

Clinical Performance Instrument (CPI)

Clinical Instructor User Guide

Login

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

Click **Login**.

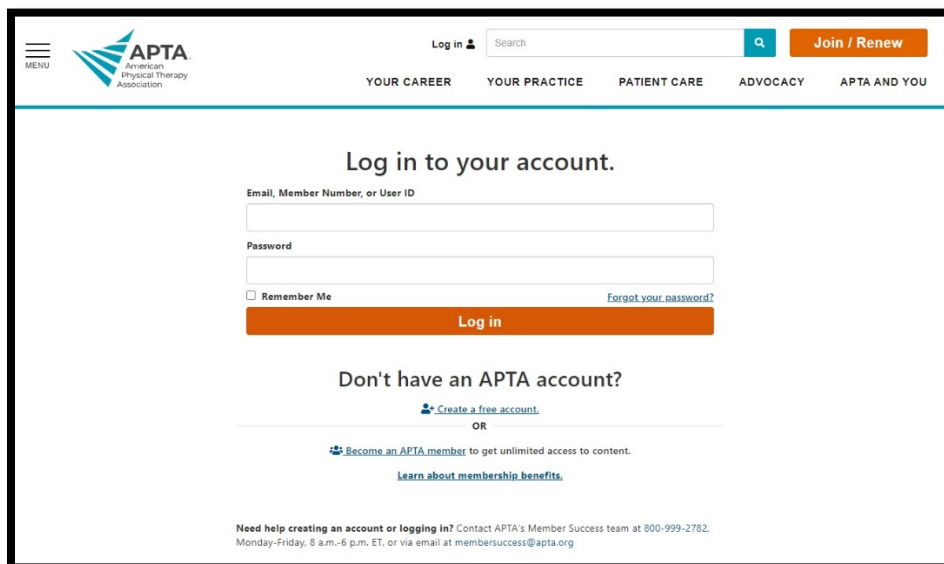


Login

APTA Clinical Performance Instrument

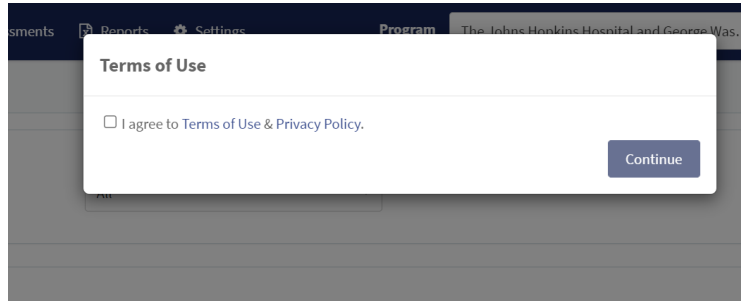
Welcome to APTA's Clinical Performance Instrument 3.0! To troubleshoot login issues, contact APTA's Member Success team at membersuccess@apta.org. For questions about the instrument contact CPI@apta.org or call 703-706-8582.

Log in to your account using your APTA login credentials.



