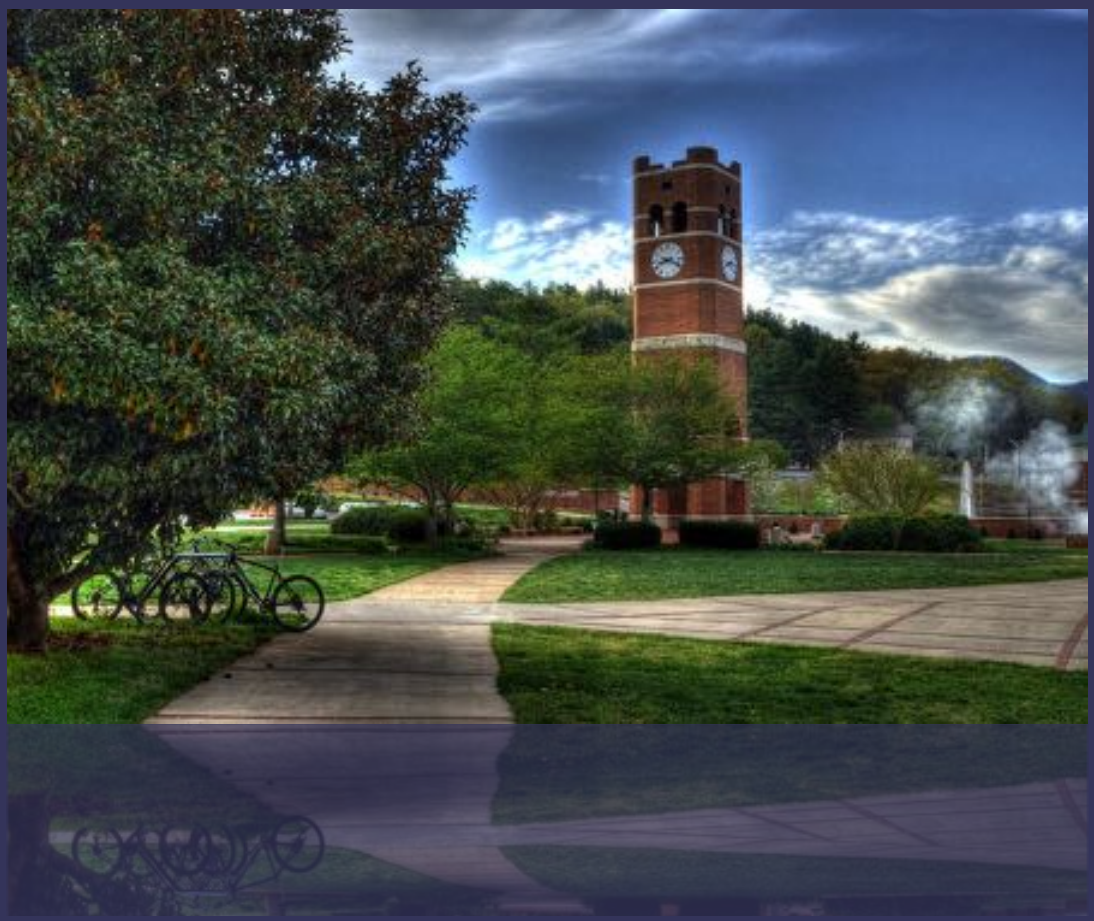
WESTERN CAROLINA UNIVERSITY

Student Run Pro-Bono Clinic



STUDENT BOARD APPLICATION

3971 Little Savannah Rd
Cullowhee, NC 28723 Phone: 828-227-3527 (voicemail only)
Fax: 828-227-7071
E-Mail: MAPPTClinic@email.wcu.edu
Web: MAPPT.wcu.edu

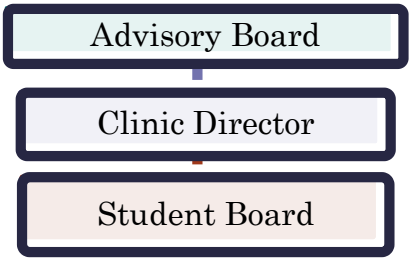
Mission

To provide effective, pro bono physical therapy services with integrity and compassion to the underserved and underinsured population of western North Carolina. We strive to improve quality of life, health, and function of our clients, while serving the community and fostering student education.

