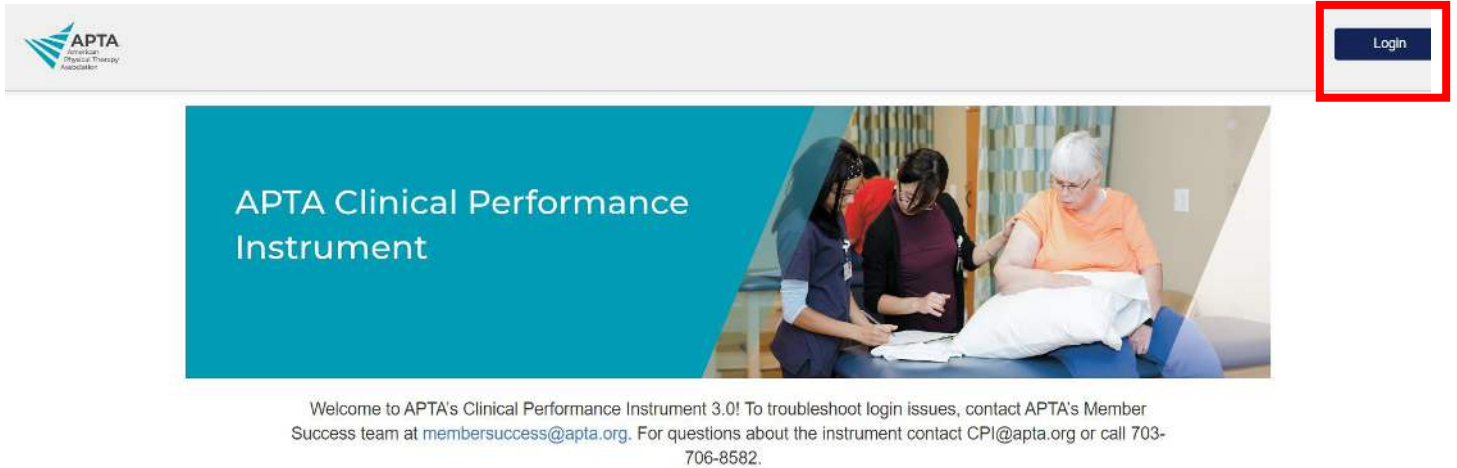


# PT and PTA Clinical Instructors User Guide

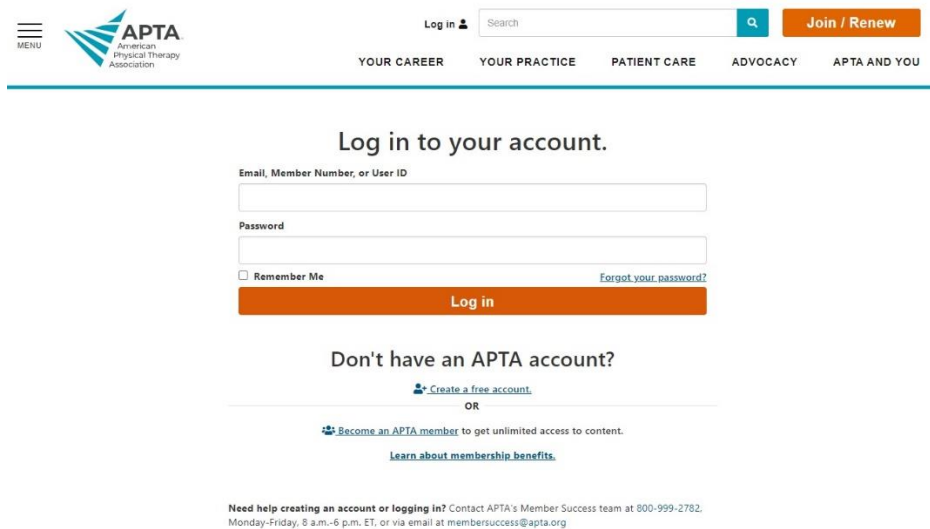
## Login

1. Go to <https://cpi.apta.org>
2. Click **Login**.



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

3. Log in to your account using your APTA login credentials.



Log in to your account.

Email, Member Number, or User ID

Password

Remember Me [Forgot your password?](#)

Log in

Don't have an APTA account?