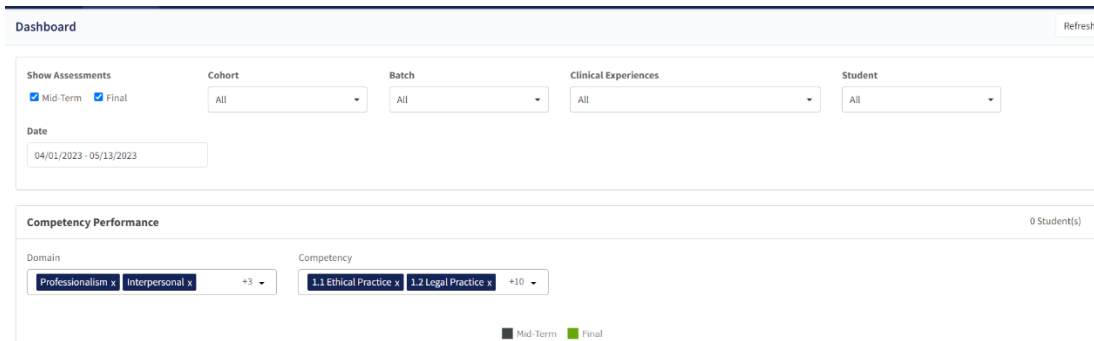
The screenshot shows the APTA login page. At the top left is the APTA logo and a 'MENU' button. To the right is a 'Log in' button with a search icon and a 'Join / Renew' button. Below this is a navigation bar with links: 'YOUR CAREER', 'YOUR PRACTICE', 'PATIENT CARE', 'ADVOCACY', and 'APTA AND YOU'. The main content area has the heading 'Log in to your account.' followed by a form with 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 below the form. Underneath, it asks 'Don't have an APTA account?' with links for 'Create a free account', 'Become an APTA member to get unlimited access to content.', and 'Learn about membership benefits.'. At the bottom, there is a footer with contact information for the Member Success team.

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

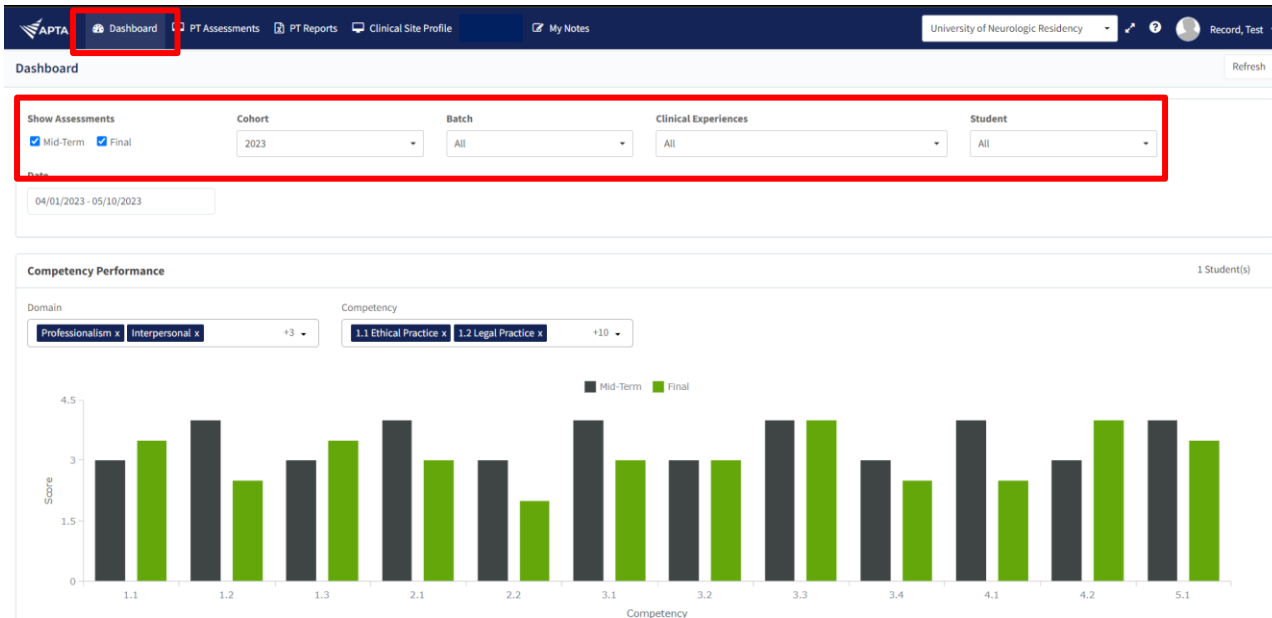


	Click to enter/exit full screen .
	Click to access User Guides .
	Click your User Profile photo to: <ul style="list-style-type: none"> • Update your user profile • Log Out of the system

