

TTU KSM CLINICAL INTERNSHIP MANUAL



Texas Tech University (TTU)

*Clinical Exercise Physiology Internship Program
Department of Kinesiology and Sport Management (KSM)*

Internship Web Page

<http://www.depts.ttu.edu/ksm/grad/internships.php>

Internship Coordinator

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ADA Statement

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact Student Disability Services in West Hall by call 806-742-2405. For more information visit: <https://www.depts.ttu.edu/sds/>

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Part I:
Procedures and
Responsibilities

Introduction

This internship is designed to provide you with a wide range of field experiences in Clinical Exercise Physiology (CEP). As such you will be required to fulfill the obligations outlined in the following pages as well as perform the duties required by the site supervisor of the program in which you are working. In participating in an experience of this nature it is good to remember that you are not only representing the Department of Kinesiology and Sport Management (KSM) and Texas Tech University (TTU), but you are also representing yourself. Your success in this venture will depend upon the impressions you create and the abilities you display in performing assignments, possibly leading to long-term full-time employment.

Purpose

Field placement gives students an opportunity to obtain practical experience in an established professional clinical exercise physiology setting at a level equivalent to each student's education, previous experience, and professional goals. Additionally, the field experience augments formal classroom and other learning experiences. Field training is an active learning environment for the student to develop practical skills in their chosen field of specialization. The field placement shall benefit the agency through supported professional exercise services and/or in development of new clinical exercise physiology services.

Goals

- ◆ Provide graduate students an opportunity to gain practical clinical exercise experience under qualified professional supervision, including periodic evaluation and feedback.
- ◆ Provide an opportunity for the graduate student to innovate, augment, or improve the site's current clinical exercise physiology program(s) under qualified professional supervision.
- ◆ Provide an opportunity for graduate students to establish realistic goals for their own professional development.
- ◆ Provide a collaborative professional environment so the graduate student can develop effective communication skills.
- ◆ Provide an opportunity for graduate students to accrue hours required to sit the American College of Sports Medicine (ACSM) Clinical Exercise Physiologist exam.
- ◆ Build professional relationships between the Department of Kinesiology and Sport Management and the clinical sites to support employment opportunities for graduate students.

Overview of the Procedures

- ◆ Prior to a student formally registering for KIN 5304 Clinical Internship, the student should contact his/her advisor and discuss the hours that are needed to fulfill your degree requirements (designated on your degree plan in consultation with your advisor). The first 3 hours of course credit must be done at one of the sites Texas Tech has contracted with for your training which include (a) the University Medical Center, (b) the Covenant Health Care Hospital System, or (c) Brownfield Regional Medical Center. You can do your second 3 hours of internships at any clinical exercise structured site or arrange an internship experience with a site in consultation with the Clinical Internship Director at TTU. Normally, you cannot repeat the identical structured rotation schedule for an additional 3 hours of credit. If you choose to enroll in 3 additional hours at the same site, you may design your own internship objectives in consultation with your advisor or the internship program director, however, the goals must be different from your first 3 hours of credit. Forms are contained in this manual to help you with the organization of this task in Part III of this manual in the Table of Contents under the heading entitled 'Designing your own Personal Internship Program'. Alternatively, you may complete a different structured rotation at another site. The decision as to where you participate in the internship experience for your second 3-hour block relies heavily upon your experiences and expected professional goals.

Student Intern Responsibilities

Responsibilities of the student to the agency/or institution providing the field experience shall include but not be limited to:

- ◆ It will be your responsibility to elicit an agreement from the internship site. Following this establishment of an agreement between the intern site and the student, the details of the internship are worked out between the sponsoring facility and the student. The site supervisor of the program in which you are working should be briefed as to the part he or she is to play in helping you complete your goals. An honest and frank discussion between you and your Site supervisor should be most rewarding. Please ask them to contact the director of the internship program at TTU if they have any questions.
- ◆ At the completion of your first 3 hours of internship, you will upload or turn in your internship hours to the director of the internship program with all of the appropriate forms filled out by your site supervisor and yourself, and required assignments completed. If you choose to enroll in 3 additional hours, which are not at a structured site, you must document how you have met your designed objectives.
- ◆ Providing assigned clinical exercise services in a professional manner.
- ◆ Relating to individuals with respect and dignity and adhering to their rights.
- ◆ Keeping the confidentiality of clients, supervisors, and staff as mandated by the site requirements.
- ◆ Following existing program plans.
- ◆ Terminating relationship with clients/students at the end of the field placement experience in a caring, professional manner.
- ◆ Advising your site supervisor about his/her duties to you as an intern.
 - Required forms from the internship manual and associated deadlines including verification of acceptance, verification of completed hours, intern evaluations (early, middle and end of term), and cardiopulmonary rehabilitation skills log sheet.
 - Required clinical experiences as listed in the cardiopulmonary rehabilitation skills log sheet

