Clinical Performance Instrument (CPI)

Site Coordinator of Clinical Education (SCCE) User Guide

3/11/2024

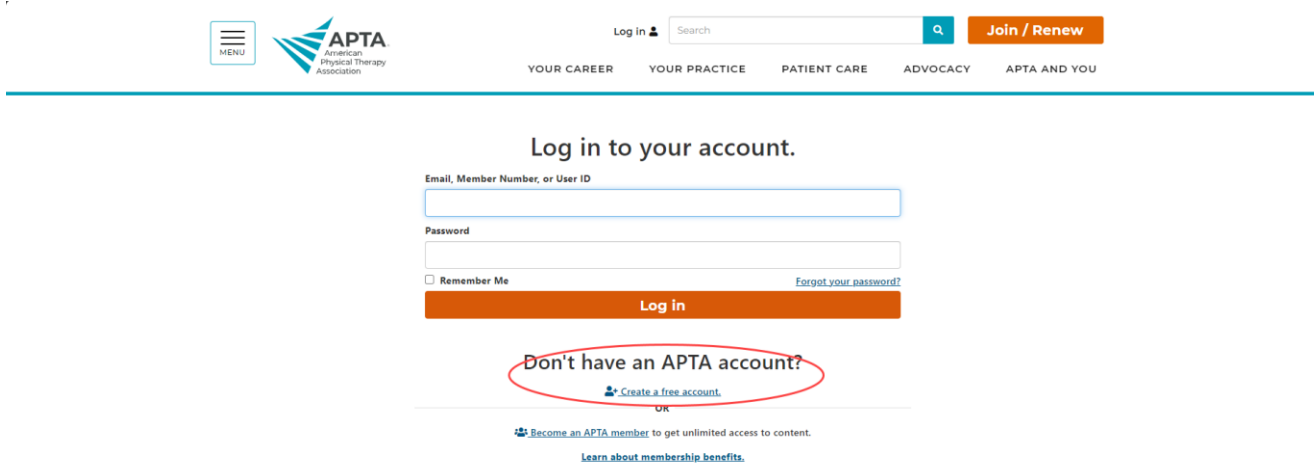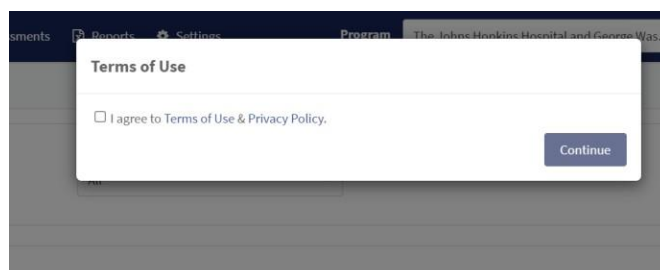# Table of Contents

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.

*SCCE will be only able to see data for the program(s) they are associated with. If the SCCE is associated with **multiple programs**, use the program dropdown menu to switch programs.*

For login questions/issues: Email membersuccess@apta.org or call 800-999-2782 (APTA). This includes situations of multiple APTA accounts, password reset, and updating email addresses. You may also update your email address by going to Contact Information. Please do not create a new account if one currently exists in the system.

Menu Options

|		
Dashboard		The **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.
PT Assessments	**PTA Assessments**	The **Assessments** page is where Active Student and CI CPI evaluations can be viewed and where Significant Concerns are documented.
PT Reports	**PTA Reports**	The **Reports** page provides a quick snapshot of the completed Student and CI CPI evaluations and a way to download the information into an Excel Spreadsheet.
Clinical Site Profile		The **Clinical Site Profile** is where the CSIF lives. This page shows all completed CSIF profiles for sites associated with your program.
Settings		The **Settings** tab is where you manage sites for which your are the SCCE and can view clinical experiences associated with those sites.
My Notes		The **My Notes** area is available for all users to keep private notes while in the CPI 3.0.
APTA University - PT APTA University - PTA		This dropdown is used to switch between multiple programs to which you are associated.
		Click to **enter/exit full screen**.
		Click to access **User Guides**.
CPI, SCCE1 ∨		Click your **User name dropdown** to: • View your user profile • Log Out of the system