[Create a free account.](#)

OR

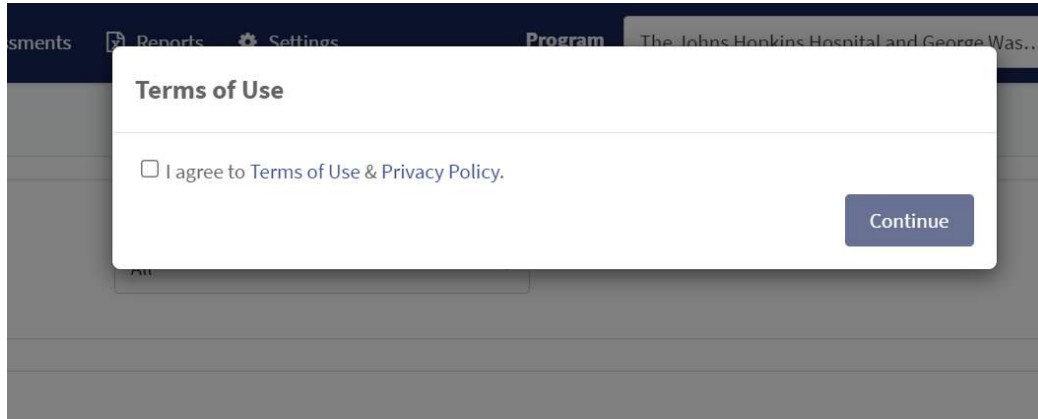
[Become an APTA member](#) to get unlimited access to content.

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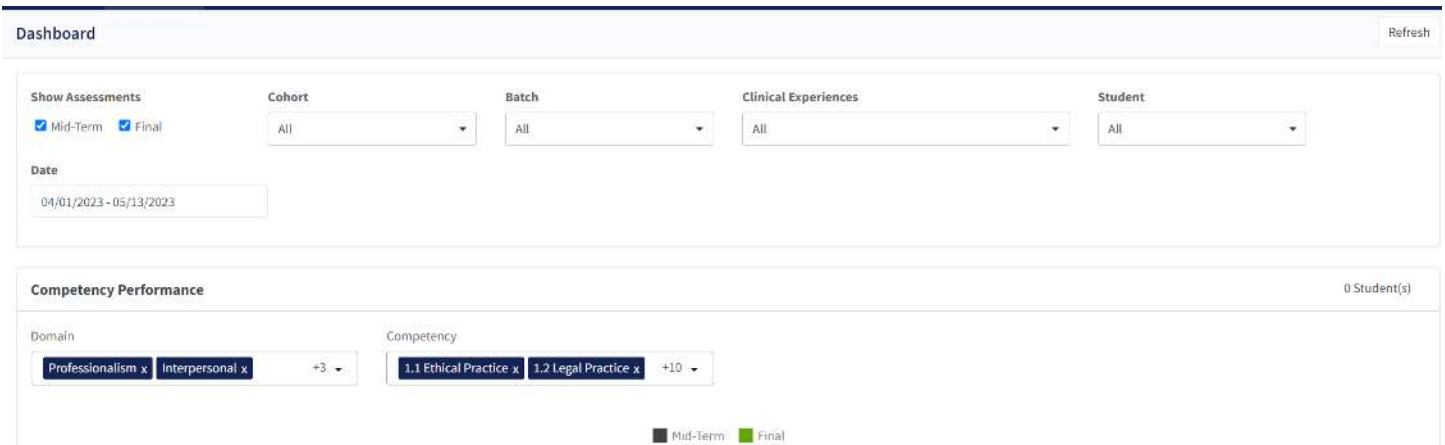
Need help creating an account or logging in? Contact APTA's Member Success team at 800-999-2782, Monday-Friday, 8 a.m.-6 p.m. ET, or via email at [membersuccess@apta.org](mailto:membersuccess@apta.org)

For login issues: Email [APTA Member Success](#) or call 800-999-2782 or 703-684-2782.

