



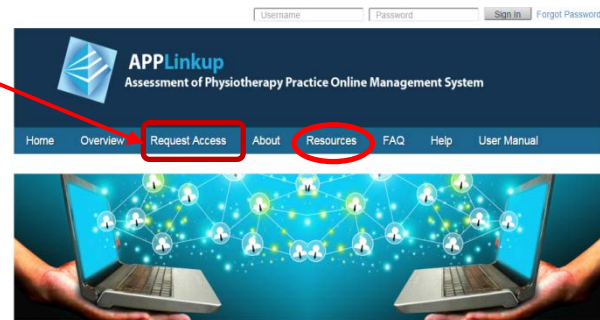
Clinical Educator Checklist




TIP: Under the User Manual tab on the home page is the User Manual. The section for CEs provides additional information & answers to most of your questions.

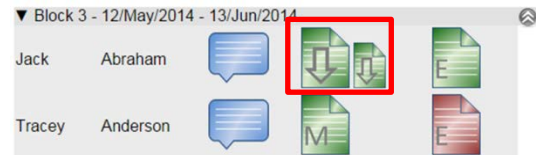
BEFORE THE PLACEMENT BEGINS

- Access the **APPLinkup** website at www.applinkup.com
- Request access as a Clinical Educator (CE); see 'Quick Start Guide' for directions
- Log in; go to CE home page and check students allocated to you
- If more than one CE is sharing student supervision with you on placement, check that all CEs can login and see the allocated students
- Find manual and video vignettes under Resources for best practice in teaching, learning and assessment. Review APP items and Performance Indicators



DURING THE PLACEMENT

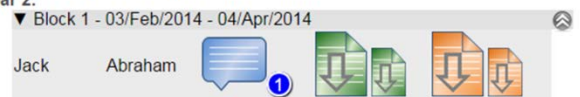
- On placement Day 1, students log in to APPLinkup and visit their home page
- Schedule date & time for each student's mid and end of unit feedback meetings
- Make notes on each student's performance during the placement using the  notes icon to record specific examples that support rating decisions
- Use items and performance indicators to provide regular feedback to the student on their performance
- Log in and complete the mid unit APP prior to the mid-unit student meeting
- Remind student to log in and complete their mid-unit self-evaluation APP
- Print off or view on screen the combined CE & student mid unit APP for discussion with student
- Following the mid unit formative feedback discussion, log in and submit the mid unit APP



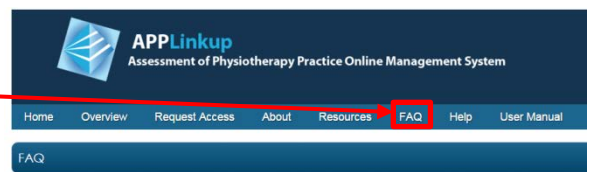
AT THE END OF THE PLACEMENT

- All CEs involved in student education meet to discuss final summative APP assessment
- Log in to CE home page and complete end of unit APP; provide specific examples to support rating decisions
- Remind student to log on and complete end of unit APP self-evaluation
- Print off or screen view combined CE & student end of unit APP for discussion with student
- Following discussion, Log in and submit end of unit APP
- Complete and submit end of unit survey

Masters of Physiotherapy Studies:
Year 2:



- Other questions? See click on **FAQ** on home page





Clinical Educator 'Quick Start' Guide

What is APPLinkup?

- a web-based version of the APP (Assessment of Physiotherapy Practice) instrument providing real-time, online management of workplace assessment
- provides mid unit formative feedback and end of unit summative assessment of student performance during placements

How do I use the APPLinkup system?

Step 1: Access the APPLinkup website at www.applinkup.com.

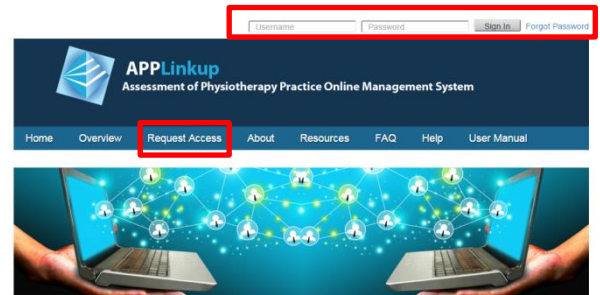
Step 2: Select **Request Access** from the menu bar at the top of the home page

Step 3: Select the link for **CE** access, complete the form and submit

Step 4: You will then receive an email with your user name (your email) and a temporary password.

Step 6: Enter your username and password into the fields at the top right of the home page & select the Sign In button. Select

Administration from the side menu bar to change your password the first time you log in.



CE Home Page - What you will see

Your home page lists the block rotation, of each year, of each program, for each university.

Selecting the arrow icon next to the block name will display the students within the block, as shown. Each student record is made up of a section for notes as well as mid-unit and end of unit assessment forms

To add notes to a student record: Select the  button

University of Learning

Bachelor of Physiotherapy:

Year 4:

▶ Block 1 - 06/Apr/2015 - 30/Apr/2015

▶ Block 2 - 01/Jun/2015 - 26/Jun/2015

▼ Block 3 - 06/Jul/2015 - 30/Jun/2015

Barbara	Bryant			
Jimmy	Hall			

Step 7: Complete the mid unit formative assessment APP around week 3 week of a 5 week placement. The mid unit feedback is intended to help the student identify areas requiring improvement and areas that are progressing well. Complete the end of unit form at the end of the placement

Step 8: APP has been designed so that once both you and your student have completed the form and submitted it, both can see the other's ratings. This helps promote useful discussion during mid and end of unit feedback sessions.

Step 9: Once the APP assessments are completed, submit the forms to the University for review

Step 10: For more detail refer to the Clinical Educator section in the APPLinkup User Manual located on the menu bar at the top of the home page or click on link below

<http://www.applinkup.com/Documents/APPManual.pdf>

Assessment of Physiotherapy Practice (APP) Mid Unit

0 = Infrequently / rarely demonstrates performance indicators
 1 = Demonstrates few performance indicators to an adequate / pass standard
 2 = Demonstrates most performance indicators to an adequate / pass standard
 3 = Demonstrates most performance indicators to a good / above pass standard
 4 = Demonstrates most performance indicators to an excellent standard
 Not Assessed (n/a) = item was not assessed
 Note: a rating of 0 or 1 indicates that minimum acceptable competency has not been achieved

Professional Behaviour	
1. Demonstrates an understanding of patient/client rights and consent	0 1 2 3 4 n/a
2. Demonstrates commitment to learning	0 1 2 3 4 n/a
3. Demonstrates ethical, legal & culturally sensitive practice	0 1 2 3 4 n/a
4. Demonstrates teamwork	0 1 2 3 4 n/a
▶ Please Add Feedback - Professional Behaviour	
Communication	
5. Communicates effectively and appropriately - Verbal/non-verbal	0 1 2 3 4 n/a
6. Demonstrates clear and accurate documentation	0 1 2 3 4 n/a
▶ Please Add Feedback - Communication	