

Bellarmino University  
School of Movement and  
Rehabilitation Sciences



Doctor of Physical Therapy Program

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*DPT Program*  
***STUDENT HANDBOOK***  
*May 2022*

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## Table of Contents

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Table of Contents .....	1
PURPOSE OF THE HANDBOOK .....	3
INTRODUCTION .....	3
PHILOSOPHY OF PROFESSIONAL EDUCATION - MISSION STATEMENTS .....	4
Bellarmine University Mission Statement .....	4
Bellarmine University Vision Statement .....	4
Physical Therapy Program Mission Statement .....	4
Statement of Program Curricular Philosophy .....	4
OATH FOR PHYSICAL THERAPISTS .....	5
MISCELLANEOUS INFORMATION .....	6
Academic Calendars .....	6
Accessibility Resources Center .....	6
Bookstore .....	6
BURP .....	6
Campus Recreation and Wellness .....	6
Communication with E-Mail and Office Hours .....	6
Communication with Faculty .....	7
Computer Lab/Copy Machine .....	7
Counseling Center .....	7
Food Service/Vending .....	8
Health Services .....	8
Library .....	8
Lockers .....	9
Mailboxes .....	9
Owsley B. Frazier Stadium .....	9
Parking .....	9
Post Office .....	9
Safety and Security .....	9
Showers .....	10
Shuttle Service .....	10
Student Success Center .....	10
Telephone/Fax .....	10
ORGANIZATIONAL AND DIRECTORY TABLES .....	11
Bellarmine University Organizational Chart .....	14
College of Health Professions Organizational Chart .....	15
STUDENT AFFAIRS / FINANCIAL AID .....	16
Student Affairs and Financial Aid .....	<b>Error! Bookmark not defined.</b>
STUDENT POLICIES .....	16
#1 American with Disabilities Act – Essential Functions and Technical Standards .....	16
#2 Gross Anatomy Requirements .....	19
#3 Gross Anatomy Dissection Laboratory .....	19
#4 Injury/Accident .....	19
#5 Attendance .....	19
#6 Class Time .....	20
#7 Recording Policy .....	20
#8 Progression Through The Curriculum .....	21
#9 Maintenance of Laboratories/Equipment/Supplies .....	23
#10 Student Drug and Alcohol Policy .....	24
#11 Title IX and Sexual Misconduct Notification .....	28
#12 Student Fees .....	29
#13 Dress Code for Classroom and Lab .....	30
#14 Community Service .....	30
#15 Student Contractual Agreement with Potential Employer .....	31
#16 Student Employment Policy .....	31

#17 Enrollment in Dual Degree Programs .....	31
#18 Course Evaluations .....	31
#19 Academic Honesty Guidelines .....	31
#20 Advancement of Students in the DPT Program .....	33
#21 Leave of Absence Requests .....	34
#22 Class Governance.....	34
#23 Professional Organizations.....	36
#24 Physical Therapy Registered Student Organization (RSO).....	36
#25 Social Media Policy .....	36
CLINICAL EDUCATION POLICIES .....	37
Clinical Placement.....	37
Site Availability .....	38
Clinical Travel .....	38
Rural Rotation Requirement .....	38
Conflicts of Interest.....	38
Student Preferences.....	39
Internship Application.....	39
Clinical Attendance .....	39
Dress Code – Clinical Practice Setting .....	40
Liability Insurance.....	42
Clinical Practice Requirements .....	42
Immunization Requirements.....	43
Medical Contraindication/Waivers.....	44
Tuberculosis Screening .....	44
Student Health Record.....	44
Drug Testing .....	45
Cardiopulmonary Resuscitation (CPR) Certification .....	45
Criminal Background Screening.....	46
HIPAA Training – Privacy and Confidentiality in all Matters.....	47
Blood-borne Pathogens Training .....	47
SCHOLARSHIPS.....	48
<i>Potential Scholarships by employers:</i> .....	50
AWARDS .....	50
ACADEMIC ADVISING .....	51
CURRICULUM AND ELECTIVES .....	52
LICENSURE REQUIREMENTS.....	53
PROGRAM EXPECTATIONS FOR STUDENTS.....	54
Complaints Against the Program.....	54
APPENDICES.....	55
Appendix A: Professional Code of Conduct for Students .....	55
Appendix B: Bellarmine Campus Map.....	57
Appendix C: Incident Report .....	58
Appendix D: Emergency Procedures .....	60
Appendix E: Standard Precautions.....	61
Appendix F: Photo Release Form .....	62
Appendix G: Absence Form .....	63
Appendix H: Gross Anatomy Participation Agreement.....	64
Appendix I: APTA Code of Ethics.....	65
Appendix J: Professional Abilities.....	68
Appendix K: Receipt of Handbook .....	69
Appendix L: Acknowledgement of Technical Standards & Essential Functions .....	70
Appendix M: Student Drug and Alcohol Policy Acknowledgment Form .....	71
Appendix N: Training and Laboratory Participation Agreement .....	72
Appendix O: iPad Agreement .....	73

## PURPOSE OF THE HANDBOOK

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The purpose of the handbook is to present policies and procedures for students enrolled in the Bellarmine University Doctor of Physical Therapy program. Policies and programs presented in this handbook are subject to change at any time. **As changes occur in institutional or program policies, students will be notified via e-mail.**

## INTRODUCTION

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### *Message from Dr. Mark R. Wiegand, Vice-Provost for Health Professions*

On behalf of the faculty, administration, staff, and students, I am delighted to welcome you to Bellarmine University, the College of Health Professions, School of Movement and Rehabilitation Sciences and the Physical Therapy Program. Your entry in the Doctor of Physical Therapy curriculum represents a significant event for both you and the university. Graduate education presents a challenging and rewarding experience that is filled with professional and personal growth. During your experience in the program, you will develop knowledge, skills, confidence, and behaviors necessary to assume the role of a health care professional in the community and society with immense responsibility for the care of others. Welcome to Bellarmine University and the world of professional graduate education.

### *Message from Dr. Joseph A. Brosky, Jr., Dean of the School of Movement and Rehabilitation Sciences*

It is my genuine pleasure to welcome you to Bellarmine University and the Doctor of Physical Therapy Program. The talented staff and experienced Faculty of the DPT Program are dedicated to providing you with a challenging and supportive environment that will train you to be a highly motivated, confident, competent, and compassionate health care professional. You will have many opportunities to develop your critical thinking and communication skills, as well as collaborate with faculty, peers, and other professionals through interprofessional learning and clinical activities. You will also have opportunities to fulfill the mission of service to others through a multitude of experiential hands-on learning opportunities in local and global communities through service and study abroad experiences. Welcome to Bellarmine University and we look forward to working with you.

### *Message from Dr. Beth Ennis, Chair/Program Director of the Physical Therapy Program*

Welcome to the Bellarmine University Doctor of Physical Therapy Program. We are excited to be a part of this next phase of your life and look forward to encouraging your professional development over the next few years. Our faculty is an outstanding group of expert clinicians and academicians who are dedicated to challenging, educating, and supporting you along this path. While the program is rigorous, and you will work hard, we hope you will be inspired by the experiences that will be a part of your time at Bellarmine, carrying them forward to work as part of a team of health care professionals after graduation, with the ultimate goal of improving the human condition.

## **PHILOSOPHY OF PROFESSIONAL EDUCATION - MISSION STATEMENTS**

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The Physical Therapy Program is an integral part of the College of Health Professions and Bellarmine University, the local and state physical therapist professional community, and the local health care delivery system. We embrace our heritage of Catholic higher education excellence in undergraduate liberal arts and quality professional education programs. The program is dedicated to excellence in physical therapy education and service by providing comprehensive academic experiences for diverse and talented students. This is accomplished through the following:

- active faculty mentoring,
- instruction that is grounded in the basic sciences and the available clinical and scientific evidence, and
- learning opportunities that are reflective, practical, directed, collaborative and innovative.

We are responsive to the needs and demands of contemporary physical therapy practice, which are evolving and dynamic. Our goal is to develop independent practitioners of physical therapy, dedicated to service and life-long learning, with skills, attitudes, and behaviors commensurate with societal expectations for outstanding care.

### **Bellarmino University Mission Statement**

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We are an inclusive Catholic university that educates students—mind, body, and spirit—for meaningful lives, rewarding careers, ethical leadership, and service to improve the human condition.

### **Bellarmino University Vision Statement**

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We will become the leading Catholic university in the South by embracing innovation and creativity, forging new and mutually beneficial partnerships, intentionally diversifying curricula and community, and providing a distinctive and transformative student experience.

### **Physical Therapy Program Mission Statement**

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The Doctor of Physical Therapy Program develops autonomous, patient-centered physical therapists, dedicated to service and life-long learning, with knowledge, skills, attitudes, and behaviors that are commensurate with societal expectations for outstanding care. Program faculty mentor and teach diverse learners to practice, serve and lead with integrity, sensitivity, and commitment to excellence. This is accomplished by integrating Catholic liberal arts and professional education traditions with scientific inquiry, clinical expertise, and adherence to professional core values.

*December 2010*

### **Statement of Program Curricular Philosophy**

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The curriculum emphasizes experiential and problem-based learning opportunities established in sequential course offerings, integration of clinical topics, thoughtful review and application of current research and the continuum of health care through the lifespan. The structure of the curriculum provides for a nurturing and stimulating educational environment by facilitating faculty mentoring and advising and collaborative learning experiences between faculty and students and within student groups. Mission driven themes have been established in development of the curriculum. These themes are:

- behaviors, responsibilities and expectations of practitioners of a doctoring profession
- active, directed and integrated learning experiences in service to others
- active learning methods and mentoring integrated throughout the curriculum, especially within student groups and between students and faculty
- thoughtful and reflective clinical practice skills based on the current best scientific evidence

available

- wellness and health promotion related to societal needs and for individuals in various life stages, as a part of contemporary physical therapy practice
- emphasis on human anatomy and movement as a basis for the development of physical therapy diagnosis, intervention and prevention skills

The faculty of the Physical Therapy Program embraces the following core values which shape curricular themes:

- integrity
- service
- leadership
- sensitivity
- reflection
- mentoring
- professionalism

The curriculum reflects the following principles of the program and of Bellarmine University:

- the Catholic liberal arts tradition is celebrated and provides a base for physical therapy professional education
- individual differences are recognized through a variety of active and directed learning opportunities and experiences
- learning is facilitated through role modeling and active mentoring between faculty and students and within student groups
- instruction in the physical therapy clinical sciences are developed from strong foundational sciences
- the development of clinical decision-making skills is based on integrating the current evidence in physical therapy knowledge with reflective learning opportunities

## **OATH FOR PHYSICAL THERAPISTS**

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As a physical therapist dedicated to providing the highest quality care and services, I solemnly pledge I will:

Respect the rights and dignity of all individuals who seek my services or with whom I work.

Act in a compassionate and trustworthy manner in all aspects of my services. Exercise sound professional judgment while abiding by legal and ethical requirements.

Demonstrate integrity during interactions with colleagues, other health care providers, students, faculty, researchers, the public, and payers for the enhancement of patient care and the advancement of the profession.

Enhance my practice through lifelong acquisition and application of knowledge, skills, and professional behavior.

Participate in efforts to meet physical therapy and health care needs of local, national, and global communities.

Thus, with this oath, I accept the duties and responsibilities that embody the physical therapy profession.

*Adopted by the American Physical Therapy Association (APTA) Section on Education February 2011 and used with permission.*

## MISCELLANEOUS INFORMATION

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### Academic Calendars

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Bellarmino's calendars of events and academic calendars can be found at [one.bellarmino.edu](http://one.bellarmino.edu) using the [Academic Calendar](#) link in the Academic Tools and Resources box. Please note that all dates are subject to change.

### Accessibility Resources Center

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Bellarmino University is committed to providing equal educational opportunities and full participation for persons with disabilities. The Accessibility Resource Center provides support services to persons with disabilities to assist them in achieving academic, career, and personal goals.

Phone: 502.272.8489

Email: Ms. Ronda Purdy, Director of Disability Services, [rpurdy@bellarmino.edu](mailto:rpurdy@bellarmino.edu)

Location: Centro, CNMH-076& CNMH-074

Website: <http://www.bellarmino.edu/studentaffairs/disabilityservices/>

### Bookstore

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The Bellarmino Bookstore is located on the bottom floor of Centro, Treece Hall.

Telephone: (502) 272-8111.

### BURP

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Bellarmino University Recycling Program (BURP) has placed containers across campus. There are multiple blue recycling bins and labeled black containers available across campus to accept cans, plastic bottles, and paper for recycling.

### Campus Recreation and Wellness

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Campus Recreation provides recreational activities, intramural sports, group fitness classes, wellness programs, and educational services to increase awareness of the benefits of a healthy lifestyle. Campus Recreation also oversees the Sport, Recreation, and Fitness (SuRF) Center. Membership to the Sport, Recreation, and Fitness Center (SuRF) is free for all current BU students, faculty, and staff.

Phone: 502.272.8312

Hours: Monday - Thursday: 6 a.m. - 11 p.m.; Friday: 6 a.m. - 8 p.m.; Saturday: 9 a.m. - 7 p.m.; and Sunday: Noon - 7 p.m.

Location: SuRF Center, 1701 Knights Way

Website: <http://www.bellarmino.edu/studentaffairs/recreationcenter/>

### Communication with E-Mail and Office Hours

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The students are required to use Bellarmine University email accounts for university related communication and check their Bellarmine University E-mail addresses daily for messages from program faculty and staff. One Drive folders, moodle and Teams are also connected to your email and may be used by professors and staff. Wireless internet is available in the classroom for laptop use. Each student is registered on Moodle (Bellarmine's Learning Management System) for each class they are enrolled in. This can be accessed by log-in with user name (same for e-mail) and email password. Moodle is used by professors to post class material, discussions, homework, etc. Each faculty member establishes office hours, which are posted in their course syllabi as well as on their door. Students are encouraged to communicate with faculty via e-mail whenever possible.

Students are expected to bring issues/problems to the attention of the program faculty and administrators on a timely basis. The intention of the program is to address any issues or problems that may exist. This may be very difficult, or impossible, if any delay occurs. It is the responsibility of the class president to present issues affecting the majority of the class to the program faculty. Individual or private concerns may be reported directly to the faculty.

### Communication with Faculty

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When a student is meeting with a faculty member, no additional persons on the student's behalf are to attend this meeting unless it is preapproved by the Chair/Program Director. Faculty members have the option to bring another course instructor or the Chair/Program Director into any student meeting at any time.

### Computer Lab/Copy Machine

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There is a computer lab located on the 2nd floor of Allen Hall. If printer paper is needed, contact the School of Education at (502) 272-8191 between the hours of 8:00 am-5:00 pm. Allen Hall classrooms 131, 200, 260 and 360 contain computer terminals with appropriate physical therapy and university related software and printers for student and faculty use. Assistance can be sought from the Technology Support Center (TSC) at (502) 272-8301 or [tsc@bellarmine.edu](mailto:tsc@bellarmine.edu). Printer paper is available upon request from the TSC or the PT Program administrative staff. Computers and printers are also available in the Student Lounge on the 1st floor of Allen Hall. Paper for these printers is supplied by the TSC.

Photo copies may be made in the Campus Center, Library, or Allen Hall second floor computer room. Please do not request use of the Program's or School's copier unless for special class functions (PT month, class handouts, etc.).

### Counseling Center

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Bellarmino University Counseling Center provides short term mental health services including personal counseling, group counseling, psychological assessment, consultation, and referrals. Services are free and confidential for all currently enrolled Bellarmine University students.

Phone: 502.272.8480

Hours: Monday - Friday 8:00 a.m. – 5:00 p.m.

Location: 2120 Newburg Road (Nolen C. Allen Hall), Suite 403

Website: <http://www.bellarmino.edu/studentaffairs/counselingcenter/>

#### **Therapist Assisted Online (TAO)**

TAO is a confidential online resource with self-guided programs to teach people skills in managing anxiety and/or depression. You can use the program to independently gain knowledge and skills in how to manage your symptoms—when and where it is convenient for you – using your personal computer or handheld device. To register for TAO, please contact the Counseling Center at 502.272.8480. Watch this short video to learn more about TAO: <https://vimeo.com/190714628>



## **Mental Health Screenings**

Mental health is a key part of your overall health. Brief screenings are the quickest way to determine if you or someone you care about should connect with a mental health professional. This program is completely anonymous and confidential, and immediately following the brief questionnaire you will see your results, recommendations, and key resources. <http://screening.mentalhealthscreening.org/bellarmino>

## **Food Service/Vending**

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Soft drink, Starbucks coffee and snack machines are available on the first floor of Allen Hall in the Student Lounge. Café à la Carte food services are available in Allen Hall with hours posted on a semester by semester basis, and on main campus in Centro Horrigan Hall (Café Ogle) and Frazier Hall (University Dining Hall); for further information contact (502) 272-8305. There is patio furniture outside the Allen Hall for students to use for dining, studying and lounging. There are couches and chairs on the first floor of Allen Hall for students to study and lounge.

## **Health Services**

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The Office of Health Services has a clinic on campus that provides health care services by professional staff including a Registered Nurse and three Nurse Practitioners. All services are free, with the exception of immunizations and lab procedures.

Phone: 502.272.8313

Email: [healthservices@bellarmine.edu](mailto:healthservices@bellarmine.edu)

Hours: Monday – Friday 9:00 a.m. – 4:00 p.m.

