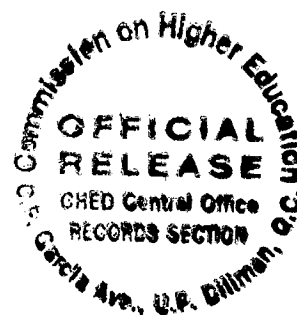


Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED Memorandum Order (CMO)

No. 43

Series 2012

**Subject: PROCEDURES FOR ACCREDITATION OF AFFILIATION CENTERS
PROVIDING CLINICAL TRAINING PROGRAMS FOR PHYSICAL
THERAPY INTERNS**

In accordance with pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994", CHED Memorandum Order (CMO) No. 24 s. 2006 and CMO No. 23 s. 2007, with the purpose of ensuring that practice settings providing training for physical therapy interns meet minimum requirements, the following guidelines and procedures are hereby issued by the Commission, thus:

1. By school year 2013-2014, HEIs offering physical therapy program should only field interns to CHED-accredited affiliation centers. The clinical coordinator shall be held liable for fielding interns to non-accredited affiliation centers. Sanctions to the coordinator shall be determined and imposed by the HEIs.
2. To safeguard the interest of the students, the following reports should be submitted to the CHED Office of Programs and Standards (OPS) through the CHED Regional Office:
 - List of interns and their affiliation centers by the HEI;
 - List of affiliating HEIs by the CHED-accredited affiliation centers.
3. All affiliation centers, including but not limited to hospitals, clinics, and community-based settings, that intend to accept physical therapy interns for clinical training by school year 2013-2014, must submit to the CHED Regional Office their application for accreditation not later than November 30, 2012 in order to allow ample time to evaluate the applications.

4. All succeeding applications for accreditation after SY 2013-2014 shall be submitted to the CHED Regional Offices not later than June 30 of every school year prior to the intended start of acceptance of interns.
5. Affiliation centers may secure an application and checklist of requirements from the CHED-Office of Programs & Standards or from the CHED Regional Offices. Application forms may also be downloaded from the CHED website (www.ched.gov.ph).
6. Applicants must submit duly accomplished form with complete supporting documents and pay the non-refundable application fee of Php 3,500.00 to the CHED Regional Office, as prescribed by the Commission.
7. The CHED Regional Office shall review the application together with the supporting documents and determine completeness and compliance with documentary requirements.
8. The CHED Regional Office shall endorse the application to the CHED-Office of Programs & Standards within fifteen (15) working days from receipt thereof.
9. Immediately after receipt of the application, the CHED-OPS shall inform the Technical Committee for Physical Therapy Education (TCPTE), who in turn, will assign one member, together with a representative from the CHED-OPS and CHED-RO, to evaluate the documents and conduct ocular inspection in order to determine compliance with CMO 23 s. 2007. In the interest of efficiency, ocular inspections shall be scheduled to cover affiliation centers which are geographically situated near each other, whenever possible. In situations where the TCPTE is unable to accommodate all applications, the CHED-OPS may designate additional assessors, as recommended by the

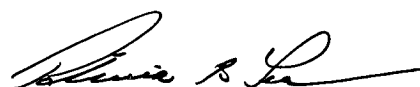


TCPTE. A standard checklist will be used to evaluate the application for accreditation (see Appendix).

10. During the post conference, the team shall inform the applicant affiliation center of the status of its application, including deficiencies found, if any. Affiliation centers whose applications have been found to be deficient must complete the necessary requirements within thirty (30) working days after the visit. Otherwise the application will be invalidated. The CHED Regional Office shall be responsible for ensuring completion of requirements and shall submit a report to CHED Central Office .
11. The Certificate of Accreditation shall be valid for 3 years and shall be issued to the affiliation center by the CHED Central Office, upon compliance with all requirements. The Certificate should be displayed conspicuously at all times.
12. This CMO shall take effect 15 days after publication in the Official Gazette or in a newspaper of general circulation.

Quezon City, Philippines, October 22, 2012.

For the Commission:



Patricia B. Licuanan, PhD
Chairperson





Requirements for Application
(Accreditation of Affiliation Centers Providing Clinical Training Programs for Physical Therapy Interns)

REQUIREMENTS

1. Letter of intent addressed to the Office of Programs and Standards, Commission on Higher Education for the accreditation of affiliation centers providing clinical training programs for Physical Therapy Interns with documentary evidences as required in the Assessment tool such as:
 - a. Organizational Chart
 - b. DTI/SEC Registration
 - c. Mayor's Permit
 - d. BIR Registration
 - e. Matrix of Clinical Staff Profile with Updated CV per staff
 - f. Training Manual
 - g. Matrix for Patient Census for Training
 - h. Written Decking Procedures
 - i. Breakdown of affiliation fees

2. Duly accomplished assessment tool for accreditation of affiliation centers providing clinical training program for physical therapy interns (self-evaluation report).