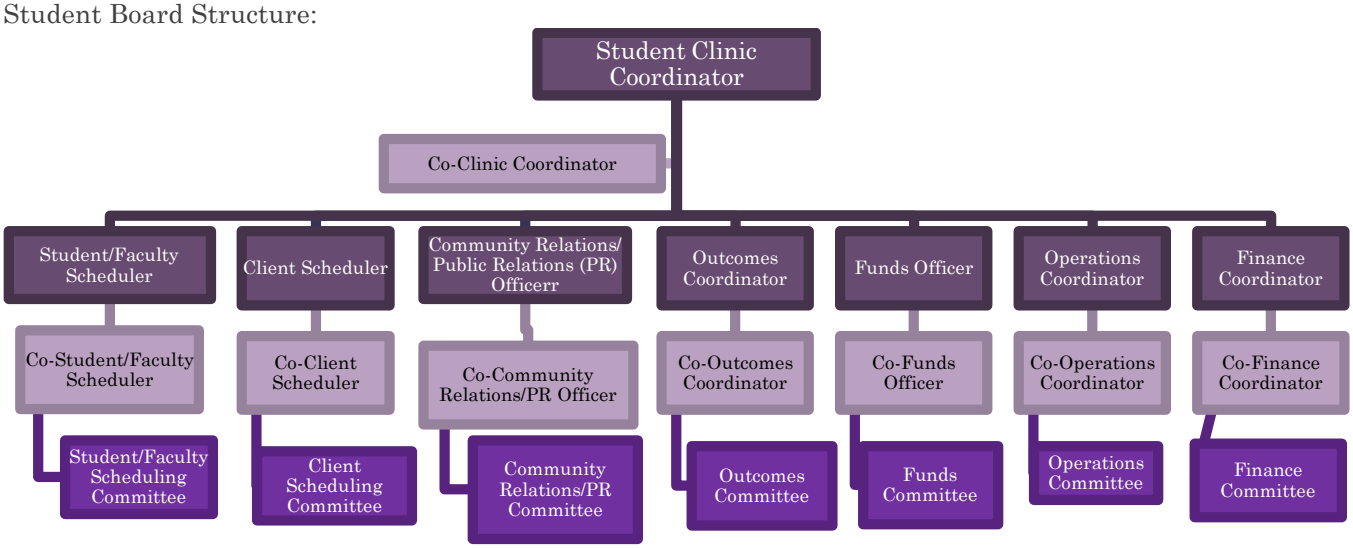
Clinic Organization

The Advisory Board is composed of faculty and staff from Western Carolina University as well as representatives from community partners. The Advisory Board will oversee the Student Board, which is directed by the Student Clinic Coordinator. Students in the spring of their second year starting January 1 through January 1 of their third year will serve in the primary positions. First year students, once appointed through January 1 of their second year will serve in the secondary (co-) positions. There will be a supporting committee for each student board position. Committees will be composed of students from both classes.

MAPPT Clinic structure:



Student Board Structure:



Clinic Director –

- Ashley Hyatt, PT, DPT, NCS, Assistant Professor, Department of Physical Therapy, WCU

Advisory board –

- John Carzoli, PT, DPT, OCS, Assistant Professor, Department of Physical Therapy, WCU
- Jessica Graning, PT, DPT, PCS, Assistant Professor, Department of Physical Therapy, WCU
- David Hudson, PT, DPT, PhD, Professor, Department of Physical Therapy, WCU (ex officio)
- Ashley Hyatt, PT, DPT, NCS, Assistant Professor, Department of Physical Therapy, WCU (ex officio)
- Douglas R. Keskula, PT, PhD, LAT, ATC, Professor, Dean, CHHS, WCU (ex officio)
- Jonathan Maddy, Director of Safety/Risk Management, WCU
- Marianne Martinez, Executive Director, Vecinos, Inc, Farmworker Health Program
- Lane Perry, PhD, Director, Center for Service Learning, WCU
- Elizabeth Wark, PT, DPT, MBA, Director of Clinical Affairs, CHHS, WCU (ex officio)
- Community representatives (to be determined)
- Student Board Clinic Coordinator (ex officio)

