

Clinical Performance Instrument (CPI)

Clinical Instructor User Guide

Login

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

Click **Login**.



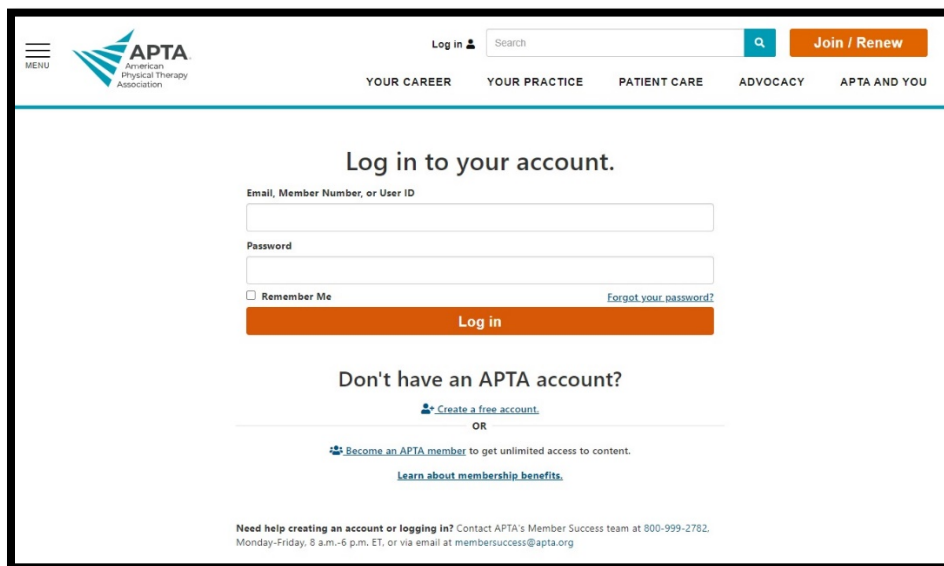
Login

APTA Clinical Performance Instrument



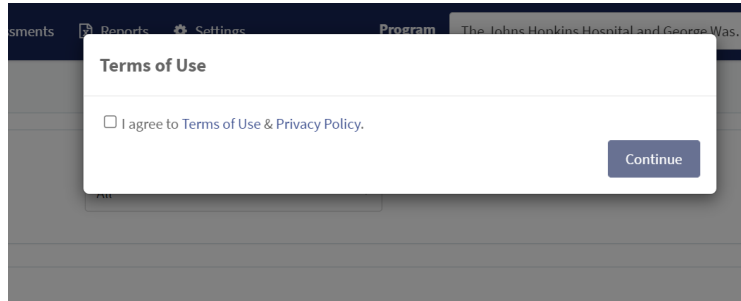
Welcome to APTA's Clinical Performance Instrument 3.0! To troubleshoot login issues, contact APTA's Member Success team at membersuccess@apta.org. For questions about the instrument contact CPI@apta.org or call 703-706-8582.

Log in to your account using your APTA login credentials.



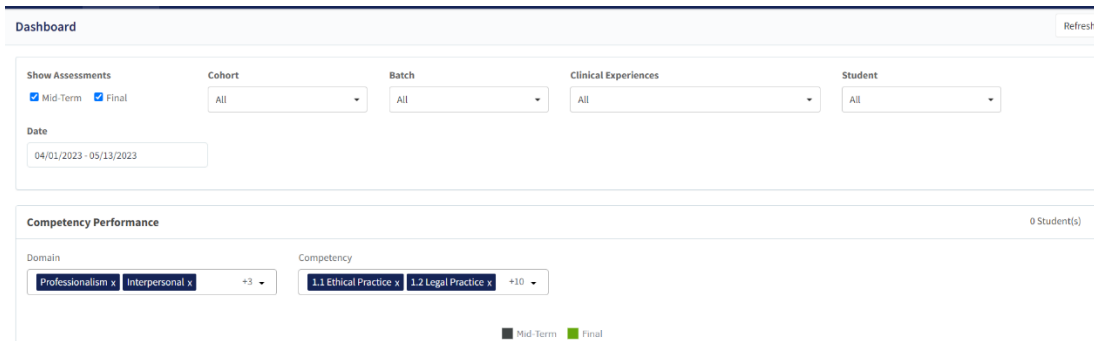
The screenshot shows the APTA login page. At the top left is the APTA logo and a 'MENU' button. To the right is a 'Log in' button with a search icon and a 'Join / Renew' button. Below this is a navigation bar with links: 'YOUR CAREER', 'YOUR PRACTICE', 'PATIENT CARE', 'ADVOCACY', and 'APTA AND YOU'. The main heading is 'Log in to your account.' Below this are two input fields: 'Email, Member Number, or User ID' and 'Password'. There is a 'Remember Me' checkbox and a 'Forgot your password?' link. A large orange 'Log in' button is centered below the fields. Below the login button is the text 'Don't have an APTA account?' followed by a link to 'Create a free account'. Below that is 'OR' and a link to 'Become an APTA member to get unlimited access to content.' At the bottom is a link to 'Learn about membership benefits.' At the very bottom, there is a footer with contact information: 'Need help creating an account or logging in? Contact APTA's Member Success team at 800-999-2782. Monday-Friday, 8 a.m.-6 p.m. ET, or via email at membersuccess@apta.org'.