Termination of the Student from the Internship

The cooperating agency will develop policies and procedures to which the student affiliate must comply. If the student continually violates any policy or procedure, the cooperating agency may terminate the student's affiliation at any time. Texas Tech University has certain expectations of the student enrolled in the affiliation program. If these expectations are not fulfilled, the student's affiliation with the cooperating agency may be terminated with subsequent loss of the three - six hours of academic credit. The expectations include:

- ◆ The student is expected to conform to the policies and procedures established by the cooperating agency or business.
- ◆ *The student must maintain a 3.0 academic grade point average prior to entering the affiliation experience.*
- ◆ The student must be in good standing with the TTU Graduate School.

Responsibility of the Facility to the Intern

- ◆ Act in the capacity of a supervisor responsible for teaching, guiding, and evaluating the performance of the intern.
- ◆ Complete an evaluation of the student intern advising them of their strengths and weaknesses. This evaluation will be given to the intern who will turn this form into the Director of the internship program. You may be called concerning the verification of this report. See Part IV of this manual.
- ◆ Sign time sheets and verification of reports by student. See Part III and IV of this manual.

Part II:
Structured
Internship Settings

Objectives for the Cardiac and Pulmonary Rehabilitation Settings

- Develop skills necessary to evaluate patients following various cardiopulmonary procedures.
- Understand the types of procedures and care that are provided in coronary and pulmonary rehabilitation facilities.
- Provide education on disease prevention, nutrition, and exercise to patients and family members.
- Learn to work as a team member in a cardiopulmonary rehabilitation care unit.
- Observe one or more cardiac or pulmonary surgeries.
- Review and correctly interpret ECG readings on a daily basis.
- Demonstrate appropriate counseling and communication skills related to behavior modification in the treatment of disease.
- Learn to risk stratify patients and provide information on risk factor modification.
- Review medical chart's daily
- Work on selected projects or assignments as per the request of the rehabilitation staff
- Participate in several patient initial evaluations.
- Participate in several discharge planning sessions.
- Attend an Advanced Cardiac Life Support Class (if required by the site)
- Assist in administering diagnostic stress testing.
- Assist in administering functional stress testing
- Assist in developing and administering exercise prescriptions.
- Monitor and assist in exercising patients during rehabilitation classes.
- Auscultate blood pressure on patients on a regular basis.
- Observe and participate in the Outpatient Exercise Maintenance program
- Assist in administering Pulmonary Function Tests.
- Attend educational sessions.
- Develop effective professional leadership skills within the context of cardiopulmonary rehabilitation.
- View one or more stress electrocardiography and stress echocardiography tests
- Participate in mock code drills. (if possible)
- Become familiar with common emergency procedures in a rehabilitation program.
- Learn important and vital aspects of the administration of rehabilitation programs.
- Assist in administering Thallium Stress Tests
- Understand the dietary needs of patients related to their disease process or risk factors.

Part III:
Designing Your Own
Internship Experience

Internship Site

Site Director

Required Hours at this site

My Objectives for this Internship

1.

2.

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4.

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13.

14.

How I Will Accomplish My Objectives

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11.

12.

13.

14.

Part IV: Required Projects

PROJECT ASSIGNMENTS You are required to complete Project 1 in order to receive credit for your first 3 hours of internship experience. You are required to complete Project 2 to receive your second 3 hours of internship credit. These projects must be uploaded into Blackboard or turned in to the Clinical Internship Coordinator unless noted otherwise.

PROJECT 1 (mandatory for 1st 3 hours of internship credit).

OBJECTIVE:

The purpose of this assignment is to help you study and pass the ACSM Clinical Exercise Physiology (CEP) Examination. There are two parts, Part I and Part II. There are 2 options to Part II.

