

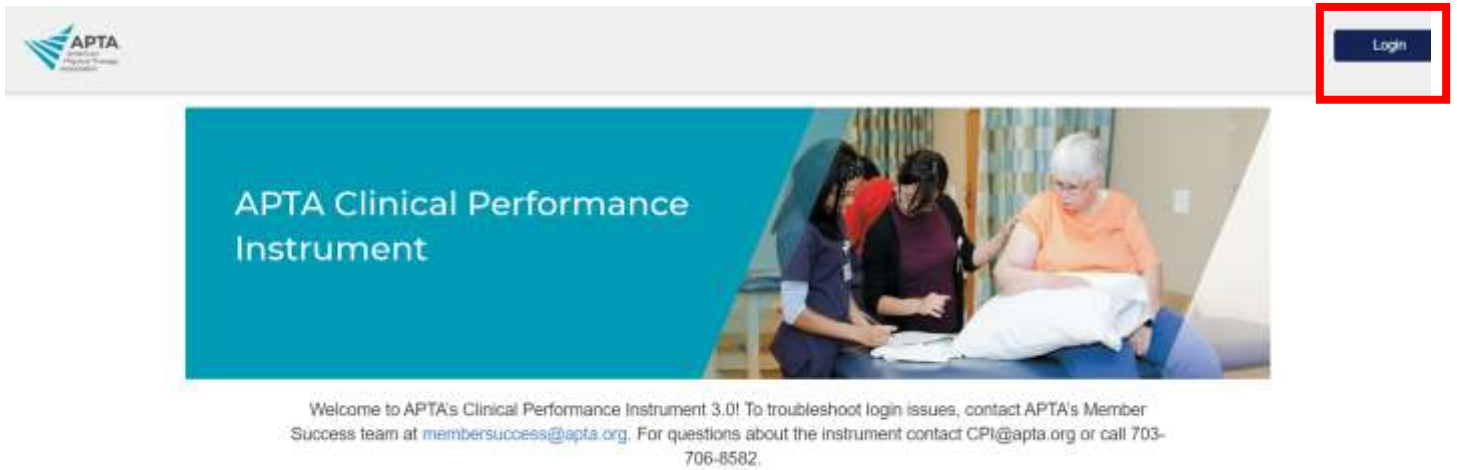
# Clinical Performance Instrument (CPI)

## Clinical Instructor User Guide

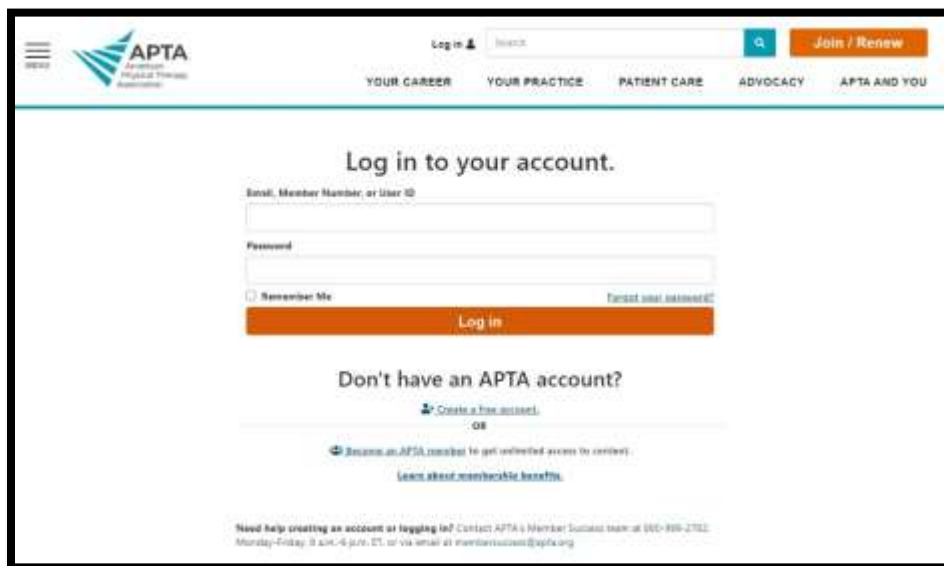
## Login

Go to <https://cpi.apta.org>

Click **Login**.