Nurse Appointments: Monday - Friday 9:00 a.m. – 12:00 p.m. and 1:30 – 4:30 p.m.

Location: Newman hall, 1<sup>st</sup> floor, beside Petrik Hall

Website: <http://www.bellarmino.edu/studentaffairs/healthservices/>

### **Norton eCare Visits**

Through Norton Healthcare, students will have free access to 24/7 medical care through Norton eCare video visits. This new service allows students to receive quick, non-urgent care from your home or residence hall with little interruption utilizing a mobile device. You'll need a *MyNortonChart* account, a credit card or debit card (to reserve your appointment; it will not be charged) and your student ID to complete a video visit. For instructions for Norton eCare visits, go to <http://www.bellarmino.edu/studentaffairs/healthservices/norton-ecare/>

### **Nearby Medical Facilities**

If you need advanced medical care outside of office hours please visit the health services webpage listing local clinics in the area. <http://www.bellarmino.edu/studentaffairs/healthservices/nearby-medical-facilities/>

## **Library**

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The W.L Brown Lyons Library is located in the Quad on main campus. Bellarmine students have library privileges at all University of Louisville Libraries, including Kornhauser Health Sciences Library at 500 South Preston Street.

Information regarding Kornhauser Library can be found at [Home - Kornhauser Health Sciences Library - UofL Libraries at University of Louisville](#) or call at (502) 852-5771.

### *W. L. Lyons Brown Library Hours*

#### **Regular Library Hours Fall & Spring Semesters**

Open Monday-Thursday: 7:30 a.m.-10:00 p.m.; Friday: 7:30 a.m.-7:00 p.m.; Saturday: 10:00 a.m-7:00 p.m.; Sunday: 11:00 a.m. -

10:00 p.m.

Exceptions to the schedule due to holidays and summer will be listed in the hours section on the library home page ([www.bellarmino.edu/library](http://www.bellarmino.edu/library)).

## Lockers

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Lockers are available for 1st and 2nd year DPT students on the 3rd and 4th floor landings outside Allen Hall 360 and 460 classrooms. You will be issued a locker and a lock. If you wish to use the lockers in the first floor restrooms, you will need to provide your own lock. Please keep these areas clean.

## Mailboxes

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Each student will be assigned a mailbox next to the reception desk located on the first floor of Allen Hall. Students are required to check it on a daily basis for messages, handouts, announcements, tests, etc.

## Owsley B. Frazier Stadium

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In the fall of 2007, Bellarmine dedicated the \$5.1 million Owsley B. Frazier Stadium on the school's campus, just off of Newburg Road. This state-of-the-art facility is now the home of Bellarmine's soccer, field hockey, lacrosse, and track teams. It seats approximately 2,000 spectators and can be fully lit for night play.

## Parking

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A parking permit is required for on campus parking. Fee for the permit is included in the comprehensive tuition fee. Information regarding registration of your vehicle for a parking permit decal can be found at <http://www.bellarmino.edu/studentaffairs/commutercenter/parkingcampusshuttle/>. Permits expire July 31 of each year and must be renewed. Parking permits for students will be issued by the Office of Public Safety, room CNTH 055 Centro, Treece Hall, Monday through Friday 8 a.m to 8 p.m.. Student parking for Allen Hall is on the first level (Lot P). The second level (Lot D) is for Faculty and Staff ONLY.

## Post Office

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The Bellarmine Mailroom is located on the ground floor of Centro, Treece Hall.

## Safety and Security

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First aid kits are located in each lab on the counter near the sink and at the Reception Desk in Allen Hall. The Emergency Medical Services (EMS) phone number is 911. Campus security can be reached at 272-7777 (or 7777 from campus phone). Emergency Procedures and Standard Precautions are posted in each physical therapy lab and the Service Learning Clinic.

The Safety and Security office is located on the ground floor of Centro Treece Hall. To contact a security officer, call 272-7777 or dial extension 7777 if you are on campus. All security personnel have been trained in emergency medical procedures and CPR. On campus, the officers enforce university policies outlined in the Bellarmine University Student Handbook. They also work very closely with the Metro Louisville Police Department, as well as with the state and federal agencies, to assist them with incidents that may occur on and off-campus. The Metro Louisville Police Department's 5th District Office is only three to five minutes from campus. The Department of Safety and Security provides the availability of a dusk-to-dawn escort service around the campus. Anyone may request use of this service.

Access to Allen Hall is swipe card only with a valid ID. If your ID is lost, and the TCS is closed, you may call security to let you into Allen Hall. Classroom and lab access is swipe card only before 7:30 am and after 5 pm daily. There can be no unauthorized guests (siblings, significant others, etc.) admitted to Allen Hall after

hours. A direct dial phone to reach security is outside the front door and the number is (502) 272-7777.

### Showers

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There are showers available in the restrooms on the first floor of Allen Hall for student and faculty use.

### Shuttle Service

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Knight Line shuttle van is available for pick up/drop off between Allen Hall and main campus. It stops in front of Allen Hall and the Franciscan Circle approximately every 10 minutes. Campus shuttles run Monday - Friday from 7:30 a.m. to 10:00 p.m. Please use the Ride Systems app or [www.ridebu.com](http://www.ridebu.com) to find the closest shuttle. To request pick up or drop off, contact security at (502) 272-7777.

### Student Success Center

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The Student Success Center provides programs and services available to all students at the university and is committed to supporting every student. Students are encouraged to access services early and often, as the most successful students are those who utilize the resources available to them. The Student Success Center is located on the B-Level of the W. L. Lyons Brown Library and is home to Academic Advising, Tutoring Center, Writing Center, Testing Center, Pioneer Scholars Program, Learning Communities, and a variety of other programs and services. For more information, please visit [www.bellarmino.edu/studentsuccess](http://www.bellarmino.edu/studentsuccess), email [studentsuccess@bellarmine.edu](mailto:studentsuccess@bellarmine.edu), call 502.272.7400, or find us on social media.

### Telephone/Fax

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A phone for local use is available in the DPT Program classrooms and the first-floor stairwell corridor of Allen Hall and in the Café. You must dial 9 to get out; no incoming calls are allowed. Please do not use faculty or staff phones unless it is an emergency. There is a security phone located outside the front doors for security purposes.

Fax machine use is available for students in the Student Activities Office in Horrigan Hall next to the Print Shop.

## ORGANIZATIONAL AND DIRECTORY TABLES

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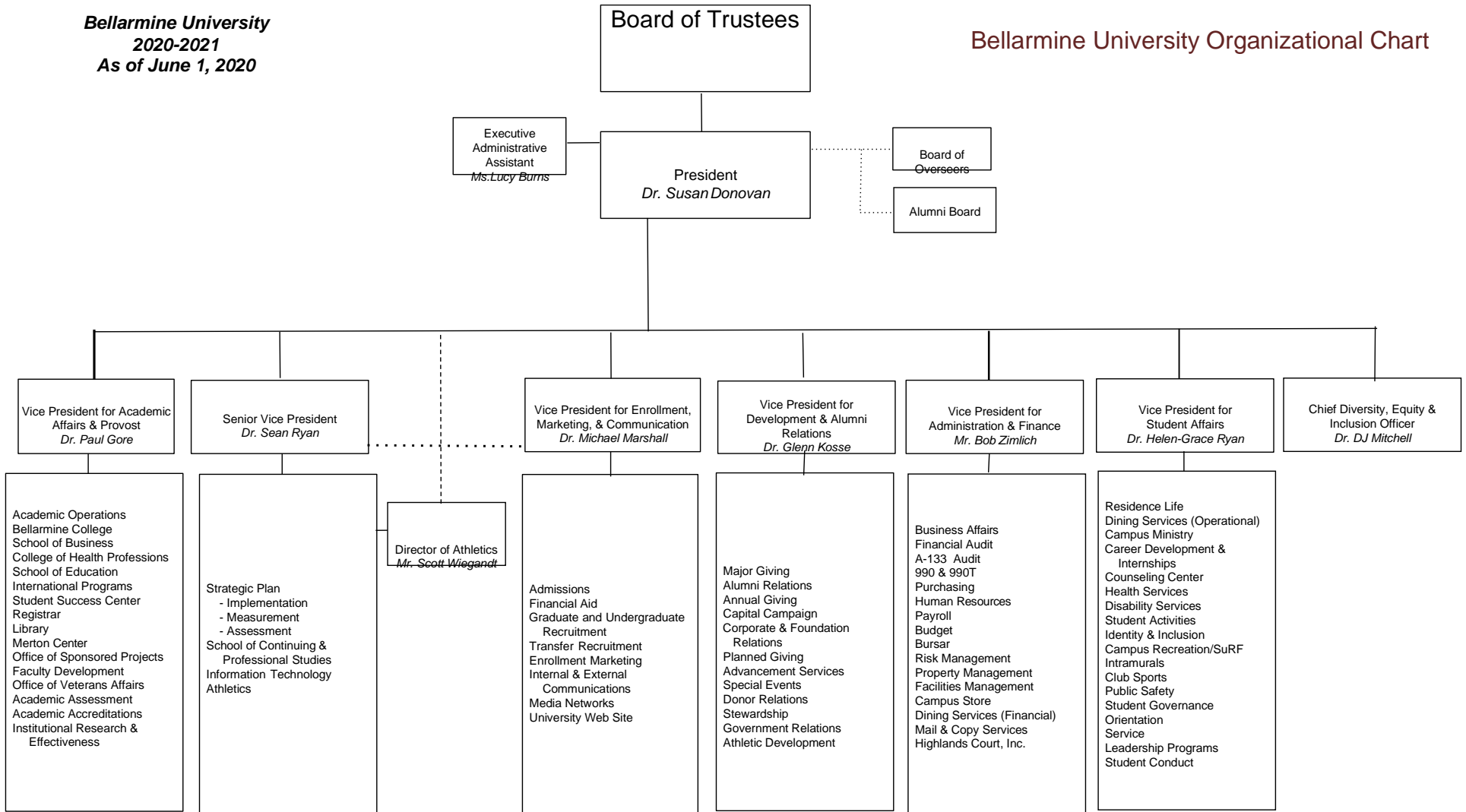
### *Physical Therapy Department Faculty and Administrative Staff Directory*

#### **Faculty**

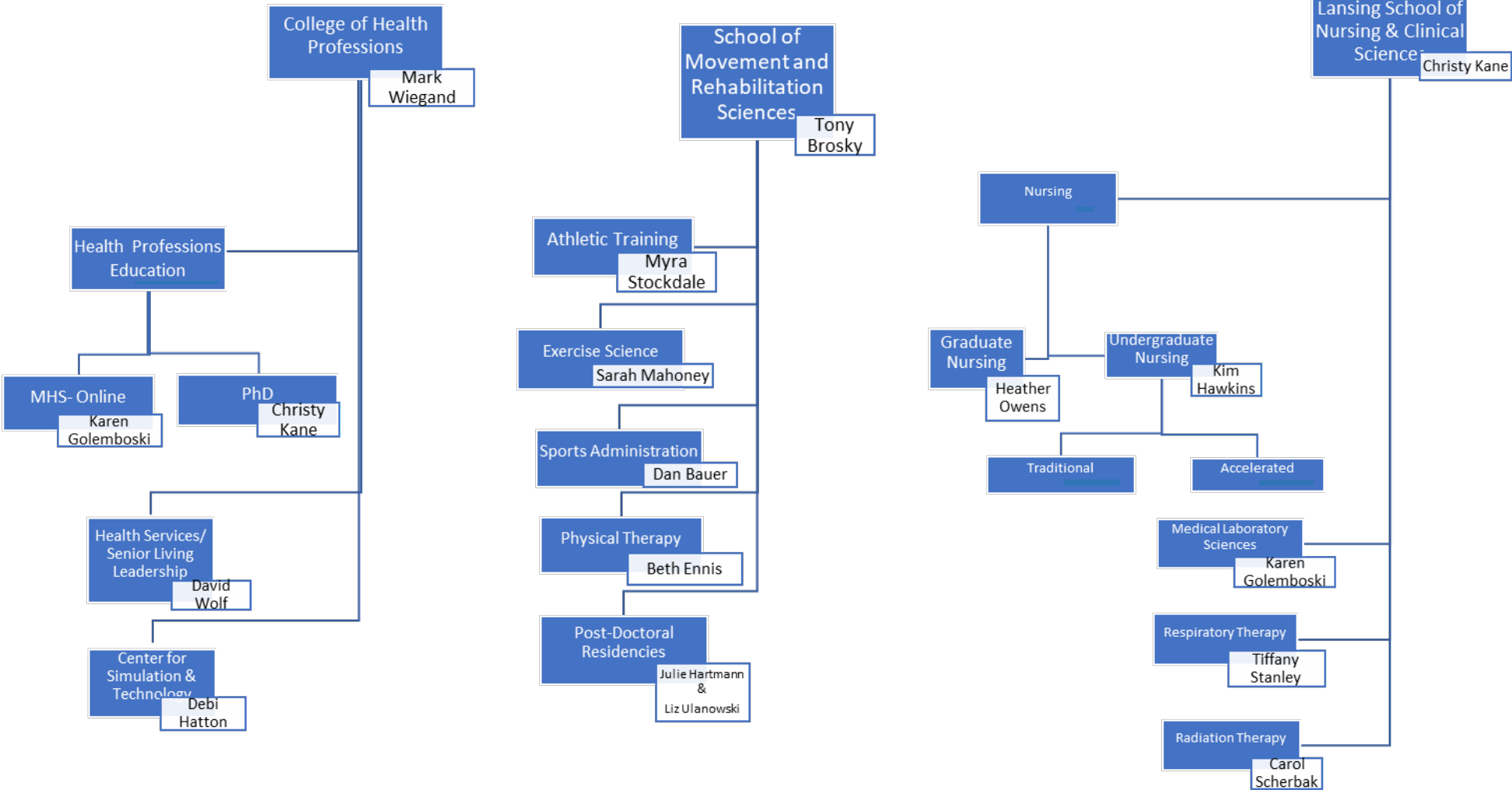
<p>Norman Ayotte, PT, DSc, OCS, FAAOMPT Assistant Professor BS, Western Oregon University MPT, DPT, Baylor University</p>	<p>Allen Hall 468 (502) 272-7919 <a href="mailto:nayotte@bellarmine.edu">nayotte@bellarmine.edu</a></p>
<p>Sonja Bareiss, PT, PhD Associate Professor BS, MPT, Rockhurst University PhD, East Carolina University</p>	<p>Allen Hall 471 (502) 272-7918 <a href="mailto:sbareiss@bellarmine.edu">sbareiss@bellarmine.edu</a></p>
<p>Tony Brosky, PT, SCS, DHSc Dean BHS and MS, University of Kentucky DHS, University of Indianapolis</p>	<p>Allen Hall 112 (502) 272-8375 <a href="mailto:jbrosky@bellarmine.edu">jbrosky@bellarmine.edu</a></p>
<p>Kate Crandell, PT, DPT, MDiv Associate Professor BS, MS Washington University in St. Louis; MDiv, Louisville Presbyterian Seminary;</p>	<p>Allen Hall 123 (502) 272-7851 <a href="mailto:ccrandell@bellarmine.edu">ccrandell@bellarmine.edu</a></p>
<p>Megan Danzl, PT, DPT, PhD, NCS Associate Professor and Assistant Chair BS, DPT, Bellarmine University; PhD, University of Kentucky</p>	<p>Allen Hall 367 (502) 272-7368 <a href="mailto:mdanzl@bellarmine.edu">mdanzl@bellarmine.edu</a></p>
<p>Beth Ennis, PT, EdD, PCS Associate Professor and Program Chair/Director BA, Pomona College; MS, Boston University; EdD, Spalding University</p>	<p>Allen Hall 267 (502) 272-8434 <a href="mailto:eennis@bellarmine.edu">eennis@bellarmine.edu</a></p>
<p>Patricia Gillette, PT, PhD, GCS, CSCS Professor Emeritus BS, Medical College of Georgia; MS, Temple University; PhD, University of Louisville</p>	<p>Allen Hall <a href="mailto:pgillette@bellarmine.edu">pgillette@bellarmine.edu</a></p>
<p>Tara Granada, PT, DPT, GCs Assistant Professor, Associate Director of Clinical Education BS, DPT University of Central Florida</p>	<p>Allen Hall 116 <a href="mailto:tgranada@bellarmine.edu">tgranada@bellarmine.edu</a></p>
<p>Dawn Hall-Bibb, PT, PhD, MPT Associate Professor BS, University of Illinois, MPT, Temple University, PhD, Illinois State University</p>	<p>Allen Hall 369 (502) 272-8288 <a href="mailto:dhallbibb@bellarmine.edu">dhallbibb@bellarmine.edu</a></p>