REQUIRED TEXTBOOK: American College of Sport Medicine. (2021). *ACSM's guidelines for exercise testing and prescription* (11th ed.). Baltimore, MA: Wolters Kluwer Health\ Lippincott: Williams and Wilkins. ISBN: 1975150198

ASSIGNMENTS FOR PROJECT 1:

PART 1: Exam Content Outline Download the CEP Exam Content Outline from the ACSM website here: <https://www.acsm.org/certification/get-certified/clinical-exercise-physiologist> AND refer to it as you study for the certification exam.

This is an example of the first page of the document



ACSM Certified Clinical Exercise Physiologist®

Exam Content Outline

Effective July 1, 2022

The job task analysis (JTA) is intended to serve as a blueprint of the job of an ACSM Certified Clinical Exercise Physiologist® (ACSM-CEP®). The exam intended to assess the practice-related knowledge of professionals seeking certification as an ACSM-CEP® is based on the content of this document. Each performance domain is divided into job tasks. Within each task is a list of statements that describe what an ACSM-CEP® should know and/or be able to perform as part of their job, either in-person or remotely. When preparing for the exam, it is important to remember that all exam questions are based on this outline.

Job Definition

The ACSM Certified Clinical Exercise Physiologist® (ACSM-CEP®) is an allied health professional with a minimum of a bachelor's degree in exercise science or equivalent and 1200 hours of clinical hands-on experience or with a master's degree in clinical exercise physiology and 600 hours of hands-on clinical experience. ACSM-CEPs® use prescribed exercise and basic health behavior interventions, as well as promote physical activity for individuals with chronic diseases or conditions; examples include, but are not limited to, individuals with cardiovascular, pulmonary, metabolic, orthopedic, musculoskeletal, neuromuscular, neoplastic, immunologic and hematologic diseases. The ACSM-CEP® provides primary and secondary prevention strategies designed to improve, maintain or attenuate declines in fitness and health in populations ranging from children to older adults.

Chronic disease includes, but are not limited to, cardiovascular, pulmonary, metabolic, orthopedic/musculoskeletal, neuromuscular, neoplastic, immunologic and hematologic disorders.

Overview

The ACSM-CEP® exam has a seat time of 210 minutes and consists of 115 items, of which 100 items are scored and 15 are non-scored. The percentages listed in Table 1 indicate the proportion of questions representing each performance domain.

Before an item can be used on an exam, it is subjected to Credentialing Committee review and pre-testing. Pretesting allows the Credentialing Committee to gather statistical information about new items for evaluation purposes without affecting candidate scores. Statistical information gathered from pre-test items is analyzed to determine if the items function properly and are ready for use as scored items. Pre-test items are randomly interspersed throughout the exam and indistinguishable from scored items. Candidates should treat each item as if it will be scored.

Table 1. 2021 ACSM-CEP® Performance Domains

Domain I: Patient Assessment	20%
Domain II: Exercise Testing	19%
Domain III: Exercise Prescription	23%
Domain IV: Exercise Training and Leadership	23%
Domain V: Education and Behavior Change	10%
Domain VI: Legal and Professional Responsibilities	5%
Total	100%

PART II:**OPTION 1: Textbook Based Self Study**

This option is comprised of quizzes from each chapter of the ACSM 11th ed. GETP book plus metabolic calculations. Interns must score 100% on every chapter quiz to receive credit and earn a passing grade. Each quiz can be taken multiple times. For the metabolic calculations, you must show all computations in your own handwriting, not just answers. When you have finished the computations a scanned document or photo will be uploaded to Blackboard. This can be done anytime during the semester but must be turned in no later than the last day of the semester to earn a passing grade (P) not doing so will result in a grade of incomplete (I).

OPTION 2: ACSM Online Based Self Study

This option is comprised of enrolling in a total of 9 clinically relevant CEC credit hours of training through the ACSM Continuing Education website at a cost of \$45 per course. A list of current courses can be found here: https://members.acsm.org/ACSM/testcatalog/Test_Catalog/catalog2.aspx. All courses must be pre-approved by the Clinical Internship Coordinator prior to enrollment. A completion certificate of each course attendance must be uploaded into Blackboard. You must also complete the metabolic calculations for first rotation interns. When you have finished the computations a scanned document or photo will be uploaded to Blackboard. This can be done anytime during the semester but must be turned in no later than the last day of the semester to earn a passing grade (P) not doing so will result in a grade of incomplete (I).

