



UNIVERSITY OF ST. AUGUSTINE

FOR HEALTH SCIENCES

CALIFORNIA | FLORIDA | TEXAS



Clinical Excellence Through Graduate Education



Clinical Education Handbook  
Doctor of Physical Therapy

2022-2023

**IMPORTANT NOTICE:** If any policy, procedure or other information differs between the Clinical Education Handbook and the University Catalog/Handbook, please refer to the information in the Catalog/Handbook, as it is the governing source.

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## **Introduction**

This handbook provides guidelines for the Clinical Education component of the curriculum of the Doctor of Physical Therapy (DPT) program at the University of St. Augustine for Health Sciences (USAHS). This serves as a reference for the University's DPT faculty, DPT Clinical Education Associates, Executive Director of Clinical Services, Clinical Services staff, the affiliated sites' Site Coordinators of Clinical Education (SCCEs), Clinical Instructors (CIs), and students in the development of learning experiences for our students and the evaluation of their clinical performance. Other information included is regarding rights, responsibilities, and risk management, such as: orientation of clinical faculty and students, communication requirements, and student policies. The handbook is reviewed and updated as necessary by the Clinical Services Committee (CSC).

## **DPT Mission**

The mission of the University's DPT program is to graduate proficient and caring physical therapists who are prepared to work collaboratively in interprofessional settings to guide the patient/client to achieve optimal movement.

## **Program Learning Outcomes**

Upon completion of the Doctor of Physical Therapy program, graduates will demonstrate the ability to:

1. Engage in personal and professional development and lifelong learning activities.
2. Practice physical therapy in a manner that supports cooperative relationships with patients/clients, other healthcare providers, and the community.
3. Perform critical thinking and evidence-informed physical therapist practice based on foundational knowledge and professional clinical skills.
4. Implement effective communication and principles of ethical and professional behavior in physical therapy practice.
5. Display qualities of leadership in physical therapist practice to advance the profession of physical therapy and the well-being of society.

## **Philosophy**

USAHS is committed to the idea that professional education requires sound academic preparation in conjunction with practical experience. To this end, the Clinical Education program seeks to provide a variety of stimulating experiences to further the student's professional development.

The University is also committed to providing each student an opportunity to meet their educational goals by providing the highest level of education in a variety of areas of physical therapy practice that are reinforced and built upon in the clinical experiences. Students are expected to actively participate, question, explore, teach, and motivate during their interactions with the clinical site to reinforce their learning experiences, thus enhancing their education. The clinical experience exposes the student to realistic environments to allow practice in the real-world context as well as the ethical and medico-legal aspects of healthcare.

Clinical experiences stimulate the student to look beyond the information learned in the classroom to discover further meanings and relationships within the profession. Sites are selected for their ability to create learning situations that encourage the student to expand their knowledge, abilities, and skills while meeting the program's objectives. Sites also provide students with an awareness of fiscal responsibility as it impacts their clients and institutions.

## **Equal Opportunity Statement**

The University shall actively promote equal opportunity policies and practices conforming to federal and state laws against discrimination. The University shall not discriminate in offering access to its educational programs and activities or with respect to employment terms and conditions based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition (e.g., cancer or genetic characteristics), marital status, sex, age, sexual orientation, gender identity, gender expression, or veteran status, as prohibited by state and federal statutes. This commitment applies to the University's relationships with outside organizations including federal government, the military, and private employers, only to the extent of state and federal requirements.

## **Accreditation**

### **Regional Accreditation**

#### **WSCUC Accreditation**

The University of St. Augustine for Health Sciences is accredited by the WASC Senior College and University Commission (WSCUC). Inquiries regarding the accreditation status by WSCUC should be directed to the administrative staff of the institution. Individuals may also contact:

WASC Senior College and University Commission (WSCUC)

1001 Marina Village Parkway, Suite 402, Alameda, CA 94501 / 510-748-9001 / [www.wascsenior.org](http://www.wascsenior.org)

### **Programmatic Accreditation**

#### **CAPTE Accreditation**

The Doctor of Physical Therapy (DPT) programs at the University of St. Augustine for Health Sciences in San Marcos, California; St. Augustine and Miami, Florida; and Austin, Texas, and the DPT Flex programs in San Marcos, California; St. Augustine, Florida; and Austin, Texas, and are accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245, email: [accreditation@apta.org](mailto:accreditation@apta.org); or website: <http://www.capteonline.org>. The Transitional Doctor of Physical Therapy, Clinical Orthopaedic Residency, and Orthopaedic Manual Physical Therapy Fellowship programs are not subject to accreditation by CAPTE. If needing to contact the San Marcos programs directly, please call Dr. Cherie Peters-Brinkerhoff at 760-410-5314 or email [cpeters-brinkerhoff@usa.edu](mailto:cpeters-brinkerhoff@usa.edu). If needing to contact the St. Augustine or Miami programs directly, please call Dr. Beth Ennis at 904-770-3645 or email [bennis@usa.edu](mailto:bennis@usa.edu). If needing to contact the Austin programs directly, please call Dr. Manuel (Tony) A. Domenech at 737-202-3347 or email [tdomenech@usa.edu](mailto:tdomenech@usa.edu).

Effective April 28, 2020, the University of St. Augustine for Health Sciences' Doctor of Physical Therapy program at the Dallas, Texas, campus has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education, 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org). If needing to contact the program/institution directly, please call Dr. Thomas P. Werner at 469-498-5740 or email [twerner@usa.edu](mailto:twerner@usa.edu).

Candidate for Accreditation is an accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program may matriculate students in technical/professional courses. Achievement of Candidate for Accreditation status does not assure that the program will be granted Initial Accreditation.

