

**Process for Becoming a Professional Associate  
(which provides access to Health Science Library and Libaccess):**

Libaccess is only available to clinicians who have an appointment with the School of Rehabilitation Science (SRS) as a Professional Associate.

Professional Associates are expected to provide clinical education on a volunteer basis approximately 150 hours over a 3-year period. For preceptors, this means a minimum of 2 student placements every year for 3 years.

If you are a clinical preceptor and would like to receive an appointment as Professional Associate, this is what you need to do:

1. Advise the Clinical Education Coordinator (PT) or Professional Practice Coordinator (OT) \*\* that you are willing to take 2 students per year for the next three years (for the PT program, only one placement could be in unit 1).
2. PT Clinical Education Coordinator (CEC) or OT Professional Practice Coordinator (PPC) confirms with you that you wish to be nominated for a Professional Associate (PA) appointment.
3. Send your updated curriculum vitae (CV) to the appropriate PT - CEC or OT - PPC, so that they can keep track of those who accepted the PA. The CV should include an "education" section where all contributions to SRS should be noted (e.g. tutoring, taking students on placements, evaluating, interviewing, marking etc) with appropriate dates (years / term/ unit).
4. Clinical Placement Coordinator forwards the CV to the Department Education Coordinator with nomination for approval.
5. Once approved, you will receive a formal PA appointment letter for a 3 year period along with an application form and instructions on how to register for libaccess.
6. The reappointment process is based on your amount of activity and on feedback from students with whom you work in clinical education activities over the 3 years of appointment.

Note: PAs can be nominated at any time of year

\*\* Titles for this position vary between PT and OT programs