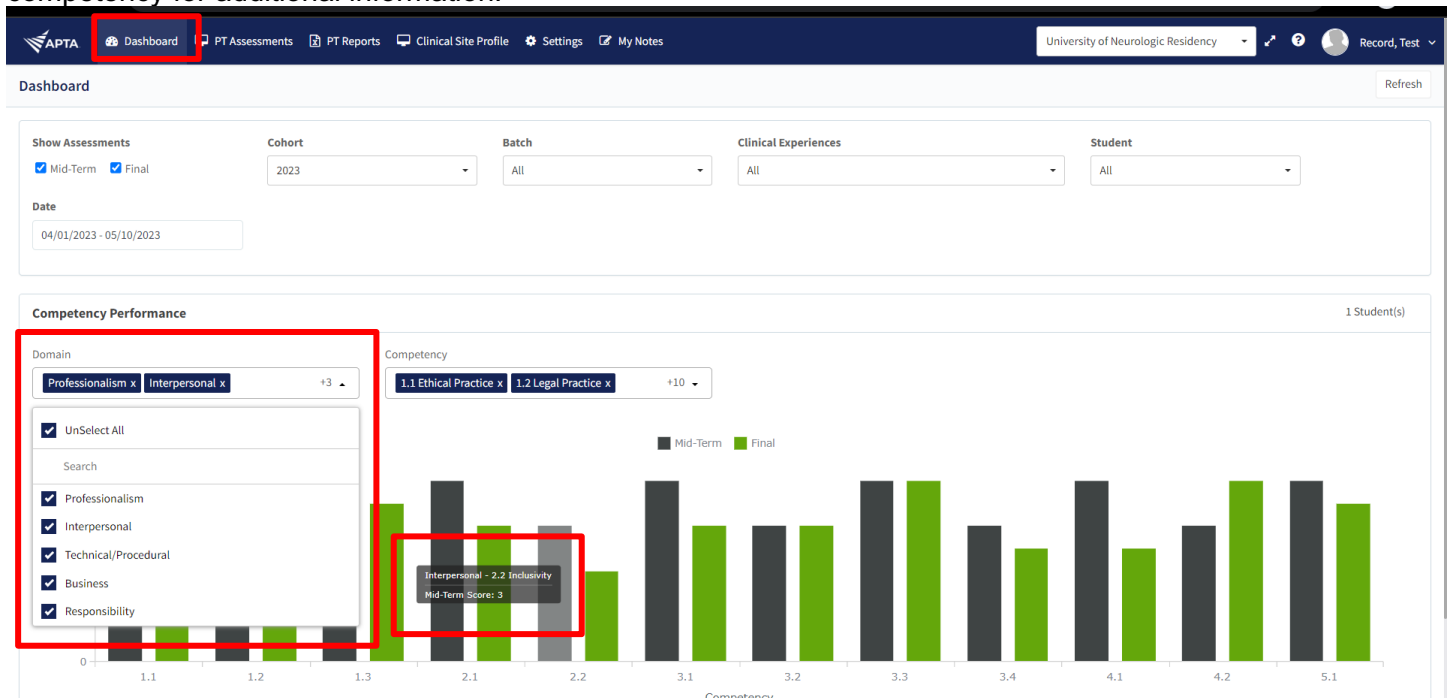
Dashboard

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' section has 'Mid-Term' selected. The 'Assessments Overall Status' shows 25% completion. 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 Faculty Assessment

This screenshot is identical to the one above, but with a red box highlighting the 'Action' column for each row. The actions are: 'Start Faculty Assessment' for 'Not Started' entries, 'Continue Faculty Assessment' for 'In Progress' entries, and 'View Faculty Assessment' and 'View Student Assessment' for 'Complete' entries.

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

APTA 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**.