## University Policies

### A. Site Recruitment

Sites that meet the standards and the needs of the University and students will be invited to become a Clinical Education site. The relationship between the site and academic programs is formalized through the student clinical experience contractual agreement. Students will be placed only at those sites which have a duly executed contractual agreement with the University.

Contact with potential Clinical Education (CE) sites may occur by:

- A member of the Clinical Services department contacts the facility.
- Contact with the Director of Clinical Education (DCE), the Academic Coordinator of Clinical Education (ACCE), the DPT Clinical Education Associate (CEA), or the Clinical Support Specialist (CSS)
- The facility contacting the University directly
- The facility being recommended to the DPT Program by a member of the Advisory Committee, another program, a student, a faculty member, or an alumnus of the program

It is University policy that all contact with clinical sites be coordinated through the Director of Clinical Education (DCE), the Academic Coordinator of Clinical Education (ACCE), or the Clinical Services department.

Students are not permitted to contact sites unless directed by the DCE, ACCE, CEA, CSS or a member of the Clinical Services department.

The following criteria are most important to USAHS in establishing a contractual agreement with a Clinical Education site:

- Clinical instructors (CI) providing supervision for students must have at least one year of practice experience
- CI's must be licensed physical therapists in the state(s) where the clinical experience is occurring
- The therapy services at the Clinical Education site provide an active, stimulating environment appropriate for the learning needs of the students
- The Clinical Education site has a variety of learning experiences available to students
- The therapy staff practices within the ethical and legal scope of their professions
- The Clinical Education site's philosophy and objectives for patient care and clinical education are compatible with those of the University
- The CI and the SCCE have appropriate objectives and learning experiences to reflect learning outcomes that are realistic and feasible
- The CI has release time from patient care to plan for and work with the student on a regular basis
- The patient's treatment program and goals are based on examination and assessments conducted by the therapist
- The atmosphere of the department is conducive to staff and student interaction
- Students are given a reasonable length of time to work with their assigned patients, have quality, direct supervision always by an appropriately credentialed professional and are not considered to be supplemental staff
- The administration of the Clinical Education site is willing to provide and is supportive of clinical education and a student program
- The Clinical Education site is willing to complete all forms and reports appropriately and in a timely manner
- The SCCE represents the Clinical Education site and attends meetings and continuing education as deemed necessary by the University
- The Clinical Education site is committed to the principle of Equal Opportunity and Affirmative Action as required by federal legislation

### B. Contracts and Memorandums of Understanding

A copy of the duly executed active contract/memorandum of understanding (MOU) must be on file with the Clinical Services Contracts department prior to student involvement in patient/client contact. The contracts administrator will initiate the renewal process prior to the contract's expiration.

### C. Medical Malpractice Insurance

USAHS maintains a professional liability plan. A copy of this policy is furnished with initial contracts, with annual Clinical Education Request Form (CERF) and upon request.

### D. Obtaining Clinical Experiences

A Clinical Education Request Form (CERF) lists the DPT program's scheduled clinical experiences by calendar year and is sent to Clinical Education sites annually and periodically throughout the year. Clinical Education sites are requested to complete and

return the form to the University indicating the time periods they can host a student.

### **E. International Clinical Requests**

Students may request an international clinical experience for a portion of their Terminal Clinical Experience I. Students who would like to be considered for an international clinical experience must complete the following process:

1. Maintain a 3.2 or higher GPA throughout academic studies.
2. Make an initial request to their ACCE/DCE.
3. Attend an international clinical experience meeting organized by their ACCE/DCE.
4. Submit completed International Clinical Experience Student Application to the Clinical Services department by the designated date.

#### **Criteria for international requests:**

1. The CI at the site must speak fluent English.
2. Students must be proficient in the professional language of the country.
3. Students may need to purchase additional professional liability insurance.
4. Clinical instructors (CI) providing supervision for students must have at least one year of practice experience.

### **F. Site Changes/Cancellations**

Due to unforeseen circumstances experienced by the University or clinical partners, students may be reassigned to a different clinical site and/or CI at any time prior to or during a scheduled clinical experience. The clinical faculty and Clinical Services department will look for every opportunity to reduce unnecessary changes.

If a clinical site cancels an available clinical experience after a student is placed and confirmed, the student will be notified via email within 48 hours of the site notifying USAHS. The ACCE/DCE will make every attempt to reassign the student, prioritizing practice setting and proximity to original assignment.

### **G. Assignment & Reassignment of Clinical Sites**

#### **Assignment**

*While students will be provided the opportunity to give input into their clinical placements, the final decision on clinical placement rests with the program faculty.* Students are required to participate in diverse clinical experiences that are representative of a variety of physical therapy practice settings. These diverse experiences include working with physical therapy patients/clients with a variety of diagnoses across the lifespan and along the continuum of care, Interprofessional Experience (IPE), and supervision of the PTA, in accordance with CAPTE guidelines. To ensure this diversity is met throughout the clinical experiences, students will participate in at least one Category 1 setting (acute/post-acute/homebound) and one Category 2 setting (outpatient/peds/specialty). Clinical experiences cannot begin until all prerequisite curriculum coursework has been successfully completed. All clinical experiences must be successfully completed to be eligible for graduation.

To support diverse clinical experiences that align with academic needs, students should be prepared to travel and/or relocate for their clinical experiences. Since the clinical experience is an extension of the academic education and training, the priority is the quality of the learning experience. The clinical experience gives the student an opportunity to develop and refine knowledge and skills that were initiated in the classroom and laboratory. Clinical placement sites are assigned based on current availability and in collaboration with the facility to provide education which supports the curriculum.