<p>Julie Hartmann, PT, DSc, GCS  Assistant Professor; Director, Geriatric Residency  BS, Marquette University; Med, Penn State University;  DSc, University of Maryland</p>	<p>Allen Hall 370  (502) 272-8367  jartmann@bellarmine.edu</p>
<p>Leann Kerr, PT, DPT, DHS, CBIS  Assistant Professor  BS, MS, DPT, University of Indianapolis</p>	<p>Allen Hall 473  (502) 272-8252  <a href="mailto:lkerr@bellarmine.edu">lkerr@bellarmine.edu</a></p>
<p>Callie Latham, PT, DPT, OCS  Assistant Professor  BS, Chemistry, KY Wesleyan  DPT Bellarmine University</p>	<p><a href="#">Allen Hall 268</a>  <a href="#">(502)272-8373</a>  <a href="mailto:Clatham@bellarmine.edu">Clatham@bellarmine.edu</a></p>
<p>Paul Lonnemann, PT,DPT, OCS, FAAOMPT, MTC  Assistant Professor  BS, University of Louisville,  DPT, University of St. Augustine for Health Sciences</p>	<p>Allen Hall 270  (502) 272-7351  <a href="mailto:plonnemann@bellarmine.edu">plonnemann@bellarmine.edu</a></p>
<p>Nathan Nevin, PT, DPT, FAAOMPT, MTC  Assistant Professor  BHS, DPT Bellarmine University  MTC, FAAOMPT University of St. Augustine</p>	<p>Allen Hall 269  (502) 272-8366  Nnevin@bellarmine.edu</p>
<p>Chantal Prewitt, PhD  Associate Professor, Director: Gross  Anatomy Lab  BS, PhD, University of Kentucky</p>	<p>Allen Hall 120  (502) 272-8362  <a href="mailto:cprewitt@bellarmine.edu">cprewitt@bellarmine.edu</a></p>
<p>Sarah Beth Quinn, PT, DPT, GCS  Assistant Professor; Director of Clinical Education  BS, MPT, University of Evansville; DPT, A.T. Still University</p>	<p>Allen Hall 114  (502) 272-7969  <a href="mailto:squinn@bellarmine.edu">squinn@bellarmine.edu</a></p>
<p>Elizabeth A. Ulanowski, PT, DPT, NCS  Assistant Professor, Director: Neurologic Residency  BHS, Spalding University; DPT, Bellarmine University</p>	<p>Allen Hall 368  (502) 272-8354  <a href="mailto:eulanowski@bellarmine.edu">eulanowski@bellarmine.edu</a></p>
<p>Nancy Urbscheit, PT, PhD  Professor Emeritus  BS, MA, PhD, State University of New York at Buffalo</p>	<p>Allen Hall 371  <a href="mailto:nurbscheit@bellarmine.edu">nurbscheit@bellarmine.edu</a></p>
<p>Nicole Windsor, PT, DPT, PhD, FAAOMPT, CERP  Assistant Professor  PhD University of Kentucky</p>	<p>Allen Hall 121  (502)272-8372  Nwindsor@bellarmine.edu</p>

Chris Wingard, MS, PhD Professor MS, University of Akron, PhD, Wayne State University	Allen Hall 467 (502) 272-7917 <a href="mailto:cwingard@bellarmine.edu">cwingard@bellarmine.edu</a>
Mark R. Wiegand, PT, PhD Vice Provost College of Health Professions BS, University of Kansas; MS, University of Wisconsin-LaCrosse; PhD, University of Louisville	CNTH 228 (502) 272-8368 <a href="mailto:mwiegand@bellarmine.edu">mwiegand@bellarmine.edu</a>
<b>Staff</b>	
Ms. Piper Clark Administrative Assistant-Clinical Education	Allen Hall 115 (502) 272-7425 <a href="mailto:pclark3@bellarmine.edu">pclark3@bellarmine.edu</a>
Ms. Stacey Lacy Administrative Assistant	Allen Hall 271 (502) 272-8357 <a href="mailto:slacy@bellarmine.edu">slacy@bellarmine.edu</a>
Ms. Hannah Jagers Administrative Assistant	Allen Hall 470 (502) 272-7990 <a href="mailto:hjagers@bellarmine.edu">hjagers@bellarmine.edu</a>



# College of Health Professions Organizational Chart





## STUDENT AFFAIRS / FINANCIAL AID

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Students have the right to accurate and timely information on financial aid and on policies that impact the disbursement of financial aid packages. Representatives of the Office of Financial Aid will be present during the new student orientation. Students may also schedule appointments to meet with a representative of the Office of Financial Aid as necessary during regular university business hours (8:00 a.m. – 4:30 p.m., Monday – Friday).

Information on financial aid is available on line at <http://www.bellarmino.edu/financialaid>.

## STUDENT POLICIES

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### #1 American with Disabilities Act – Essential Functions and Technical Standards

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Bellarmino University is committed to providing equal educational opportunities and full participation for persons with disabilities. It is the University's policy that no qualified person be excluded from participating in any University program or activity, be denied the benefits of any University program or activity, or otherwise be subject to discrimination with regard to any University program or activity. This policy derives from Bellarmino's commitment to nondiscrimination for all persons in employment, access to facilities, student programs, activities, and services.

During the admission process to the program, each student is informed and given a copy of the Essential Functions that they must be capable of completing with or without reasonable accommodation as a physical therapy student. Students are also given a copy of the Technical Standards.

Students accepted into the Bellarmino University Physical Therapy Program must be capable of completing the following TECHNICAL STANDARDS, with or without reasonable accommodation:

1. Utilize appropriate verbal, non-verbal, and written communication with patients, families, and others.
2. Practice in a safe, ethical, and legal manner.
3. Determine the physical therapy needs of any patient with potential movement dysfunction.
4. Demonstrate the ability to apply universal precautions.
5. Safely, reliably, and efficiently perform appropriate physical therapy procedures used to assess the function of the movement system (list of essential assessment procedures follows).
6. Perform treatment procedures in a manner that is appropriate to the patient's status and desired goals (list of essential treatment procedures follows).
7. Develop and document a plan of care for a patient with movement dysfunction.
8. Recognize cultural issues and the psychosocial impact of dysfunction and disability and integrate the needs of the patient and family into the plan of care.
9. Demonstrate management skills including planning, organizing, supervising, delegating, and working as a member of a multi-disciplinary team.
10. Apply teaching/learning theories and methods in health care and community environments.

**ASSESSMENT and TREATMENT PROCEDURES:** Students must be capable of performing the following assessments and treatment procedures with or without reasonable accommodations:

**ASSESSMENT PROCEDURES, including**  
*but not limited to:*

Anthropometrical measures (length, girth and volume)  
Assistive device fit/use  
Balance  
Cardiovascular Endurance  
Cognitive/mental status  
Coordination  
Cranial and peripheral nerve function  
Developmental stage  
Functional abilities  
Gait  
Joint motion/joint play  
Movement patterns  
Muscle tone  
Pain  
Palpation  
Posture  
Pulmonary system  
Reflexes  
Sensation  
Skin integrity  
Soft tissue  
Strength  
Vascular integrity  
Vital signs  
Wound status

**TREATMENT PROCEDURES, including**  
*but not limited to:*

Cardiopulmonary Resuscitation (CPR)  
Balance training  
Exercise techniques  
Gait training  
Transfer training  
Bed mobility training  
Functional training  
Coordination training  
Postural correction  
Prosthetic/orthotic training  
Joint mobilization/manipulation  
Wound care  
Wheelchair prescription and mobility training  
Electrotherapy  
Soft tissue mobilization and massage  
Techniques of neurosensory approaches  
Thermal agents  
Cardiopulmonary rehabilitation  
Developmental activities  
Hydrotherapy  
Recommend architectural adjustments  
Tilt table  
Relaxation techniques  
Postural drainage  
Traction  
Patient education

**ESSENTIAL FUNCTIONS** define the observational, communication, cognitive, affective, and physical capabilities deemed essential to complete this program and to perform as a competent practitioner of physical therapy. Students entering the program must be capable of performing the following functions, with or without reasonable accommodation. These capabilities and functions will be assessed continuously as the student matriculates through the program, with the expectation that the student will meet these criteria at exit from the program:

***Observational Capabilities***

- a. Obtain information from patients or clients (such as but not limited to obtaining patient history, observation of movement, posture, skin integrity, heart/breath sounds, and signs of distress) and from the practice environment (such as but not limited to dials on equipment, diagnostic instruments, alarms, assistive devices, furniture placement, and floor surfaces).
- b. Interpret lectures, laboratory demonstrations, and other graphic images (including but not limited to EKGs, radiographs, DVD, and Internet resources) in order to receive complex information.

### ***Communication Capabilities***

- c. Communicate effectively and efficiently in oral and written English.
- d. Engage in respectful, non-judgmental interactions with individuals from various lifestyles, cultures, races, socioeconomic classes, and abilities.
- e. Participate in group meetings to deliver and receive complex information, and to respond effectively to questions from a variety of sources.
- f. Receive and send verbal communication in life-threatening situations in a timely manner.
- g. Perceive and interpret non-verbal communication to elicit information such as mood and activities.
- h. Communicate clearly, legibly, and timely in written records; complete forms according to directions; possess computer literacy, including keyboard skills.

### ***Cognitive Capabilities***

- i. Measure, calculate, and reason.
- j. Analyze, integrate and synthesize information across the cognitive, psychomotor and affective domains in order to solve problems, evaluate work, and generate new ways of processing or categorizing information.
- k. Comprehend three-dimensional relationships and understand spatial relationships of structure.

### ***Affective Capabilities***

- l. Cope with the mental and emotional rigors of a demanding educational program; function effectively under stress.
- m. Acknowledge and respect individual values and opinions in order to foster harmonious working relationships.
- n. Demonstrate appropriate behavior and attitudes to not jeopardize the emotional, physical, and behavioral safety of individuals.
- o. Demonstrate integrity, honesty, and ethical behavior.

### ***Physical Capabilities***

- p. Safely and effectively participate in patient/client examination and therapeutic intervention.
- q. Safely and effectively lift and manipulate body parts, assist patients in moving and walking, and perform CPR.
- r. Safely and effectively manipulate small objects such as equipment dials, safety pins, tweezers, and other tools used for examination or therapeutic intervention.
- s. Engage in physical therapy procedures that involve palpating, grasping, pushing, pulling, and holding.
- t. Tolerate physically demanding workloads sustained over the course of a typical work or school day.

In each **Course Syllabus**, the following policy is written:

The Student Success Center provides programs and services available to all students at the university and is committed to supporting every student. Students are encouraged to access services early and often, as the most successful students are those who utilize the resources available to them. The Student Success Center is located on the B-Level of the W. L. Lyons Brown Library and is home to Academic Advising, Tutoring Center, Writing Center, Testing Center, Pioneer Scholars Program, Learning Communities, and a variety of other programs and services. For more information, please visit [www.bellarmine.edu/studentssuccess](http://www.bellarmine.edu/studentssuccess), email [studentssuccess@bellarmine.edu](mailto:studentssuccess@bellarmine.edu), call 502.272.7400, or find the SSC on social media.

Documentation guidelines for requesting accommodations can be found at <https://www.bellarmine.edu/studentaffairs/accessibility-resource-center/acc/> . Please do not request

accommodations directly from the professor.

Students are expected to inform an instructor if they are unable to participate in a class because of medical conditions or the existence of other precautions. A student has the right not to serve as a simulated client for other students or teaching purposes. However, a student must be aware that serving as a simulated client for another is a learning experience for both students.

When there is a potential risk to the student during lab experiences, students will be required to sign a written informed consent prior to participation in the class.

## #2 Gross Anatomy Requirements

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Prior to the start of any course that uses the gross anatomy lab or anatomical tissue, students are required to complete the Gross Anatomy Participation Agreement and provide to the Physical Therapy Program. Please refer to the Appendix for this form.

## #3 Gross Anatomy Dissection Laboratory

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Removal of any cadaver material from the dissection laboratory is absolutely prohibited. Violation of the intent of this policy will result in severe disciplinary action, including expulsion from the Physical Therapy Program.

## #4 Injury/Accident

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All incidents, such as an injury to a student or a patient, must be reported to the faculty member immediately upon occurrence. Each incident will be handled according to facility policies and procedures. The student is responsible for completing an "Incident Report" (available from the SMRS Dean's office) within 24 hours of the incident.

Any personal injury that occurs to the student in the classroom or clinical setting is the direct responsibility of the student. Students are not eligible for workers compensation benefits. Any emergent or follow-up care for a personal injury is the direct responsibility of the student.

## #5 Attendance

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Attendance in all classes in the Doctor of Physical Therapy curriculum is mandatory. Excessive absences may result in poor clinical performance and place the student at risk for failure or inefficient and unsafe professional practice. Unwarranted absenteeism and tardiness to class is also disruptive to the individual's and class's learning process and demonstrates a lack of respect for class colleagues and faculty. If you are ill or have an emergency, you are required to call the Physical Therapy office (502.272.8356) as soon as possible to explain why you cannot attend class. If no one is available to answer your call, it is expected that you will leave a voicemail, AND email (no text) Stace Lacy (slacy@bellarmine.edu) with the reason for the absence. You must also email the course director of each class you will be missing.

In the event a student is absent on the day of an exam, a doctor's note will be required in order to make up the exam.

Upon return to school an Absence Form (see appendix G in the Student Handbook) must be completed within 24 hours of return to class. Students that do not complete the Absence Form within 24 hours of their absence will be considered to have an unexcused absence and may be called to meet before a faculty panel to defend his/her position in the Physical Therapy Program. Each instructor has the final decision in determining if the student's reason for the absence will be excused or unexcused based on their reason for missing class.

In extenuating circumstances, students may be absent from class without penalty. Such instances require program faculty approval no less than 2 weeks in advance of the absence, or a signed physician's

note that directly addresses the absence. Examples of extenuating circumstances for approved absence are severe illness, non-elective surgery, or death of an immediate family member. Excused absence can also be granted for attendance at professional meetings (Combined Section Meeting, National Conference and Exposition, Student Conclave) or other predetermined professional development offerings. Student athletes are also expected to adhere to the attendance policies described in the online Student Handbook.

Please see individual instructor's expectations and policies for attendance in each course syllabus.

### Tardiness

Tardiness will be noted by the instructor. Three (3) late appearances will lower the course grade by one (1) letter grade and five (5) late appearances will drop the grade two (2) letter grades.

Tardy is defined as not being seated as class begins, up to 10 minutes late. After the ten minute period, it is up to the discretion of the instructor as to whether the student will receive an absence for that class day.

A student who is absent without permission once or consistently tardy to class may be called to meet before a faculty panel to defend their position in the Physical Therapy Program.

## #6 Class Time

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### Class Breaks

There will be a mandatory break for any lecture lasting longer than one hour. Classes lasting up to one hour and 30 minutes should have a 2-3 minute stand up and stretch break. Classes lasting two hours or longer should have a 5 minute stand up and stretch break at the end of each hour. Guest lecturers may or may not adhere to this policy.

### End of Class Time

Out of respect for others and to reflect professionalism, all students and faculty will respect and follow the designated class schedule: students will not start packing their personal items until the class has ended and faculty will be mindful of their presentation length in comparison to the designated class time. In the case of a guest speaker, students and faculty will be mindful that the guest is volunteering their personal time and a reminder regarding class time should be given only if necessary (i.e.: if students are scheduled to be in another class within a specific time frame).

## #7 Recording Policy

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Class lectures and instructional activities are considered faculty intellectual property. As a result, Bellarmine University prohibits the recording (still pictures, video, and/or audio) of classes without the advance written permission of the instructor, and/or written university documentation that indicates a recording of a class as a reasonable accommodation for a qualified student with a disability. If given permission to record this protected property, students may use such recordings only for course purposes, may not distribute them outside the class, and are expected to destroy the recordings at the conclusion of the course term.

Students are advised of this policy in the Student Code of Conduct. However, faculty are encouraged to include a statement regarding the policy in their syllabi.

Faculty may record their own lectures or instructional activities, and post or distribute as they see fit, when those recordings do not include video or audio of other identifiable students.

Faculty may record their own classes for their academic use, or that of their colleagues. Students should be informed that they will be recorded prior to the recording being made, and faculty should be aware of the effect this may have on participation. Pictures, audio or video recordings of identifiable students, made by faculty or their colleagues, may be used for academic purposes at Bellarmine University. Students are not entitled to be exempt from such recordings. However, the recordings may not be shown or distributed to any other individual or group without the written permission of any identifiable student in the recording.

Recordings submitted by students within a course are not private and should not be assumed as such. These may be shared with classmates, the faculty's colleagues, or others at the University, for academic purposes only, and the student will be notified prior to this occurring.

Synchronous online class meetings may be recorded by the faculty member, and may be shared with classmates, the faculty's colleagues, or others at the University, for academic purposes if approved by the faculty member.

Bellarmino University is not responsible or liable for recordings of students made or facilitated by other students in academic settings. Students who make unauthorized recordings of faculty or their classmates may be disciplined as outlined in the Student Code of Conduct.

## #8 Progression Through The Curriculum

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The curriculum is designed to follow a prescribed sequence of courses. The students in each class are expected to enroll full time and to take the courses in the same order. A student may, at the discretion of the faculty, be allowed to enroll part time only if they experience a single failure in a course and that course is not a prerequisite for the majority of the following semester, or if an emergency situation (such as withdrawal due to illness) prevents them from proceeding with the same schedule as their classmates. In the case in which a student has committed an act of academic dishonesty, he/she will not be given this discretion and therefore not be allowed to enroll part time. The Academic Progression Committee will make a recommendation to the Chair/Program Director who will make the final decision.

### A. Grades

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All course grades in the Physical Therapy Curriculum will be either A, A-, B+, B, B-, C, P or F. The numerical range for a letter grade is as follows:

A	(4.0)	=	94	-	100%
A-	(3.7)	=	91	-	93.9%
B+	(3.3)	=	88	-	90.9%
B	(3.0)	=	82	-	87.9%
B-	(2.7)	=	77	-	81.9%
C	(2.0)	=	72	-	76.9%
F	(0)	=	Below		72%

Students must maintain a 3.0 (B) grade point average (GPA) in courses in the physical therapy professional curriculum. If a student's professional cumulative curriculum GPA drops below a 3.0 in any semester, the student will be placed on programmatic academic probation and the student will develop a remedial plan approved by the entire faculty. The student must bring the program GPA up to 3.0 by the next semester. Refer to Bellarmine University Catalog for university policy on academic probation and dismissal for students enrolled in graduate studies.

