



School of Physical Therapy

Clinical Site Nomination Guidelines

As described in the School of Physical Therapy Student Handbook, new clinical sites are continuously added in order to provide variety and quality to the interns' clinical experiences. As part of this commitment to continued clinical education development, students are afforded the opportunity to nominate sites with which the School does not have an existing relationship. This is not a requirement on either the part of students or of the School, rather it is an opportunity for students to be able to recommend specific sites and/or specialties for the clinical education team to explore further and potentially establish an internship agreement. The intent of allowing students to nominate new sites is to help strengthen the School of Physical Therapy's clinical education program, not to provide each individual student an internship wherever they would like. Many different factors are considered in selecting and maintaining clinical sites. These criteria are described further in the Student Handbook.

Establishing a professional relationship with a new site is not a short or simple process and requires a number of steps to be taken by the student, the clinical education team, the nominated site, and Pacific University's legal representation. **Students who would like to nominate a new site must begin the process early to allow ample time for all necessary items to be completed.** It often takes months to complete necessary accreditation documentation and contract negotiations, and an intern will not be sent to a facility for an internship prior to the finalization of all necessary paperwork. A brief overview of the process is described below:

- student submits "Clinical Site Nomination Form" with all information
- clinical education team investigates the appropriateness of the site for current and future students
- additional required paperwork including contract material is sent to site
- contract is reviewed and signed by site and Pacific University's legal department
- student nominating site will be the first student to attend that rotation

All site nomination forms should be submitted to the Assistant ACCE between January 1 and March 31. Rare exceptions to this time frame may occur and will be made solely at the discretion of the clinical education team.

Further information regarding the site nomination policy is available in the Student Handbook. Other questions regarding this policy may be directed to the Assistant ACCE.