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.org or call 703-684-2782

Menu Options

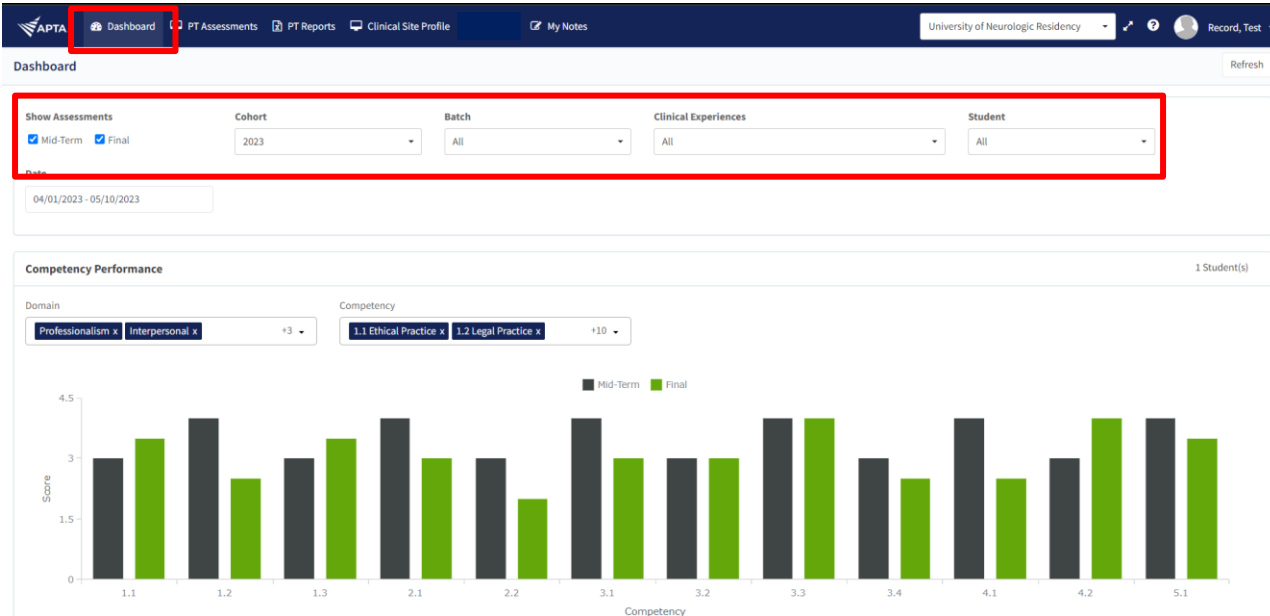


| | |
|---|--|
|  | Click to enter/exit full screen . |
|  | Click to access User Guides . |
|  | Click your User Profile photo to: <ul style="list-style-type: none"> • Update your user profile • Log Out of the system |