Log in to your account using your APTA login credentials.



Agree to the **Terms of Use**.



The **Dashboard** appears.




\*Note\* the Clinical Instructor will only see students he/she is associated with.



For login issues: Email [CPI@APTA.com](mailto:CPI@APTA.com) or call 703-684-2782

### Menu Options

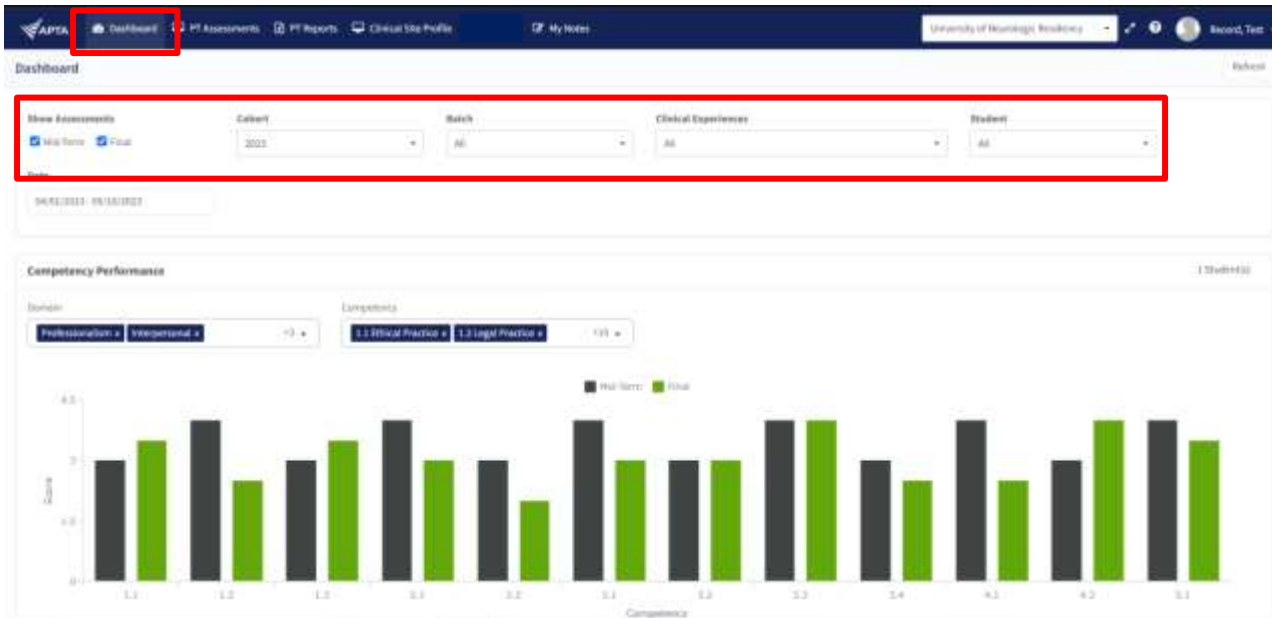


	Click to <b>enter/exit full screen</b> .
	Click to access <b>User Guides</b> .
	Click your <b>User Profile</b> photo to: <ul style="list-style-type: none"> <li>• Update your user profile</li> <li>• Log Out of the system</li> </ul>

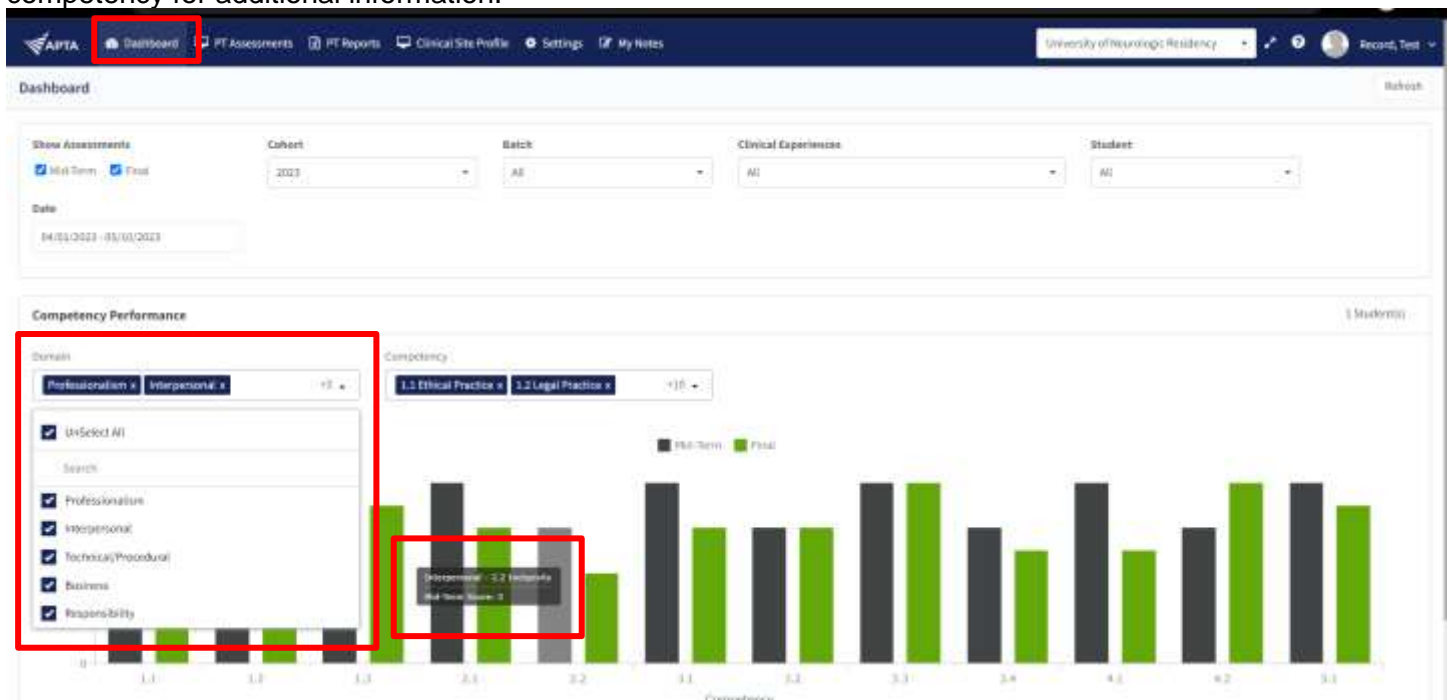
## Dashboard

The Competency.AI dashboard shows a comprehensive and dynamic view of student competency levels.

Use the dashboard filters to sort information by Mid-Term or Final Assessment, Cohort, Batch, Clinical Experience and Student.



Select specific Domains and Competencies and mouse-over to see the score for each competency for additional information.



## PT/PTA Assessment

PT Assessments are assigned by the DCE.

Use PT Assessments to complete or review assessments and track assessment completion progress.

The screenshot shows the APTA Assessments dashboard. The 'PT Assessments' menu item is highlighted in red. Below it, the 'Mid-Term' filter is also highlighted. The dashboard displays an 'Assessments Overall Status' section with '1 Assessment(s) Complete' and '2 Assessment(s) Pending'. A table lists assessment records with columns: Clinical Experience, Student, Cohort / Batch, Due Date, Status, Shared, Assigned To, Assessed On, Self-Assess, and Action. Red boxes highlight the 'Due Date', 'Status', and 'Action' columns. The 'Action' column contains buttons like 'Start Faculty Assessment', 'Continue Faculty Assessment', 'View Faculty Assessment', and 'View Student Assessment'.

## Start, Continue or View Assessments

APTA Rubric evaluations have been created and mapped by APTA administrators. Click the Action for your selected student to Start or Continue an Assessment. If the assessment is complete, click the Action to View the Faculty Assessment

This screenshot is similar to the first one, showing the APTA Assessments dashboard. A red box highlights the 'Action' column, which contains buttons for 'Start Faculty Assessment', 'Continue Faculty Assessment', 'View Faculty Assessment', and 'View Student Assessment'.