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

MidTerm - Konojia, Sonia Pending

Comments

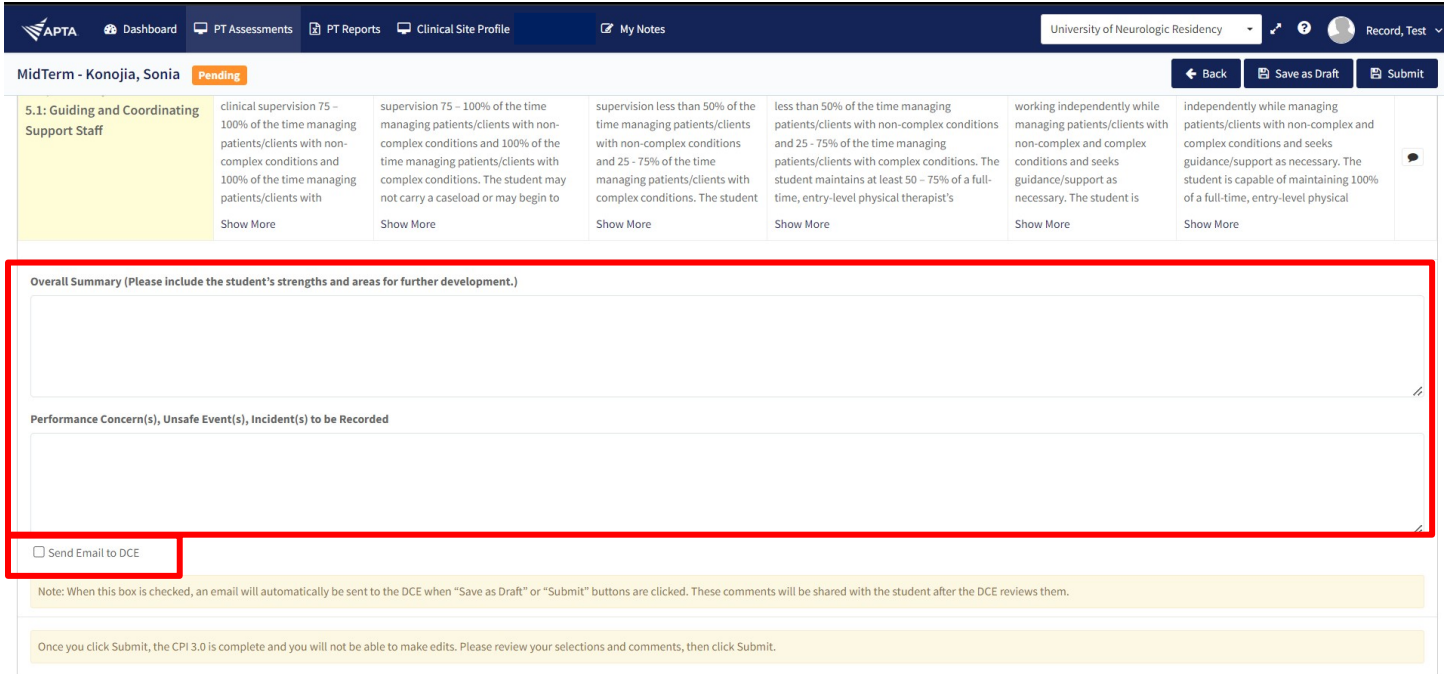
Areas of Strength
 Areas for Development
 Remediation/Performance Optimization Plan

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.