PROJECT 2 (mandatory for 2nd 3 hours of internship credit).**OBJECTIVE:**

The purpose of this assignment is to help prepare you for successful completion of the ACSM Clinical Exercise Physiology Exam (CEP) Certification Examination. There are two required assignments for this project. Part II has 2 options.

REQUIRED TEXTBOOKS

- American College of Sport Medicine. (2021). *ACSM's guidelines for exercise testing and prescription* (11th ed.). Baltimore, MA: Wolters Kluwer Health\ Lippincott: Williams and Wilkins. ISBN:1975150198
- American College of Sport Medicine. (2019). *ACSM's Clinical Exercise Physiology* (1st ed.). Baltimore, MA: Wolters Kluwer Health\ Lippincott: Williams and Wilkins. ISBN: 9781496387806

ASSIGNMENTS FOR PROJECT 2:

PART I Metabolic Calculation Practice: In Blackboard, there are metabolic calculation questions for you to solve. You must show all computations in your own handwriting, not just answers. When you have finished the computations a scanned document or photo will be uploaded to Blackboard. This can be done anytime during the semester but must be turned in no later than the last day of the semester to earn a passing grade (P) not doing so will result in a grade of incomplete (I).

PART II

OPTION 1: (highly recommended) This option will help better prepare you for success on the CEP exam and is comprised of textbook quizzes and ECG case studies. There are some content areas that are not covered in detail in your required courses and this project exposes you to these areas.

- *Blackboard quizzes from the Clinical Exercise Physiology textbook by ACSM.* Each quiz can be taken multiple times. You must make 100% on every quiz in order earn a passing grade in the internship.
- *ECG case studies.* You can complete the case studies multiple times but you must make a 100% on every one to pass the internship. All of the case study answers must be submitted by the last day of the semester to earn a passing grade (P) not doing so will result in a grade of incomplete (I)

OPTION 2: Take the ACSM Certified Clinical Exercise Physiology Examination DURING THE INTERNSHIP time frame. You do not have to pass the exam to get credit, only take the exam. You must upload your receipt and your results from ACSM to earn a passing grade (P), not doing so will result in a grade of incomplete (I). See <https://www.acsm.org/get-stay-certified/get-certified/scheduling-taking-your-exam/faqs/register-for-exam> on how to register for the exam. If you pass the exam, you can use this examination for your final comprehensive evaluation for the Masters in Kinesiology for Exercise Physiology track if it is taken during the third or fourth semester of your studies. If you do not pass the exam the first time, you can retake it for comps. What is important is that you pass the CEP exam before the date that you have to register for comps during your last semester. Having this certification will make you more marketable in a competitive job market. If you do not pass it the first time, use this experience as your study guide and study the areas where you did poorly and retake it. There are some ACSM restrictions for retaking the exam. Please see their website.

Register at <https://www.acsm.org/get-stay-certified/get-certified/scheduling-taking-your-exam>.

Part VI: Forms

Internship Placement Site and Final Project Statement

Student Name _____

Home or Cell phone _____

Internship Site _____

Internship Rotation (Please check the appropriate box and fill in the information if needed)

☐

This is my first internship experience

☐

This is my second internship experience; my first internship was completed at _____

For my final project I am:

First Internship Experience

☐

Completing the assigned chapter questions from ACSM Guidelines for Exercise Testing and Prescription 11th Ed AND the metabolic calculations.

☐

Completing the assigned metabolic calculations assigned along with completing a clinically specific ACSM approved Continuing Education Credits (9 hours)

Second Internship Experience

☐

Completing the assigned questions from Ehrman's Clinical Exercise Physiology Textbook 4th ed. Specific chapter quizzes are selected based on content areas we feel you need more work on. You must make 70% on the quizzes to pass, but you can take the quizzes as many times as you like until the last day of the semester. If you do not make a 70% on all of the quizzes, you will be given an incomplete until you pass every assigned quiz.