Verify the student's name and evaluation (MidTerm or Final), then complete the rubric by selecting the appropriate response for each criteria

Criteria	Beginning Performance	Advanced Beginner Performance	Intermediate Performance	Advanced Intermediate Performance	Entry-Level Performance	Beyond Entry-Level Performance
<b>Professionalism 1.1: Ethical Practice</b>	<ul style="list-style-type: none"> <li>Acknowledges that there are ethical practice standards by which they should abide.</li> <li>Identifies obvious unethical behaviors that occur in the clinical setting.</li> <li>Identifies, acknowledges,</li> </ul>	<ul style="list-style-type: none"> <li>Acknowledges that there are ethical practice standards by which they should abide.</li> <li>Identifies obvious unethical behaviors that occur in the clinical setting.</li> <li>Identifies, acknowledges, and accepts responsibility for their actions.</li> </ul>	<ul style="list-style-type: none"> <li>Articulates most of the policies and procedures of their clinical practice setting (e.g., OSHA, HIPAA).</li> <li>Articulates most of the elements of the Code of Ethics for the Physical Therapist.</li> </ul>	<ul style="list-style-type: none"> <li>Articulates most of the policies and procedures of their clinical practice setting (e.g., OSHA, HIPAA).</li> <li>Articulates most of the elements of the Code of Ethics for the Physical Therapist.</li> <li>Reports clinical errors without prompting from the C.</li> </ul>	<ul style="list-style-type: none"> <li>Abides by the policies and procedures of the clinical practice setting (e.g., OSHA, HIPAA).</li> <li>Adheres to the elements of the Code of Ethics for the Physical Therapist.</li> <li>Consistently identifies unethical behaviors.</li> </ul>	<ul style="list-style-type: none"> <li>Abides by the policies and procedures of the clinical practice setting (e.g., OSHA, HIPAA).</li> <li>Adheres to the elements of the Code of Ethics for the Physical Therapist.</li> <li>Consistently identifies unethical behaviors.</li> </ul>
<b>Professionalism 1.2: Legal Practice</b>	<ul style="list-style-type: none"> <li>Acknowledges that there are legal and professional practice standards by which they should abide.</li> <li>Identifies obvious violations of legal and professional practice standards.</li> </ul>	<ul style="list-style-type: none"> <li>Acknowledges that there are legal and professional practice standards by which they should abide.</li> <li>Identifies obvious violations of legal and professional practice standards performed by others in the clinical setting.</li> </ul>	<ul style="list-style-type: none"> <li>Articulates most of the legal and professional practice standards related to patient/client care, including federal, state, and institutional regulations.</li> <li>Gathers some objective information to support questions regarding perceived legal activity observed in the clinical practice.</li> </ul>	<ul style="list-style-type: none"> <li>Articulates most of the legal and professional practice standards related to patient/client care, including federal, state, and institutional regulations.</li> <li>Gathers some objective information to support questions regarding perceived legal activity observed in the clinical practice.</li> </ul>	<ul style="list-style-type: none"> <li>Practices according to legal and professional standards, including federal, state, and institutional regulations related to patient/client care.</li> <li>Readily identifies violations of legal and professional practice.</li> </ul>	<ul style="list-style-type: none"> <li>Practices according to legal and professional standards, including federal, state, and institutional regulations related to patient/client care.</li> <li>Readily identifies violations of legal and professional practice standards.</li> <li>Gathers objective information to</li> </ul>
<b>Professionalism 1.3: Professional Growth</b>	<ul style="list-style-type: none"> <li>Seeks guidance from CI for steps to improve their clinical performance and/or clinical practice knowledge.</li> <li>Participates in planning to improve clinical performance and/or clinical practice knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>Seeks guidance from CI for steps to improve their clinical performance and/or clinical practice knowledge.</li> <li>Participates in planning to improve clinical performance and/or clinical practice knowledge.</li> <li>Develops and articulates annual short-</li> </ul>	<ul style="list-style-type: none"> <li>Identifies areas of strength and areas for growth in an effort to improve their clinical performance and/or clinical practice knowledge.</li> <li>Identifies educational opportunities and resources that</li> </ul>	<ul style="list-style-type: none"> <li>Identifies areas of strength and areas for growth in an effort to improve their clinical performance and/or clinical practice knowledge.</li> <li>Identifies educational opportunities and resources that are relevant to their clinical setting.</li> </ul>	<ul style="list-style-type: none"> <li>Self assesses their clinical performance in an effort to improve patient/client care.</li> <li>Seeks out evidence-based research.</li> <li>Recognizes when referral to or consultation with individuals with greater experience/experience is</li> </ul>	<ul style="list-style-type: none"> <li>Self assesses their clinical performance in an effort to improve patient/client care.</li> <li>Seeks out evidence-based research.</li> <li>Recognizes when referral to or consultation with individuals with greater experience/experience is</li> </ul>