Dashboard

The Compency.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.
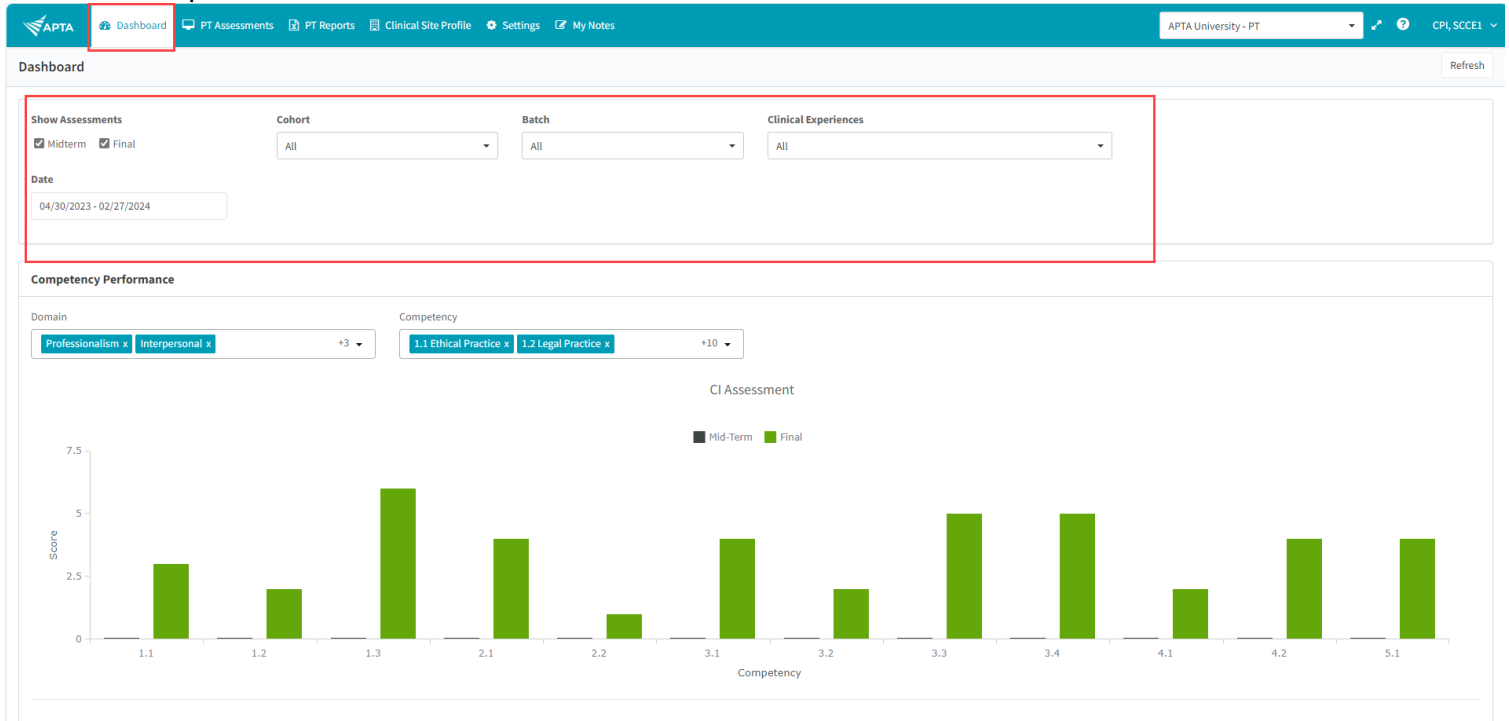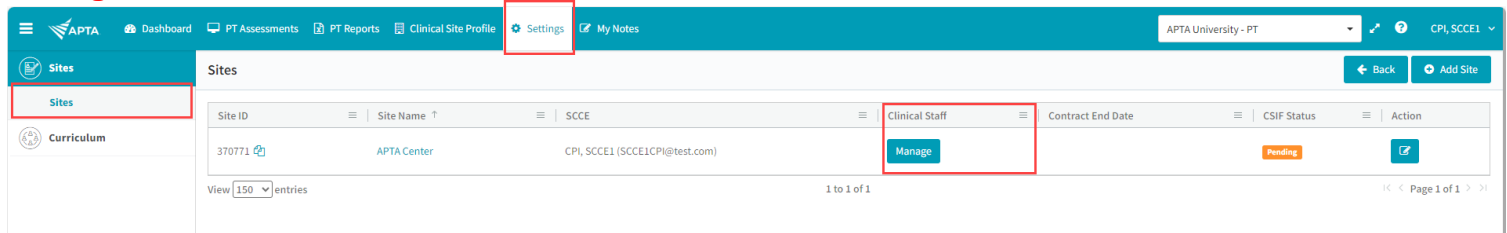

Select specific Domains and Competencies and mouse-over each competency score for additional information.
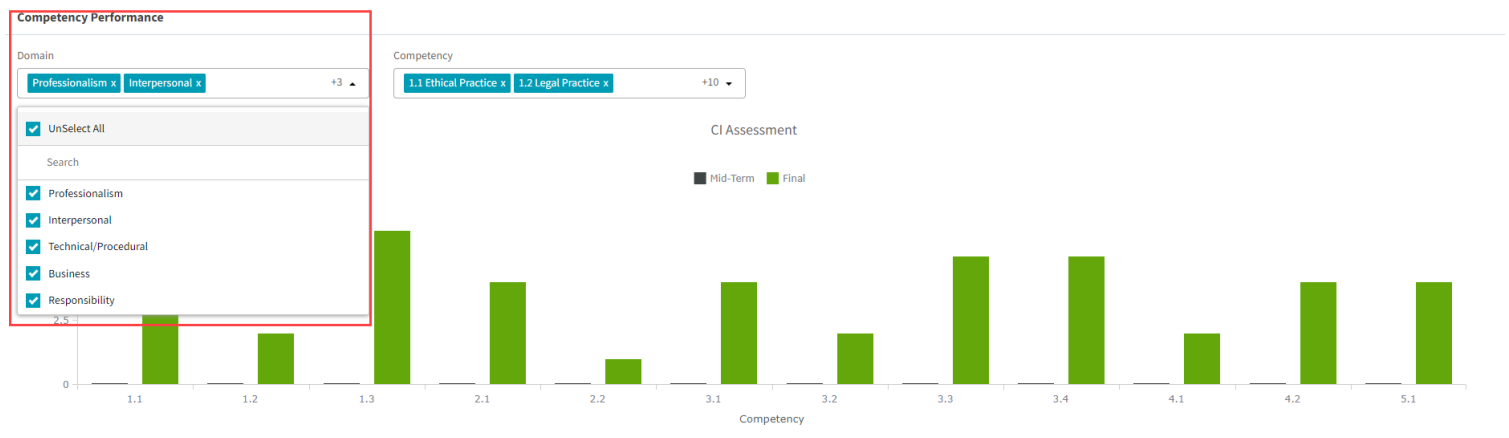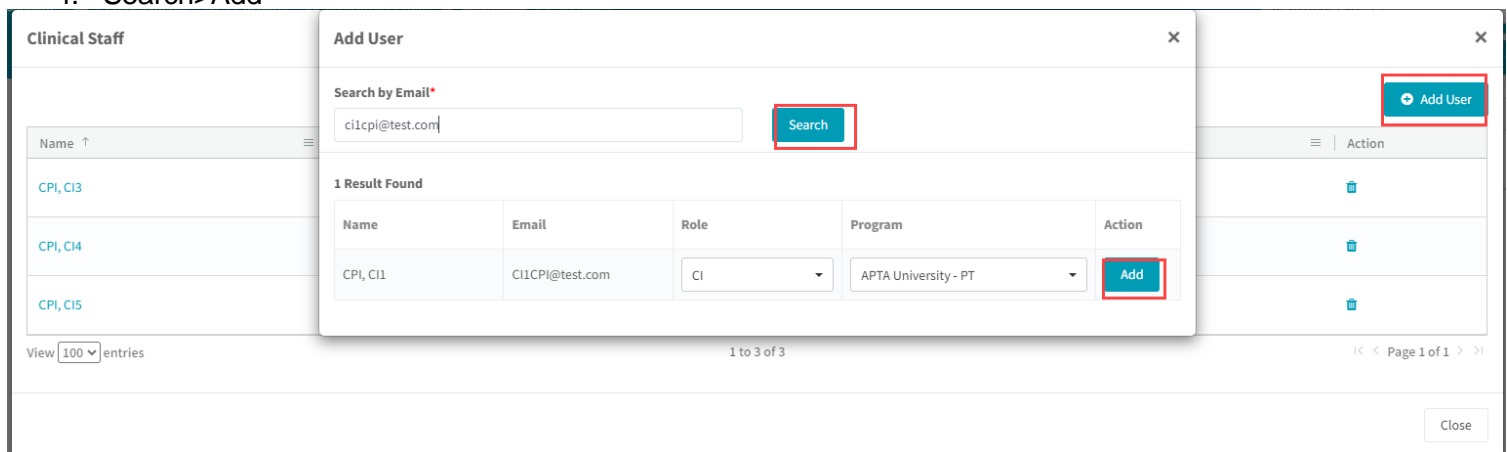
Clinical Sites

IMPORTANT! Clinical Sites must be manually entered into the system to avoid duplications and incorrect data. Sites must be created by adding/uploading clinical rotations.
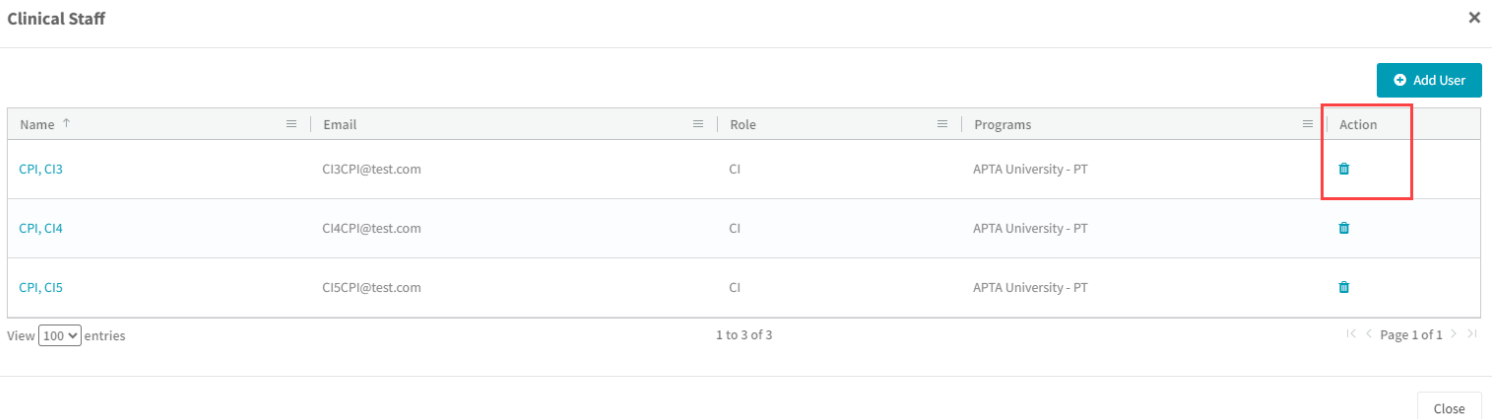
Manage Clinical Staff

1. Under the **Clinical Staff** column, click **Manage** to manage site clinical staff information.
2. Click **+Add User**
3. Look up and the email address of the CI (must be the email address associated with their APTA account). Please contact your DCE to verify CI email address if no results are found.
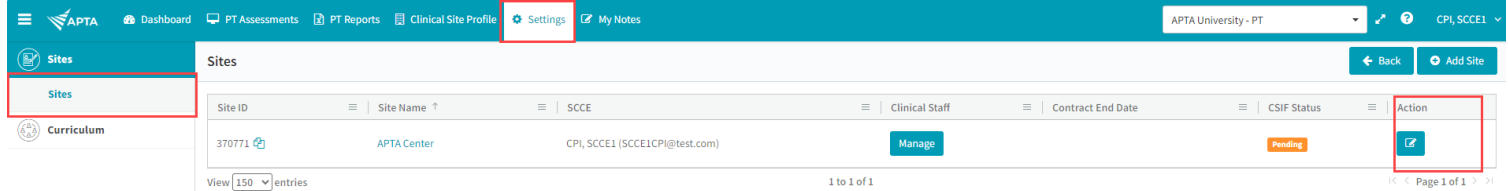4. Search>Add

5. Use the trash can to delete clinical staff associated with this site.
   This action will disassociate the CI from the site. It WILL NOT remove them from the system
   This action will also disassociate them from any Clinical Experiences and assessments they may have completed.

Edit Clinical Site Information

Editing and maintaining the integrity of Clinical Site Information is the responsibility of the SCCE.

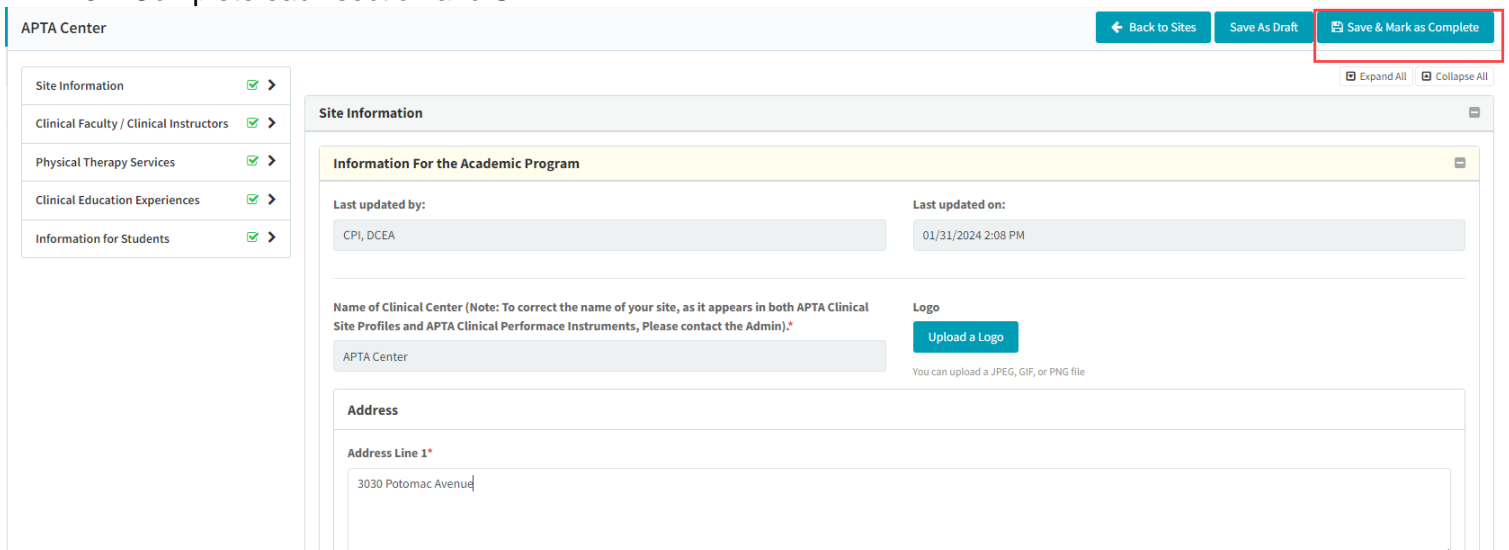1. Click the edit icon to add and edit FULL site information