☐

Taking the ACSM Clinical Exercise Physiologist exam. Receipt of registration from ACSM must be uploaded in Blackboard and your final score must be uploaded in Blackboard on the results page that ACSM sends you. You do not have to pass this exam in order to receive a P in internship, BUT you must take it during your internship experience, not after you finish your internship, but during your internship experience. If you do pass the exam, this will serve as your final comprehensive exam in the (Clinical) Exercise Physiology track for the Masters in Kinesiology. You can take the exam as many times as ACSM allows to pass it.

Student Activity Release Form

I, , understand and agree that university-related activities of Texas Tech University involve certain known risks, including but not limited to, transportation accidents, personal injuries, and loss or destruction of my property. I understand and agree that Texas Tech University cannot be expected to control all of said risks. In consideration of the benefits I will receive through my participation in the activities of Texas Tech University, I hereby expressly and knowingly **RELEASE TEXAS TECH UNIVERSITY, ITS OFFICERS, AGENTS, VOLUNTEERS, AND EMPLOYEES FROM ANY AND ALL CLAIMS AND CAUSES OF ACTION I MAY HAVE FOR PROPERTY DAMAGE, PERSONAL INJURY OR DEATH SUSTAINED BY ME ARISING OUT OF ANY TRAVEL OR ACTIVITY CONDUCTED BY, OR UNDER THE AUSPICES OF TEXAS TECH UNIVERSITY, WHETHER CAUSED BY MY OWN NEGLIGENCE OR THE NEGLIGENCE OF TEXAS TECH UNIVERSITY, ITS OFFICERS, AGENTS, VOLUNTEERS, OR EMPLOYEES.**

I hereby give my consent for any medical treatment that may be required during my participation with the understanding that the cost of any such treatment will be my responsibility.

Further, I voluntarily and knowingly agree to HOLD HARMLESS, PROTECT, AND INDEMNIFY Texas Tech University, its officers, agents, volunteers, and employees, against and from any and all claims, demands, or causes of action for property damage, personal injury or death, including defense costs and attorney's fees, arising out of my participation in the activities of Texas Tech University, REGARDLESS OF WHETHER SUCH DAMAGES, INJURY OR DEATH ARE CAUSED BY MY OWN NEGLIGENCE, OR BY THE NEGLIGENCE OF TEXAS TECH UNIVERSITY, ITS OFFICERS, AGENTS, VOLUNTEERS, OR EMPLOYEES.

Texas Tech University shall notify me promptly in writing of any claim or action brought against

it in connection with my participation in these activities. Upon such notification, I, or my

representative, shall promptly take over and defend any such claim or action.

I HAVE READ AND UNDERSTOOD THIS DOCUMENT, AND MY SIGNATURE EVIDENCES MY INTENT TO BE BOUND BY ITS TERMS.

SIGNATURE:

DATE:

(PARTICIPANT)

Verification of Acceptance by the Internship Site

I certify that _____

(intern) has been accepted as an intern by _____ (name of firm)

and will be allowed to work at least _____ hours in _____ weeks

between _____ and _____ (dates)

We have agreed that _____ will be able to complete a total of _____ hours during this time period.

Site Supervisor's Signature

Firm

Address

Telephone

Date

Please complete this form. It is the responsibility of the student intern to turn this form into the Clinical Internship Director at TTU with your signature in Blackboard.

Logged Internship Time Sheet

Please log your hours daily in these blocks. You must also keep a record of the activities that you perform in order to fill out your objective log sheet. Make duplicate copies as needed. Alternately, you can use the time sheet provided by the site. Logged hours must equal at least 300 hours for 3 hours credit.

Week-----

Week-----

Day Date Time In Time Out Total HoursDay Date Time In Time Out Total Hours

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Weekly TotalWeekly Total

Week-----

Week-----

Day Date Time In Time Out Total HoursDay Date Time In Time Out Total Hours

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Su				

M				
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Weekly TotalWeekly TotalCumulative Total

Internship Time SheetWeek-----Week-----Day Date Time In Time Out Total HoursDay Date Time In Time Out Total Hours

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Weekly TotalWeekly TotalWeek-----Week-----Day Date Time In Time Out Total HoursDay Date Time In Time Out Total Hours

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Weekly TotalWeekly TotalCumulative Total

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Day Date Time In Time Out Total Hours

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Weekly Total

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Weekly Total

Cumulative Total

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Week-----
Day Date Time In Time Out Total Hours

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Weekly Total

Cumulative Total

Cardiopulmonary Rehabilitation Skills Log Sheet

Directions: Use this page to record hours spent at specific tasks. This is your responsibility to estimate the hours spent at each task. Again, this is only a rough estimation. You may not meet all of these competencies during your internship experience. You can use this to help plan the skills that you would like to accomplish in your internship experience. When you have completed your internship for the rotation have your supervisor sign his or her name at the bottom of this form. This signature signifies that you have successfully obtained the expected competencies required for these skills after completing this internship program. If you have any questions, please email the Clinical Internship Director.