Add criteria level comments on **Areas of Strength, Areas for Development and Remediation Plans** by clicking the comment icon for each criteria. Then **Save**.

**Comments**

Areas of Strength
  Areas for Development
  Remediation/Performance Optimization Plan

Sonia is very well versed in HIPAA and OSHA standard and properly relayed appropriate information to her client

Cancel Save

Scroll to the end of the rubric to add comments for an **Overall Summary** and **Performance Concerns**.

Check the **Send Email to DCE** box to send an email notification to the DCE if you have an item of significant concern.

The screenshot shows the Competency.AI interface for a 'MidTerm - Konojia, Sonia' assessment. It features a table with six columns representing different supervision levels: 'clinical supervision 75% - 100%', 'supervision 75% - 100%', 'supervision less than 50%', 'less than 50%', 'working independently while managing patients', and 'independently while managing patients'. Below the table, there are two text input areas: 'Overall Summary (Please include the student's strengths and areas for further development.)' and 'Performance Concern(s), Unsafe Event(s), Incident(s) to be Recorded'. A checkbox labeled 'Send Email to DCE' is located below these areas. A red border highlights the 'Overall Summary' and 'Performance Concerns' sections, and another red box highlights the 'Send Email to DCE' checkbox.

### Save your Rubric

**Save As Draft** allows you to save an incomplete rubric without publishing it to other areas in Competency.AI. Rubrics saved as a draft will remain in **pending** status until edits are complete and submitted.

**Submit** Once you click submit the rubric is **complete**. You will not be able to make any edits. Please review your comments and selections carefully, then click **Submit**.

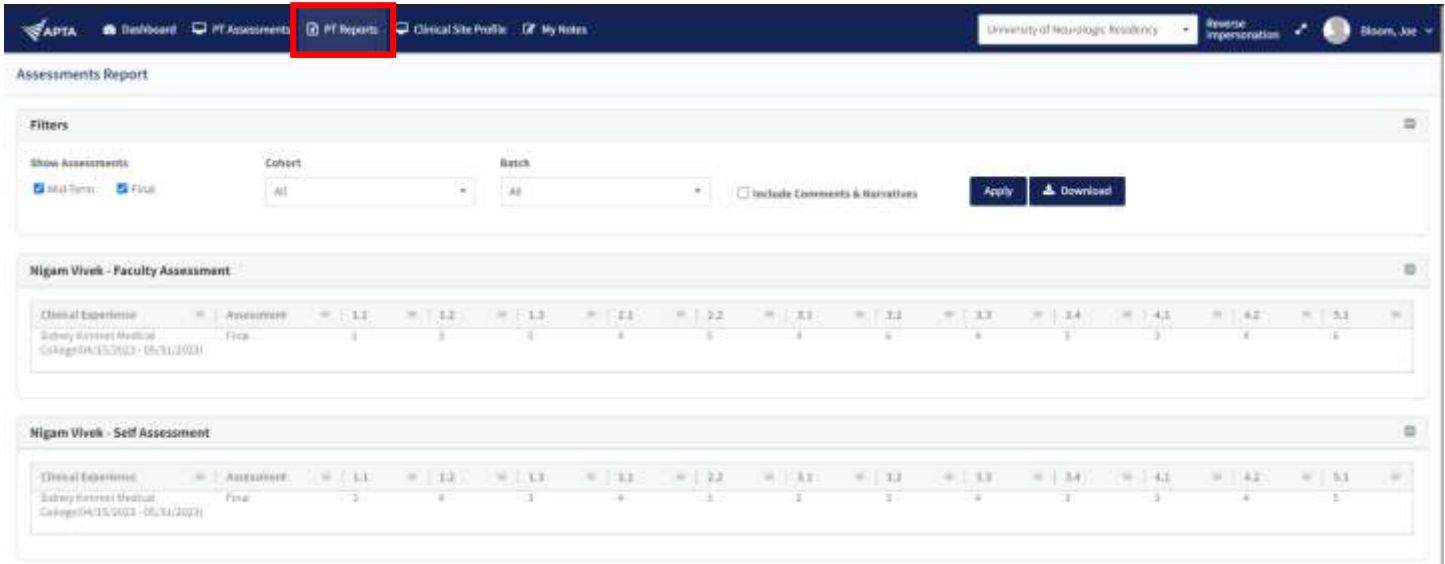
**Back** brings you back to the PT Assessments page. **CHANGES WILL NOT BE SAVED**