2. This edit screen is divided into sections which can be expanded and collapsed. Use the commands or + and – icons to expand or collapse sections.

3. Complete each section and SAVE.

Saving site information

Save As Draft allows you to save incomplete site information without publishing it to other areas in Competency.AI. Sites saved as a draft will remain in **pending** status until edits are complete.

Save & Mark as Complete means site information is **complete** where it can be shared to the CSIF.

Back to Sites brings you back to the Sites page in Settings. **CHANGES WILL NOT BE SAVED**

APTA Center	← Back to Sites	Save As Draft	💾 Save & Mark as Complete
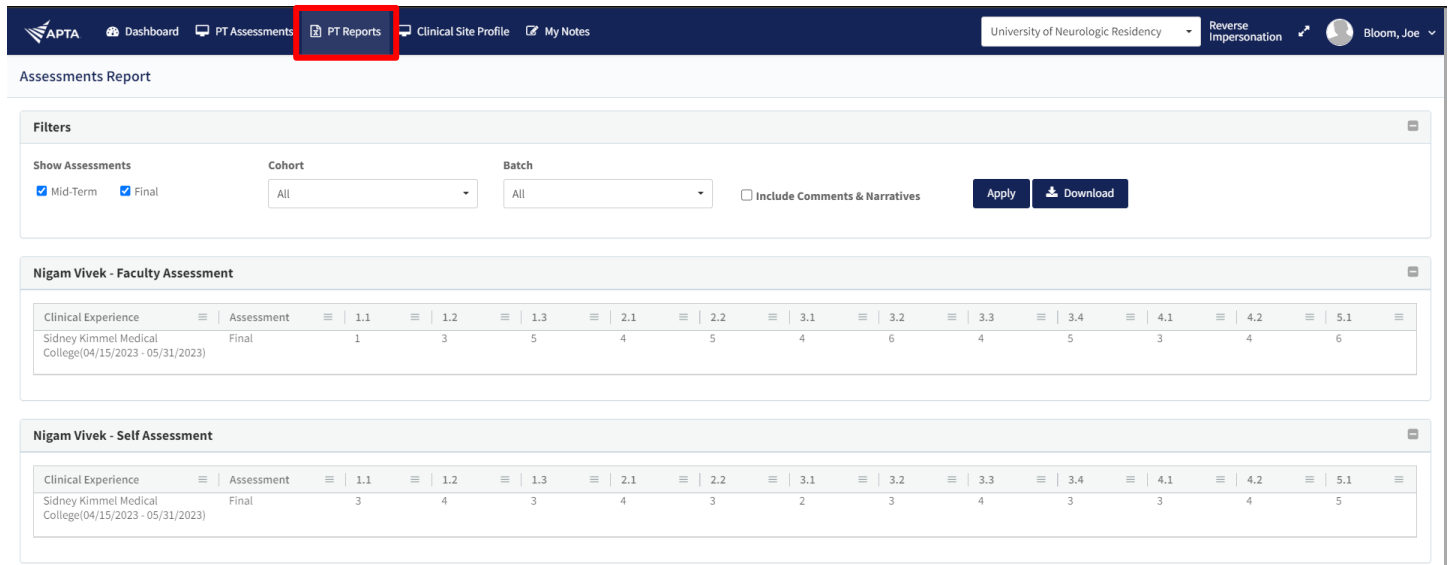
Site Information	☑ ›		⊞ Expand All ⊞ Collapse All

PT/PTA Reports

PT/PTA Reports allows the SCCE to view and download scores and comments. The SCCE can only view and download information for students they are associated with.