The ACCE/DCE makes the final decision for clinical placements. Students may make suggestions, but the ACCE/DCE and CEA will make all contacts. Students should not request to be placed or accept a placement in facilities where there may be a conflict of interest. It is the student's responsibility to discuss with clinical faculty any time they think there may be a conflict of interest. Potential conflicts of interests may include, but are not limited to, previous/current employment, relation to co-workers or administration, renting a home from a Clinical Educator during the clinical experiences, and/or financial ties. The faculty member will gather information regarding the conflict of interest and provide the information to the Program Director. The Program Director will make the final decision about the student being able to attend the site for clinical placement.

#### **Declination**

Students **MAY NOT** cancel any of their clinical experiences or alter the schedule once set without the approval of the program clinical faculty member. Placements for clinical education are considered firm commitments.

In the event a student declines a clinical placement, an alternative offer will be pursued only after all other DPT students are placed for that time period. This may result in a delay in the student's progression in the DPT program and a delay in graduation date.

In the event a site declines a student due to lack of vaccination requirement, every attempt will be made to find a similar



placement for the student once all other DPT students are placed for that time period. The student runs the risk of not being placed for the clinical experience, may receive an administrative leave of absence and delay his/her progression in the program.

### **Reassignment**

Students may request a reassignment of site during a clinical experience under the following circumstances:

- The occurrence of unethical or illegal practices
- The designated CI possesses inadequate credentials or experience to act as a mentor
- It is an inappropriate type of experience needed by the student to achieve academic objectives
- There is an inadequate patient load or variety of patient diagnoses/experiences

The request for reassignment should be initiated by the student as soon as a problem is identified. The student should contact the ACCE/DCE for instructions on how to handle the situation. The ACCE/DCE and the SCCE will handle all requests for reassignment on a case-by-case basis. The student may be required to submit written documentation of their complaint before the request is considered.

A Clinical Education site reserves the right to request that a student be removed from the site for assorted reasons. These will be dealt with on an individual basis with possible reassignments made at the discretion of the ACCE/DCE based upon the nature of the site's request.

All efforts will be made to save the experience through student and CI counseling and education. When a reassignment is required, the ACCE/DCE and student will work in collaboration to find another suitable site.

The ACCE/DCE has the right to reassign a student based on any of the above circumstances.

Please note - If at any time a clinical site terminates the clinical experience due to poor performance or safety concerns, the student will receive a failing grade for that clinical experience.

### **H. Hardships**

Students can submit hardship requests for their clinical placements. Requests are considered but not guaranteed. The decision to grant a hardship is made by the Hardship Committee. Placement in requested locations are based on availability and cannot be guaranteed. The request to remain in a specific location may delay the student's commencement date. The student may be required to take a leave of absence if a site cannot be located. It is essential for students to familiarize themselves with the requirements of the program including travel and financial costs associated with clinical education and plan accordingly. Specific criteria include, but are not limited to, extraordinary circumstances beyond expected difficulties inherent in a clinical assignment, sole caregiver for a dependent family member under the age of 18, the student or student's spouse serving in the military (active duty or reserves), and child under 6 years old at time of clinical experience. Supporting documentation is required at the time of submission and may include a note from your physician or spouse's commanding officer. Completed requests are reviewed and final decisions are determined by a cross disciplinary committee referred to as the Hardship Committee.

- If granted, the ACCE/DCE will attempt to find a clinical site that accommodates the requested location based on current affiliated agreements and/or current placement offers. The request by the student to be placed in a specific location may delay the student's progression through the program and commencement (graduation) date.
- If a hardship is not granted, students can meet with their ACCE/DCE and consider a leave of absence (LOA). Students are to refer to the University Catalog/Handbook for the LOA policy.

Please note – Academic requirements relating to clinical education will always take precedence with placements.

### **I. Incomplete/Withdrawal/Failure**

Refer to the University Catalog/Handbook for grading policies regarding incompletes, withdrawals, and course failure during clinical experiences.

### **J. Student Clinical Education Site Files**

Clinical Services maintains files and information regarding Clinical Education sites for student review. The files include the information below:

- Clinical Site Information Form (CSIF): Online form that provides general information about the facility and its staff, training programs, patient/client population, dress code, housing, workdays, hours, stipends, parking, transportation, and meals.
- Physical Therapy Student Evaluation (PTSE) form: Online form completed by the student(s) who previously completed a clinical experience at the facility.



- Miscellaneous: Additional information such as maps, brochures, pamphlets, community events, tourist information, etc. may be provided by some sites.

#### **K. Outstanding Financial Obligations**

Students are required to be in good financial standing with the University at the start of the clinical experience. A student with any outstanding financial obligations to the University will not be allowed to participate in their clinical experience and any future clinical experiences until the financial obligation is satisfied.

## Student Policies

### L. Health Policy

Students are expected to take personal responsibility for updating and maintaining documents related to vaccines, immunizations, titers, screening tests and any other required certifications. It is USAHS policy that a complete medical record be submitted to the Clinical Services department one term prior to any clinical experience. These documents are required by the University for students to remain in compliance with contracted healthcare facilities prior to students being considered for clinical placements. Students are required to remain current with all documentation for the duration of the clinical experience. Any items due to expire while out on a clinical experience must be updated ahead of the anticipated start date. Any associated costs are the responsibility of the student. Clinical Services will send out notifications in advance outlining deadlines and instructions. Additionally, the Medical Records Team can be reached at [medicalrecords@usa.edu](mailto:medicalrecords@usa.edu) for any questions.

**Note:** A facility may require documentation related to additional medical criteria, including COVID-19 vaccinations, for a student to participate in clinical experiences at their facility. It is the student's responsibility to comply with the requesting sites' policy. Due to confidentiality, records will not be released to any third party by Clinical Services without prior written consent or unless required by law.