This close-up screenshot shows the top navigation bar of the interface. It includes a dropdown menu for 'University of Neurologic Residency', a search icon, a help icon, a user profile icon, and a 'Record, Test' dropdown. Below the navigation bar are three buttons: 'Back' (highlighted with a red border), 'Save as Draft' (highlighted with a yellow border), and 'Submit' (highlighted with a green border).

## PT/PTA Reports

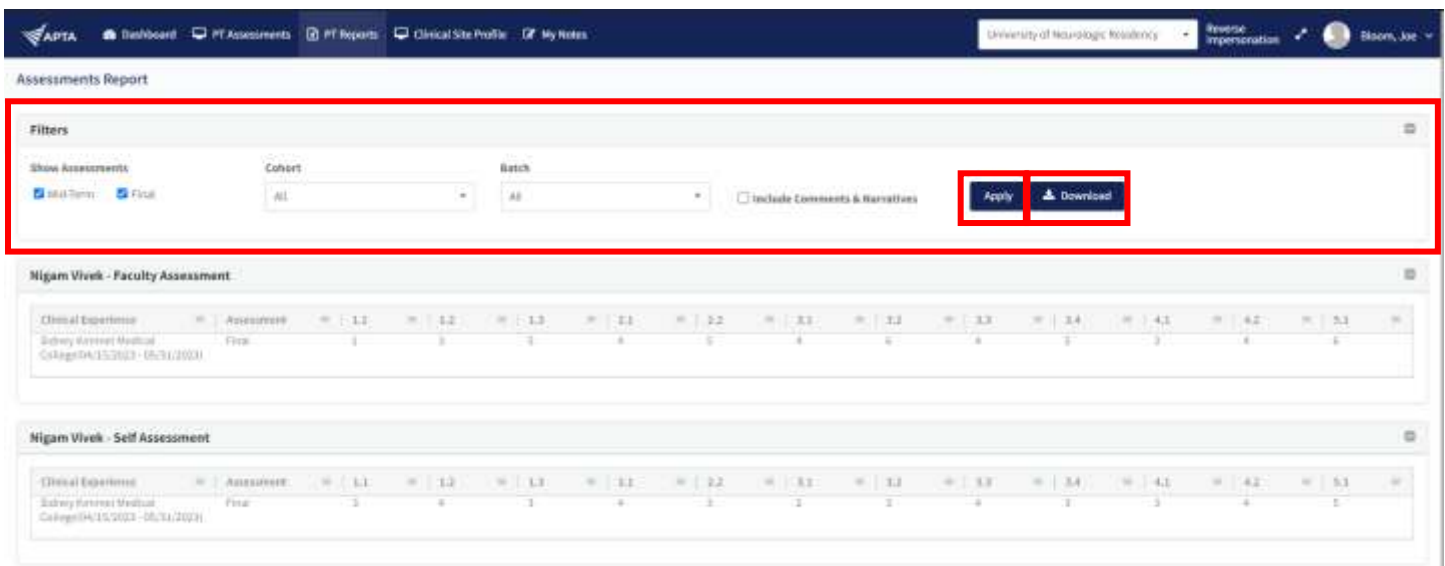
PT/PTA Reports allows the CI to view and download scores and comments. The CI can only view and download information for students he/she is associated with.