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PHYSICAL THERAPY STAFF PROFILE

Name of Center: _____

Address: _____

Designation	Name	PRC Lic. No./ Exp. Date	Post-Grad/ Total Units Earned	Appointment Status	Hospital Designation	Membership to APO	Years of Experience	CPEs Attended (Course Title)	Conducting Agency
Chief Physical Therapist									
PT Training Supervisor									
Other PT Staff Involved in Training									
Clinical Coordinator coming from school									

NOTE: Please attach curriculum vitae and supporting documents





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MATRIX FOR PATIENT CENSUS FOR TRAINING

Name of Center: _____

Address: _____

Average Number of Patients Per Month (Past 12 Months)	
Neurologic	
Musculoskeletal	
Pulmonary	
Cardiac	
Integumentary	
Pediatrics	
Geriatrics	
Well Population	
Sports – Related Injuries	
Others (pls specify)	
TOTAL NUMBER OF PATIENTS:	
Total Number of Interns:	
Patient to Intern Ratio:	





**ASSESSMENT TOOL FOR THE ACCREDITATION OF AFFILIATION CENTERS PROVIDING
 CLINICAL TRAINING PROGRAMS FOR PHYSICAL THERAPY INTERNS**

Name of Clinical Affiliation Center: _____ Date of Inspection: _____
 Address: _____

Classification of Affiliation Center:

- Hospital-based
 School-based
 Wellness/Fitness Center
 Community-based
 Free-standing clinic
 Others (specify) _____

Area of Evaluation	Actual Situation (Minimum Requirement)	POSSIBLE INDICATORS OF EVALUATION	Evaluation		Remarks
			Complied	Not Complied	
I. Organization <ul style="list-style-type: none"> Organizational structure Has complete documents necessary to operate the center legally and provide therapy services Has existing contract of affiliation or MOA with HEIs 	a. Organization Chart b. DTI/SEC registration c. Mayor's Permit d. BIR Registration				
II. Physical Facility <ul style="list-style-type: none"> Separate staff area Separate interns' area Treatment area commensurate to average case load per hour Has adequate and appropriate equipment for patient care 	a. Intern's area with lockers	Measurement of Physical Facility: > Treatment Area > Gym > Hydrotherapy > Staff Room > Intern's Room			
III. Staff <ul style="list-style-type: none"> May either be: <ul style="list-style-type: none"> Licensed PTs employed by the 	> Matrix of Clinical Staff Profile > Updated PRC Licensed > Certificate of Attendance to				





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Area of Evaluation	Actual Situation (Minimum Requirement)	POSSIBLE INDICATORS OF EVALUATION	Evaluation		Remarks
			Complied	Not Complied	
<p>affiliation center to provide patient care and supervise interns and supervise interns</p> <ul style="list-style-type: none"> ○ Licensed PT faculty members of the school who supervise interns in the center ○ Full-time or part-time • Copy of PRC license prominently displayed • Has appropriate clinical instructor-to-intern ratio (1:4) • Staff directly involved in the training of interns must have attended at least 4 hours of clinical teaching seminar accredited by PRC, or post-graduate units related to clinical teaching competencies • Clinical skills of staff should be updated every three years with proof of continuing professional education (CPE). • Staff who supervise interns must have at least 6 months clinical and/or teaching experience • For centers with more than one clinical instructor, there has to be a designated clinical supervisor to oversee the training program • Training staff must be a member of the APO. 	<p>Clinical Teaching Seminar</p> <ul style="list-style-type: none"> ➤ CPE Certificates attended ➤ APO Membership ID 				



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Area of Evaluation	Actual Situation (Minimum Requirement)	POSSIBLE INDICATORS OF EVALUATION	Evaluation		Remarks
			Complied	Not Complied	
IV. Clinical Training Program Manual <ul style="list-style-type: none"> • Copy is provided to interns and HEIs • Program objectives • Duties and responsibilities of clinical instructors and supervisors • Duties and responsibilities of interns • Teaching Strategies • Methods of evaluation • Offenses and corresponding sanctions 	<ul style="list-style-type: none"> ➤ Presence of Training Manual 				
V. Clinical Training Program <ul style="list-style-type: none"> • Conducts orientation prior to commencement of training • Covers a <u>maximum</u> of 40 hours a week <ul style="list-style-type: none"> ➤ Training activities provided and corresponding number of hours of each activity per rotation such as patient care, case pre/reports, written exam, practical exam, projects, others) • Presence of instructional designs • Presence of evaluation tools (i.e. checklist, rating scale, etc.) to be used, which were collaboratively developed by the affiliation center and the school • Conducts regular and timely 	<ul style="list-style-type: none"> ➤ Training Manual 				





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Area of Evaluation	Actual Situation (Minimum Requirement)	POSSIBLE INDICATORS OF EVALUATION	Evaluation		Remarks
			Complied	Not Complied	
<ul style="list-style-type: none"> performance feedback Is reviewed regularly 					
VI. Patient Care <ul style="list-style-type: none"> Daily Intern to patient ratio is from 1:4 to 1:10 <ul style="list-style-type: none"> Types of cases handled by interns Systematic decking procedures Adequate supplies and equipment for patient services 	<ul style="list-style-type: none"> Matrix for Patient Census for Training Written Decking Procedures 				
VII. Affiliation Fees <ul style="list-style-type: none"> Fees are clearly stipulated in the contract of affiliation or MOA, including schedule of payment 	<ul style="list-style-type: none"> Breakdown of affiliation fees 				

OTHER INFORMATION:

Criteria	Actual Situation	Remarks
List of schools affiliated in one rotation (please enumerate)		





ACTION/RECOMMENDATION:

Conforme:

SECTION CHIEF / HEAD OF AFFILIATION CENTER

EVALUATOR

EVALUATED BY:

Member, Technical Committee for Physical Therapy Education

Member, PRC Board of Physical Therapy

CHEDCO Representative

CHEDRO Representative

CONFORME:

Head, PT Training Program

Head, PT Department