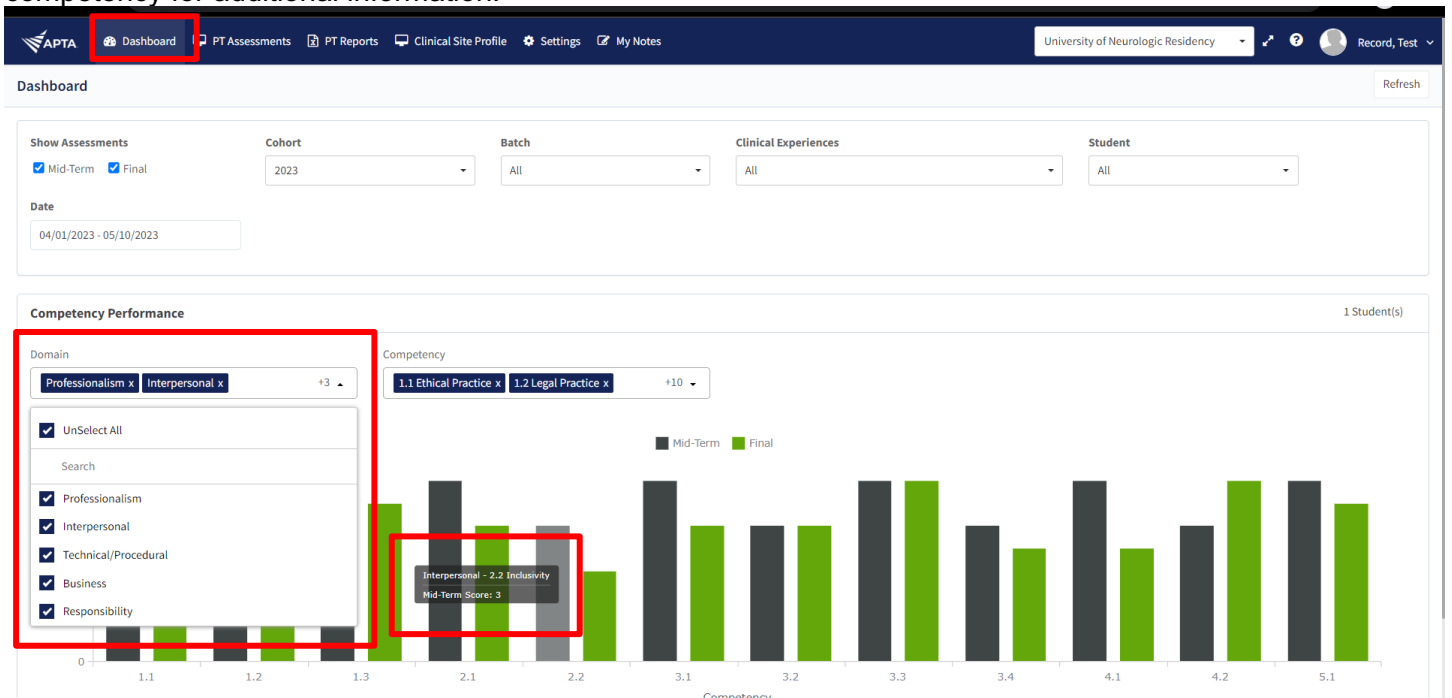
Dashboard

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 PT Assessments dashboard. The 'PT Assessments' tab is selected. The 'Assessments Overall Status' shows 25% completion. The table below lists assessment entries with the following data:

| Clinical Experience | Student | Cohort / Batch | Due Date | Status | Shared | Assigned CI | Assessed On | Self Assessm... | Action |
|---|--|---------------------|------------|-------------|--------------------|---|-------------|-----------------|--|
| Sidney Kimmel Medical College (05/09/2023 - 05/29/2023) | Konojia, Sonia something@apta.org | 2023 / Batch 1 2023 | 05/15/2023 | Not Started | | Pisapati, Sowjanya testing5@verizon.net | | Not Started | Start Faculty Assessment |
| Sidney Kimmel Medical College (05/09/2023 - 05/29/2023) | Kumar, Prasanna eileenwalsh22@apta.org | 2023 / Batch 1 2023 | 05/15/2023 | Not Started | | Bloom, Joe test@gmail.com | | Not Started | Start Faculty Assessment |
| Site 4 (05/23/2023 - 06/27/2023) | Nigam, Vivek testing@verizon.net.nul | 2023 | 07/05/2023 | In Progress | | Bloom, Joe test@gmail.com | 05/10/2023 | In Progress | Continue Faculty Assessment |
| Site 4 (05/23/2023 - 06/27/2023) | Record, Test eileenwalsh@apta.org.nul4 | 2023 | 06/30/2023 | Complete | Share with Student | | 05/10/2023 | Complete | View Faculty Assessment 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 identical to the one above, but with the 'Action' column highlighted in red to emphasize the available options for each assessment entry.