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

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

Clinical Site Profile

The Clinical Site Profile allows the SCCE to view CSIF (Clinical Site Information Form) details previously completed for each clinical site they are associated with.

Note The SCCE may NOT edit clinical site information from this tab. To make edits or changes please return to the Settings tab. If there is no completed CSIF for a site, it will not appear in this list.

Click View Details to view a site's CSIF.

Clinical Instructor Information

PT/PTA Assessment

PT Assessments are assigned by the DCE.

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

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 Assessment.

Verify the student's name and evaluation (Midterm or Final), then complete the rubric by selecting the appropriate response for each criterion and adding comments.

NOTE: 2 CIs Complete Assessments.

It is important to note that the two CIs will be working on a single assessment. The portal does not support multiple users simultaneously working on an assessment. CIs will need to coordinate and add their rating and comments at different times so when they click "Save as Draft," their work will be saved in the assessment. Click "Save as Draft" regularly to refresh the page and save the contents.

The CIs will have to agree on a rating for each criterion. If one CI submits the assessment, the other CI will no longer be able to edit it, so make sure they confirm with each other prior to submission. Please have each CI sign off on their individual comments so that they can be differentiated during assessment review.

| Student: CPI, Student3 | Class of 2025 / ClinEd I | ← Back | 🖫 Save as Draft | 🖫 Submit |
| CI: CPI, CI1; CPI, SCCE2 | NovaCare-Miami (02/01/2024 - 02/17/2024) | | | |

Final PT Assessment - Clinical Instructor
In Progress

PT CPI Instructions: For each performance criterion, review all descriptors and click the numbered box for the rating that best matches the student's typical behaviors. The supervision/caseload and sample behaviors span across two performance levels. When deciding between two performance levels (ex: 1 vs 2) consider where there is a preponderance of evidence and make your rating at that level. Once you click submit, you will not be able to make edits. Contact the DCE to unlock your assessment if needed.

Performance Criteria	Beginning Performance (1)	Advanced Beginner Performance (2)	Intermediate Performance (3)	Advanced Intermediate Performance (4)	Entry-Level Performance (5)	Beyond Entry-Level Performance (6)
Professionalism 1.1: Ethical Practice **Hide Description** *Practices according to the Code of Ethics for the Physical Therapist; demonstrates respect for self, the patient/client, and colleagues in all situations.* Comparative Rating(s) CI Midterm: 6 Student Midterm: 2	**1** Supervision/Caseload: Not required for this performance criterion. **Sample Behaviors (NOT an exhaustive list)** • Acknowledges that there are ethical practice standards by which they should abide. • Identifies obvious unethical behaviors that occur in the clinical setting. • Identifies, acknowledges, and accepts responsibility for their actions. • Maintains patient/client confidentiality. • Engages in a polite and respectful manner with patients/clients and colleagues. More Behaviors	**2** ✓	**3** Supervision/Caseload: Not required for this performance criterion. **Sample Behaviors (NOT an exhaustive list)** • Articulates most of the policies and procedures of their clinical practice setting (e.g., OSHA, HIPAA). • Articulates most of the elements of the Code of Ethics for the Physical Therapist. • Reports clinical errors without prompting from the CI. • Gathers objective information to support questions regarding any potentially unethical More Behaviors	**4**	**5** Supervision/Caseload: Not required for this performance criterion. **Sample Behaviors (NOT an exhaustive list)** • Abides by the policies and procedures of the clinical practice setting (e.g., OSHA, HIPAA). • Adheres to the elements of the Code of Ethics for the Physical Therapist. • Consistently identifies unethical behaviors. • Uses resources (e.g., hospital ethics committee) for addressing and resolving ethical More Behaviors	**6**

Professionalism 1.1: Ethical Practice - Areas of Strength*

    more comments

Add criteria level comments on **Areas of Strength** and **Areas for Development.**

Scroll to the end of the rubric to add comments for an **Overall Summary, Number of Days Absent,** and **Days Absent Comments.** You cannot type alphabetical values in the Number of Days Absent box.