Students shall not receive 16 credits of C grades in the physical therapy curriculum and remain in good standing. Students that receive more than 16 credits of C grades in the physical therapy curriculum will be recommended for dismissal to the Dean of the School of Movement and Rehabilitation Sciences.

Students must have a minimum of a 3.0 professional cumulative curriculum GPA to enter the final internships. Exceptions to this policy require approval from the Chair/Program Director and Director of Clinical Education. This does not impact clerkships.

## *B. Test, Re-test, Make-up Exams*

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### **TESTING POLICY**

#### **Exams:**

- Exams are to be taken according to the published schedule/syllabus.
- Students who are unable to take an exam at the scheduled time must notify faculty PRIOR to the exam.
- “Prior to” is defined as at least one hour before the exam is scheduled unless extenuating circumstances are allowed at the discretion of the faculty.
- A student failing to notify the faculty will receive an exam grade of zero.
- A student arriving after the exam has started will be considered “late” and will be allowed to complete the exam in the remaining class time. No additional time will be provided.

#### **Make-Up Exams:**

- An opportunity for a make-up exam will only be possible if the student presents evidence of illness, extenuating circumstance, or participation in approved University functions.
- Documentation will be required before an examination may be rescheduled. Failure to produce documentation will result in the exam grade remaining a zero.
- Documentation may include healthcare provider statements, police reports, court records, etc.
- The faculty retains discretion about the window of time during which documentation must be submitted.
- Arrangements for taking an exam must be initiated by the student. The make-up exam will be given at time, date, and place of the faculty’s discretion.

#### **Testing Environment and Student Behavior:**

- Students are not permitted to ask content-based questions during an exam unless the question relates to a potential typographical error.
- At no time will any electronic devices (cellular or smart phones, iPads®, smart watches or similar devices) be allowed in the testing environment. The mere presence of these devices during an exam constitutes an automatic violation. The obvious exception are examinations taken on iPads® with Exam Soft® software.
- All textbooks, class notes, backpacks/purses and all electronic devices are to be stored at designated area during an examination.
- Faculty must be alerted to the use of any medically required electronic device prior to the first exam in a course.
- If a medical device in use is not publicly known, a letter of accommodation must be presented to the professor or Chair/Program Director.
- Students may not leave the classroom during the exam. If a student must leave for a personal reason, the professor may choose to reschedule completion of that student’s exam.
- No hats, caps, gloves, or bulky clothing of any type will be permitted in the testing environment.
- No food or drink will be permitted in the testing environment.

### **ExamSoft® Account:**

All students will be issued an ExamSoft® account for online access. Students are limited to their personal account only. Any sharing of user name/password, or use of another student's ExamSoft® account will result in a grade of zero on ExamSoft® assignments/exams and other penalties associated from violation of Academic Dishonesty policies. Students will be registered for their ExamSoft® account using the Bellarmine student email address. Students must only use ONE account for ExamSoft® exams. Students must maintain an up-to-date version of the Examsoft testing app on their iPad as directed by the program faculty.

Students may expect their scores of graded exams to be returned within 7 days of exam date except in extenuating circumstances. No exam scores will be posted via social security number or name. In the event that a student fails a final written exam or final practical exam which results in the failure of the course, the student may be eligible to retake the exam if they were passing the course going into the final. That is, if a student is passing the course at the time of the final exam(s) and the results of the final cause the student to fail the course, the student may be able to retake the final exam. The format of the retake exam is at the discretion of the instructor and may be different from the original exam. The score of the retake exam and final course grades is left to the discretion of the faculty member (refer to course syllabus). If the student is retaking a practical exam, a reasonable time must have elapsed between the original practical exam and the retake and the date of the retake is at the discretion of the instructor. A second observer (instructor) may be present on lab practical retake exams.

### **Practice Board Exam:**

Each student will take two on-line practice board exams, at least 4 hours in length, and review the score profiles obtained. The first practice board occurs in PT 785 Professional and Legal Issues. Students must receive at least a score of 70% on either this practice board or the subsequent practice board during PT 750 in January in order to graduate in May. Failure to receive a 70% on one of these two exams will require the student to develop a remediation plan for the last 12 week internship and pass a practice board exam by meeting the target score for that exam. The remediation plan must be approved, and subsequent practice scores will be submitted to the department chair. Failure to reach a target score during the remediation period will result in a delay of graduation until this requirement is met.

### ***C. Failed Courses***

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Failure in any didactic or clinical course in the curriculum will have an impact on the student's progress through the curriculum with their cohort class. If a student fails a clinical course (clerkship or internship), a remediation plan will be developed by the Director of Clinical Education in consultation with the Chair/Program Director and the clinical course will be repeated. If a student fails a didactic course, the student may be allowed to retake the failed course within the BU DPT curriculum the following year. If the course is successfully retaken, the student will matriculate with the subsequent year cohort. In some cases, dismissal from the program could be recommended with the first course failure.

If a student fails two courses in the curriculum, the student will be dismissed from the Program by the Chair/Program Director. A student may appeal this dismissal to the Dean of the School of Movement and Rehabilitation Sciences.

### **#9 Maintenance of Laboratories/Equipment/Supplies**

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Students are expected to keep the teaching laboratories as neat as they would a patient clinic. All



students will maintain the cleanliness and organization of their designated classroom(s), lab equipment, and personal items at all times. This will be done by proper disposal of all trash and recyclables in their respective cans and/or bins and utilization of student lockers. In addition, lab equipment will be organized in closets and/or cabinets in an order determined by each class in use of their respective room(s). Soiled laundry should be returned to the laundry basket. Students are responsible to maintain clean linens.

If at any time the Chair/Program Director, Department Staff, or Class Officers feel that the class is not meeting the previously described cleanliness of the room, they may assign a crew to maintain the room for each week of the semester.

Students are expected to treat all equipment owned or borrowed by the program with the utmost respect and care. If a piece of equipment breaks during student use, the student is expected to inform a faculty member in the program so the equipment can be repaired or removed. Furniture and equipment should not be removed from the lab without permission of the faculty. When the student has permission to move furniture or equipment from the lab, the student is responsible for returning the equipment/furniture to its proper location as soon as they are finished using it and notifying the faculty member when it is returned.

No food or drink (except water) is allowed in the Service Learning Clinics.

## #10 Student Drug and Alcohol Policy

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### *CHP Student Drug and Alcohol Policy*

#### **Introduction**

The College of Health Professions (CHP) is committed to providing a quality education for Students admitted into its Programs. In order to protect the integrity of the Programs, as well as safeguard the welfare of Students and of clients receiving care from Students, this Policy addresses Drug and alcohol testing of Students involved in Instructional/Learning Activities through the CHP.

The purpose of this Student Drug and Alcohol Policy (the “Policy”) is to notify Students and Faculty Members of the CHP’s Drug and alcohol rules and testing procedures, and to provide assistance and due process for Students who test positive for Drugs (including legally prescribed medications) and/or alcohol. This policy applies to all Students admitted to the CHP programs (“Program” or “Programs”) at Bellarmine University, and is effective immediately. The testing of Students for Drug or alcohol use while engaged in Program-sponsored Instructional/Learning Activities will be completed through an independent agency contracted by CHP. Testing costs are the responsibility of the student. These costs are beyond the control of the CHP and are subject to change at any time without notice.

It is the policy of Bellarmine University to comply with federal and state laws and regulations regarding the usage and detection of Drugs and alcohol. In addition, it is the professional duty and ethical obligation, of health care providers and students to identify and report when they have reasonable suspicion of an impaired health worker. This Policy is subject to change at the sole discretion of Bellarmine University and/or CHP, and is meant to supplement other relevant Bellarmine University policies, including but not limited to the Policy on Alcohol and the Illegal Drug Use Policy contained in the Bellarmine University Student Handbook. Violations of this Policy may result in the student’s inability to complete the program. The CHP bears no responsibility for a student’s inability to complete or participate due to a failed drug or alcohol screening.

#### **Definitions**

For the purposes of these guidelines, the following terms shall have the following meanings:

- A. “Drug” or “Drugs” means all of those drugs included in the current Medical Professional substance abuse profile (LabCorp, 2016). These may include, but are not limited to:
  - 1) Amphetamines (including Methamphetamine)

- 2) Barbiturates
  - 3) Benzodiazepines
  - 4) Cocaine metabolites
  - 5) Cannabinoids (THC, Marijuana)
  - 6) Methadone
  - 7) Methaqualone
  - 8) Ecstasy
  - 9) Opiates (codeine, morphine)
  - 10) Phencyclidine
  - 11) Oxycodone
  - 12) Propoxyphene
- B. "Student" means any student enrolled in one of the CHP programs at Bellarmine University.
  - C. "Reasonable Suspicion" means that the Student's faculty member, clinical instructor, preceptor, supervisor, or his/her designee (collectively, "Faculty Member") believes that the behavior, speech, body odor, or appearance of the Student is indicative of the use of alcohol or Drugs, as described in detail in this Policy.
  - D. "Instructional/Learning Activities" include classroom and other activities on and off campus that involve patient care, instruction, or practice of preparatory skills as a component of health care provider practice, including but not limited to clinical practicums, internships, clerkships, service learning, community engagement, skills labs, and/or non-class associated practice at on-campus or off-campus sites.
  - E. "Medical Review Officer ("MRO")" is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under these guidelines who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history, and any other relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.
  - F. "Positive Drug Test" is determined by the MRO in accordance with guidelines established for healthcare workers.
  - G. "Positive Alcohol Test" means an alcohol test that is at or exceeds the Department of Transportation ("DOT") Guidelines for blood, breath, or saliva testing depending on the test used, e.g. blood alcohol content of 0.04 or greater (under current DOT Guidelines).

## **Policy**

The CHP prohibits the unlawful use or possession of Drugs or alcohol by any Student during any Instructional/Learning Activities associated with any Program. Prior to participation in a clinical course in their Program, all Students will be provided with a copy of this Policy and will be required to complete the CHP Student Drug and Alcohol Policy Acknowledgment Form (see Appendix A).

Per Bellarmine University policy as contained in the Bellarmine University Student Handbook, Students in possession of a controlled substance will be referred to the Dean of Students, and such conduct may result in suspension or expulsion from the University and/or a requirement that the Student enroll and actively participate in a Drug or alcohol counseling and rehabilitation program as a condition of continued enrollment or readmission.

In addition, the improper use of any Drugs or alcohol by any student in the CHP may constitute grounds for removal from all Instructional/Learning Activities and/or cause for termination from the program. Students who participate in an CHP Program may not Test Positive for Drugs or Test Positive for Alcohol, with the exception that a Student who Tests Positive for Drugs will be provided an opportunity to explain if that positive test is the result of his or her use of legally prescribed medication.

## ***Mandatory Drug Screening***

Many clinical training sites now require students to undergo drug testing, similar to what is required of

their employees. Therefore, all Students will submit to a drug screen and test negative for Drugs before engaging in any Instructional/Learning Activities.

### **Consequences**

- A. Refusal to Participate in Mandatory Drug Screening:  
If a Student fails to comply with the policy they will not be allowed to begin any Instructional/Learning Activities within the School.
- B. Negative Drug Screen Test Result:  
The Student will be allowed to participate in all Instructional/Learning Activities as planned if results of the negative drug screen are received by the requested deadline. Students who fail to meet the deadline will incur a \$50.00 fine charged to their bursar account and will be unable to attend Instructional/Learning Activities until the deficiency in documented information has been resolved.
- C. Positive Drug Test and Self-Admission:  
If a Student receives a Positive Drug Test, or if the Student admits to a Drug and/or alcohol problem, the Student will not be allowed to attend any Instructional/Learning Activities, and will be referred to their Chairperson and school Dean.

### ***Drug and Alcohol Screening for Reasonable Suspicion***

In addition, students will be tested for the use of Drugs and alcohol upon observation of behavior that creates a Reasonable Suspicion of alcohol or Drug use; this could include conduct that prevents the Student from performing the essential functions of his or her role in the Instructional/Learning Activity, or which poses a direct threat to the health or safety of others. Other behavior which could create a Reasonable Suspicion of Drug or alcohol use by a Student includes, but is not limited to: odor of alcohol or Drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of Drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others. Students in an CHP Program are expected to act in conformity with, and will be held accountable to, the same professional standards of licensed healthcare professionals during all educational and Instructional/Learning Activities. While it is not the intent of the CHP to monitor Students' behavior outside of their Program, Students' use or suspected use of Drugs and alcohol outside of the Program may adversely impact their behavior during their Program's Instructional/Learning Activities and may lead to a Drug or alcohol test based on Reasonable Suspicion of Drug or alcohol use. The Student will bear the cost of the screening based on a Reasonable Suspicion of Drug or alcohol use.

Faculty Members are encouraged to consult with other faculty members and clinicians, or other health care providers who may have witnessed the behavior, if possible, to validate the basis for Reasonable Suspicion testing. If the Faculty Member determines that Reasonable Suspicion of Drug use or alcohol use is present, Faculty Member should take the following steps:

1. Remove the Student from the Instructional/Learning Activity;
2. Move the Student into a private setting and in the presence of a witness, if possible;
3. Discuss the suspicious behavior with the Student and allow the Student to explain;
4. Decide whether Reasonable Suspicion exists for Drug and/or alcohol testing, in conformity with this Policy; and
5. Make arrangements for Drug and/or alcohol testing, if necessary, or allow the Student to return to the Instructional/Learning Activity.
  - Notify the Department Chairperson the of drug and/or alcohol testing need
  - If unable to reach the Department Chairperson, notify the "on call" Student Affairs staff member
  - If in the Louisville area, call the Yellow Cab Service at 502-636-5511 for transportation needs

- Call Mainline Drug Testing Services, LLC to determine the closest testing facility (412-884-6967 or 412-398-8074)
- Provide the student with the drug testing form
- Either the clinical faculty member / preceptor or Department Chairperson (or their designee) should escort the student to the testing facility, wait for specimen collection to occur, and then using Yellow Cab, escort the student to their residence

If the Faculty Member determines that Reasonable Suspicion exists for a Drug and/or alcohol test, the Student must submit to a Drug and/or alcohol test at the earliest time possible in accordance with arrangements made by the Faculty Member. A Student tested for Drug or alcohol use, based on Reasonable Suspicion, will not be allowed to participate in Instructional/Learning Activities until he or she meets with the Faculty Member, Chairperson and school Dean.

If a Student is asked to submit to a Drug or alcohol test in accordance with this Policy, the involved Faculty Member will immediately, or within one business day for evening or weekend occurrences, notify the Chairperson of their program. The Faculty Member will also make a written report for their Chairperson within two working days of the event identifying the Student involved and describing the Student's conduct, names of witnesses, and a summary of the events that led to the Reasonable Suspicion Drug or alcohol test.

### **Consequences**

#### **A. Refusal to Test for Drugs or Alcohol:**

If a Student fails to produce the requested sample at the date and time designated, the Student will be allowed 30 minutes to reconsider the decision and the Faculty Member will notify the Chairperson immediately. A Student who refuses to take the test after the 30 minute waiting period will be treated as if he or she received a Positive Drug Test or Positive Alcohol Test.

#### **B. Negative Test Result:**

If the Drug or alcohol test is negative, no action will be taken, and the Student will be allowed to participate in all Instructional/Learning Activities. The Student will be allowed to make-up any missed clinical/laboratory time at no cost.

#### **C. Positive Drug Test or Positive Alcohol Test, Other Policy Violations, and Self-Admission:**

If a Student receives a Positive Drug Test or Positive Alcohol Test, if a Student violates this Policy in any other manner, or if the Student admits to a Drug and/or alcohol problem, the Student will be immediately removed from all Instructional/Learning Activities and the Faculty Member will notify the Chairperson and school Dean. At a minimum, a Student who violates this Policy will receive a zero for the missed clinical/laboratory day when the Student was removed for testing. The Student will be responsible for payment of all costs associated with making up the clinical/laboratory day. However, a Student who receives a Positive Drug Test will be provided with an opportunity to explain any Positive Drug Test that results from his or her use of a legally prescribed controlled substance, and such circumstances will be taken into account in determining the consequences of the Positive Drug Test.

### **Student Conduct Proceedings for Violation of the Drug and Alcohol Policy**

A Student found in violation of this Policy will be referred to the Chairperson and school Dean, as well as Bellarmine University's Dean of Students. A Positive Drug or Positive Alcohol Test result could result in the Student's suspension or dismissal from the CHP program and from Bellarmine University, and/or a requirement that the Student enroll and actively participate in a Drug/alcohol counseling and rehabilitation program as a condition of continued enrollment or readmission. These regulations are not substitutes for criminal sanctions provided for by state and federal statutes or regulations. Please reference the Bellarmine University Student Handbook for more information on student conduct proceedings.

- A. If not suspended or dismissed from the CHP program and/or Bellarmine University, the Student will not be allowed to participate in Instructional/Learning Activities until he/she fulfills all terms set forth by the CHP and Bellarmine Dean of Students.
- B. A second positive Drug or alcohol test or violation of this Policy will result in dismissal from the CHP program.