		<u>Estimated Time Spent on Tasks</u>
1.	Develop skills necessary to evaluate patients following various cardiopulmonary procedures. Comments:	<hr/>
2.	Understand the types of procedures and care that are provided in coronary and pulmonary care facilities. Comments:	<hr/>
3.	Provide education on risk factor reduction, disease prevention, nutrition, and exercise to patients and family members. Comments:	<hr/>
4.	Learn to work as a team member in a care unit. Comments:	<hr/>
5.	View one or more cardiac or pulmonary surgeries. Comments:	<hr/>
6.	Review ECG readings on a daily basis. Comments:	<hr/>
7.	Understand and demonstrate appropriate counseling and communication skills. Comments:	<hr/>
8.	Learn to risk stratify patients, and provide information on risk factor modification. Comments:	<hr/>
9.	Review medical chart's daily Comments:	<hr/>
10.	Follow a physician/fellow around on one or more rounds. Comments:	<hr/>
11.	Exercise patients in the rehabilitation unit. Comments:	<hr/>
12.	Work on selected projects or assignments as per the request of the rehabilitation staff Comments:	<hr/>
13.	Participate in several patient initial evaluations. Comments:	<hr/>
14.	Participate in several discharge planning sessions. Comments:	<hr/>
15.	Attend an Advanced Cardiac Life Support Class (if needed) Comments:	<hr/>
16.	Participate in diagnostic stress testing. Comments:	<hr/>
17.	Participate in functional stress testing and exercise prescriptions. Comments:	<hr/>

18. Monitor patients during rehabilitation classes. _____
Comments: _____
19. Take blood pressures on patients on a regular basis. _____
Comments: _____
20. Observe and participate in the Outpatient Exercise Maintenance program _____
Comments: _____
21. Participate in Pulmonary Function Tests. _____
Comments: _____
22. Participate in or attend educational sessions. _____
Comments: _____
23. Develop effective exercise leadership skills. _____
Comments: _____
24. View one or more echocardiography and stress echocardiography tests _____
Comments: _____
25. Participate in mock code drills. _____
Comments: _____
26. Become familiar with common emergency procedures in a rehabilitation program. _____
Comments: _____
27. Learn important and vital aspects of the administration of rehabilitation programs. _____
Comments: _____
28. Participate in Thallium Stress Tests _____
Comments: _____
29. Understand the dietary guidelines and needs of patients _____
Comments: _____
30. Other _____
Comments: _____
31. Other _____
Comments: _____
32. Other _____
Comments: _____
33. Other _____
Comments: _____
34. Other _____
Comments: _____
35. Other _____
Comments: _____
36. Other _____
Comments: _____

Signature of Intern _____

Date: _____

Signature of Site Supervisor: _____

Date: _____

Skill Log Sheet for Designing Your Own Internship Experience

Directions: Fill out your time sheet daily. Use this page to record hours spent at specific tasks. This is your responsibility to estimate the hours spent at each task. Again, this is only a rough estimation. When you have completed 250 hours for the rotation have your supervisor sign his or her name at the bottom of this form. This signature signifies that you have successfully obtained the expected competencies required for these skills after completing this internship program. If you have any questions, please call the Graduate Internship Director at 806-834-6306.

<u>Accomplished Objectives</u>	<u>(Student lists)</u>	<u>Estimated hours</u>
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

Signature of intern _____ Date: _____

Signature of Site Supervisor: _____ Date: _____

Note: You do not have to fill out this form out if you are using the specified objectives for cardiac and pulmonary rehabilitation

This form must be completed by the intern's supervisor at the completion of his duties as an intern.

Verification of Completed Hours by Site Supervisor for the
Master of Science in Kinesiology for the track Clinical Exercise Physiology at
Texas Tech University

Intern's Name (Print) _____

Supervisor's Name (Print) _____

Facility _____

I certify that _____ has successfully completed
the designated internship under my supervision from the period beginning
_____, 19 _____ and ending _____, 19 _____,
for a total of _____ hours.

Additional Comments:

Signature _____ Phone (_____) _____

Please complete this form. It is the responsibility of the student intern to turn in this form with your signature to the Director of the Clinical Internship Program at TTU in Blackboard

Intern Evaluation by Site Supervisor

Please rate the intern's performance thus far on a scale of 1 to 5 with 1 being poor and 5 being excellent, 6 being not applicable. If there are any problems at this point, please highlight those problems and I will meet with the student. If an intern is not performing satisfactorily, they will be removed from the internship position following consultation with the student and the site coordinator. Please email this form to audra.day@ttu.edu.

1. Was intern punctual?
1 2 3 4 5
2. Was intern appropriately attired?
1 2 3 4 5
3. Did intern use expected knowledge in assessing fitness level of members?
1 2 3 4 5
4. Did intern use expected knowledge in prescribing fitness program for members?
1 2 3 4 5
5. Did intern use sound judgment in management and decision making?
1 2 3 4 5
6. Did intern establish good working rapport with the following?
 - A. Members
1 2 3 4 5
 - B. Co-workers
1 2 3 4 5
 - C. Supervisors
1 2 3 4 5
7. Was intern capable of following instructions?
1 2 3 4 5
8. Was intern capable of accepting constructive criticism?
1 2 3 4 5
9. Was intern's prior knowledge sufficient for required job skills?
1 2 3 4 5
10. Would you feel confident in hiring this intern for a full-time position or in providing a positive recommendation for future employment?
YES _____ NO _____

COMMENTS:

Intern Evaluation by Site Supervisor at the completion of the internship

Please rate the intern's performance on a scale of 1 to 5 with 1 being poor and 5 being excellent. This form can be found at the clinical internship webpage at TTU <https://www.depts.ttu.edu/ksm/grad/internships.php> or the student intern can email you the fillable form and you can email this form to Audra Day at audra.day@ttu.edu.

1. Was intern punctual?
1 2 3 4 5
2. Was intern appropriately attired?
1 2 3 4 5
3. Did intern use expected knowledge in assessing fitness level of members?
1 2 3 4 5
4. Did intern use expected knowledge in prescribing fitness program for members?
1 2 3 4 5
5. Did intern use sound judgment in management and decision making?
1 2 3 4 5
6. Did intern establish good working rapport with the following?
 - A. Members
1 2 3 4 5
 - B. Co-workers
1 2 3 4 5
 - C. Supervisors
1 2 3 4 5
7. Was intern capable of following instructions?
1 2 3 4 5
8. Was intern capable of accepting constructive criticism?
1 2 3 4 5
9. Was intern's prior knowledge sufficient for required job skills?
1 2 3 4 5
10. Would you feel confident in hiring this intern for a full-time position or in providing a positive recommendation for future employment?
YES _____ NO _____

COMMENTS:

Thank you once again for your time, not only during this internship, but also for completing this survey. We understand your very busy schedule, and do appreciate your input into the improvement of the Clinical Exercise Physiology program at TTU.

Internship Evaluation by Student

Intern's Name _____

Intern Site _____

Please check the appropriate response for each question.

1. Do you think that the number of hours you spent at the internship site was sufficient, please explain your answer?

YES _____ NO _____

COMMENTS:

2. Were you able to apply the knowledge that you had previously learned in related course work in your internship?

YES _____ NO _____

COMMENTS:

3. Were you able to approach your supervisor with questions relating to your work situation?

YES _____ NO _____

COMMENTS:

4. Would you recommend this internship site to another student?

YES _____ NO _____

COMMENTS:

5. Do you feel an internship experience is an important part of your master's program?

YES _____ NO _____

COMMENTS:

6. Will this experience help you in securing future employment?

YES _____ NO _____

COMMENTS:

7. Was this a learning experience for you?

YES _____ NO _____

COMMENTS:

8. Do you have any additional comments relating to your internship experience? If so, please comment in the space provided below.

Strengths:

Weaknesses:

9. Recommendations for improvement?