1. Click **PT Reports** or **PTA Reports**



The screenshot shows the 'Assessments Report' page. The 'PT Reports' menu item is highlighted with a red box. Below the navigation bar, there are filter options for 'Show Assessments' (with 'All Term' and 'Final' selected), 'Cohort' (set to 'All'), and 'Batch' (set to 'All'). There is an unchecked checkbox for 'Include Comments & Narratives' and buttons for 'Apply' and 'Download'. Below the filters, there are two sections: 'Nigam Vivek - Faculty Assessment' and 'Nigam Vivek - Self Assessment'. Each section contains a table with columns for 'Clinical Experience', 'Assessment', and a grid of scores from 1.1 to 5.1.

2. Use the filter to create your desired report
  - a. Check “Include Comments & Narratives” to view and download comments and narrative made in both Faculty Assessments and Student Self Assessments.
  - b. You MUST click **Apply** to apply the filters
  - c. **Download** creates an excel version of your results



This screenshot is identical to the one above, but with a red box highlighting the 'Apply' and 'Download' buttons in the filter section.

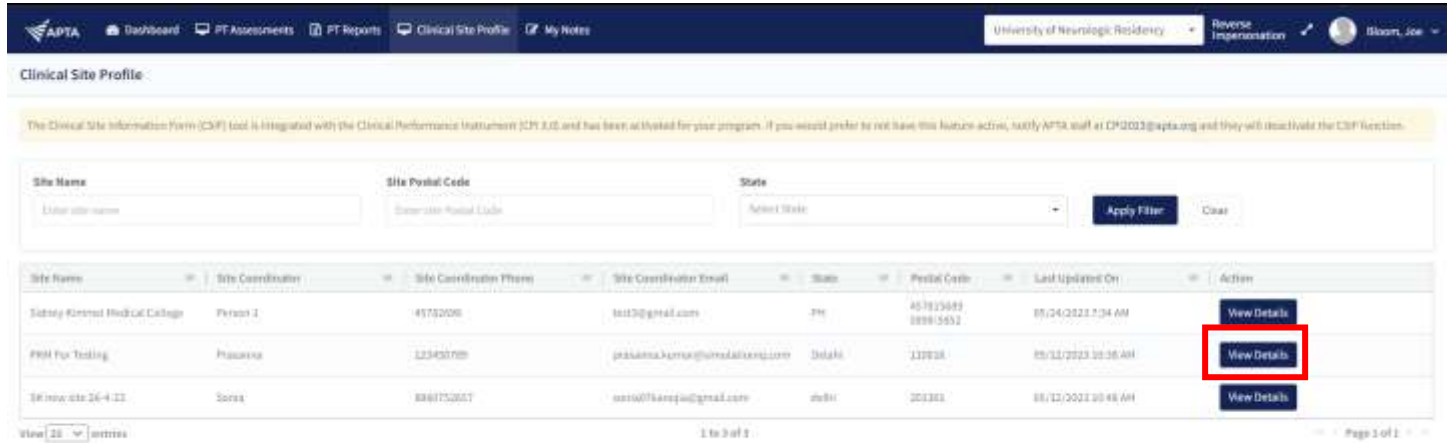


### Clinical Site Profile

The Clinical Site Profile allows the CI to view the detail previously created for each clinical site he/she is associated with.

\*Note\* the CI may NOT edit clinical site information.

Click View Details to view site details.



### My Notes

Use +Add Note to keep personal notes. Notes are NOT visible to any other user.



For questions, comments or concerns about the CPI please Email [CPI@APTA.com](mailto:CPI@APTA.com) or call 703-684-2782.