### **Confidentiality**

The University will take reasonable measures to ensure individual privacy under this Policy including, without limitation, keeping all Drug and alcohol test results confidential to the extent possible. Drug or alcohol test results will only be released in accordance with applicable federal and state laws and regulations.

### ***DPT Program Policy***

A student is expected, at all times, to behave in a manner that is not disruptive to the educational environment.

Classroom or clinic attendance while under the influence of alcohol or other drugs or in an impaired state will not be tolerated and may be grounds for dismissal from the program.

Students are professionally and ethically bound to report instances of impaired classroom or clinical function of classmates or faculty (including clinical faculty) to the Chair/Program Director, Director of Clinical Education (DCE) or the Vice Provost of the College of Health Professions.

On campus, students are subject to “Policy on Alcohol and Illicit Drugs” in the Bellarmine University Student Handbook. In addition, should a student be reported or observed as functioning in the clinic or classroom with diminished capabilities that might interfere with the competent and safe performance of his/her responsibilities, it is the responsibility of the faculty member/clinical instructor to relieve the students of his/her classroom or clinical responsibilities.

Students are bound to the policy and procedure of the clinical facility regarding “fitness for duty”.

Students may be subjected to drug screening and if found in violation, will be immediately removed from facility and subject for dismissal.

If a student is relieved of his/her classroom or clinical responsibilities, the faculty member/clinical instructor will determine whether the student should be assigned other duties for the duration of the assignment, sent to seek medical care, sent home, or required to submit to a medical evaluation. Failure of the student to comply with directives will result in disciplinary action.

### **#11 Title IX and Sexual Misconduct Notification**

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Sexual assault is a serious violent crime. It is a crime of hostility and aggression, as well as a violation of human dignity. Sexual assault is also a very sensitive crime which is unique in its physical and mental impact upon the alleged victim. The Bellarmine University community expects its members to treat other persons with respect and dignity and will not tolerate any form of sexual assault or sexual misconduct.

#### **How to Get Help**

Victims of sexual assault are urged to seek medical attention. In addition to ensuring an individual’s personal safety, medical centers are staff by professionals trained to assist victims of sexual assault.

#### **On-Campus Resources**

*BU Counseling Center – 502.272.8480*

*BU Health Services – 502.272.8313*

*BU Safety and Security – 502.272.7777*

*BU Dean of Students Office – 502.272.8150*

*BU Title IX Coordinator – 502.272.7337*

### **Online Resources**

<http://www.bellarmino.edu/studentaffairs/dean/SexualDiscriminationMisconductPolicy/>

<http://www.bellarmino.edu/hr/title-ix/>

<http://www.bellarmino.edu/studentaffairs/counselingcenter/sexualassaultinfo/>

### **Off-Campus Resources**

The best off-campus resources are:

*The Center for Women and Families*, 1.844.237.2331 (24-hour Domestic Violence and Rape Crisis Line 502.581.7222). Located at 927 South Second Street, Louisville, KY 40203. There an individual can receive counseling and/or be directed to a safe place if the individual feels they are in danger of further harm.

*University of Louisville Hospital*, 1.502.562.3015. Includes a well-equipped emergency room with a Sexual Assault Response Team located at 530 S. Jackson St. Louisville, KY 40202.

### **Note to Friends, Faculty, and Staff**

If someone who has been sexually assaulted comes to you, encourage the person to report the incident, seek medical attention, and pursue counseling. If the alleged victim will not report the offense, anyone with knowledge of the assault may inform the Dean of Students (502.272.8150) and/or the University Counseling Center (502.272.8480) that a sexual assault has occurred.

## **#12 Student Fees**

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In addition to the University's tuition and academic fees, the physical therapy student will be responsible for:

1. Dress/ Uniform Cost
2. Health Requirements
3. Licensure (application) and exam registration fees
4. Textbooks (those not covered in e-texts)
5. Clinical educational housing, travel, and site specific requirements

Course Fees cover materials including but not limited to:

1. Student Handbook
2. Course syllabi and handouts
3. E-Resource access including most textbooks
4. iPad for testing and note taking
5. ExamSoft testing fees
6. Laboratory supplies for each course
7. Clinical education administrative costs
8. Criminal background check application (initial)
9. Equipment (goniometer, stethoscope, reflex hammer, tape measure, gait belt)
10. APTA membership dues
11. Laboratory and clinical equipment maintenance, repair, and replacement

The course fees are available online at [one.bellarmino.edu](http://one.bellarmino.edu) under Class Schedules.

### #13 Dress Code for Classroom and Lab

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1. Students are expected to appear professional and neat at all times while on campus. Because we share the space with patients, clinicians, health care administrators, and distinguished visitors, it is important for students in a professional education program to be sensitive to their professional image and the reactions of others.
2. Clothing should be clean and neat. Examples of unacceptable garments are tattered jeans or any clothing with holes (even if artfully created).
3. Undergarments should not be visible. Examples include wearing tank tops with brassieres visible, and low-slung pants with underwear visible above the waistband. Males should wear shirts tucked in and belts.
4. Overly casual clothing or revealing clothing should not be worn outside of the labs. Examples include halter-tops and cut offs.
5. Clothing with offensive messages or drawings should not be worn on campus, in the classroom, or in labs. It is considered offensive if it makes others (peers, faculty, or patients) uncomfortable.
6. It will be necessary to have lab clothes available for all labs that will require students to practice evaluation procedures and treatment techniques. Clothing must allow for visualization of body parts appropriate to lab topics and must permit freedom of movement while assuming a variety of positions. Please note that lab clothing is not appropriate outside of the lab areas. The areas where lab clothing is permitted are the labs, the hallway directly outside of the labs, restrooms, lockers, and student lounge. Students are expected to change into appropriate clothing before leaving the building.
7. Nails must be trimmed so as to not expose any nail beyond the fingertips prior to labs where long nails could cause discomfort to a lab partner. Polish, if used, must be clear or neutral.
8. Hats are not acceptable. Hats may not be worn in the classrooms/labs, physical therapy department area, Service-Learning Clinic, or at site visits.
9. Students must wear closed toed shoes while in the gross anatomy dissection laboratory. Sandals or any open toed footwear is not permitted.
10. Name tags must be worn for all guest lectures and by those students participating in the Service- Learning Clinic.
11. For guest lectures, site visits, and Service-Learning Clinic, khaki pants, polo shirt, and name tag must be worn.

### #14 Community Service

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The Physical Therapy Program encourages service to the greater community. This includes services incorporated into the participation in Service-Learning Clinic, Physical Therapy Month, community-based partner projects, etc. Students are to maintain appropriate and/or required documentation of service activities. Documentation should include the name/signature of the person coordinating the service activity.

## #15 Student Contractual Agreement with Potential Employer

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Students and new graduates are expected to honor contractual agreements with employers. If a student breaks a contract with a potential employer for a reason the faculty deem unethical or unprofessional, the faculty may decline to provide a recommendation for the graduate to potential employers.

## #16 Student Employment Policy

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It is assumed that the student's primary responsibility is to the academic preparation necessary to become a physical therapist. As such, outside work activities are not a legitimate excuse for missing class or poor student performance. Although not prescriptive in nature, a good rule of thumb is employment outside of the Physical Therapy Program should be limited to no more than 15-20 hours/week. Individual circumstances will vary regarding employment outside of the educational program.

## #17 Enrollment in Dual Degree Programs

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Students enrolled in the D.P.T. degree program are not permitted to enroll in any other school of the university or in any other institution of learning without the consent of the Chair/Program Director of the Physical Therapy Program.

## #18 Course Evaluations

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At the end of each course in the curriculum, students will be provided with an opportunity to evaluate the course and the instructor(s). Please take this opportunity seriously to provide constructive feedback about your course experiences. The faculty considers student feedback as a professional responsibility of students enrolled in the Physical Therapy Program.

Evaluations are an important tool in ensuring that the coursework is appropriate and consistent. All Bellarmine students are required to fill out an evaluation for each course they complete. Please give thoughtful consideration to your answers and comments.

The process is straightforward by design, and intended to simplify the task of collecting, collating and scanning paper forms. The data is confidential and cannot be matched to any specific student.

An exit interview/evaluation of the entire graduating class will be held after the last clinical internship (before graduation). This provides an opportunity for the class to provide feedback on the level of preparation for the clinical practice and recommendations for the curriculum. Students are required to participate in this process.

## #19 Academic Honesty Guidelines

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The Physical Therapy Program strongly endorses and will follow the academic honesty policy as published in the Bellarmine University Course Catalog, available on the university website. Students and faculty must be fully aware of what constitutes academic dishonesty; claims of ignorance cannot be used to justify or rationalize dishonest acts. Academic dishonesty can take a number of forms, including but not limited to cheating, plagiarism, fabrication, aiding and abetting, multiple submissions, obtaining unfair advantage, and unauthorized access to academic or administrative systems. Definitions of each of these forms of academic dishonesty are provided in the academic honesty section of the Course Catalog and in each syllabus, as well as below.

All confirmed incidents of academic dishonesty will be reported to the Assistant Vice President for Academic Affairs for Academic Operations, and sanctions will be imposed as dictated by the policy. It is generally assumed that graduate students fully understand what accounts for academic dishonesty. Thus, no leniency of penalty will be applied in cases involving graduate students.

Bellarmino University is an academic community. It exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical, and social development of students; and the general well-being of



society. All members of our community have an obligation to themselves, to their peers, and to the institution to uphold the integrity of Bellarmine University. In the area of academic honesty, this means that one's work should be one's own and that the instructor's evaluation should be based on the student's own efforts and understanding. When the standards of academic honesty are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized. *Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students, and the integrity of the University, policies on academic dishonesty will be strictly enforced. For a thorough description of the University's policy, including penalties for acts of academic dishonesty and breaches of integrity, please refer to the Undergraduate Academic Policies' Academic Honesty and Integrity Policy in the current [Course Catalog](#).*

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, unauthorized collaboration, falsifying academic records, and misrepresentation of facts. Some of the ways that students engage in dishonest behavior are shown below. This list was compiled with the assistance of students interested in helping faculty members confront such behavior more effectively.

**Students may commit academic dishonesty by:**

- Engaging in unauthorized collaboration with another student on an assignment for credit;
- Engaging in unauthorized collaboration with another student on a test taken at different times;
- Submitting plagiarized materials obtained from the Internet and/or other sources for credit;
- Coughing and or using hand signals during a test;
- Concealing notes on hands or in caps, shoes, pockets or backpacks/book bags;
- Using unauthorized paper which is not provided by the faculty member;
- Writing information on blackboards or desks or keeping notes on the floor;
- Obtaining copies of a test in advance, e.g., during an earlier exam period offered by the faculty member;
- Passing information from an earlier class to a later class;
- Leaving information in the restroom;
- Exchanging exams after they have been distributed;
- Having a substitute take a test and providing falsified or other identification for the substitute;
- Fabricating data for lab assignments;
- Changing a graded paper or assignment and requesting that it be re-graded;
- Failing to turn in a test and later suggesting the faculty member has lost it;
- Stealing another student's graded test and writing one's own name on it;
- Submitting computer programs or projects written by another person;
- Recording two answers: one on the test form one on the answer sheet;
- Marking an answer sheet to enable another student to see the answer;
- Marking two adjacent answers and claiming to have provided the correct answer;
- Stealing an exam for someone in another section or for placement in a test file;
- Using a programmable calculator, cell phone, iPad, or other electronic device to store test information;
- Taking another student's computer assignment printout from a computer lab;
- Transferring a computer file from one person's account to another;
- Transmitting posted answers for an exam to a student in a testing area via cell phone or other electronic device;
- Destroying or removing library, laboratory or Program materials to gain an academic advantage.

(Above modified from: [http://deanofstudents.utexas.edu/sjs/acint\\_faculty\\_syllabus.php](http://deanofstudents.utexas.edu/sjs/acint_faculty_syllabus.php), accessed on 12/17/14).

## #20 Advancement of Students in the DPT Program

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### A. Requirements for Advancement

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For promotion from Year I to Year II and Year II to Year III, a student must earn a passing grade in all required didactic and clinical education courses that comprise that year's curriculum, and have at least a 3.0 GPA. Students may progress from semester to semester with less than a 3.0 GPA but will be on academic probation and be required to raise the GPA above 3.0 by the end of the following semester. Students must have a 3.0 prior to entering their final internships or be granted special approval by the Chair/Program Director and Director of Clinical Education.

#### *Professional Abilities Assessment*

Ten Professional Abilities were identified through a study conducted at the University of Wisconsin at Madison in 1991-92 (May et al Model for Ability Based on Assessment in Physical Therapy Education. Journal of Physical Therapy Education 9:1, Spring 1995; revised 2010) Professional Abilities are attributes, characteristics, or behaviors that are not explicitly part of the (physical therapy) profession's core knowledge and technical skills but are nevertheless required for success in the profession. A self-assessment of these 10 Professional Abilities is required to be made every Fall and Spring semester and will be discussed with the student's assigned advisor.

### B. Requirements for Graduation

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#### *Grades*

A student must have earned a passing grade in all didactic and clinical educational courses required of the curriculum leading to the Doctor of Physical Therapy (DPT) degree and have at least a 3.0 (B) grade point average. All students must have made appropriate arrangements to discharge all financial obligations to the University.

#### *Capstone and Community Partner Project*

During the Student Orientation, students will be provided with information regarding the Community Partner Project and Capstone Project, which will be completed prior to graduation from the program. The following is a brief summary of each of the above-named projects; each class will be given a more specific description of these projects along with examples of past projects in the 1st year of the program.

**Community Partner Project:** provides student as individuals or a small group an opportunity to demonstrate competencies of the Physical Therapy Program outside the Bellarmine University setting through creative project development that provides needed and valued services to others within an employer or community based agency.

**Capstone:** is an active thesis project which may consist of, but not be limited to:

- a) *Case Report:* the student will develop a detailed clinical question in publishable format addressing an area of interest in physical therapy practice that will be patient based and reflective in content using evidence-based practice theory and application; or
- b) *Research:* the student will develop and answer an original question related to physical therapy practice or theory. Each student will work with a mentor in preparing the project; or
- c) *Community Partner Project* may also be within scope to fill the capstone requirements.

For further information regarding the Capstone and Community Partner Projects, see the Capstone Primer Manual available on Moodle under the Service Learning Course.

### *C. Time Limitations for Completing the Curriculum*

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A student must be eligible for promotion to Year III of the DPT curriculum within three academic years from the date of first matriculation. An exception to this policy may be made for illness or when a student is involved in another approved program of academic study (such as study leading to a Ph.D.).

A student must be academically eligible to receive the D.P.T. degree at commencement exercises by no later than four and one-half years following initial matriculation for D.P.T. degree. The same exception to this policy as above shall be in effect.

### **#21 Leave of Absence Requests**

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Students facing extenuating circumstances may request a leave of absence from the program and university.

Program leave of absence will be addressed on an individual basis by the entire faculty of the program. Because of the rapidly evolving state of clinical physical therapy practice and the dynamic nature of technological, scientific and application knowledge, the student may be required to repeat parts or all of course work completed before the leave of absence.

### **#22 Class Governance**

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Each class should elect class officers by the first fall term in the program. Officer positions include:

- President,
- Vice President,
- Secretary,
- Treasurer,
- Historian,
- APTA/KPTA liaison(s),
- Pre-PT Club representative/campus liaison(s),
- Social Coordinator
- Technology coordinator.

The officers will organize class meetings and events, serving as a conduit for information from the program faculty to/from the class. Class officer re-elections can be held at the beginning of each summer semester at the discretion of the class.

Courtesy of representatives from the Class of 2010, class officer descriptions for each position are listed below:

**President:** The president shall act as the representative of the class he or she represents. The president will be a liaison between the class and the faculty of the Bellarmine University Doctor of Physical Therapy (BU DPT) program. It is the responsibility of the class president to bring forward classroom issues related to the program and course of study. Should the class become disgruntled with faculty, the institution, or policies, it is the president's responsibility to organize grievances, determine solutions (with peer input) and present options to BU DPT faculty with the hopes of collaborating and finding a solution to the problem. In addition to relaying information from the class to the BU DPT faculty, the president is also required to report news and/or relay concerns from the BU DPT faculty to the students. The president is obligated to maintain professional demeanor at all times and will need to make conscious efforts to positively represent the class from which he or she was elected.

**Vice President:** The vice-president shall act in accordance with the president. It is the vice-president's

responsibility to assist the president in all matters when assistance is deemed necessary. It is the vice-president's responsibility to maintain constant contact with the president and other officers and remain informed on upcoming class-sponsored events and activities. In the rare occasion that the president resigns or cannot fulfill his or her duties, it is the responsibility of the vice-president to assume the president's role and take on the task as the class leader and representative. The vice-president needs to be comfortable with the possibility of assuming the presidential role and all of the responsibilities it entails.

***Treasurer:*** Upon being elected, the treasurer shall establish a class budget to cover class expenses. These expenses include class photos, costs associated with the class graduation party and miscellaneous costs for flowers and cards necessary for unforeseen occasions including but not limited to funerals, birthdays, illnesses, etc. The treasurer will establish, collect, deposit and appropriately allocate all class dues. It is the treasurer's responsibility to maintain current budget information and update and inform the class on the financial status. The treasurer will order class supplies including, but not limited to, T-shirts and clipboards. Finally, the treasurer is also required to help plan and organize class events in coordination with fellow class officers.