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

APT A Dashboard PT Assessments PT Reports Clinical Site Profile My Notes University of Neurologic Residency Record, Test

MidTerm - Konojia, Sonia Pending

| Criteria | Beginning Performance | Advanced Beginner Performance | Intermediate Performance | Advanced Intermediate Performance | Entry-Level Performance | Beyond Entry-Level Performance |
|---|---|---|---|--|--|---|
| Professionalism 1.1: Ethical Practice | <ul style="list-style-type: none"> Acknowledges that there are ethical practice standards by which they should abide. Identifies obvious unethical behaviors that occur in the clinical setting. Identifies, acknowledges, | <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> 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. |
| Professionalism 1.2: Legal Practice | <ul style="list-style-type: none"> Acknowledges that there are legal and professional practice standards by which they should abide. Identifies obvious violations of legal and professional practice standards | <ul style="list-style-type: none"> Acknowledges that there are legal and professional practice standards by which they should abide. Identifies obvious violations of legal and professional practice standards performed by others in the clinical setting. | <ul style="list-style-type: none"> Articulates most of the legal and professional practice standards related to patient/client care, including federal, state, and institutional regulations. Gathers some objective | <ul style="list-style-type: none"> Articulates most of the legal and professional practice standards related to patient/client care, including federal, state, and institutional regulations. Gathers some objective information to support questions regarding perceived illegal activity observed in the clinical practice | <ul style="list-style-type: none"> Practices according to legal and professional standards, including federal, state, and institutional regulations related to patient/client care. Readily identifies violations of legal and professional practice | <ul style="list-style-type: none"> Practices according to legal and professional standards, including federal, state, and institutional regulations related to patient/client care. Readily identifies violations of legal and professional practice standards. Gathers objective information to |
| Professionalism 1.3: Professional Growth | <ul style="list-style-type: none"> Seeks guidance from CI for steps to improve their clinical performance and/or clinical practice knowledge. Participates in planning to improve clinical performance and/or clinical practice | <ul style="list-style-type: none"> Seeks guidance from CI for steps to improve their clinical performance and/or clinical practice knowledge. Participates in planning to improve clinical performance and/or clinical practice knowledge. Develops and prioritizes several short- | <ul style="list-style-type: none"> Identifies areas of strength and areas for growth in an effort to improve their clinical performance and/or clinical practice knowledge. Identifies educational opportunities and resources that | <ul style="list-style-type: none"> Identifies areas of strength and areas for growth in an effort to improve their clinical performance and/or clinical practice knowledge. Identifies educational opportunities and resources that are relevant to their clinical setting. | <ul style="list-style-type: none"> Self-assesses their clinical performance in an effort to improve patient/client care. Seeks out evidence-based research. Recognizes when referral to or consultation with | <ul style="list-style-type: none"> Self-assesses their clinical performance in an effort to improve patient/client care. Seeks out evidence-based research. Recognizes when referral to or consultation with individuals with greater experience/expertise is |

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

APT A Dashboard PT Assessments PT Reports Clinical Site Profile My Notes University of Neurologic Residency Record, Test