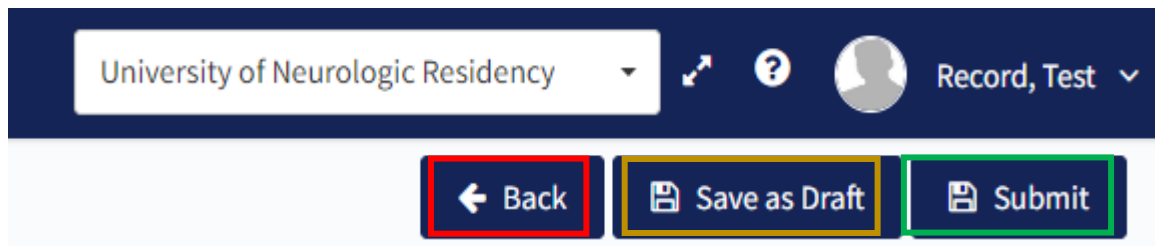
The screenshot shows the 'MidTerm - Konojia, Sonia' assessment page in 'Pending' status. It features a table with rubric criteria for '5.1: Guiding and Coordinating Support Staff'. Below the table are two text input fields: 'Overall Summary (Please include the student's strengths and areas for further development.)' and 'Performance Concern(s), Unsafe Event(s), Incident(s) to be Recorded'. A checkbox labeled 'Send Email to DCE' is located below these fields. A note states: 'Note: When this box is checked, an email will automatically be sent to the DCE when "Save as Draft" or "Submit" buttons are clicked. These comments will be shared with the student after the DCE reviews them.' A final note says: 'Once you click Submit, the CPI 3.0 is complete and you will not be able to make edits. Please review your selections and comments, then click 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**

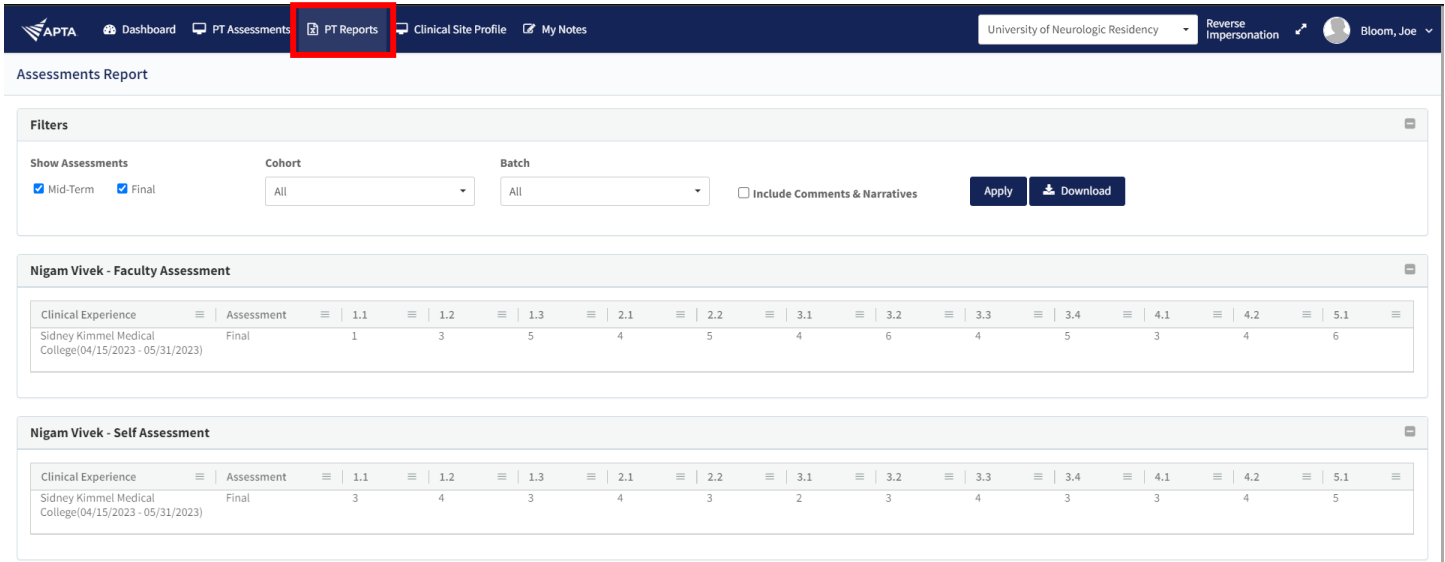


This close-up shows the navigation bar at the bottom of the interface. It includes a dropdown menu for 'University of Neurologic Residency', a search icon, a help icon, a user profile icon, and a 'Record, Test' dropdown. Below these are three buttons: 'Back' (with a left arrow icon), 'Save as Draft' (with a floppy disk icon), and 'Submit' (with a floppy disk icon). The 'Back' button is highlighted with a red border, 'Save as Draft' with a yellow border, and 'Submit' with a green border.

