Instructions for Contacting Clinical Sites

Students must contact the clinical site 8 weeks prior to the start of the internship for the following reasons:

- It establishes rapport early on
- It allows you to obtain information needed prior to your arrival, including information on schedule, caseload, dress code, and any necessary “onboarding” procedures.
- It serves as a final check that they are expecting your arrival; despite our best efforts at communication, sometimes your contact information, profile, etc. can get lost in the shuffle at the site.

In some cases, it may be necessary to contact a site about housing arrangements much earlier than this. Please ask the assistant to the ACCE if you are going to a site that assists in providing housing.

In order to avoid time-wasting phone tag and to be respectful of busy schedules, try making initial contact via email if available. **Under no circumstances should students contact sites for any reason other than to confirm rotation/housing unless approved by the ACCE (e.g. to ask for clinical slots!). Doing so may risk our relationship with the sites and our ability to send future students.**

Lastly, if more than one student is going to a single site, please coordinate your contact so that you are not bombarding the CCCE with multiple phone calls/email. It is strongly suggested that just one student make the initial contact and simply ask the CCCE if it is necessary for each student to call (one student may be able to pass on information to the other students).

Remember that the CCCE may or may not be that actual person that you will be working with on-site. With all of this in mind, here are a few questions that one might ask in your initial contact:

- Who will actually supervise me? Do I need to contact that person directly?
- These are the resources (books, notes, goniometer, gait belt, etc.) that I was thinking of bringing with me; do you recommend anything else?
- Is there anything that you would like me to especially focus on as I prepare for this internship?
- Did you receive all of my paperwork (profile, syllabus, etc.) from the School? Can I clarify anything or do you have any questions for me?
- What documentation will you require me to provide (immunizations, CPR, criminal background check, etc.)?
- Verify time and location for reporting to clinic, parking, lab coat, etc.