4. Agree to the **Terms of Use**.






5. The **Dashboard** appears.



**Menu Options**



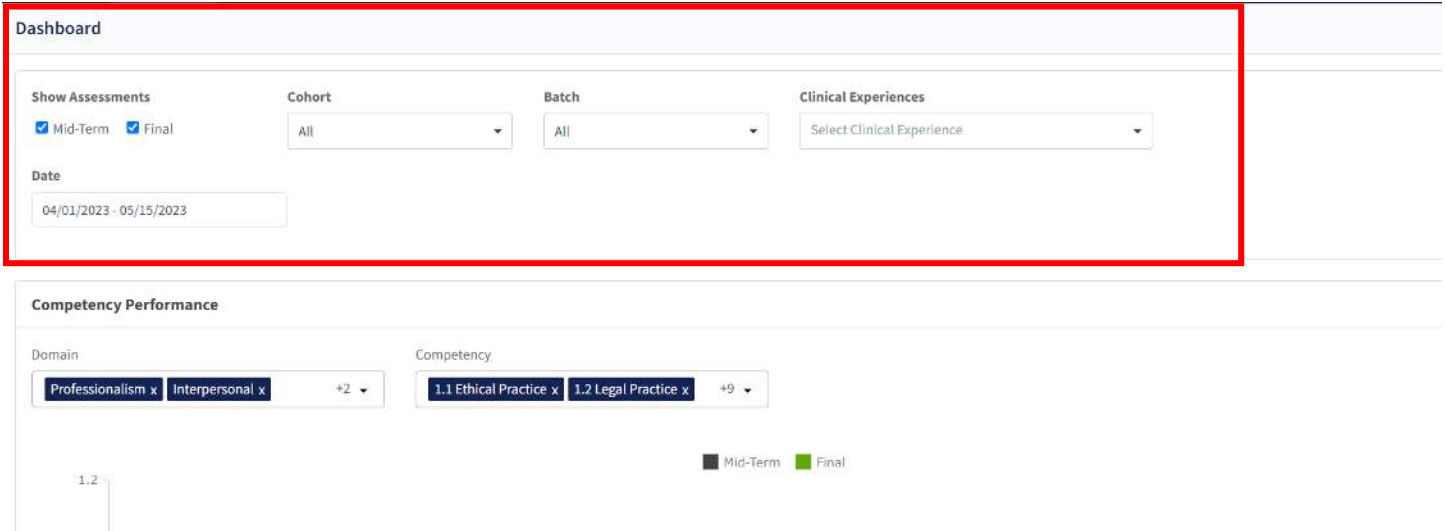
Dashboard

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

## 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.



The screenshot displays the Competency.AI dashboard interface. The top section, titled "Dashboard", is highlighted with a red border and contains several filter controls: "Show Assessments" with checkboxes for "Mid-Term" and "Final"; "Cohort" and "Batch" dropdown menus both set to "All"; "Clinical Experiences" dropdown menu set to "Select Clinical Experience"; and a "Date" range selector showing "04/01/2023 - 05/15/2023". Below this is the "Competency Performance" section, which includes "Domain" filters for "Professionalism x" and "Interpersonal x" (total +2) and "Competency" filters for "1.1 Ethical Practice x" and "1.2 Legal Practice x" (total +9). A legend indicates "Mid-Term" (grey) and "Final" (green) assessment types. A partial bar chart is visible on the left, showing a score of 1.2.

Select specific Domains and Competencies and mouse-over to see the score for each competency for additional information.

## PT/PTA Assessment

PT/PTA Assessments are assigned by the DCE.

Use PT/PTA Assessments 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' section has 'Mid-Term' selected. The 'Assessments Overall Status' shows 25% completion, with 1 assessment complete and 2 pending. The table below lists four assessment entries:

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 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, then complete the rubric by selecting the appropriate response for each criterion.