***Secretary:*** It is the class secretary's responsibility to take minutes at both the class and officer meetings. The secretary should relay this information to the class in the form of a newsletter. The secretary is responsible for any necessary written communication or correspondence on behalf of the class. They are also required to assist with the organization of all class events.

***Historian:*** The Class Historian is responsible for documenting any class activities and events through taking pictures and interviews. Along with the Social Chair, the Historian should share event details with the class. The Historian is also expected to attend class activities and events, to record and make notes of the success had at each event. A slide show of pictures taken throughout the class's time in the program should be compiled into a presentation to be given at the end of the program events. As with all other officers, support is expected to be given as needed to the other class representatives for any planning and events.

***APTA-KY/APTA Liaisons:*** The APTA-KY/APTA liaisons shall represent the BU DPT program at local and national APTA/APTA-KY events and meetings. It is expected that the liaisons will attend all local events and meetings and make every effort possible to attend national events and conferences. The elected liaisons must work together in the event of a scheduling conflict to ensure the attendance of at least one representative at APTA-KY/APTA events and conferences. Most importantly, it is the responsibility of these liaisons to frequently and consistently inform the class of happenings in the physical therapy profession. Upon returning from these local or national events, the liaisons will report to the class on professional updates and information gained from being in attendance. The liaisons shall keep the class updated with current email and newsletter findings from both the APTA-KY and APTA. It is also the responsibility of the elected APTA-KY/APTA liaisons, as representatives of the BU DPT program, to build and maintain relationships with these professional organizations. The liaisons will work to inform the APTA-KY of BU DPT sponsored events that promote the profession of physical therapy. Students in this professional program have an obligation to remain current on the issues affecting the profession. While it is unrealistic that all students will have the ability to attend APTA-KY/APTA events, it is the official responsibility of the elected APTA-KY/APTA liaisons to be the eyes and ears of the BU DPT program and to remain knowledgeable of local and national happenings by attending any or all of the following: Combined Section Meeting, National Student Conclave, professional events in Washington D.C. or Frankfort, KY, and local APTA-KY chapter meetings; and to inform the class of the most important information gleaned from these events.

***Pre-PT Club Rep/Campus Liaisons:*** The PT club representatives will act as liaisons to the main campus. The elected liaisons will attend pre-PT club meetings as well as other campus meetings whose agenda contains content pertaining to the graduate Physical Therapy program (RSO meetings). Those

elected must portray a good image for our program and show sound character in their responsibility, organizational and communications skills. Those elected must be able to attend several appropriate meetings scheduled throughout the year and relay information back to the physical therapy program.

**Social Chair:** The elected social chair must be a very outgoing person who is able to collaborate with many different personalities. Positive character traits that are essential include: creativity, organizational and good time management skills. The social chair will provide outlets for class members to get together outside of course work. The elected chair will coordinate events between classes and help plan events in the community such as the BUDPT formal, and fund raising events. The social chair also works closely with the historian for reporting events and keeping track of any special events going on within the class including birthdays, engagements, etc.

**Technology Coordinator:** The Class Technology Coordinator will work with the Coordinator of other cohorts to design screens for PTTV and send them to the Chair for approval prior to posting them. The Tech Coordinator is also expected to assist the Chair and other faculty in adding approved content to the program's social media channels (Twitter, Facebook, LinkedIn). As with all other officers, support is expected to be given as needed to the other class representatives for any planning and events.

### #23 Professional Organizations

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Students are required to join the American Physical Therapy Association ([www.apta.org](http://www.apta.org)) – the national professional organization for physical therapists and physical therapy assistants. Membership includes receiving the monthly periodicals *Physical Therapy* and *PT in Motion*. A membership to the state physical therapy chapter in Kentucky is included with your national membership. Membership dues are paid from student fees by the program.

Students are encouraged to participate in local, state and national meetings and conferences including the National Student Conclave and Combined Sections Meeting.

### #24 Physical Therapy Registered Student Organization (RSO)

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The purpose of a PT – RSO is to promote the physical therapy profession and Bellarmine University through community service and physical therapy projects.

To form an RSO, a group of interested PT students should recruit a PT faculty advisor for mentorship and the group must submit an application to restart the organization. Contact the Student Activities Center for application and submission procedures.

### #25 Social Media Policy

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The use of social media and networking is a recognized form of daily communication. The Bellarmine University Physical Therapy Program has expectations for responsible and ethical behavior with this type of interaction. Physical Therapy students must be aware of the risks associated with the improper use of social media as there is an ethical and legal obligation to protect the privacy and confidentiality of patients, fellow students, faculty and staff, clinical educators and affiliated facilities.

Social networking examples include but are not limited to:

- Social networking sites such as Facebook, LinkedIn
- Video and photo sharing websites such as YouTube, Snapfish, Flickr, Snapchat, Tik Tok
- Microblogging sites such as Twitter
- Weblogs and Online forums or discussion boards
- Any other websites or online software applications that allow individual users to post or publish content on the internet

First and foremost, you are responsible for what you post. The content of your posting should always be respectful. You must comply with all clinical and service-learning facility Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) policies. Violations of such policies may result in legal action and/or could jeopardize your standing in a clinical education or service-learning course. Absolutely no reference to patients, clinical sites, students or clinical instructors is permitted, even if names are not given or you believe you have blinded the identifying information.

Students are restricted from posting any information which may lead to the identification of a patient. Privacy settings within websites are not sufficient to protect patient privacy and confidentiality. If there is a reasonable basis to believe that the person could be identified, then use or disclosure of the information could constitute a violation of HIPAA.

Students and faculty have an ethical/legal responsibility to promptly report an identified breach of confidentiality or privacy associated with this policy to the appropriate course instructor, the Chair/Program Director or Vice Provost of the College of Health Professions.

Students should not refer to patients, staff members, faculty members, or other students in a harassing manner via social media, even if the individual cannot be identified. Harassment includes, but is not limited to, verbal harassment, sexual harassment, hate speech, cyber-bullying, and verbal threats. This includes conduct which is disorderly, obscene, lewd, indecent, or a breach of peace.

Students must maintain professional boundaries in the use of electronic media. The fact that a patient initiates contact with a student does not permit the student to have a personal relationship with the patient.

Non-adherence to these guidelines will result in charges under the Code of Conduct as noted in the University student handbook and can also result in academic failure or sanctions in the Doctor of Physical Therapy Program under the Professional Abilities assessment (PT 591, 592, 691 & 692) or specific clinical education course. All confirmed incidents of academic dishonesty via social media will be reported to the Assistant Vice President for Academic Affairs, and sanctions will be imposed as dictated by the academic honesty policy as described in course syllabi and the online Student Handbook. The use of social media policies apply to a student's use at any time, in any place, and with any medium. The examples of listed in this policy are not stagnant and may change as new social networking tools/media emerge.

*(This policy adapted in part from written policies of the Bellarmine University BSN program and the West Virginia University DPT Program)*

## **CLINICAL EDUCATION POLICIES**

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### **Clinical Placement**

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Clinical placement decisions are made under the supervision of the Clinical Education faculty based on mandatory course requirements, the individual learning needs of the student, student preferences, and site availability. Placement policy ensures appropriate experiences are integrated with the didactic portion of the Program while still recognizing individual student differences and educational needs. Students are only placed at sites in which there is an active affiliation agreement in place.

Full time clinical experiences typically include one six-week internship and three twelve-week clinical experiences offered through a variety of practice settings. The clinical experiences must include at least one urban and one rural practice location, and must include exposure in an inpatient acute experience, a rehabilitation experience, and a community-based experience setting. Each type of clinical experience exposes students to differences in: patient problems, acuity, and complexity, clinical skill development,

interactions with other health care professionals, practice issues, documentation, and culture.

Clinical site placement decisions for full-time rotations are made at least three months in advance of assignment and generally near the beginning of the fall semester for the following year. The designated Center Coordinator of Clinical Education (CCCE) at the assigned clinical site will assign a specific CI. The CI provides on-site supervision and will assign clinical learning experiences at the time of rotation. Students should recognize that staffing in the clinics might change between the time the offer is made and the scheduled rotation, resulting in cancellations. Students will be notified of any cancellation and subsequent reassignment as they occur.

## Site Availability

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Clinical affiliates offer clinical rotations based on their anticipated ability to provide a rotation during a specific time period. Clinical affiliates make this decision based on a multitude of factors, including availability of qualified clinical instructors, adequate staffing, and commitments to other schools. Bellarmine University observes the national site recruitment day agreed upon by PT and PTA programs; therefore, site availability is recruited from the clinical sites beginning March 1 for the next calendar year.

## Clinical Travel

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By nature of the clinical education experience, students will be traveling to various clinical site locations throughout Kentucky and the United States. Although a good number of clinical affiliates are within driving distance of the university, it is impossible to schedule local placements for all rotations. Therefore, all students should expect to travel outside of the Kentucky-Southern Indiana area for at least one (1) of the full-time clinical experiences. Students with extreme hardships may request local placements; however, due to the limited availability of clinical sites, the student may experience a delay in course scheduling and thus a delay in graduation. There are no guarantees on location of clinical assignments. Students must be prepared to travel for clinical experiences. Students may also have an opportunity to request international placement, when available.

Students are responsible for all expenses of travel to clinical education sites, including the expense of temporary housing and other living expenses. Students are advised to prepare in advance for this expense. The Program will not arrange housing or other temporary living arrangements for students assigned to out of town clinical experiences. The student clinical facility files may include housing contacts on the Clinical Site Information Form and/or recommendations from previous students, but the student is responsible for making housing arrangements while on clinical placements.

## Rural Rotation Requirement

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All students are required to perform at least one full-time clinical rotation at a rural healthcare facility or setting, preferably in Kentucky. All affiliating sites are classified as either urban, suburban; sites classified as rural are done so based on eligibility criteria for federal programs and/or the U.S. Census Bureau.

## Conflicts of Interest

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Students shall not be assigned to clinical sites where a real or perceived conflict of interest may affect the educational experience, either positively or negatively. Examples of conflicts of interest with clinical sites may include:

- Previous employment, current employment, and/or offers of employment.
- Family member or significant other employed by the clinical facility, especially in a position of authority.

- Scholarship or student loan recipient from the facility or a corporation that provides physical therapy services in the facility.
- Any previous close affiliation, i.e., accumulating a significant amount of volunteer time or work experience prior to entering the Program or while matriculating in the Program.

Students are required to identify any clinics where they may have a conflict of interest. The Director of Clinical Education, in consultation with the clinical site, will reserve the right to create exceptions under extraordinary circumstances. This policy does not prohibit the student on terminal experiences to be offered or to accept an offer of employment from the assigned clinical site. Failure to disclose conflict in interest may result in termination of the clinical rotation and repeating the clinical experience.

## Student Preferences

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Students have the opportunity to provide input into placement decisions by completing a comprehensive self-assessment designed to identify strengths, areas needing improvement, specific learning interests, and location preferences based on site availability. Site availability will be communicated to students prior to soliciting preferences. The student may also meet with the Director or Associate Director of Clinical Education to discuss site placement options if necessary.

Students can expect that placement options will only exist from a listing of currently affiliating sites. Although students may suggest new sites, it is unlikely that new clinical sites will be established unless the relationship can bring substantial benefit to future program students as well. Under no circumstance should a student engage in communication with clinical sites, either affiliating or non-affiliating, in attempt to negotiate clinical affiliation agreements, placements options, sway clinical faculty (CCCE; CI) decisions regarding student placement, and/or engage in other site recruitment efforts. The Director of Clinical Education holds ultimate authority for final placement decisions.

## Internship Application

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Some clinical sites require students to complete an application process in order to be considered for placement. The Director or Associate Director of Clinical Education will announce these opportunities via email and it is the student's responsibility to provide appropriate follow-up.

## Clinical Attendance

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Clinical attendance is mandatory. Prior to or at the beginning of the internship, the clinical work schedule will be assigned by the supervising clinical instructor (CI). Students will be scheduled within guidelines set forth by the assigned facility's policies and procedures and must be scheduled no less than an average of 40 hours per week. The work schedule must span the entirety of the time period between starting and ending dates of the rotation. Prior authorization is required for earlier start dates or later ending dates. The student is responsible for communicating the work schedule to the Director of Clinical Education (DCE) no later than the end of the first week of the internship.

Any subsequent changes to the work schedule must be communicated to the DCE/Associate DCE at the time they are known.

If the student will be late or absent from clinical, the student must notify both the university and the CI at the facility prior to the scheduled clinical starting time. Any missed time, for any reason, must be made-up and rescheduled at the convenience of the CI. Notification of absence to the university should follow guidelines established in DPT program attendance policy. This entails timely communication to the DCE/Associate DCE of tardiness or absence and the completion of an absence form. Absence forms used for clinical absences are available on Moodle. Each occurrence of failure to notify the persons as outlined above and/or failure to complete the required clinical hours constitutes a policy infraction and therefore will contribute to the calculation of the letter grade.



**Severe Weather:** In the event of inclement weather, students are expected to adhere to the inclement weather policies of the affiliating clinical site; therefore, unless the clinic is closed, the student is expected to make reasonable effort to attend. Students on full-time clinical assignment will not follow the inclement weather closings by the university.

Students participating in on-site or off-site clinical experiences scheduled as part of other didactic coursework (i.e., Service Learning, or scheduled clinical observations) will follow the inclement weather closings by the university.

**Holidays:** Students on full-time clinical assignment are expected to follow the holiday policy of the affiliating clinical site, not the university, when in the clinical setting.

**Extenuating Circumstances:** Under extenuating circumstances, students may be absent from a clinic day without penalty. Such instances require DCE prior approval and the prior approval of the CI as soon as possible depending on the situation. Examples of extenuating circumstances include natural disaster or death of an immediate family member.

Absences which extend beyond 20% of the total contact hours for the course will require the student to be rescheduled for the entire clinical course.

## **Dress Code – Clinical Practice Setting**

Students must adhere to the Bellarmine University Physical Therapy Clinic Uniform (clinical attire) at all times in the clinical practice setting, service learning clinics, and/or when otherwise specified by program faculty.

Clinical attire consists of clean, neatly pressed, “business casual” clothing covered by a clean, neatly pressed, white lab jacket (if appropriate) with a Bellarmine University student nametag. An example of “business casual” dress would be neutral-colored slacks with a collared shirt or blouse. A collared Bellarmine-Logo shirt with neutral-colored slacks is considered acceptable clinical attire for the Service Learning Clinic.

**Policy Statement:** To provide guidelines for proper attire, while placing responsibility on the student to maintain professionalism at all times.

### **Procedure Guidelines:**

#### 1. General Appearance

##### a. Clothing

- Clinic attire should be neat (unwrinkled), clean, practical, safe, avoiding extremes of fashion, and appropriate to all clinical duties.
- Pants should be a neutral color (no neon colors).
- Pants should not be patterned.
- Pants should be free of holes and should not be tattered.
- Pants should not be skintight – pants must be loose enough to crease or pull away from the skin.
- Pants should not be more than 2” above the ankle while standing.
- No dress jeans or pants of denim like material.
- No jeans, jeggings/leggings, yoga pants, capris, crop pants, overalls, shorts, skirts (unless required by a student’s religion or culture), scrubs, or athletic wear (including sweats and wind pants).
- Shirts should have an appropriate neckline (not too low), be plain or simple, and conservative colors.

- No tank tops or halter tops.
  - Hoodies, t-shirts, and long sleeve t-shirts are NOT acceptable.
  - Midriffs or lower backs should not be visible while bending over or if the student's arms are raised overhead. No visible underwear/undergarments. No gluteal or breast cleavage visible.
  - Acceptable clothing includes collared, button-down shirts and Bellarmine logo labelled apparel (polos, pullovers, zip ups, and professional v-necks).
  - It is suggested that all students keep an extra change of clothes in their cars or lockers to prevent potential dress code violations.
  - Site faculty advisors have the right to request specific dress code procedures.
  - SLC and clinical education attire is the same unless otherwise stated by the clinical instructor.
- b. Footwear
- Examples of appropriate shoes are oxfords, walking shoes, nursing shoes, or cross training shoes that look neat.
  - Shoes to be well maintained, conservative, and close toed.
  - Shoes should provide the student with the ability to move to best treat the patient and keep the patient safe.
  - Shoes should not have a heel over 1 inch, and must provide adequate support and traction for safety during patient care.
  - Socks must be worn.
  - No sandals.
- c. Accessories
- Jewelry should be minimal and not interfere with patient care - smooth surface rings, watches, and small earrings.
  - No dangling or loose jewelry that prevents proper and safe patient care.
  - Only 1 ear piercing is permitted. It is necessary to remove additional jewelry.
  - Jewelry in alternative sites (e.g. eyebrow, nose, lip, or tongue) may not be worn. It is necessary to remove such jewelry or cover studs with Band-Aids.
  - No hats, bandanas, or other headwear (unless required by a student's religion or culture).
- d. Miscellaneous
- Bellarmine nametags should be worn at all times.
  - Hygiene - all students should be clean with no discernable body odor. Student should avoid strong scents such as cologne, fragrances, lotions with fragrance, and smoke prior to working in the clinic.
  - Hair must be clean and neat. Long hair must not interfere with patient care.
  - Conservative make-up.
  - Nails - clipped, cleaned, and should not be of excessive length. No fake nails. Follow the dress code of your site for colored nail polish.
  - Gum chewing is not permitted in the clinic.
  - All visible tattoos must be covered.
  - All clothing, footwear, and accessories need to allow the student to provide the best patient care.
2. Dress Code Violations in the Service-Learning Clinics:
- a. First Offense – Verbal warning from site faculty advisor. Student will be asked to change clothes before returning to clinic.
  - b. Second Offense – Written warning from site faculty advisor. Student will be asked to change clothes before returning to clinic. A professional meeting with the site faculty advisor will be scheduled.
  - c. Third Offense – Student will receive a 10% deduction in the SLC final grade. Student will be asked to change clothes before returning to clinic. A professional meeting with the department chair will be scheduled.