Required health information includes:

- A copy of the student's medical insurance coverage including hospitalization and emergency care (must be kept current while enrolled)
- Proof of a comprehensive health examination (annually)
- Proof of negative TB testing: Initial 2 step PPD, QuantiFERON test, or chest x-ray if PPD positive (1 step PPD or QuantiFERON updated annually)
- Proof of immunization or immunity to: Measles, Mumps, Rubella, and Varicella
- Proof of immunization or immunity to Hepatitis B or physician signed declination form\*
- Proof of immunization to Tdap (every ten years)
- Proof of immunization to Bacterial Meningitis on Texas campus and under the age of 21
- Flu shot (annually when available) or flu shot declination form signed by the student
- A copy of the student's current American Heart Association (AHA) First Aid and BLS cards (expire every two years)
- A copy of certificate of annual completion for training on HIPAA, OSHA, and Elderly Abuse. Information for this training will be provided to the students by the Clinical Services department annually.

\* A facility has the right to refuse any student who has not completed the required medical documents including an incomplete Hepatitis B series.

\*\*USAHS does not currently require the COVID-19 vaccination; however, individual clinical sites may require it; any student who has taken the COVID-19 vaccination and has been advised by their healthcare provider to delay other vaccinations by 2-4 weeks will be granted that extension.

**Note:** A facility may request additional physical examination criteria, including COVID-19 vaccinations, for a student to participate in clinical experiences at their facility. The student's responsibility is to comply with the requesting sites' policy. Due to confidentiality, records will not be released to any third party by Clinical Services without prior written consent or unless required by law.

#### **Community and Clinical Experiences at Risk**

Failure to be fully vaccinated against COVID-19 could result in a significant delay or cancellation of clinical placements, jeopardize program completion and/or impact employment opportunities upon graduation. For the latest COVID-19 updates, visit [www.usa.edu/return-to-campus](http://www.usa.edu/return-to-campus), including the [Quick Reference Guide to COVID-19 Links](#).

### M. Criminal Background Checks, Drug Screen and Fingerprint Reports

Students are required to complete a criminal background check, drug screen and fingerprint report prior to matriculation, and risk rescission of admission and/or having a hold placed on their record that prevents future enrollment if not received within the first 30 days of enrollment. Full admission remains contingent until the requirements have been received, reviewed, and approved. Clinical facilities may require updated or additional background checks, drug screening, and/or fingerprint reports. Failure to complete these requirements will exclude students from being considered for placement in the clinical setting. Costs associated with these tests are the responsibility of the student. Results will not be provided to anyone by the Clinical Services department without prior written consent by the student. Clinical sites will be provided verification of completion and attestation to the absence of disqualifying offenses.

**Note:** Students have a continued obligation to report any criminal arrests or convictions to the Executive Director of University Clinical Services within 72 hours of its occurrence. Any arrest/conviction record may affect eligibility for site placement, licensure

and/or future employment. Further, any pending criminal charges may result in deferral or dismissal from the program until such charges are resolved satisfactorily. Any conviction or positive drug screen while enrolled as a student at USAHS may result in dismissal from the program.

#### **N. Medical Insurance and Medical Care**

Certification of current health insurance (including hospitalization and emergency care) is required while enrolled in the University. Students are responsible for all costs associated with maintaining this coverage.

#### **O. Accommodation Assistance**

USAHS is committed to and embraces diversity in all forms. The Office of Student Welfare and Accessibility can help if a student requires academic or clinical experience accommodation during his or her program because of a disability, religion, pregnancy, or breastfeeding status. Students seeking clinical experience accommodation should follow the Accommodation steps outlined in the University Catalog/Handbook and on MyUSA and submit requests as soon as reasonably practicable. It should be noted that the clinical environment may have different requirements than the academic environment.

Request for accommodation(s) will be reviewed and evaluated on a case-by-case basis to assess potential impacts including safety during a clinical experience. The requested accommodation(s) may be considered during the clinical site placement process and communicated to the site via the clinical faculty, as indicated.

#### **P. Account Holds**

Students who are not compliant with all University requirements specific to clinical education will receive a hold on their account. The account hold may be for non-compliant medical records, lack of health insurance, missing background check, or drug screen, or other requirements as laid out in the DPT Clinical Education Handbook. A hold will prevent the disbursement of financial aid, the release of official transcripts, the student's ability to view official grades, register for the next term coursework, and prevent participation in clinical experiences thus delaying progress in the program. To remove a clinical education hold, students must be fully compliant with all requirements provided in this Handbook.

#### **Q. Emergency Medical Care**

Each student is personally responsible for all expenses that result from emergency care during clinical practice. Should a student suffer an accident or injury while out on a clinical education experience, appropriate emergency action should be taken and the ACCE/DCE is to be notified.

Policies and procedures concerning exposure to communicable illness or bloodborne pathogens must be in place in every clinical facility. Students should know the policy and procedure in each assigned clinical facility and carefully comply with all requirements should an exposure or injury occur. In the event of exposure to blood or other potentially infectious bodily fluids, the student should immediately notify the SCCE/CI and ACCE/DCE.

#### **R. Attendance Policy**

USAHS requires 100% clinical attendance and students must participate in a minimum of 30 weeks of full-time clinical experiences, per the facility operating schedule for the entire length of the clinical experience. Students shall follow the schedule of the SCCE/CI and clinic, including holidays. The student's regular weekly schedule, as entered into CI Details in EXXAT, may be five eight-hour days, four ten-hour days, or some other combination that equals a minimum of 30 weeks of full-time clinical experiences. Students must submit written requests to the CI and ACCE/DCE for any days off, prior to the requested time during their clinical experience. All missed days MUST be made up. This includes if the start of a clinical experience is delayed due to onboarding or clinic scheduling issues.