APT A Dashboard PT Assessments PT Reports Clinical Site Profile Settings 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
<b>Professionalism 1.1: Ethical Practice</b>	<ul style="list-style-type: none"> <li>Acknowledges that there are ethical practice standards by which they should abide.</li> <li>Identifies obvious unethical behaviors that occur in the clinical setting.</li> <li>Identifies, acknowledges,</li> </ul>	<ul style="list-style-type: none"> <li>Acknowledges that there are ethical practice standards by which they should abide.</li> <li>Identifies obvious unethical behaviors that occur in the clinical setting.</li> <li>Identifies, acknowledges, and accepts responsibility for their actions.</li> </ul>	<ul style="list-style-type: none"> <li>Articulates most of the policies and procedures of their clinical practice setting (e.g., OSHA, HIPAA).</li> <li>Articulates most of the elements of the Code of Ethics for the Physical Therapist.</li> </ul>	<ul style="list-style-type: none"> <li>Articulates most of the policies and procedures of their clinical practice setting (e.g., OSHA, HIPAA).</li> <li>Articulates most of the elements of the Code of Ethics for the Physical Therapist.</li> <li>Reports clinical errors without prompting from the CI.</li> </ul>	<ul style="list-style-type: none"> <li>Abides by the policies and procedures of the clinical practice setting (e.g., OSHA, HIPAA).</li> <li>Adheres to the elements of the Code of Ethics for the Physical Therapist.</li> </ul>	<ul style="list-style-type: none"> <li>Abides by the policies and procedures of the clinical practice setting (e.g., OSHA, HIPAA).</li> <li>Adheres to the elements of the Code of Ethics for the Physical Therapist.</li> <li>Consistently identifies unethical behaviors.</li> </ul>
<b>Professionalism 1.2: Legal Practice</b>	<ul style="list-style-type: none"> <li>Acknowledges that there are legal and professional practice standards by which they should abide.</li> <li>Identifies obvious violations of legal and professional practice standards</li> </ul>	<ul style="list-style-type: none"> <li>Acknowledges that there are legal and professional practice standards by which they should abide.</li> <li>Identifies obvious violations of legal and professional practice standards performed by others in the clinical setting.</li> </ul>	<ul style="list-style-type: none"> <li>Articulates most of the legal and professional practice standards related to patient/client care, including federal, state, and institutional regulations.</li> <li>Gathers some objective</li> </ul>	<ul style="list-style-type: none"> <li>Articulates most of the legal and professional practice standards related to patient/client care, including federal, state, and institutional regulations.</li> <li>Gathers some objective information to support questions regarding perceived illegal activity observed in the clinical practice</li> </ul>	<ul style="list-style-type: none"> <li>Practices according to legal and professional standards, including federal, state, and institutional regulations related to patient/client care.</li> <li>Readily identifies violations of legal and professional practice</li> </ul>	<ul style="list-style-type: none"> <li>Practices according to legal and professional standards, including federal, state, and institutional regulations related to patient/client care.</li> <li>Readily identifies violations of legal and professional practice standards.</li> <li>Gathers objective information to</li> </ul>
<b>Professionalism 1.3: Professional Growth</b>	<ul style="list-style-type: none"> <li>Seeks guidance from CI for steps to improve their clinical performance and/or clinical practice knowledge.</li> <li>Participates in planning to improve clinical performance and/or clinical practice</li> </ul>	<ul style="list-style-type: none"> <li>Seeks guidance from CI for steps to improve their clinical performance and/or clinical practice knowledge.</li> <li>Participates in planning to improve clinical performance and/or clinical practice knowledge.</li> <li>Develops and prioritizes several short-</li> </ul>	<ul style="list-style-type: none"> <li>Identifies areas of strength and areas for growth in an effort to improve their clinical performance and/or clinical practice knowledge.</li> <li>Identifies educational opportunities and resources that</li> </ul>	<ul style="list-style-type: none"> <li>Identifies areas of strength and areas for growth in an effort to improve their clinical performance and/or clinical practice knowledge.</li> <li>Identifies educational opportunities and resources that are relevant to their clinical setting.</li> </ul>	<ul style="list-style-type: none"> <li>Self-assesses their clinical performance in an effort to improve patient/client care.</li> <li>Seeks out evidence-based research.</li> <li>Recognizes when referral to or consultation with</li> </ul>	<ul style="list-style-type: none"> <li>Self-assesses their clinical performance in an effort to improve patient/client care.</li> <li>Seeks out evidence-based research.</li> <li>Recognizes when referral to or consultation with individuals with greater experience/expertise is</li> </ul>

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 Settings My Notes University of Neurologic Residency Record, Test

MidTerm - Konojia, Sonia Pending

**Comments**

Areas of Strength    Areas for Development    Remediation/Performance Optimization Plan