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



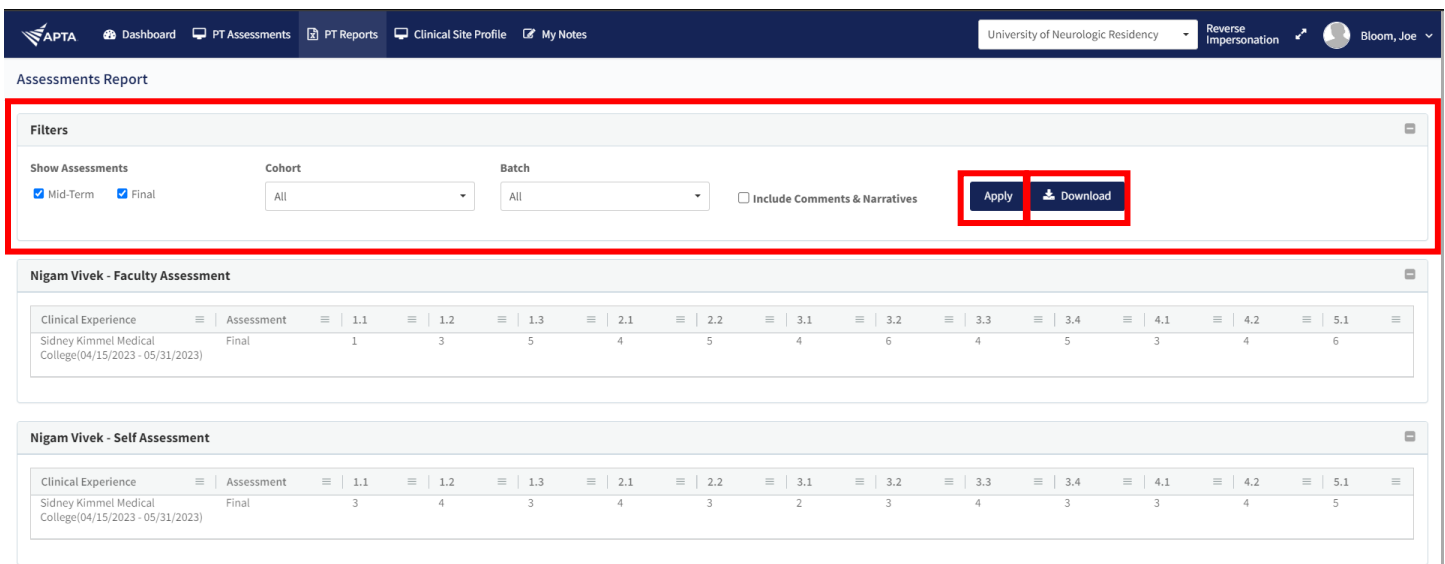
The screenshot shows the APTA interface with the 'PT Reports' menu item highlighted in a red box. The page displays an 'Assessments Report' for 'Nigam Vivek - Faculty Assessment' and 'Nigam Vivek - Self Assessment'. The filters section shows 'Mid-Term' and 'Final' assessments selected, and 'Include Comments & Narratives' is unchecked. The 'Apply' and 'Download' buttons are visible.

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 APTA interface with the 'Apply' and 'Download' buttons highlighted in red boxes. The filters section shows 'Mid-Term' and 'Final' assessments selected, and 'Include Comments & Narratives' is unchecked. The 'Apply' and 'Download' buttons are visible.

