



Position Title: Clinical Practicum Instructor

Department: Education

Employment Status: Part-Time Sessional Agreement

Reports to: Clinical Practicum Coordinator

Revised: August 2019

Summary:

A CP Instructor plays a vital role in the development of future Registered Massage Therapists. As a role model, the CP Instructor will be an example and an influence on the student and the profession in the future. The primary objective of the Clinical Practicum Instructor is to ensure that students receive one-to-one instruction and assistance during their performance of various massage therapy procedures both on campus and at off-site locations.

Qualifications:

Required: Massage Therapy Diploma from approved program; minimum 2 years Massage Therapy clinical experience, membership in good standing with a regulatory body; valid First Aid and CPR Certificate (HCP level preferred); and valid AODA Certificate (Ontario only).

Instructional Responsibilities:

CP Instructor duties include work in all the following areas listed below, and any other duties, as directed or assigned by the Clinical Practicum Coordinator:

1. Be present and punctual for all clinic shifts and maintain a professional demeanour at all times. If you must be absent, you must find a replacement and submit a completed Request for Time Off form to the Clinical Practicum Coordinator.
2. Become knowledgeable with CCMH's Clinical Practicum Policies & Procedures Handbook; abide by all clinic policies **at all times** and reference them to students as required. Ensure that you have received and read CCMH policies outlined in the Employee's manual **each term**.
3. Perform day-to-day planning and coordination of the student-intern educational activities at the on-site student-intern clinic, off-site placement and/or outreach clinical settings.
4. Implement all practicum clinics and outreach services, procedures, policies and rules as directed by the Clinical Practicum Coordinator.

5. Perform direct student supervision including tutorial instruction, treatment demonstration, student evaluation and feedback in both on-site and off-site clinical settings.
6. Correlate the didactic and clinical components of the massage therapy program to the students and help them apply their theoretical knowledge to the practice of massage therapy and work towards integration of the educational program as a whole.
7. Be aware at all times of the students' activities during their scheduled clinic shift, and report any unusual incidents or activities associated with student's treatment of patients or unprofessional behaviour of students while on their clinic shift. Incident Report forms are to be completed when required.
8. Ensure that student-interns perform treatment in a safe and appropriate manner commensurate with the student-intern's progressing levels of training.
9. Complete administrative and grading criteria without compromising patient-care responsibilities in the clinic or other educational facility; implement student clinical practicum performance evaluation policy, administer and mark intern student evaluations and exams in practicum settings, and evaluate intern student performance based on the clinical practicum performance criteria as set out per term of study.
10. Evaluate students in a professional, positive and supportive manner that helps them to improve their performance.
11. Keep the Clinical Practicum Coordinator informed on a regular basis of all student evaluations performed by completing all marking requirement per shift. Contact Clinical Practicum Coordinator if student is "struggling" by week 6. This would allow Clinical Practicum Coordinator to organize meeting with student to discuss and address concerns before term ends.
12. Maintain strict confidentiality of student records and respect right to maintain confidentiality.
13. Ensure all written material used in clinical practicum education is recorded and filed appropriately.
14. Assist in the evaluation of clinical curriculum in clinical practicum sites.
15. Participate in and attend ALL scheduled clinical practicum instructor & faculty staff meetings.
16. Remain current and up-to date with any changes in the practice of massage therapy.
17. Professional Development: All staff positions are expected to support the College's professional development program by being models for the students

of professional behaviour and attitude and holding other staff and students accountable to the same.

18. Participate in at least one Online Instructor Development course/module per year and in any on- site Professional Development day activities as may be scheduled and required by the College.
19. Remain in good standing with the CMTO, maintain your First Aid & CPR (HCP level) Certificates and provide up to date resume with current date, and proof of CMTO registration annually (first week of each January term) and forward directly to Clinical Practicum Coordinator. If it is not possible to produce the original document, please forward your receipt from the CMTO as proof.
20. In the event that a student brings a concern or grievance to your attention, you must try to resolve the complaint. If the concern is not satisfactorily resolved, then you must complete a Grievance reporting form and/or Incident reporting form (if applicable) which must be signed by yourself and the student. The completed form must then be forwarded to the Clinical Practicum Coordinator and Director of Education.