Students are required to be on time for each scheduled clinical experience and are encouraged to arrive early. Students who expect to be late are to call the SCCE/CI to notify them prior to the start time and should communicate an expected arrival time. Students who are repeatedly late or depart early (before all patient care and documentation is completed) are subject to failure to meet the expected performance level on professional indicators on the clinical evaluation tool, with excessive tardiness and absenteeism putting them at risk of failing the clinical education course.

- **Requested Absences:**

Students must submit written requests to the CI and ACCE/DCE for any days off, prior to the requested time during their clinical experience. ALL missed days MUST be made up, including facility holidays. Days absent must be made up by adding an extra day to the student's regularly scheduled days. This may mean extending the clinical experience to allow these extra days. Absences MAY NOT be made up by adding additional hours to regularly scheduled days. The student must complete the Absence Approval form in EXXAT, including the plan for making up the days, print the form, have the CI sign the form, and then submit to the ACCE/DCE for approval.

Unexcused and/or unreported absences are not permitted. Students who have unexcused or unreported absences or excessive absenteeism are at risk of failing the clinical education course due to failure to meet expected performance level on the professional indicators on the clinical evaluation tool.

- **Unexpected Absences such as Illness:**

If the student is ill and unable to attend the clinical education experience, the CI and the ACCE/DCE must be notified prior to the expected arrival time of the student for that day. Students with symptoms or illness that may be communicable to patients or staff should not have contact with patients or staff. If students are unsure whether they are healthy enough to be in contact with patients, they should seek medical advice for an evaluation of their medical condition. Students must comply with the site's policies and procedures for evidence of medical release to return to work. Persons with the following conditions should not be allowed in the clinic without a medical clearance:

- Active chicken pox, measles, German measles, herpes zoster (shingles), hepatitis A, hepatitis B, hepatitis C, or tuberculosis.
- Diarrhea lasting over three days or accompanied by fever or bloody stools
- Conjunctivitis
- Draining or infected skin lesions
- Group A Strep infection (Strep Throat) until after 24 hours of treatment has occurred
- Fever within 24 hours
- Influenza
- COVID-19

Students will be readmitted to the clinical area after illness at the discretion of the CI and the ACCE/DCE.

Absences MAY NOT be made up by adding additional hours to regularly scheduled days. The student must complete the Absence Approval Form in EXXAT, including the plan for making up the days, print the form, have the CI sign the form, and then submit to the ACCE/DCE for approval.

- **Holidays:**

Students will follow the holiday schedule established by the clinical site, NOT the academic calendar of the University. The student must notify the ACCE/DCE in writing regarding the scheduled holidays during their clinical education experience. If a student needs to observe a religious holiday, a written request must be submitted to the ACCE/DCE prior to the start of the clinical experience and approval will be based on the clinical site's policy. ALL missed days MUST be made up, including facility holidays. Days absent must be made up by adding an extra day to the student's regularly scheduled days. This may mean extending the clinical experience to allow these extra days. Absences MAY NOT be made up by adding additional hours to regularly scheduled days. The student must complete the Absence Approval form in EXXAT, including the plan for making up the days, print the form, have the CI sign the form, and then submit it to the ACCE/DCE for approval.

- **Travel between Clinical Experiences:**

Students are not permitted to change the start or end dates of their clinical experience to accommodate travel without written permission from the ACCE/DCE. If additional days are necessary due to travel, students should meet with the ACCE/DCE at the soonest opportunity to discuss potential modifications to their clinical experience dates.

## **S. Clinical Dress Code and Appearance**

Students are expected to maintain a professional appearance always. Students are to adhere to the following standards:

1. ID Badges (Student ID and facility badge, if required) are to be worn always.
2. Students are to always be neat and well groomed. No heavy make-up, cologne, perfume, or after shave is allowed and scented lotions should be avoided.
3. Hair must be tied back away from the face. Beards and mustaches are permitted, provided they are neatly trimmed.
4. Artificial nails are prohibited in the clinical setting. Natural nails are to be groomed to no longer than ¼" and be free of dirt and debris. Polish should not be cracked or chipping and must be neutral in color.
5. Jewelry should be kept to a minimum. Watches and wedding rings are permitted but may need to be removed to protect the patient when performing certain treatments. Facial jewelry is NOT allowed in the clinical setting.
6. Clothing should be pressed, clean, and free of stains or holes. Fabrics that do not wrinkle are strongly encouraged.
7. Shoes should be closed toe and closed heel, have a rubber sole no more than 1" tall and be clean and solid neutral in color. Socks or stockings must be worn.
8. Shirts must be tucked in and be of sufficient length as to remain tucked in during treatment activity.
9. Appropriate undergarments should always be worn and should never be visible.
10. Tattoos, body piercing and other body adornments must be covered or removed during clinical practice.
11. Lab coats are recommended unless against the clinical facility's dress code.

12. Students are required to follow the uniform standard or dress code of the individual facility where they are assigned. In some cases, scrubs may be required.

**Student Recommended Attire:** Clean khaki (tan slacks) pants with USAHS polo shirt; shirts are to be tucked in. **NOT** to be worn: hip-huggers, capri pants, jeans, cargo pants, shorts, dresses, skirts, tank tops, sleeveless tops, or low-cut blouses/shirts.

Clothing should be modest in nature and be of a length and style to protect the student's modesty during treatment.

Failure to adhere to the clinical dress code while on clinical affiliation experiences will be considered an act of professional misconduct and will result in subsequent referral to the **PMC**.

## **T. Standards of Professional Behavior**

Students are expected to abide by the Code of Ethics for the Physical Therapist as outlined by the American Physical Therapy Association (APTA).