MidTerm - Konojia, Sonia Pending

Comments

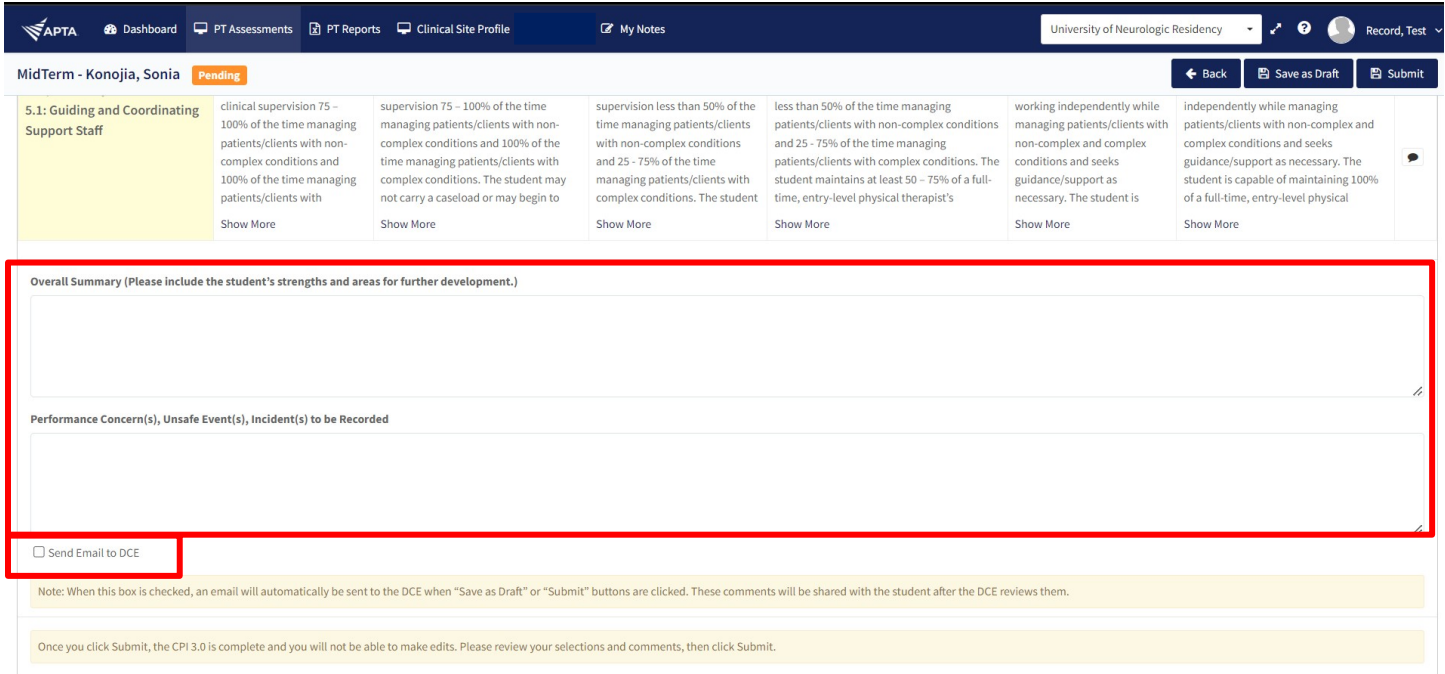
Areas of Strength | Areas for Development | Remediation/Performance Optimization Plan

Sonia is very well versed in HIPPA 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 of you have an item of significant concern.



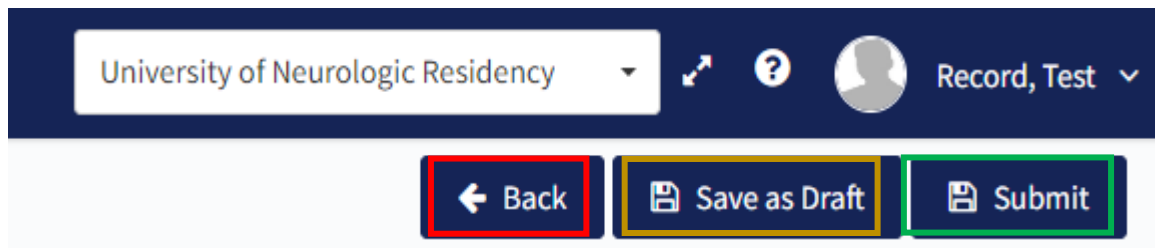
The screenshot shows the 'MidTerm - Konojia, Sonia' assessment page in 'Pending' status. It features a table with rubric criteria for '5.1: Guiding and Coordinating Support Staff'. Below the table are two text input fields: 'Overall Summary (Please include the student's strengths and areas for further development.)' and 'Performance Concern(s), Unsafe Event(s), Incident(s) to be Recorded'. A 'Send Email to DCE' checkbox is located below these fields. At the bottom, there are three buttons: 'Back', 'Save as Draft', and 'Submit'. A note explains that checking the 'Send Email to DCE' box will trigger an email when 'Save as Draft' or 'Submit' is clicked. A final note states that once 'Submit' is clicked, the assessment is complete and no further edits are allowed.

