

**Clinical Education Special Interest Group (CESIG) -
Policy and Procedures**

**A special interest group of the Wisconsin Physical
Therapy Association (WPTA)**

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Section 1: CESIG Objective

The Clinical Education Special Interest Group (CESIG) exists to promote quality clinical education for PTs and PTAs by providing resources for the development of clinical education sites and by utilizing innovative clinical education strategies.

The CESIG will not maintain any financial accounts separate from the state organization. Any monies raised through CESIG activities will be submitted to the state, and managed per policies outlined later in this document.

Section 2: CESIG Executive Committee

Elected officers of the CESIG shall be the two Co-Chairs (Academic Co-chair and Clinical Co-chair), Secretary and Treasurer. All elected officers of the CESIG shall be members in good standing of the Association/Chapter. Officers will be selected from a slate of candidates prepared by the Nominating Committee and presented to the general membership through a ballot (to include electronic means and/or fax). A ballot will accompany the candidate roster, and will be returned to the Nominating committee two (2) weeks prior to the Spring Meeting.

Candidates receiving a majority of votes shall be considered elected. Confirmation of officers will occur at the Spring Meeting. Newly elected officers will assume office after the Spring Meeting.

The academic co-chair, the secretary and one (1) member of the nominating committee will be elected in odd numbered years. The clinical co-chair, the treasurer, and one (1) nominating committee member will be elected in even numbered years. Officers are elected for four-year terms and can serve for a maximum of 2 consecutive terms. If tenure is completed and no one wishes to run for the vacant position, or a term is not completed i.e. the member steps down early from their term, the Executive Committee may appoint an individual to that position to complete the current term. If no one is appointed or elected to a position, the Executive Committee shall absorb the duties of the vacant position until the position can be filled.

Co-chairs: The Co-chairs or designee(s) shall represent the CESIG to the Chapter, oversee and coordinate activities of the CESIG, develop agenda for meetings, and preside at meetings of the CESIG.

Secretary: The Secretary shall coordinate the maintenance of the membership roster and communication with rostered members, keep and distribute minutes of all meetings, and give notice of meetings and conferences.

Treasurer: The Treasurer will maintain financial records, facilitate CESIG financial transactions, communicate with Chapter Treasurer to maintain financial records of the CESIG, and speak to the financial position of the CESIG at CESIG meetings.

Transition of elected and appointed position:

When an elected or appointed position transitions to a new person the following shall take place...

1. Contact between the outgoing and incoming individuals must take place, preferably face-to-face.
2. All materials and information pertinent to the position, including a clear list of expected duties/responsibilities, shall be updated and passed on to the incoming individual. It is recommended that these materials be kept in a binder, or on a USB drive or a cloud-based storage platform.
3. The outgoing individual shall orient the incoming individual to all aspects of the position
4. The incoming individual shall immediately be invited to all appropriate meetings even if they have not officially started their role. Ideally, the outgoing individual attends one SIG meeting with the incoming individual to provide mentorship.
5. The outgoing individual shall be available to answer questions/mentor the incoming individual should the need arise.

Section 3: Standing Committee:

The Nominating Committee will consist of 1-2 members. One member of the Nominating Committee will be elected in even numbered years. If a second committee member is elected, this will occur in odd numbered years. Election will be by a majority vote of the general membership for a four-year term, unless otherwise specified by the individual committee member or the Executive Committee. Elections for the Nominating Committee will occur in the Spring. The nominating committee will be charged with preparing a slate of candidates for elections held by the CESIG, and coordination of voting by the general membership of that roster through a ballot (to include electronic means and/or fax).

Section 4: Conduct of Business

The CESIG will have at least one annual meeting. Additional meetings may be called by the co-chairs or membership.

Section 5: CESIG Membership Requirements

General Member: A general member is any Physical Therapist or Physical Therapist Assistant interested in clinical education, and who is a current member of the Association/Chapter.

General members are eligible to serve on the executive committee or a standing committee, and have voting rights within the SIG.

Non-Member Participation: PTs/PTAs who are not members of the Association/Chapter are able to participate within the CESIG. Non-members are allowed to attend open meetings and participate in discussions at these meetings. These individuals are not eligible to serve on the executive or standing committees and have no voting rights within the CESIG.

Section 6: Financial Procedures

1. SIG balance inquiry process:
 - a. Contact either the executive director or a designated assistant of the executive director at the Chapter office for balance information. In most cases, this information will be provided within 24 hours.
 - b. SIG chairs will receive monthly updates of balances from the Chapter office.
2. Use of credit card transactions for registration at District events:
 - a. To allow credit card registrations for SIG events or courses through the Chapter website, the Chapter Office will need full event or course details at least two months in advance. The minimum registration fee for online payment is \$50.
 - b. SIG events and courses can also use traditional paper registration forms. Credit card charges will be processed manually and credited to the SIG.
 - c. Credit card fees will be absorbed by Chapter funds, rather than SIG funds.
3. Procedure for spending SIG monies on various events and courses:
 - a. If possible, invoices should be procured prior to the event or course and sent to the Chapter Office. The requested funds will then be provided by the Chapter office on a timely basis.
 - b. When this is not possible, SIG credit cards and checks can be used as a payment method. All SIGs will be given a supply of blank checks. Additional checks can be issued upon request of the Chapter Office.
 - c. After the event or course, detailed receipts are required for all checks/credit card charges. Please make sure copies of all receipts are sent to the Chapter Office within 30 days of the event or course.

4. Procedures for reimbursement of personal expenses:
 - a. Any reimbursement requests for personal expenses to SIG members shall be via an expense form provided by the Chapter Office.
 - b. Reimbursement will occur based on WPTA reimbursement policy.

Section 7: CESIG Communication Obligations

Communication Responsibilities for the CESIG to the WPTA Chapter Office

1. Each SIG will provide the Chapter office with a key contact for publications in PT Connections and will provide articles for each publication as requested to keep membership informed.

2. SIG Secretaries/Treasurers shall provide copies of the SIG Executive committee and SIG membership meeting minutes to the WPTA office to be published on the website within 10 days of the meeting minutes being approved.

3. SIGs shall notify the WPTA office of all continuing education offerings in the state. This will occur through the submission of a CEU approval application.

4. SIGs shall notify the WPTA office of any SIG events that positively portray physical therapy and encourage membership participation.

Section 8: Review and Update of CESIG Policy and Procedures

1. The CESIG Policy and Procedures shall be reviewed and updated as needed. This will occur at a minimum of every two years.

2. The review process will be initiated by the Executive Committee.

3. The initial approval and all subsequent revisions to the SIG Policy and Procedure Manual requires a majority approval of the SIG Executive Committee.

Section 9: Signatures for Approval

CESIG Academic Co-chair

CESIG Clinical Co-chair