The Code of Ethics for the Physical Therapist:

[http://www.apta.org/uploadedFiles/APTAorg/About\\_Us/Policies/Ethics/CodeofEthics.pdf](http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/Ethics/CodeofEthics.pdf)

**Students demonstrating unprofessional behavior are at risk of failing the clinical education experience regardless of their performance in other skill areas.** Specific skills and criteria related to professionalism upon which the student will be evaluated are detailed within the course syllabus, assignments, and evaluation forms for each clinical experience.

During clinical experiences, students are expected to demonstrate professional behaviors. Professional behaviors include, but are not limited to:

- Appropriate use of cell phone and social media/networking/technology, following facility policies
- Accepting and applying constructive feedback received from the CI or other clinic staff
- Attending and arriving promptly for the clinical experience. "On Time" means 15 minutes early.
- Not engaging in person interaction with patients/families when away from the clinical site. This is prohibited except in unique situations approved by the Clinical Instructor (CI).
- Maintaining professional distance and an appropriate patient/client relationship at all times.
- Using professional communication and language at all times

Preparation of other academic work that interferes with patient care is not permitted. Students should use their own evening and weekend time to complete assignments, including the preparation of the CPI self-assessments. Students are required to be familiar with the state practice act in the state where they will be practicing as student physical therapists. For most states, this information is available through the state board's website.

## **U. Disruption of Site's Operations**

The CI may send a student away from the site at any time the student's behavior or unsafe practice places the student or others at risk. These situations will be addressed immediately. The CI must contact the ACCE/DCE to determine a course of action, which may include:

- Evidence of remediation, so that the student no longer poses a risk to self or others before returning to the site.
- Termination of the clinical education experience resulting in a grade of Fail (F).

Effort will be made to salvage the clinical experience through student and clinical instructor counseling and education.

## **V. Student Liability Insurance**

Students are provided protection against general and professional liability claims by USAHS. A certificate of this protection is submitted to each clinical site with the agreement for affiliation. Should a clinical site require additional evidence of insurance on an individual student, it is the responsibility of the student to provide that information. Students may contact the Clinical Services department for more information.

## **W. Travel and Living Expenses**

Students should expect to travel and/or relocate for their full-time clinical experiences. All expenses associated with completion of the clinical experience are the responsibility of the student, including, but not limited to: transportation, housing, and other living expenses. In some cases, student housing may be available. Students should refer to EXXAT for this information under the clinical site. Clinical experiences are an integral and required component of the physical therapy curriculum. Students should expect to travel out-of-town and/or out-of-state to complete clinical experience requirements. Transportation, housing, and meal costs incurred during completion of clinical internships are the sole responsibility of the student.

## **X. Employment**

Students should not plan to hold outside employment while doing full-time clinical experiences because it seriously jeopardizes a student's chance of success due to distractions and fatigue. Employment is not considered a hardship and no effort will be made to try and place a student in a location that would allow the student to work.

#### **Y. Contacting Sites**

Students and anyone on behalf of students are not permitted to contact sites. Students will be guided when and how to communicate with their site regarding placements. If a student or anyone on behalf of a student contacts a site without written permission, he/she will be removed from the placement process for all clinical experiences and be placed using the offers provided once all other students are placed. The student will not be permitted to complete their experience at the contacted site and placement will be based on meeting the student's academic requirements.

#### **Z. Professional Misconduct Committee (PMC) Committee**

Students who do not adhere to the policies and procedures in this Handbook may be referred to the PMC Committee. Please reach out to the Clinical Services department for questions regarding Clinical Education processes and policies.

## Doctor Physical Therapy Program Clinical Experience Information

### Clinical Experiences

Students will participate in three clinical experiences as part of the Doctor of Physical Therapy program. These clinical experiences will provide students with a variety of clinical experiences.

Integrated Clinical Experience (ICE) – 6 weeks full-time clinical experience

Terminal Clinical Experience I (TCE I) – 12 weeks full-time clinical experience

Terminal Clinical Experience II (TCE II) – 12 weeks full-time clinical experience

### Student Clinical Performance Expectations

Students must demonstrate entry-level performance as evidenced by receiving a rating of 8 or greater on all items on the final Clinical Performance Instrument (CPI) evaluation in TCE I and/or TCE II.

During their clinical experiences, each student will have experiences assessing and treating individuals with musculoskeletal and neuromuscular conditions as their primary diagnoses, as well as individuals with primary diagnoses or comorbidities related to the cardiopulmonary and integumentary systems. Students are also required to have experiences in the clinical setting related to Interprofessional Experiences (IPE) and provide direction and supervision of the Physical Therapist Assistant and other PT personnel.

### Types of Settings

Students must be placed in at least one setting from each category

Category 1 Settings Acute/Post-Acute/Homebound	Category 2 Settings Outpatient/Peds/Specialty
IP-Acute <ul style="list-style-type: none"> <li>• General, Neuro, Ortho, Critical Care</li> </ul>	OP – General <ul style="list-style-type: none"> <li>• Ortho, Neuro, CVP</li> </ul>
IP-LTAC (Long-Term Acute Care)	Home Health (OP Medicare Part B)
IP-Neuro Rehab or Neuro SCI <ul style="list-style-type: none"> <li>• TCE I and TCE II only</li> </ul>	OP - Ortho
IP-SNF (Skilled Nursing Facility)	OP - Neuro
Home Health (Medicare Part A)	OP – Specialties <ul style="list-style-type: none"> <li>• Aquatic, Sports, Hippotherapy</li> <li>• Lymphedema, Pelvic Health</li> <li>• Burn, Vestibular, Wound Care</li> </ul>
Combination – IP and OP	OP Peds <ul style="list-style-type: none"> <li>• TCE I and TCE II only</li> </ul>
IP – Peds <ul style="list-style-type: none"> <li>• TCE I and TCE II only</li> </ul>	OP Peds School Based <ul style="list-style-type: none"> <li>• TCE I and TCE II only</li> </ul>