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**

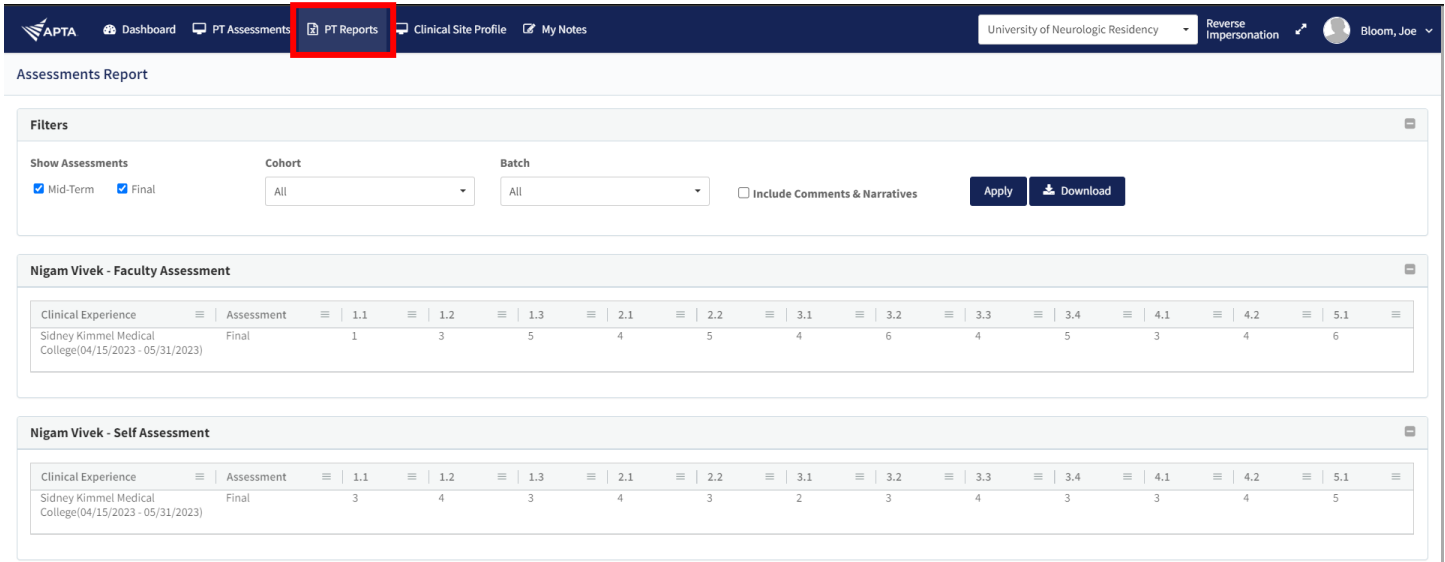


This close-up shows the three action buttons at the bottom of the interface: 'Back' (highlighted with a red border), 'Save as Draft' (highlighted with a yellow border), and 'Submit' (highlighted with a green border). Above the buttons is a dark blue header bar containing the 'University of Neurologic Residency' dropdown menu, a search icon, a help icon, a user profile icon, and the text 'Record, Test' with a dropdown arrow.

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 APTA interface with the 'PT Reports' menu item highlighted in red. The page title is 'Assessments Report'. Below the navigation bar, there is a 'Filters' section with the following options:

- Show Assessments: Mid-Term, Final
- Cohort: All
- Batch: All
- Include Comments & Narratives
- Buttons: Apply, Download

