Job Description
Academic Coordinator of Clinical Education (ACCE)

The Academic Coordinator of Clinical Education (ACCE) is responsible for the development and implementation of objectives and competencies of the Physical Therapist Assistant students in the clinical education component of the program.

Education
- Graduate of an accredited physical therapist assistant or physical therapy program, or deemed equivalent program.
- Earned associate degree as a physical therapist assistant or professional degree as a physical therapist.
- Earned bachelor degree or enrolled in or desire to pursue undergraduate studies.

Qualification
- Must have an active physical therapist or physical therapist assistant license or eligible to be licensed in the state of Florida.
- Minimum 3 years of clinical experience as a physical therapist assistant or physical therapist.
- Able to meet the faculty requirements as stated in the Evaluative Criteria for the Accreditation of Physical Therapist Assistant Programs.
- Able to initiate, administer, assess and document clinical education programs.
- Able to work independently and coordinate work with colleagues and peers.
- Demonstrated the ability to achieve goals, influence others, and meet deadlines.
- Proficient in computers (Word, Excel, Access, Outlook, Power Point & Adobe).
- Must be able to multitask.
- Experience with presenting information to both small and large groups.
- Proven strong communication skills and the ability to work with people from diverse backgrounds and experiences.

Experience
- Prior teaching experience in a physical therapist assistant or physical therapist academic program or equivalent coursework.
- Knowledge of education, management, and adult learning theories and principles.
- Active in clinical practice, especially as applicable to clinical education.
- Active in professional activities at local, state and/or national levels.
- Earned status as an APTA Credentialed Clinical Instructor.

Responsibilities
The following are the responsibilities of the Academic Coordinator of Clinical Education, but are not limited to the following:
- Communicates news, and current information (e.g., curriculum, clinical education objectives, staffing changes, and site availability) among all concerned stakeholders (e.g., the academic institution, clinical education sites, clinical faculty and students) to maintain current knowledge of the educational program, the clinical education site, and health care changes affecting clinical practice and education.
- Provides ongoing communication with clinical educators at each clinical education site.
- Communicates and oversees communication with Center Coordinators of Clinical Education (CCCEs), Clinical Instructors (Cls), and students to monitor progress and assess student performance. Provides guidance and support as required to problem solve and discuss pertinent issues with student(s), Cls, and/or CCCEs.
- Places, supervises, and communicates with students while on clinical experiences.
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- Evaluates each clinical site through student feedback, on-site visits, and ongoing communications and routinely shares this information with academic and clinical faculties. Provides feedback to clinical educators concerning their effectiveness in delivering clinical learning experiences based on student feedback and through direct observations.
- Coordinates and teaches clinical education courses and other related course content based on areas of content and clinical expertise.
- Directs effort and attention to teaching and learning processes used throughout the curriculum (e.g., management and education theory, adult learning).
- Monitors and documents the academic performance of students to ensure that they successfully achieve the criteria for completing clinical learning experiences. Reviews and records student evaluations from CI’s and determines the final grade for all clinical education courses in the curriculum.
- Provides direct input into curriculum design, review and revision processes.
- Participates in academic program meetings, institutional governance, and/or community service activities as appropriate to the mission of the academic institution.
- Develops and implements a plan for self-development that includes the participation in and enhancement of teaching, citizenship and scholarly activities.
- Functions as a faculty member in other job responsibilities as delegated by the Program Director or as required by the academic institution.
- Participates in clinical education forums, clinical education related activities, and programs designed to foster clinical education (e.g., Clinical Education Consortia or Clinical Education Special Interest Groups (SIGs)).
- Administers a system for the academic program's clinical records.
- Assists the Program Director in the development of a program budget by providing input on items related to the clinical education program and overall program budget.
- Manages fiscal allocations budgeted for clinical education.
- Develops, implements, and monitors adherence to policy and procedures for the clinical education component of the curriculum.
- Develops, administers, and monitors the Academic program's evaluation process for the clinical education component, including instruments used for evaluation of student performance, clinical sites and faculty.
- Participates in the preparation of accreditation documentation and outcome performance assessment of students in the program.
- Develops criteria and procedures for clinical site selection, utilization, and assessment (e.g., APTA Guidelines for Clinical Education.
- Establishes, develops, and maintains an adequate number of clinical education sites relative to quality, quantity and diversity of learning experiences to meet the educational needs of the students and the academic program, the philosophy and outcomes of the program, and evaluative criteria set by CAPTE.
- Provides clinical education site development opportunities through ongoing evaluation and assessment of strengths and areas needing further development or action (e.g., in service training, discontinue student placements.
- Encourages clinical faculty to participate in local, statewide, and national forums designed to foster and discuss issues addressing clinical education.
- Schedules maintenance of all department equipment in accordance with set policy.
- Mentors other academic faculty about their role and responsibilities related to clinical education (e.g., clinical site visits, determining readiness for the clinic).
Essential Physical Skills

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access input and retrieves information from a computer.
- Able to actively demonstrate and participate in the skills laboratory and clinical without physical limitations.

Environmental Conditions
- Works inside a classroom/laboratory environment.
- Clinical sites at various locations

Requirements
- Ability to travel to and from clinical sites.

Supervisor
- Physical Therapist Assistant Program Director