Overall Summary (Please include the student's strengths and areas for further development.)*

[text box]

Number of Days Absent*

`0`

Days Absent Comments*

[text box]

Once you click Submit, the CPI 3.0 is complete and you will not be able to make edits. Please review your selections and comments, then click Submit.

Save your Rubric

Clicking on a rating will automatically save the rating for that criterion. You must click to another area after making a comment for it to auto-save.

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 progress** 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.

Notes: If you need to make edits to your assessment, please contact your DCE/ACCE to have them unlock the assessment.

If you are affiliated with a military program, you may experience errors when completing the assessment due to firewall restrictions. Please attempt to access the assessment from a different WiFi network prior to reaching out to support.

Significant Concerns

Throughout the clinical experience, students and CIs may submit "Significant Concerns" to the DCE/ADCE. These comments pertain to incidents that have occurred throughout the clinical experience or situations that are of concern to the student or clinical instructor(s). They can submit these concerns at any time.

When a Significant Concern is reported, the DCE and ADCE will receive an automated email notification. The Significant Concern button will populate as a red button next to the assessment—clicking on it will open the dialog box.

Significant Concerns	Student : CPI, StudentA CI : CPI, CI1; CPI, SCCE1	Class of 2024 / Clin Ed I APTA Center (02/01/2024 - 02/17/2024)	✕

CPI, SCCE1 (SCCE)   02/21/2024 4:52 PM
test 2
Sent to : CPI, DCEA (DCE)

CPI, SCCE1 (SCCE)   02/21/2024 4:49 PM
Hi
Sent to : CPI, DCEA (DCE)

CPI, DCEA (DCE)   02/21/2024 4:49 PM
thanks!
Sent to : CPI, CI1 (CI); CPI, SCCE1 (CI)

CPI, CI1 (CI)   02/05/2024 1:34 PM

Performance Concern(s), Unsafe Event(s), Incident(s) to be Recorded
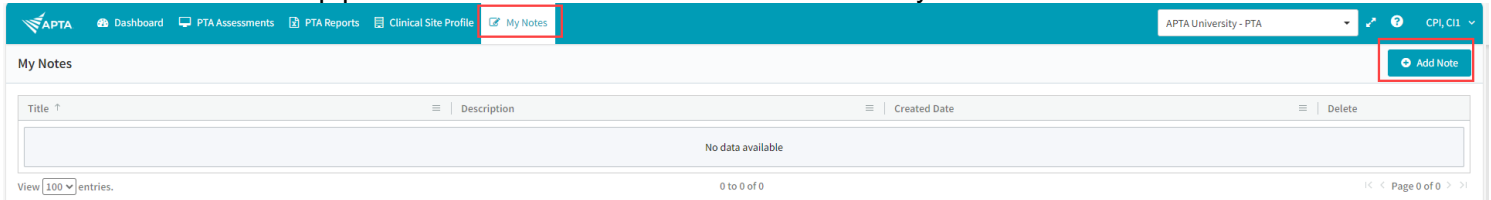
Add Comments here

☐ Send email to CI   ☐ Send email to Student

Cancel   Save As Draft   Submit

Here, you can review your comments and any replies that have been shared with you.

Please note: The Significant Concerns box functions as a notification service, not a communication service.

My Notes

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

Training Videos

CI/SCCE Rubric Training Video

Reporting Significant Concerns in CPI 3.0

For any questions or concerns regarding the CPI, please contact CPI@APTA.ORG or call (800) 999-2782 x 8582.