### Clinical Instructor Performance Expectations

Teaching effectiveness information is gathered from the Physical Therapy Site Evaluation 2 (PTSE 2) that students complete and submit at the end of each clinical experience. CI Teaching Effectiveness includes:

- The CI clearly explains the site’s expectations and responsibilities of the student and encourages student input
- The CI communicates in an open, clear, concise, and non-threatening manner
- The CI integrates knowledge of various learning styles into student clinical teaching
- The CI provides timely and constructive feedback regarding student performance
- The CI skillfully uses the clinical environment for planned and unplanned learning experiences
- THE CI teaches in an interactive manner that encourages problem solving
- The CI facilitates patient-therapy relationships through discussion of the patient/client management model
- The CI is a positive role model in physical therapy practice
- The supervising CI is accessible when needed per the therapy practice/client management model

### ACCE/DCE Student Monitoring

The ACCE/DCE will determine the appropriate level of monitoring students’ performance in the clinical setting based upon each student’s didactic achievements and challenges, current clinical experience capabilities, and presence or lack thereof, of identified professional issues in the clinic.



## Communication

Communication between the Clinical Education site and the University is encouraged to discuss student's progress, develop learning objectives, handle conflict resolution, and receive support and to discuss any questions or concerns on behalf of the Clinical Education site.

While on a clinical educational experience, a student may encounter a patient who refuses treatment by a student. Should this occur, the student and the Clinical Instructor (CI) will manage this refusal per protocols established by the Clinical Education site.

University faculty may visit the Clinical Education site with appropriate notice during student clinical experiences when requested by the University, the student or the Clinical Education site.

## Evaluation of Clinical Experiences Completed by Students:

- CI details in EXXAT - this information provides the University with updated information for their CI including contact information and years of experience.
- Physical Therapy Student Evaluation (PTSE) - students will complete this at the end of the clinical experience and review this with the CI.

## Evaluation of Clinical Experiences Completed by CI:

- CPI Web - the evaluation tool used by the University that is completed at midterm and at the end of each clinical experience. This serves as the Final Clinical Evaluation. Students are expected to demonstrate entry-level performance in all elements of the CPI evaluation tool by the end of their final clinical experience.
- In-Service Evaluation Form - Each student is required to conduct at least one in-service or complete a project during their clinical experience.
- Student Preparedness Survey – The CI evaluates student preparation and results are used for curriculum development.

## Clinical Experience Placement Process

Integrated Clinical Experience (ICE) consists of a 6-week clinical experience that occurs during 5th term for residential and 8th term for Flex. Terminal Clinical Experience I (TCE I) and Terminal Experience II (TCE II) consist of two 12-week clinical experiences that occur during 7th and 8th terms for residential and 11th and 12th terms for Flex.

Timelines are distributed to students and outline the selection process for each clinical experience. Below are options that may be included in the placement process. Students are to follow the process as outlined on their class specific timeline. The placement process does not guarantee a specific location, clinical site, or setting type.

**Hardship** – This process is optional. Supporting documentation is required for consideration. Submitted forms are reviewed by the Hardship Committee for final decisions.

- Hardship criteria – see Hardship section of this Handbook
- Hardships are not a guarantee of a specific placement or location.
- Students are required to refer to the Catalog/Handbook regarding hardships prior to submitting a request.

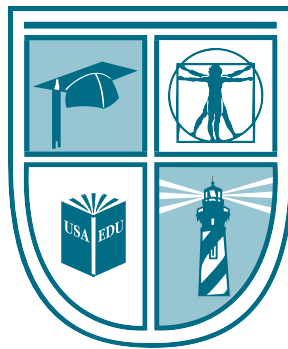
Other Placement Process Due Dates: The timelines also include important dates for student completion of entry of required information into EXXAT related to the placement process. Timeframes for information sessions to be scheduled by the ACCE/DCE to discuss the current placement process will also be on the timelines.

1. CI letters – Students will be provided with a date to send their EXXAT profile link and introductory letter to the site.
2. Students are responsible for ensuring they have reviewed site requirements in EXXAT and have verified with the site that the requirements have been met.
3. CI packet – The CI Packet is sent to the CI from the CEA in the first week of the clinical experience once the CI information has been confirmed.
4. Students have 48 hours upon arrival at the site to enter CI details in EXXAT.