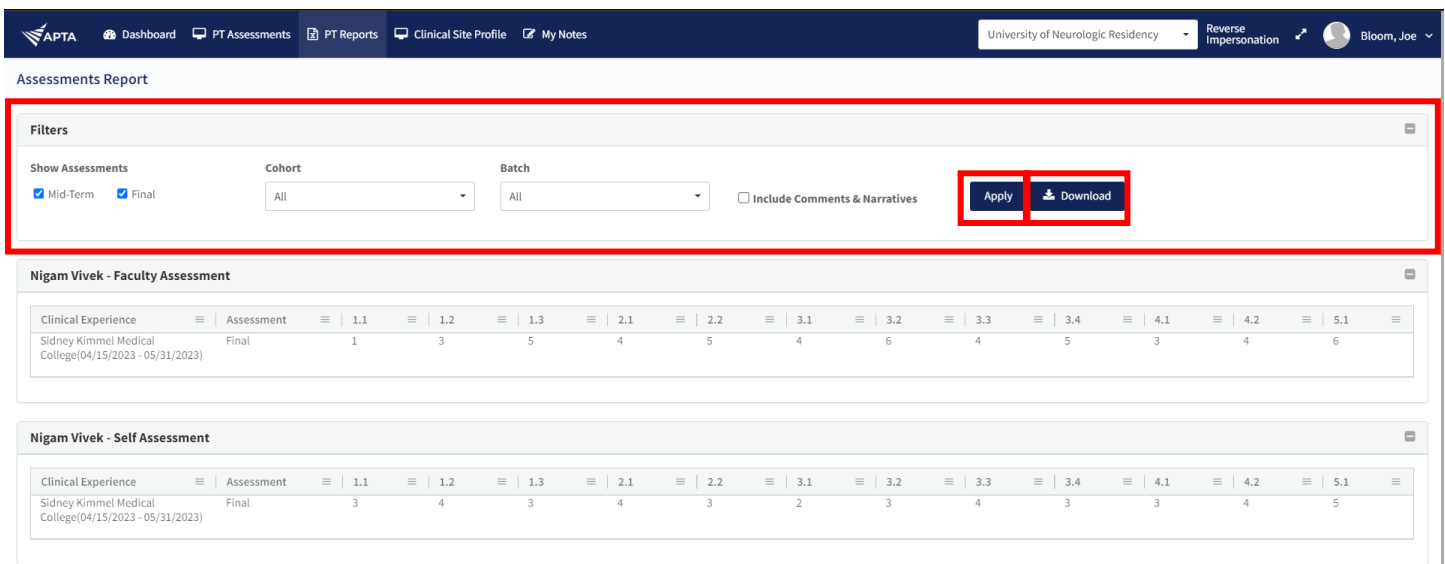
Below the filters, there are two assessment tables:

| Clinical Experience | Assessment | 1.1 | 1.2 | 1.3 | 2.1 | 2.2 | 3.1 | 3.2 | 3.3 | 3.4 | 4.1 | 4.2 | 5.1 |
|--|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Sidney Kimmel Medical College(04/15/2023 - 05/31/2023) | Final | 1 | 3 | 5 | 4 | 5 | 4 | 6 | 4 | 5 | 3 | 4 | 6 |

| Clinical Experience | Assessment | 1.1 | 1.2 | 1.3 | 2.1 | 2.2 | 3.1 | 3.2 | 3.3 | 3.4 | 4.1 | 4.2 | 5.1 |
|--|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Sidney Kimmel Medical College(04/15/2023 - 05/31/2023) | Final | 3 | 4 | 3 | 4 | 3 | 2 | 3 | 4 | 3 | 3 | 4 | 5 |

2. Use the filter to create your desired report

- Check "Include Comments & Narratives" to view and download comments and narrative made in both Faculty Assessments and Student Self Assessments.
- You MUST click **Apply** to apply the filters
- Download** creates an excel version of your results



