

# Clinical Internship Self-Paced Training Module Guide

## Recommendations for self-paced training

While using this module, you will be referencing the [work-based learning information](#) on the Tennessee Department of Education (TDOE) website. Clinical Internship teachers must follow **ALL** work-based learning (WBL) policies as outlined on the TDOE website.

## Table of Contents

The table of contents is divided into three sections: Program, Teacher, and Student.

### Program: Basic Guidelines, slide 8

Note the student to teacher ratio and student age requirement.

### Program: Procuring Clinical Sites, slides 9-12

The content on these slides are suggestions, not requirements. You are free to reach out and interact with potential clinical sites in the manner that makes you most comfortable.

### Program: Time Management, slide 14

The apps listed on this slide are suggestions, some of them are free and others are not. You may use any method you wish to record clinical time. There is not a specific time requirement for Clinical Internship. Each teacher/school will make decisions regarding the time students spend in the clinical area based on what is best for their students.

### Program: Parent Involvement, slides 16-17

Many experienced teachers prefer to have a parent meeting to discuss program specifics and get documents signed. Some make the meeting mandatory, but set aside time to meet with those parents who cannot make it to the designated meeting. Having a parent meeting is a great opportunity to ensure parents are aware of what their student will be doing while visiting clinical sites. It also makes paperwork much more efficient.

### Student: Readiness Policies, slide 28

WBL policies #6 and #36 are clear about student readiness. Students **must** exhibit work readiness attitudes and skills **as determined by the teacher and employer**, consistent with the WBL Policy Guide, before beginning a WBL experience. The Employability Skills Checklist is only a guide to assist the teacher and employer with describing work readiness attitudes and skills. It is incumbent upon both the teacher and employer to rigorously vet each student before allowing any patient contact. Once the teacher and

employer agree that the placement is appropriate for a student, they must both sign the work-based learning agreement document. If this document is not signed, the student **MUST NOT** participate in clinical experiences.

**Student: Placement Guidelines, slide 29-30**

Pay close attention to the points on both of these slides and document as necessary. Remember, all required documentation listed on slides 20-21 must be kept secured for confidentiality purposes for seven years.