Student Board Roles and Responsibilities

Position	Roles and Responsibilities
All Chairs	• Train Co-Chairs on primary roles and responsibilities
All Co-Chairs	• Assist the responsibilities of the Chair and step into the Chair position spring semester (January 1) of his/her 2nd year
Clinic Coordinator	• Organize and conduct formal business of the Student Board • Serve as ex-officio member of the Advisory Board • Act as liaison between the Advisory Board and Student Board • Draft and commission new Student Board policies • Co-Coordinator: Coordinate the interview/selection process and mock clinic
Student & Clinician Scheduler	• Schedule/recruit supervising clinicians and student volunteers for clinic nights • Conduct volunteer, student, and supervising clinician orientations • Recruit Student Board members and record minutes for board meetings • Communicate with the Client Scheduler to create student teams for each clinic night • Ensure volunteer student physical therapist and supervising clinician's records are up-to-date • Coordinate with faculty for class-related activities involving the clinic
Client Scheduler	• Maintain client schedule • Communicate with clients by phone before each clinic night to confirm appointments • Maintain open communication with patients and referring providers through clinic e-mail, voicemail, etc. • Maintain client records, referrals and other personal information • Schedule and coordinate translators for clients as needed
Community and Public Relations (PR) Officer	• Promote the clinic to health professionals including physical therapy clinics in the region • Promote the clinic to students in the physical therapy program • Promote positive and effective relationships with the community • Establish, develop and maintain relationships with referral sources • Develop and maintain website, brochures, and other materials to promote the clinic
Outcomes Coordinator	• Record, track, and ensure accuracy of all data related to clinic operations, clients, and outcome statistics • Communicate pertinent statistics to other committees as needed • Analyze clinic data to propose strategies to improve client care • Facilitate training for aspects of client care and documentation outlined in the "Client Success Initiative" • Maintain and analyze satisfaction surveys
Operations Coordinator	• Oversee clinic operation including organization of patient folders, opening/closing procedures, cleaning, safety inspections, and organization • Act as a liaison between student clinicians, supervising clinicians, patients, and translators • Create, maintain, and have working knowledge of all nightly clinic documents, policies, and procedures • Facilitate chart review for student volunteers • Oversee clinic supplies and Durable Medical Equipment including inventory, ordering, and determining needs
Funds Officer	• Pursue and maintain relationships with community partners • Obtain donations including durable medical equipment • Organize and oversee all clinic fundraising activities • Pursue new opportunities for fundraising as they arise
Financial Officer	• Record and manage all Student Board expenses/income • Manage Student Board fundraising finances • Track and document all student clinic billable units • Oversee all purchasing for the Student Board • Provide budget oversight while maintaining financial policies/procedures of the Student Board

Student Board Application

Name:

Date of Application:

Catamount E-mail:

Class of 20__

Reasons that you want to be part of the student board:

Qualities you possess that will contribute to the success of the clinic:

Positions you are interested in ranked by 1-most interested in, 7-least interested in:
(If you are particularly interested in a specific position please attach a separate page with your reasons)

Positions	Rank (1-7)	Reason (optional)
Clinic Coordinator		
Student & Clinician Scheduler		
Client Scheduler		
Community Relations/PR		
Outcomes Coordinator		
Operations Coordinator		
Funds Officer		
Finance Officer		

Requirements:

- Full-time physical therapy student in good academic standing
- Consistent demonstration of professional behavior
- Excellent communication skills

Minimum Expectations of Student Board Members:

- Minimum of 2 meetings/month (subject to change)
- Contribute to the development, implementation, and maintenance of policies, procedures, and other clinic services
- Fulfill the responsibilities of the position to which you are appointed throughout the full length of your established term
- Roles are subject to modification

□I understand these requirements and agree to abide by them if appointed to the Student Board

Please supply your resume with this application

Signature: