



Bay State College Physical Therapist Assistant Program

Use of the Clinical Education Experience Anecdotal Record Form

The purpose for the Anecdotal Record Form is to provide CI's with a means of recording significant examples of student performance and behavior when they occur. *The form can be used to document positive as well as negative incidents.* However, the use of the Anecdotal Record is a particularly important for documenting problem performance or behavior. In addition to providing a permanent record that the occurrence was discussed with the student, it provides an over-all framework for the discussion that the CI may find helpful.

Through documentation of all problem performance and behavior is essential. The form must be carefully reviewed with the student. The student should be made aware of potential repercussions if the negative behavior/performance problem continues, such as lowering of rating on performance evaluation and/or potential failure of the clinical. The student, the CI and/or the CCCE must sign the form. Student signature signifies that the incident, consequences, and expectations future performance were discussed with them.

Report the incident as it occurred in as objective a manner as possible. Be certain that the potential or actual negative consequences and the expectations for future performance are very clear. In some instances it may be helpful to have the CCCE sit in on the discussion with the CI and the student.

If performance or behavior problems significant enough to warrant use of this form are observed contact with the ACCE, (617) 217-9437 or kforget@baystate.edu, is important. All Anecdotal Record forms must be returned to the ACCE along with the performance evaluation at the end of the affiliation.

**BAY STATE COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
CLINICAL EDUCATION EXPERIENCE ANECDOTAL RECORD**

Student Name: _____ Date: _____

Clinical Instructor: _____ Facility: _____

The following is a record of a critical incident or behavior. (Use back of the sheet or attach a separate page if needed). All Anecdotal Records must be returned to the ACCE with the final performance evaluation form. The ACCE should also be notified of significant problem performance or behavior issues when they occur.

Date and time of incident:

Setting:

Individuals involved:

Student action or behavior:

CI's evaluation of consequences of student action or behavior:

Student's comments:

CI/Student understanding regarding behavior/actions expected in the future:

The information above was discussed with me. I understand the concerns raised and the performance/behavior expected of me in the future.

Student Signature

Date: _____

Clinical Instructor Signature

Date: _____