

**WAKE FOREST BAPTIST HEALTH  
POLICY AND PROCEDURE BULLETIN**

**PREPARED BY:** Physical/Occupational Therapy Department

**SUBJECT:** Physical Therapy Residency Education

**I. POLICY:**

It is the policy of the Physical/Occupational Therapy Department to participate in the education and training of Physical Therapy Residents

**II. PURPOSE:**

To establish procedures and guidelines for delineating the roles and responsibilities for the Residency Program Director, Clinical Mentors, Academic Mentors and Program Instructors.

**III. PROCEDURES:**

A WFBH Physical Therapy Manager or Clinical Director will serve as the Residency Program Director.

A. Responsibilities of the Residency Program Director include:

1. Recruitment of Residents in collaboration with PT/OT Human Resources Recruitment Team.
2. Coordination of resident interviews and hiring.
3. Coordination of orientation, didactic and clinical experiences for the entire residency year.
4. Scheduling and leading monthly and bi-annual Residency Program Meetings.
5. Coordinating the development of the resident's educational development plan with input from mentors and instructors, with periodic review to ensure that the resident's goals will be successfully accomplished by year-end.
6. Coordination of Residency Advisory Council, to include recruitment of members and maintaining ongoing communication regarding planned meetings.
7. Manages Residency Program budget to ensure financial success and viability of the program.
8. Coordinates initial credentialing process and ensure ongoing compliance with APTA Credentialed Residency Program requirements, including submitting annual updates.

B. Responsibilities of the Clinical and Academic Mentors include:

1. Provide clinical training and mentoring to the resident as outline in the program curriculum.
2. Coordination of regular clinical and unopposed mentoring time with resident.
3. Establishing short-term and long-term goals and instructional experiences to ensure that the resident's overall development plan is accomplished by year-end.
4. Directly supervises the resident and maintains supervisory responsibilities as with other staff therapists.