\*Clinical Instructors have the authority to send a student home if improperly attired, resulting in a reschedule of the day missed, at the CI's convenience.

## **Liability Insurance**

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All physical therapy program students are insured through Bellarmine University for professional liability for course associated clinical activities. This insurance provides liability coverage for practice as a student physical therapist and is only applicable during activities associated with the Bellarmine University physical therapy education program for which the student receives academic credit, including clinical education courses. This insurance is not medical or health insurance, nor is the student covered when working as an aide or technician outside of university coursework.

The Program will make a copy of the insurance certificate available to the student and the student is responsible for presenting this certificate as proof of coverage to the clinical site upon request. Coverage periods are defined by a calendar year with coverage limits of \$2,000,000 per occurrence and \$5,000,000 aggregate. Enrollment costs are incorporated into student fees.

➡ Addendum to Policy: Certificate of Insurance for current academic year (Moodle ⇒ Clinical Education → Documents and Resources → Liability Insurance Certificates).

## **Clinical Practice Requirements**

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In order to participate in clinical education coursework and/or participate in any element of physical therapy practice as a student physical therapist, the student must meet the following mandatory pre-requisite requirements:

1. Student must be in good academic standing with permission of the Chair/Program Director required for participation in full-time clinical education coursework.
2. Current (up-to-date) and complete Student Health Record on record with the Program, which includes documentation of the following:
  - a. Health History
  - b. Physical Examination
  - c. Immunization Record and/or applicable declination form(s)
  - d. Tuberculosis (TB) Screening
3. Current CPR Certification
4. Completed Criminal Background Screen
5. Completed HIPAA Training
6. Completed Blood-borne Pathogens Training
7. Certificate of professional liability insurance coverage
8. Additional pre-requisites as defined by the assigned clinical site, which may include but is not limited to drug testing, a federal background check including fingerprinting, medical and/or background screening with x weeks prior to affiliation, etc.

It is the student's responsibility to maintain compliance and provide the Program with current and complete documentation supporting personal health and immunity requirements. For assigned sites, students are required to review the CSIF (Clinical Site Information Form), information in Acadaware, and contact the CCCE at the clinical site in order to ascertain and comply with additional pre-requisites which may be required for full-time clinical experiences. All students must be prepared to present documentation evidencing any of the above requirements to the clinical site upon request.

The Program utilizes a secured, on-line document management system for the purpose of pre-

requisite requirement record storage and maintenance. Students must demonstrate compliance with clinical practice requirements by providing and maintaining current and complete records of compliance within the on-line record storage system.

Students are provided procedures for utilizing the system during program orientation. A clinical education notebook is also issued at orientation for the purpose of housing important clinical education records that should travel with the student to the clinical site, such as documentation of compliance supporting clinical practice requirements.

See topic-specific policies for additional information.

## **Immunization Requirements**

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In order to participate in clinical education coursework and/or participate in any element of physical therapy practice as a student physical therapist, the following immunizations are required:

***Tetanus, Diphtheria, and Pertussis (Tdap):*** Due to the increased risk of pertussis in healthcare settings, the CDC recommends a 1-time dose of Tdap for healthcare personnel, regardless of the interval from the last Td. After receipt of Tdap, a routine booster of Td is required every 10 years.

***Measles, Mumps, and Rubella (MMR):*** Students must receive two doses of MMR vaccine separated by 28 days or more or have serologic immunity to measles, mumps, and rubella.

***Hepatitis B:*** Students must receive 3-dose series of hepatitis B vaccine at 0-, 1-, and 6-month intervals. Serologic immunity is recommended to be tested 1-2 months after completion of the three dose hepatitis B vaccine series. Anti-HBs testing is not recommended routinely for previously vaccinated individuals who were not tested 1–2 months after their original vaccine series; however, testing for anti-HBs should occur after an exposure to blood or body fluids.

***Varicella:*** (Chicken Pox) Students must receive two doses of varicella vaccine or have serologic immunity or have a titer drawn indicating sufficient immunity.

***Influenza:*** Student is required to receive an influenza vaccine annually in the fall of the year, generally no later than December 1, or submit the vaccine declination form.

***DPT Series/Polio Series:*** The DPT series and polio series are vaccines taken as a child. The Program requires the student to self-report status; however, proof of the initial DPT series or Polio series is not required by the Program. Clinical sites reserve the right to require appropriate documentation.

***Covid-19 Vaccine and booster:*** Covid vaccines/boosters are required based on University requirements. While students may apply for a medical or religious waiver, this will only apply to coursework on campus. If clinical sites require the vaccine and will not accept the waiver, timely graduation cannot be guaranteed and progression through the program may be impacted.

Students are required to submit documentation of required immunizations (Part III of the Student Health Record) at the time of initial program orientation and no later than date specified by the clinical education team. Students are expected to keep a personal copy of the immunization record as each clinical site reserves the right to require a student to provide proof of immunity at any time. Students not in compliance with immunization requirements are subject to penalty up to and including expulsion from the enrolled clinical course. Under no circumstance will students be allowed to participate in any clinical or patient-related activity unless immunization requirements have been fulfilled.

## Medical Contraindication/Waivers

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If there is medical contraindication to any required immunization(s), verification from the primary healthcare provider must accompany the health record. When any medical contraindication exists, a waiver must be signed by the student to acknowledge that inadvertent exposure might occur and to release the clinical site and university from liability in the event of exposure. The student also has the prerogative to waive the Hepatitis B and influenza vaccine requirements; however, the student must also execute a similar waiver. Appropriate waiver form(s), obtained from the Program, must be signed and on file with the Program.

If a student, for whatever reason, elects to waive an immunization requirement(s), placement in a clinical setting cannot be guaranteed. As such, the student may be deemed unable to complete the required clinical education coursework, which will halt progression in the program.

## Tuberculosis Screening

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All students are required to undergo annual tuberculosis (TB) screening examinations in order to assure that no active pulmonary disease is present. (Refer to Part IV of the Student Health Record.)

Upon enrollment in the Program, students are required to have a baseline tuberculin skin test (Mantoux or PPD). Students may complete one of the three options:

- Two-step testing with the Mantoux tuberculin skin test (TST) – second test must be completed at least 1 week but no more than 3 weeks later
- QuantiFERON®–TB Gold In-Tube test (QFT-GIT)
- T-SPOT® TB test.

For students with a negative tuberculin skin test, subsequent annual screening must include, at a minimum, documentation signed by the healthcare provider of a negative 1-step skin test result or blood test result.

For students with a positive tuberculin skin test, student must have documentation of a chest x-ray with an evaluation by a healthcare provider indicating that no active disease is present. Students are also to provide information as to whether they are currently receiving or have completed prophylactic therapy. Annual screenings by a healthcare provider are required thereafter, although repeat radiographs are not needed unless symptoms develop that could be attributed to TB.

Students are required to submit documentation of tuberculosis screening at the time of initial program orientation and no later than the first day of class. The student is responsible for submitting subsequent screening documentation to the Program prior to the expiration date of applicable previous screening tests. Students are expected to keep personal copies of tuberculosis screening documentation as each clinical site reserves the right to require a student to provide proof of screening at any time.

Students not in compliance with tuberculosis screening requirements are subject to penalty up to and including expulsion from the enrolled clinical course. Under no circumstance will students be allowed to participate in any clinical or patient-related activity unless tuberculosis screening is up-to-date.

## Student Health Record

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Upon enrollment in the Program, students are required to complete a STUDENT HEALTH RECORD form provided by the Program. The Student Health Record is a four-part form which documents health history, physical examination, immunization records, and TB screening. An updated health record is required annually (or as otherwise specified) thereafter. Health History forms will be provided by the clinical education team and are also housed in the DPT Program's online documents storage, where it can be accessed by students to complete the annual requirement. Students will be notified of the location of the

documents and due dates by the clinical education team.

**Health History:** Part I of the Student Health Record requires the student to identify biographical information, emergency contact information, health insurance information, and present and past health status. The health history must be updated annually and when changes occur.

**Physical Examination:** Part II of the Student Health Record must be completed by a physician or advanced registered nurse practitioner. All students are required to undergo a physical examination upon entering the Program and annually thereafter. If a student experiences a severe illness or injury requiring hospitalization, pregnancy, emotional disorder, or any change of health status that impairs physical or mental capacities, the student is required to present a statement from a healthcare provider verifying that the student is safe to participate in activities associated with duty as a student physical therapist.

**Immunization Record:** Part III of the Student Health Record requires documented evidence signed by a healthcare provider certifying immunization status. Part III must be completed by a physician, nurse, or health department official. The student also has an option to attach immunization and/or screening certificates issued and signed by the healthcare practitioner assuming the certificate contains all requested information. Unless updates are required, Part III needs completing only once during enrollment in the Program. The student is responsible for submitting subsequent documentation to the Program in order to assure that the immunization record is current.

**Tuberculosis (TB) Screening:** Part IV of the Student Health Record requires documented evidence signed by a healthcare provider certifying TB screening. Part III must be completed by a physician, nurse, or health department official or the student must attach comparable certification provided by a healthcare provider. Updates are required annually.

## Drug Testing

Students are required to participate in random and/or scheduled drug testing to the extent that the affiliating agency requires such participation. Evaluation procedures will be defined by the affiliating agency. Unless otherwise specified by the clinical site, students may obtain a 10-panel drug screen at no cost through mechanisms established by the Program. The student must notify the Program in order to obtain prior authorization and screening procedures.

Should a student be dismissed from an assigned site because of a problematic report, the student will be issued a failing grade for the course. (Refer to program policy “Drugs and Alcohol” for additional information.)

## Cardiopulmonary Resuscitation (CPR) Certification

It is the responsibility of the student to obtain and/or maintain cardiopulmonary resuscitation (CPR) certification throughout enrollment in the Program, and to provide documentation of ongoing certification to the Program and to the clinical site upon request. Certification must include 1- and 2- person adult, child, and infant CPR and Automatic Electronic Defibrillator (AED) training.

Students may obtain and/or maintain certification by completing one of the following courses with training locations resourced on the corresponding websites:

- Basic Life Support (BLS) Provider Course  
American Heart Association  
[www.americanheart.org](http://www.americanheart.org)

- Basic Life Support (BLS) Healthcare Provider Course  
American Heart Association  
www.americanheart.org
- Basic Life Support for Healthcare Providers  
American Red Cross  
www.redcross.org
- CPR for the Professional Rescuer  
American Red Cross  
www.redcross.org

Students are required to submit documentation of certification at the time of initial program orientation and no later than the first day of class. The student is responsible for submitting subsequent recertification documentation to the Program prior to the expiration date of the previously submitted document. Students are expected to keep personal copies of CPR documentation as each clinical site reserves the right to require a student to provide proof of compliance at any time.

Students not in compliance with CPR requirements are subject to penalty up to and including expulsion from the enrolled clinical course. Under no circumstance will students be allowed to participate in any clinical or patient- related activity unless CPR certification is current.

## Criminal Background Screening

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All students are required to undergo an initial criminal background screening upon entering the Program.

Instructions for obtaining the initial background screening will be provided to the student during program orientation. Initial screenings are conducted at the expense of the Program through the use of services provided through CertifiedBackground.com. The background check consists of the following screens:

- Social Security Alert – Nationwide Search
- Residency History – Nationwide Search
- Criminal Records – County of Residence
- Nationwide Sexual Offender Index
- Nationwide Healthcare Fraud and Abuse Scan
- Nationwide Criminal Database (including Foreign Nationals Search)

The Program will track each student to ensure compliance and to verify presence of a negative criminal record. If a background check identifies a history of criminal behavior, the student may be prohibited from participation in clinical education courses. History of a felony crime will prohibit a student from participating in clinical education. Cases will be evaluated on an individual basis by the Director of Clinical Education with consultation from the Program Chair/Program Director and/or other university administrative personnel. Any criminal activity in question must be disclosed to the clinical site prior to placement.

Clinical sites have the right to refuse placement for any student possessing a history of criminal activity.

All information gathered in the process of criminal background checks is strictly confidential. Information may not be revealed to any other party without written permission from the student. Students will be provided with the results of the background check and, unless otherwise required by the clinical site, will be responsible for sharing this information with the assigned clinical site(s) upon request.

The procurement of any subsequent background screening and/or any additional screening that may

be required from the assigned clinical site will be the responsibility of the student. It is the responsibility of the student to learn of any additional and/or supplemental requirements by reviewing the Clinical Site Information Form (CSIF) and/or contacting the Center Coordinator for Clinical Education (CCCE) at the clinical site. CertifiedBackground.com may be used for subsequent checks, however the student must notify the Program in order to obtain prior authorization for any subsequent screen.

## HIPAA Training – Privacy and Confidentiality in all Matters

The Health Insurance Portability and Accountability Act (HIPAA) defines a set of uniform standards relating to the security, privacy, and confidentiality of patient health-related data. All students must participate in HIPAA training prior to participation in clinical and/or patient-related activities; training is provided by the Program and is required on an annual basis. This training orients the student to concepts of confidentiality, appropriate access of information and appropriate release of information procedures for protected health information. Students must pass a post-test and receive a certificate of completion to meet this requirement. Students may not participate in any clinical or patient-related activity unless certification is current.

Students are expected to keep documentation of training as each clinical site reserves the right to require a student to provide proof of training at any time. Clinical sites may also require the student to participate in additional training.

In addition to protected health information, students may also be privileged to confidential information concerning facility operations, administrative functions, or personnel issues. Students are expected to maintain strict confidentiality in regards to such issues and use any information only for purposes of the clinical education experience.

Students must always identify themselves as a “student physical therapist” or “physical therapist student”, as patients have the risk-free right to refuse to participate in clinical education.

Information regarding patients or former patients is to remain strictly confidential and is to be used only for clinical purposes within an educational setting. Student must obtain prior written consent from the clinical site before publishing or presenting any material, including presentations, reports, or publications of any kind, relating to the clinical experience.

## Blood-borne Pathogens Training

The Occupational Safety and Health Administration (OSHA) has defined requirements which specify the protective measures all healthcare personnel are required to perform in order to prevent the spread of communicable disease. All students must participate in Blood-borne Pathogens Training prior to participation in clinical and/or patient-related activities; training is provided by the Program and is required on an annual basis. Training includes proper hand-washing, use of personal protective equipment, isolation precautions, and other information targeted at exposure risk reduction. Students must pass a post-test and receive a certificate of completion to meet this requirement. Students may not participate in any clinical or patient-related activity unless certification is current.

Students are expected to keep documentation of training as each clinical site reserves the right to require a student to provide proof of training at any time. Clinical sites may also require the student to participate in additional training.

Occupational Exposure: In the event of occupational exposure to a biohazard while on clinical rotation, students are to follow the clinical site’s guidelines for managing, reporting, and documenting the incident. It is the student’s responsibility to inform the clinical instructor of the incident and to seek their guidance in complying with all site- specific policies. If the need arises, clinical sites shall provide students with access to emergency care; however, the student shall be responsible for the cost of all emergency



services rendered. The student is not covered under any worker compensation benefit; therefore, the student is also responsible for the cost of any follow-up care as a result of exposure/injury. The Director of Clinical Education should be notified of the incident within 24 hours of occurrence.

In the event of occupational exposure occurring on-campus, students should follow the incident reporting procedures identified for the Program. (Refer to Incident/Accident policy.)

## SCHOLARSHIPS

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***DPT Program Scholarships:*** The DPT Program is committed to supporting outstanding physical therapist students through financial assistance and through providing unique and challenging research learning opportunities. The purpose of the DPT Scholars Program is to identify highly qualified students to provide support for faculty research and scholarship, to identify students that may be interested in a career in academic physical therapy, and to provide DPT students with learning opportunities that go beyond the classroom and laboratory settings.

Initial qualification criteria are:

- Admission to the Bellarmine University DPT Program
- Undergraduate grade-point-average of 3.5 or higher
- Genuine interest, motivation and/or experience in assisting or carrying out undergraduate (or graduate) research projects
- Ability to provide up to 250 hours/year in faculty research/technical support
- Recent resume or curriculum vita

The DPT Program may provide up to five \$6,000 scholarships to award to the May admission class. These scholarships are renewable up to two years. If you are interested in applying for this award, you must submit an application which will be provided by program administration, along with a typed essay on your career goals, research interests, 2-3 letters of recommendation, and how you can contribute to Program faculty productivity. Application review will begin immediately following the deadline and will continue until all grants have been awarded. The award will be applied toward tuition beginning in Fall of the first year.

Recipients of the award must also:

- Maintain a minimum 3.00 GPA while in the Doctor of Physical Therapy Program
- Receive grades of B or higher in all physical therapy coursework
- Demonstrate ethical behaviors that support professionalism and espouse professional core values

***Fergus Hanson Memorial Scholarships by Lexington Clinic:*** This fund provides scholarships in allied health sciences to Central and Eastern Kentucky students who are in financial need, show promise of academic achievement, and who agree to work in Kentucky upon graduation. Application deadline is generally in May. Additional information can be obtained via [www.lexingtonclinic.com](http://www.lexingtonclinic.com).