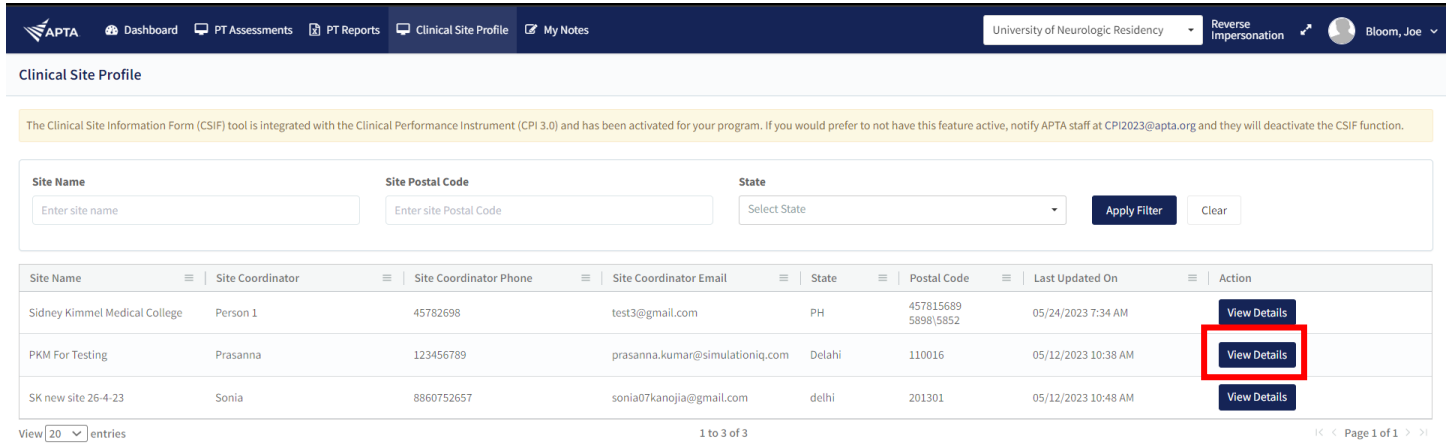
The screenshot shows the same APTA interface as above, but with the 'Apply' and 'Download' buttons in the filter section highlighted in red. The 'Include Comments & Narratives' checkbox is also visible and unchecked.

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.



The Clinical Site Information Form (CSIF) tool is integrated with the Clinical Performance Instrument (CPI 3.0) and has been activated for your program. If you would prefer to not have this feature active, notify APTA staff at CPI2023@apta.org and they will deactivate the CSIF function.

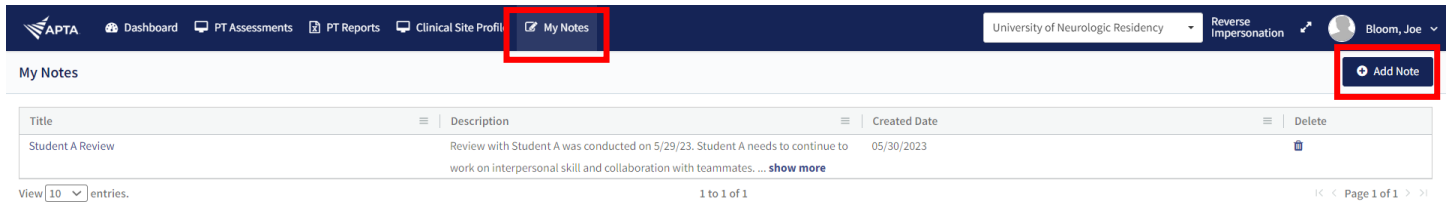
Site Name: Enter site name | Site Postal Code: Enter site Postal Code | State: Select State |

| Site Name | Site Coordinator | Site Coordinator Phone | Site Coordinator Email | State | Postal Code | Last Updated On | Action |
|-------------------------------|------------------|------------------------|---------------------------------|--------|------------------------|---------------------|---|
| Sidney Kimmel Medical College | Person 1 | 45782698 | test3@gmail.com | PH | 457815689 589815852 | 05/24/2023 7:34 AM | <input type="button" value="View Details"/> |
| PKM For Testing | Prasanna | 123456789 | prasanna.kumar@simulationiq.com | Delahi | 110016 | 05/12/2023 10:38 AM | <input type="button" value="View Details"/> |
| SK new site 26-4-23 | Sonia | 8860752657 | sonia07kanojia@gmail.com | delhi | 201301 | 05/12/2023 10:48 AM | <input type="button" value="View Details"/> |

View entries | 1 to 3 of 3 | Page 1 of 1

My Notes

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



My Notes |

| Title | Description | Created Date | Delete |
|------------------|--|--------------|---------------------------------------|
| Student A Review | Review with Student A was conducted on 5/29/23. Student A needs to continue to work on interpersonal skill and collaboration with teammates. ... show more | 05/30/2023 | <input type="button" value="Delete"/> |

View entries | 1 to 1 of 1 | Page 1 of 1

For questions, comments or concerns about the CPI please Email CPI@APTA.org or call 703-684-2782.

