

**University of Saskatchewan
School of Rehabilitation Science**

**Clinical Education Advisory Committee
Terms of Reference**

Objectives:

1. To provide a formal communication link between the School of Rehabilitation Science (SRS) and the clinical facilities which participate in the clinical education component of the Master of Physical Therapy (MPT) Program.
2. To make recommendations to the appropriate SRS committees and School of Rehabilitation Science Faculty Council regarding the clinical education component of the MPT Program.

Composition:

SRS Academic Lead Clinical Education and Community Affairs (Chair) (ex-officio)
MPT Program Clinical Coordinators (ex officio)
Physical therapy directors/managers or designates of clinical facilities in the province of Saskatchewan who represent the different facilities/programs participating in the clinical education component of the program (ex officio)
Two student members appointed by the Physical Therapy Students Society

Appointment/Term of Office:

1. Members of the Committee hold their membership by virtue of their position except for student members who will be appointed by PTSS.
2. The Chair will be the Academic Lead Clinical Education and Community Affairs.
3. Student members can be reappointed for successive one year terms.

Duties:

1. To facilitate communication between clinical facilities and the School on matters pertaining to the clinical education component of the MPT Program.
2. To assist in the development, implementation, monitoring and evaluation of the clinical education component of the MPT Program.
3. To identify needs and issues, and develop strategies to address them, related to the clinical education component of the MPT Program.

4. To provide input to policy and planning activities of the clinical education component of the MPT Program.

Meetings:

A minimum of two meetings will be held per year.

Quorum:

A quorum consists of the presence of either the SRS Academic Lead Clinical Education and Community Affairs or one of the MPT Program Clinical Coordinators (Regina or Saskatoon) and five representatives from the clinical facilities.

Minutes:

1. Minutes of all meetings shall be recorded and kept on file in the General Office.
2. The minutes shall be available to all committee members.
3. Any information deemed to be confidential in nature (i.e. individual health or personal issues) shall be handled and stored in a secure manner.
4. Confidential information recorded during meetings shall be kept in the General Office files and location of this information referenced in the minutes.

Reports:

This Committee reports to School of Rehabilitation Science Faculty Council. The Chair of the Committee shall provide a report to School of Rehabilitation Science Faculty Council twice per year.