**Appendix 1  
DPT Curriculum**

<b>DPT – Residential</b>			<b>DPT – Flex</b>		
<b>Trimester I</b>		<b>Credits</b>	<b>Trimester I</b>		<b>Credits</b>
PHT 5121C	Gross Anatomy I	4	PHT 5121C	Gross Anatomy I	4
PHT 5125C	Applied Anatomy I	1	PHT 5125C	Applied Anatomy I	1
PHT 5130C	Patient/Client Care Management I	3	HSC 5136	Evidence Informed Practice I: Research Fundamentals	2
HSC 5136	Evidence Informed Practice I: Research Fundamentals	2	PHT 5155	Physical Therapist Practice I	3
PHT 5150	Pathophysiology	4	PHT 5160C	Soft Tissue Interventions I	1
PHT 5155	Physical Therapist Practice I	3		<b>Total</b>	<b>11</b>
PHT 5160C	Soft Tissue Interventions I	1	<b>Trimester II</b>		<b>Credits</b>
	<b>Total</b>	<b>18</b>	PHT 5130C	Patient/Client Care Management I	3
<b>Trimester II</b>		<b>Credits</b>	PHT 5150	Pathophysiology	4
PHT 5220C	Gross Anatomy II	4	PHT 5220C	Gross Anatomy II	4
PHT 5226C	Applied Anatomy II	1	PHT 5226C	Applied Anatomy II	1
PHT 5230C	Biomechanics	4		<b>Total</b>	<b>12</b>
PHT 5240	Imaging	2	<b>Trimester III</b>		<b>Credits</b>
PHT 5245C	Movement Science I	4	PHT 5230C	Biomechanics	4
PHT 5250C	Musculoskeletal I: Intro to Orthopedic PT	4	PHT 5245C	Movement Science I	4
	<b>Total</b>	<b>19</b>	PHT 5250C	Musculoskeletal I: Intro to Orthopedic PT	4
<b>Trimester III</b>		<b>Credits</b>		<b>Total</b>	<b>12</b>
HSC 5310C	Clinical Neuroscience	4	<b>Trimester IV</b>		<b>Credits</b>
PHT 5315C	Neuromuscular I: Concepts & Exam	3	HSC 5310C	Clinical Neuroscience	4
PHT 5345C	Movement Science II	4	PHT 5240	Imaging	2
PHT 5350C	Musculoskeletal II: Extremity	3	PHT 5345C	Movement Science II	4
PHT 5360C	Differential Diagnosis	2	PHT 5435C	Biophysical Agents	2
PHT 5375	Pharmacology	2		<b>Total</b>	<b>12</b>
	<b>Total</b>	<b>18</b>	<b>Trimester V</b>		<b>Credits</b>
<b>Trimester IV</b>		<b>Credits</b>	PHT 5315C	Neuromuscular I: Concepts & Exam	3
PHT 5415C	Neuromuscular II: Evidence in Interventions	3	PHT 5350C	Musculoskeletal II: Extremity	3
PHT 5420C	Cardiovascular & Pulmonary PT	3	PHT 5360C	Differential Diagnosis	2
PHT 5430C	Patient Care Management II	3	PHT 5440C	PT for the Integumentary & Lymphatic Systems	1
PHT 5435C	Biophysical Agents	2		<b>Total</b>	<b>9</b>
PHT 5440C	PT for the Integumentary & Lymphatic Systems	1	<b>Trimester VI</b>		<b>Credits</b>
PHT 5450C	MS III: Spine	3	PHT 5375	Pharmacology	2
PHT 5456	Physical Therapist Practice II	3	PHT 5415C	Neuromuscular II: Evidence in Interventions	3
	<b>Total</b>	<b>18</b>	PHT 5430C	Patient Care Management II	3
<b>Trimester V</b>		<b>Credits</b>	PHT 5525C	Prosthetics, Orthotics, and Assistive Tech	3
PHT 5570	Integrated Clinical Experience (ICE)	6		<b>Total</b>	<b>11</b>
PHT 5525C	Prosthetics, Orthotics, and Assistive Tech	3	<b>Trimester VII</b>		<b>Credits</b>
PHT 5530C	Patient Care Management III	3	PHT 5420C	Cardiovascular & Pulmonary Physical Therapy	3
PHT 5535	Evidence-Informed Practice II	2	PHT 5450C	MS III: Spine	3
PHT 5550C	Soft Tissue Interventions II	2	PHT 5456	Physical Therapist Practice II	3
	<b>Total</b>	<b>16</b>	PHT 5535	Evidence-Informed Practice II	2
<b>Trimester VI</b>		<b>Credits</b>		<b>Total</b>	<b>11</b>
PHT 5610C	Pediatric Physical Therapy	3	<b>Trimester VIII</b>		<b>Credits</b>
PHT 5615C	Neuromuscular III: Advanced Exam & Intervention	3	PHT 5530C	Patient Care Management III	3
PHT 5620C	Geriatric Physical Therapy	3	PHT 5550C	Soft Tissue Interventions II	2
PHT 5650C	Musculoskeletal IV: Clinical Reasoning	3	PHT 5570	Integrated Clinical Experience (ICE)	6

PHT 5665	Wellness and Health Promotion	3			<b>Total</b>	<b>11</b>
PHT 5670	Administration and Management in PT	3		<b>Trimester IX</b>		<b>Credits</b>
	<b>Total</b>	<b>18</b>		PHT 5610C	Pediatric Physical Therapy	3
<b>Trimester VII</b>		<b>Credits</b>		PHT 5620C	Geriatric Physical Therapy	3
PHT 5770	Terminal Clinical Experience I	11				
PHT 5780	Knowledge Translation for Clinical Practice	1		PHT 5670	Administration and Management in PT	3
	<b>Total</b>	<b>12</b>			<b>Total</b>	<b>9</b>
<b>Trimester VIII</b>		<b>Credits</b>		<b>Trimester X</b>		<b>Credits</b>
PHT 5835	Evidence Informed Practice III	1		PHT 5665	Wellness and Health Promotion	3
PHT 5870	Terminal Clinical Experience II	11		PHT 5615C	Neuromuscular III: Advanced Exam & Intervention	3
	<b>Total</b>	<b>12</b>		PHT 5650C	Musculoskeletal IV: Clinical Reasoning	3
	<b>DPT Program Credit Total</b>	<b>131</b>			<b>Total</b>	<b>9</b>
				<b>Trimester XI</b>		<b>Credits</b>
				PHT 5770	Terminal Clinical Experience I	11
				PHT 5780	Knowledge Translation for Clinical Practice	1
					<b>Total</b>	<b>12</b>
				<b>Trimester XII</b>		<b>Credits</b>
				PHT 5835	Evidence-Informed Practice III	1
				PHT 5870	Terminal Clinical Experience II	11
					<b>Total</b>	<b>12</b>
					<b>DPT Program Credit Total</b>	<b>131</b>



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