, OT, or education .
Work Experience	Minimum	Five (5) years experience as a PT or OT in a clinical setting.
	Preferred	Ten (10) or more years experience as a clinician, at least 5 of which are at UW Health.
Licenses & Certifications	Minimum	Licensure as PT or OT in the State of Wisconsin
	Preferred	Certification as Advanced Clinical Instructor through APTA (or equivalent)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Ability to work in a team environment with a variety of health care professionals. • Demonstrates effective communication skills with supervisors, peers, academic programs and coordinators, students, and all health care staff. Arrives in a punctual manner and is present or arranges coverage for all assigned responsibilities. • Demonstrates willingness, flexibility, and positive attitude toward the performance of all clinical education responsibilities. • Effectively works with any academic institution in the role of a clinical instructor. Positively approaches the role of being an educator in addition to clinical responsibilities.

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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input checked="" type="checkbox"/> Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.