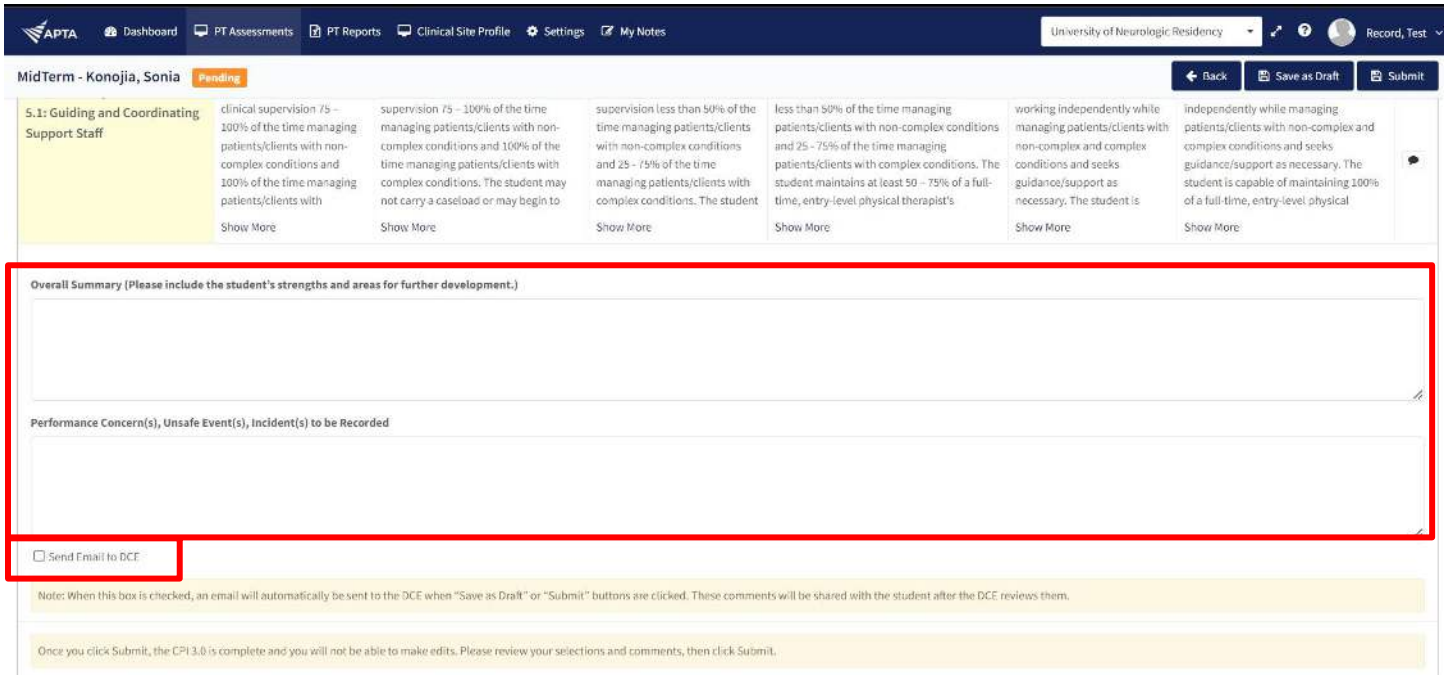
Sonia is very well versed in HIPAA and OSHA standard and properly relayed appropriate information to her client.

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 when you have a Significant Concern. Note: The email will be automatically sent when “Save as Draft” or “Submit” is clicked. These comments will be shared with the students after the DCE/ADCE reviews them.



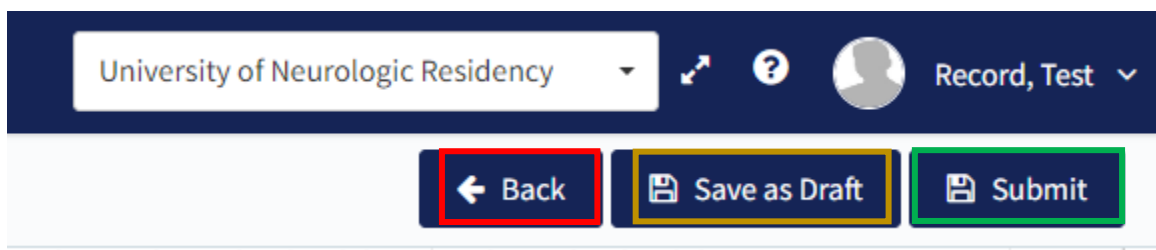
The screenshot shows the Competency.AI interface for a rubric assessment. At the top, there is a navigation bar with 'APTA', 'Dashboard', 'PT Assessments', 'PT Reports', 'Clinical Site Profile', 'Settings', and 'My Notes'. The user is logged in as 'University of Neurologic Residency'. The current assessment is for 'MidTerm - Konojia, Sonia' and is in 'Pending' status. The rubric is for '5.1: Guiding and Coordinating Support Staff' and has seven columns representing different levels of supervision and patient management. Below the rubric, there are two text boxes: '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 checkbox labeled 'Send Email to DCE' is present, with a note explaining that an email will be sent when 'Save as Draft' or 'Submit' is clicked. At the bottom right, there are three buttons: 'Back', 'Save as Draft', and 'Submit'.

## 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 screenshot shows the bottom right corner of the interface. It features three buttons: 'Back' (highlighted with a red border), 'Save as Draft' (highlighted with a yellow border), and 'Submit' (highlighted with a green border). Above these buttons is a dark blue header bar containing the text 'University of Neurologic Residency', a search icon, a help icon, a user profile icon, and the text 'Record, Test' with a dropdown arrow.