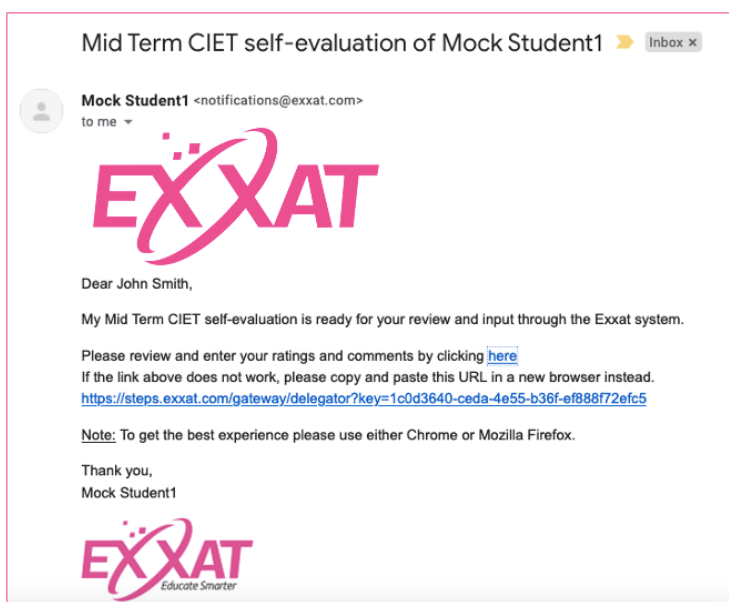# Completing the CIET for CI's

STEPS V4 PT-PTA

If you are working with a program who uses Exxat and also utilizes the CIET (Clinical Internship Evaluation Tool), when the midterm or final comes around, you will be asked to complete the form.

1. Once the student completes the CIET, you will receive an email from notifications@exxat.com which will include a link for you to access the form.
   a. We suggest that you please try to use any of the following internet browsers for the best experience: Google Chrome, Safari, Firefox.
   b. Please note that you may experience performance issues (difficulty saving information, submitting, etc.) when using Internet Explorer.

2. Once you click on the link, a new tab will open. You will see a pop up asking if you have completed the CIET Training:
   a. If you have done the training before, click Yes.
   b. If this is the first time you are using the CIET, click No.

3. If you selected No, you will have to complete the training. To learn more about it and get additional help, use our *Help Resource*.
4. If you selected Yes (or have completed the training, you will now see the CIET form.
   a. In the instructions, you will find links to the following resources:
   b. Clinical Internship Evaluation Tool
   c. Operational Definition for Using the CIET
   d. Validation of the Clinical Internship Evaluation Tool
5. On the CIET, you will see a menu to the left showing all of the sections you will complete.
6. To the right, you will see the actual form. Anything that is marked in red font is required to complete before you can submit.
   a. As you work through the form, you can save your progress and come back to it at a later time if needed.

7. For each question, you will see the student rating, and a place to add in your own rating.

1. Follows health and safety precautions (e.g. universal standard precautions) *

Student midterm rating

○ Never   ○ Rarely   ○ Sometimes   ○ Most of the time   ◉ Always

CI midterm rating

○ Never   ○ Rarely   ○ Sometimes   ○ Most of the time   ○ Always

8. At the end of every section, there will be a space for you to add comments.

Comments (Safety):

Student midterm comments

notes

CI midterm comments

Enter the comments

9. Towards the end of the CIET, you will get to the Global Rating of Student Clinical Competence. On a scale of 1 – 10, rate the student.
   a. 0-5: Well below a competent clinician.
   b. 5-10: Above a competent clinician.

Global Rating Of Student Clinical Competence

On a scale from 0 to 10, how does the student compare to a competent clinician who is able to skillfully manage patients in an efficient manner to achieve effective patient/client outcomes Use this textbox to designate the rating which best describe the student. (0-5=Well below a competent clinician. 5-10=Above a competent clinician)

Student midterm rating

8

CI midterm rating

10. Answer whether the student is performing at a level that is satisfactory for his/her current level of education and sign the document.
    a. The date will be automatically entered.

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Is the student performing at a level that is satisfactory for his/her current level of education? *

CI midterm

◯ Yes   ◯ No

Signature By digitally signing in the below signature field ,I certify that I have completed the Clinical Internship Evaluation Tool to the best of my ability. Draw your signature with your mouse

Clear

Date:

Midterm clinical mentor date

| February 19, 2021 | 🗓 |

11. Add any overall comments.

Overall Comments

Student midterm overall comments

notes

CI midterm overall comments

Enter the overall comments

12. If you would like to come back at a later time, click Save. If you're all done, click Submit.

Save   **Submit**

13. A pop-up will appear asking you to confirm. Click OK to confirm.

Are you sure you want to submit to the academic institution for review?

OK   Cancel

14. Your form is submitted! To complete the final, you will follow the same process.

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