

The below checklist is relevant for all Clinical Placement Periods (CP I – CP IV)

Pre-Placement

- Student(s) will send an introductory email with information about previous placement experience, student's learning style, and requests for pre-placement information
 - Confirm exact start and end dates of placement
- Inform student(s) of any health and safety requirements or required activities that must be complete prior to placement at your clinical site (if applicable)
- Inform student(s) of any resources / skills that should be reviewed prior to placement
- Review any resources related to practice hours tracking and evaluations. Modules and resources available on [Clinical Partners page](#) of McMaster Physiotherapy website
- Sign and return the WSIB Agreement and Affiliation Agreement *if requested by the Clinical Education Assistant*

During Placement

- Review components of **Safety Orientation Checklist** (to be provided by student) and sign form once complete
- Discuss a placement related project that will be completed while the student is on placement (i.e. educational in-service, development of educational materials, article review, etc.)
- Discuss a plan and timing for evaluations to take place. Request any changes to evaluation deadlines from the Clinical Education Assistant.
- Discuss a communication plan to provide and receive feedback
- Connect with the DCE/Clinical Education Team with concerns regarding student performance
- Collaboratively create a **Learning Contract** with student
 - Learning Contracts should be approved by CI in the beginning of *second week* of placement

Evaluations

Interim Evaluations

Due Dates:

- **CP I:** approx. **Day 24** of placement
 - **CP II & CP III:** approx. **Day 28** of placement
 - **CP IV:** approx. **Day 31** of placement
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- Complete and submit **Interim ACP 2.0** on HSPnet
 - Conduct **Interim Learning Contract** evaluation
 - Connect with the DCE/Clinical Education Team with concerns regarding student performance

Final Evaluations

Due Dates:

- **CP I - IV** – Last day of placement

- Complete and submit **Final ACP 2.0** on HSPnet
- Conduct **Final Learning Contract** evaluation
- Review student tracking excel and sign **Clinical Experience Summary Sheet** (to be provided by student)
- Review **Final Student Evaluation of Clinical Placement (SECP)** on HSPnet
 - This will be available for 14 days after the student submits

Note: *Wet or electronic signatures are required. Typed names are not accepted for documents that require a signature.*