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

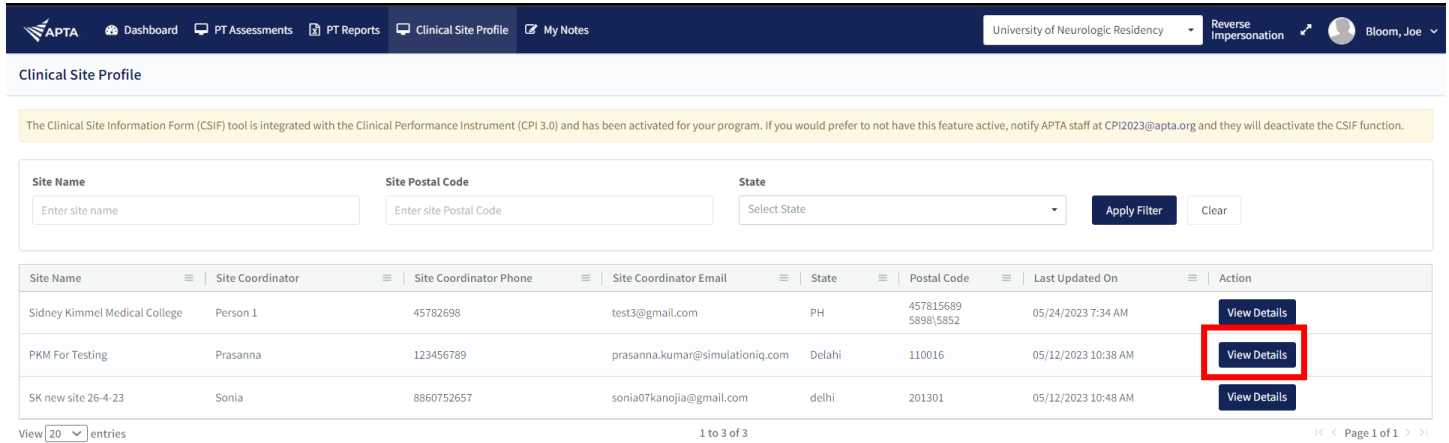
Clinical Experience	Assessment	1.1	1.2	1.3	2.1	2.2	3.1	3.2	3.3	3.4	4.1	4.2	5.1
Sidney Kimmel Medical College(04/15/2023 - 05/31/2023)	Final	3	4	3	4	3	2	3	4	3	3	4	5

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.

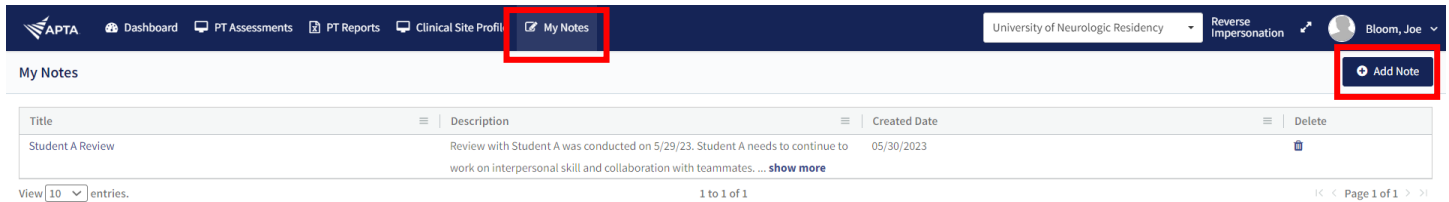


The Clinical Site Information Form (CSIF) tool is integrated with the Clinical Performance Instrument (CPI 3.0) and has been activated for your program. If you would prefer to not have this feature active, notify APTA staff at CPI2023@apta.org and they will deactivate the CSIF function.

Site Name	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	View Details
PKM For Testing	Prasanna	123456789	prasanna.kumar@simulationiq.com	Delahi	110016	05/12/2023 10:38 AM	View Details
SK new site 26-4-23	Sonia	8860752657	sonia07kanojia@gmail.com	delhi	201301	05/12/2023 10:48 AM	View Details

My Notes

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



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	

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