***Kentucky Physical Therapy Association (KPTA) Draper Loan:*** The KPTA Draper Loan is designed to promote the physical therapy profession in Kentucky. This interest-free loan of up to \$10,000 is made available to assist PT/PTA students and licensed therapists with financial need to pursue their educational endeavors. \*A one-time finance fee applies. This interest-free loan is available for physical therapy students in good standing in the professional phase of the program that are in financial need and who agree to work in Kentucky upon graduation. Deadlines and application information may be found online at [www.kpta.org](http://www.kpta.org)

***Michael Hale Physical Therapy Scholarship Award:*** Michael Hale was a graduate of the University of Louisville Physical Therapy Program Class of 1995. He brought a kind and gentle spirit to the program as a very committed student. Sadly, in February of 1997, at the young age of 25, not even two years after graduation, Michael succumbed to lymphoma. At the time of his death Michael had been on staff at Somerset Physical Therapy in Kentucky where he truly demonstrated that he was a compassionate and dedicated physical therapist. Michael came from Russell Springs, Kentucky and was very active in the First Baptist

Church. He was the youngest of three sons, and was very devoted to his family, for whom no effort was too great if it meant helping someone.

In memory of the kindness and commitment Michael brought to the profession of Physical Therapy, his parents Don and Charlene Hale, have chosen to donate a scholarship fund to Bellarmine University physical therapy students in need of financial help. The fund came from the countless donations sent in from friends, family, and colleagues in Michael's memory. Mr. and Mrs. Hale wanted to give something back to the profession that Michael loved so much and that brought such happiness to him. Preference will be given to students from the area near Michael's hometown of Russell Springs or from a rural Kentucky community.

The award (maximum of \$2000) of the Michael Hale Fund will be decided by the physical therapy faculty based on a completed and written explanation of financial need, the application form, and for a first year student that the faculty feels most represents the character and spirit that Michael Hale brought to the Physical Therapy Program.

***National AMBUCS Scholars – Scholarships for Therapists Program:*** These scholarships are for physical therapy students enrolled in the professional phase of the program. Student applications are accepted via <https://ambucs.org/therapists/scholarship-program/> and are accepted from **Feb 7** until **May 1**, annually. Additional information is available in the program office.

***The Compassionate Community Caregiver Award:*** This award was initiated in 2014 by Barbara and Ray Montgomery and designated for Doctor of Physical Therapy Students from Bellarmine University's School of Movement and Rehabilitation Sciences. The Award was created to recognize physical therapy students who provide outstanding care to those in need and who consistently exhibit the professional core values of accountability, altruism, compassion/caring, excellence, integrity, professional duty, and social responsibility. The award also hopes to increase public awareness of the important role caregivers play in the lives of individuals (and their families) who may not need extensive medical or nursing care, but instead need some supervision or minimal assistance with daily personal care activities, transfers, or instrumental activities of daily living to improve their quality of life.

**Recipient Criteria:** A Doctor of Physical Therapy Student from the School of Movement and Rehabilitation Sciences who consistently demonstrates a calm, caring and compassionate attitude towards all others including their peers, classmates, patients and their families, faculty and staff. The recipient should be responsible and possess excellent communication skills and respect each person as a unique individual.

**Application:** The award (maximum of \$1250) of the Compassionate Community Caregiver Fund will be decided by the physical therapy faculty based on a completed and written explanation of financial need, the application form, and for a second or third year DPT student that the faculty feels most represents the character and spirit of the award. A student applies for the award (towards tuition remission/books/course fees/clinical education expenses) by writing an essay demonstrating how you have played the role of caregiver, provided outstanding care to improve an individual's quality of life and consistently exhibited professional core values of accountability, altruism, compassion/caring, excellence, integrity, professional duty and social responsibility.

The essay should be limited to 2 pages in length and submitted with a letter to the Chair of the Doctor of Physical Therapy Program.

*Potential Scholarships by employers:*

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<u>Sponsor</u>	<u>Contact</u>	<u>Program Funded</u>
Clark Memorial Hospital Jeffersonville, IN	Lenae Kavanaugh 812-283-2536 <a href="mailto:Lenae.Kavanaugh@clarkmemorial.org">Lenae.Kavanaugh@clarkmemorial.org</a>	Nursing and Health Sciences
Clark Memorial Hospital Recruiter	Jan Austin 812-283-2052 <a href="mailto:Jan.Austin@clarkmemorial.org">Jan.Austin@clarkmemorial.org</a>	Nursing and Health Sciences
Norton Healthcare Lansing Scholars Program in association with Norton Hospital Recruiters	<a href="mailto:WorkforceDevelopment@nortonhealthcare.org">WorkforceDevelopment@nortonhealthcare.org</a> 502-446-5835	Nursing, Physical Therapy, Respiratory Therapy, Clinical Laboratory Science

Additional awards shall be announced as they become available. For additional information, see Bellarmine University Office of Career Development. The Program strongly encourages students to seek appropriate counsel from faculty or knowledgeable other before making commitments to work in exchange for financial assistance.

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## **PROGRAM AWARDS**

### **Doctor of Physical Therapy Program Student Awards**

#### **Richard H. Swigart Award for Academic Excellence**

Dr. Richard H. Swigart, Professor Emeritus of Anatomical Sciences at the University of Louisville, was the founding Dean of the School of Allied Health at the University of Louisville, the original host institution of the Doctor of Physical Therapy Program. It was through his efforts that the Physical Therapy Program was founded. Dick Swigart received his undergraduate degree from the University of North Carolina, a certificate in physical therapy from Columbia University, and his doctorate in anatomy from the University of Minnesota. He joined the faculty of the University of Louisville in 1953, and served the university in a wide range of roles until his retirement in 1994. During his tenure at the University of Louisville, he provided stewardship to the university by serving interim roles as Dean of the Graduate School, Dean of Medicine, Dean of Nursing and as the founding Dean of the School of Allied Health Sciences, and was on the faculty for the US Army Medical Corps School of Medicine in Saigon during the Vietnam Conflict. The consummate scholar, Dr. Swigart received National Institute of Health (NIH) funding during the 1960's in three different areas of inquiry; cardiovascular physiology, neurophysiology and renal physiology. Dr. Swigart taught physical therapy students neuroanatomy for many years, and challenged our students to strive toward excellence and understanding in their chosen careers. This award may be given annually to the student or students who best reflect Dr Swigart's academic excellence, curiosity and love of learning.

## **Nancy L. Urbscheit Award for Professionalism**

Dr. Nancy L. Urbscheit is the founding program director of the physical therapy program, and has been an integral contributor to the education of physical therapy students in Louisville for 30 years. Dr. Urbscheit received her bachelor's degree in physical therapy, and master and doctoral degrees in neurophysiology from the State University of New York at Buffalo. She has been on the faculty at SUNY Buffalo, the University of Iowa and East Carolina University before coming to Louisville to start the physical therapy program in 1983. Dr. Urbscheit was one of the first physical therapists to receive funding from the National Institute of Health in the 1970's, and was a recipient of the American Physical Therapy Association Dorothy Briggs Memorial Scientific Award in 1973. Nancy has been actively involved in clinical practice, and has been role model for professionalism and our core values of integrity, excellence, altruism, accountability, compassion and caring, professional duty and social responsibility for three generations of physical therapists. This award may be given annually to the student or students who demonstrate Professionalism, engagement and core values reflective of Dr. Urbscheit's career.

## **TAO Clinical Education Award**

“Tao” is a Chinese word, with possible interpretations including “road”, “path”, or “principle.” The time spent as a student in the Bellarmine University Doctor of Physical Therapy program is part of the path to a rewarding career as a physical therapist, and time in clinical experiences completes these travels. Taking full advantage of the additional experiences also incorporates the Bellarmine mission, to develop competencies for successful living, working, leadership, and service.

Not all students readily take full advantage of the additional learning experiences, as many occur outside of normal clinical routine and requirements. Therefore, one student who chooses to fully embrace additional learning opportunities, both in and out of the clinic, may be awarded the “Taking Advantage of Opportunities (TAO)” award each May, following successful completion of all clinical experiences.

## **ACADEMIC ADVISING**

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Members of the Physical Therapy faculty will advise physical therapy students. Following acceptance to the Physical Therapy program, students will be randomly assigned an advisor from the Physical Therapy faculty. Changes in advisors may be permitted at the written request of the student.

Your faculty advisor is an important resource in overseeing your general process through the Physical Therapy program. If you experience academic or personal difficulties that affect professionalism or academic work, it is appropriate and encouraged that you talk with your advisor.

It is the student's responsibility to complete a generic abilities assessment each fall and spring semester. It is also your responsibility to meet with your advisor to discuss generic abilities.

Students are required to participate in community based and capstone projects. Students may work with their assigned advisor or choose another advisor to oversee and assist with these projects.

## CURRICULUM AND ELECTIVES

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### 1. Pre-Professional Curriculum

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Bellarmino Bachelor seeking students: it is the responsibility of the student to meet all core course (IDC, general education, etc.) requirements.

### 2. Professional Curriculum: Physical Therapy Program

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<p><b>Semester 1 Year 1 Summer</b></p> <p>PT 505 Teaching &amp; Learning 2            PT 516 Illness &amp; Disability 3            PT 524 Intro to Acute Care 3            PT 532 Appl Clin Anat <u>3</u>            Credits = 11</p>	<p><b>Semester 2 Year 1 Fall</b></p> <p>PT 502 Research I 3            HLTH 535 Pharmacology 2            PT 540 Functional Anat 5            PT 560 Musculoskeletal Eval 5            PT 570 Hum Perf &amp; Hlth Pro I 2            PT 580 Gerontology 2            PT 591 Service Learning I <u>2</u>            Credits = 21</p>	<p><b>Semester 3 Year 1 Spring</b></p> <p>PT 545 Neuroscience 4            PT 555 Orthopedics 4            PT 565 Biophysical Agents 3            PT 575 Hum Perf &amp; Hlth Pro II 3            PT 590 Wound Care 2            PT 592 Service Learning II <u>2</u>            Credits = 18</p>
<p><b>Semester 4 Year 2 Summer</b></p> <p>*PT 675 (Clin. Enrichment) or            PT 695 (Inter'l Exp.) <i>May Only</i> (2)            PT 602 Neurology 3            PT 605 Research II 3            PT 699 Orientation to Clin Ed 1            PT 700 Clinical Clerkship <u>5</u>            Credits = 12 -14</p>	<p><b>Semester 5 Year 2 Fall</b></p> <p>PT 610 Extremities 5            PT 613 Human Anatomy 4            PT 640 Pediatrics 3            PT 670 Ldrshp &amp; Oper Admin 3            PT 680 Cardiopulmonary PT 4            PT 691 Service Learning III <u>2</u>            Credits = 21</p>	<p><b>Semester 6 Year 2 Spring</b></p> <p>PHIL 543 Bioethics 3            PT 630 Adult Neuro Trtmt 4            PT 635 Diff Dx &amp; Mgmt. 3            PT 645 Rehab Techniques 3            PT 650 Spine 4            PT 692 Service Learning IV <u>2</u>            Credits = 19</p>
<p><b>Semester 7 Year 3 Summer</b></p> <p>*PT 675 (Clin. Enrichment) or            PT 695 (Inter'l Exp.) <i>May Only</i> (2)            PT 785 Prof &amp; Legal Issues 2            PT 710 Practice Exp I (Part 1) 10            Credits = 12 - 14</p>	<p><b>Semester 8 Year 3 Fall</b></p> <p>PT 720 Practice Experience II 10            PT 740 Capstone Project <u>6</u>            Credits = 16</p>	<p><b>Semester 9 Year 3 Fall</b></p> <p>PT 730 Practice Experience III 10            PT 750 Seminar 2            PT 765 Special Topics or            PT 695 Inter'l Exp (as elective) <u>2</u>            Credits = 14</p>
<p><b>*PT 695 and PT 675 may be taken for 1-2 credits/course for a total of six credits in the curriculum</b></p>		

### 3. Electives

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#### *PT 675 Special Clinical Enrichment in Physical Therapy*

**COURSE DESCRIPTION:** Elective course. The student will develop clinical skills of special interest or identified need in a clinical environment. Individualized instruction will be provided by clinical faculty with expertise and/or board certification in a specialized area of physical therapy practice.

**PURPOSE:** This course is designed to meet the needs of students who wish to expand their clinical skills in an area of specialty interest (e.g. women's health, hand rehabilitation, burn rehabilitation). Students negotiate an individualized clinical experience with the Director of Clinical Education, ranging from part-time to full-time.

#### *PT 765 Special Topics in Physical Therapy*

**COURSE DESCRIPTION:** Elective course, offered each semester. The student will be introduced to a special topic through directed study and /or research in physical therapy. Program and/or university faculty will provide individualized instruction with expertise in a particular area of research or knowledge related to physical therapy. Prerequisites: Student enrolled in physical therapy program.

**PURPOSE:** This course is designed to meet the needs of students who wish to expand their didactic knowledge in an area of special interest (aging, alternative medicine, anatomy, community health, special education, etc.) or research skills (literature review, research methods, etc.) in an area of special interest. Students will negotiate an individualized learning and/or research experience with a faculty member. All students will take an elective course of their choosing during the spring semester of their third year.

#### *PT 695 International Study Experience in Physical Therapy*

This is an intensive two-to-three-week experience in an international setting, which may include, but not be limited to, Australia, Belize, the Dominican Republic, and Guatemala. These electives may be offered to second year and third year students, and may occur throughout the academic year, depending on course intent and faculty availability. Students will have many opportunities, which may include interprofessional collaboration, observation of international healthcare models, participation in the provision of patient care, and exposure to the local culture. The opportunities will be dependent on course intent and objectives, and assignments may include reflection, journaling, active participation in discussions, active patient care, project completion for international partners, and presentations, as well as other assignments. Courses are typically limited to 8 to 15 students, and require an application and course director approval for enrollment. International partners are being constantly assessed for viability, and new opportunities will be offered as they are developed.

A minimum of two credits of PT 765 or PT 695 are required by the program for completion of the degree.

## **LICENSURE REQUIREMENTS**

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Satisfactory completion of the physical therapy program allows the graduate to be eligible to apply for licensure. Once the student has satisfactorily completed all educational requirements a letter signed by the Chair/Program Director and the DCE is sent to the Kentucky state licensure board. In order to practice, a graduate must apply for licensure in the state in which they wish to practice physical therapy and pass a licensure exam. Any additional verification required for states other than Kentucky should be provided to the Chair (forms) or obtained by the graduate (transcripts).

Graduates must comply with all requirements in the jurisdiction in which they practice. Information for specific state licensure requirements may be found at the Federation of State Boards of Physical Therapy (FSBPT) website: <https://www.fsbpt.org/LicensingAuthorities/index.asp>

Kentucky Practice Act: <https://pt.ky.gov/StatutesRegulations/Pages/default.aspx>

Indiana Practice Act: <https://www.in.gov/pla/professions/physical-therapy-board/licensure-law-and-administrative-rules/>

## **PROGRAM EXPECTATIONS FOR STUDENTS**

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1. *Independent Learning:* Learning is an active process. Students must become actively engaged with the material and the instructors to become effective physical therapists. Students must be willing to prepare for classes in advance and commit to intense study patterns to maintain high academic performance expected in the program.

2. *Student Code of Conduct:* The Physical Therapy students are to follow the Physical Therapy Program's Student Handbook Professional Code of Conduct (Refer to Appendix) and the Code of Conduct described in the Bellarmine University Student Handbook. Students who violate the Physical Therapy Program's Student Professional Code of Conduct will be considered for dismissal from the program. Dismissal from the program does not automatically result in dismissal from Bellarmine University. Physical Therapy students are expected to maintain professionalism that is consistent with that of a licensed physical therapist. Gross impropriety or repeated minor occurrences of unprofessional or unethical behavior may be grounds for dismissal from the program. The faculty will not approve an academically successful physical therapy student for graduation if the student fails to maintain professionalism in any aspect of the program.

3. *Self-care:* Students should maintain general good health and self-care in order not to jeopardize the health and safety of self and individuals with whom one interacts in the academic and clinical settings. Students must also arrange transportation and living accommodations for on-campus activities and off-campus clinical assignments to foster timely reporting to the classroom and clinical site.

## **Complaints Against the Program**

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In order to provide high quality educational experiences, the Program recognizes the importance of receiving and being open to the merits of any complaint made against the program, the faculty and/or staff. Student complaints involving grades, inequitable treatment, or other situations will be addressed through procedures outlined in the Bellarmine University Course Catalog Academic Policies. Visiting students will operate under the same set of policies.

Any complaints of sexual harassment must be handled in accordance with the University Non-Discrimination Policy and fully defined in the Bellarmine Sexual Discrimination and Misconduct Policy in the Student and Employee Handbooks. Complaints against the program through outside agencies and non-enrolled individuals will likewise be investigated by the Chair/Program Director in an attempt to resolve the complaint. The Vice Provost of the College of Health Professions shall be notified of external complaints against the program, and will advise the Chair/Program Director on all matters related to the complaint. If the situation remains unresolved at this level, the Provost will be notified.

The program will keep a record on file for eight years of all complaints made and the outcome of each complaint.

## APPENDICES

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### Appendix A: Professional Code of Conduct for Students

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A student who is preparing to enter a health profession has responsibilities that other students in the University do not have. The student who is involved in health science education is responsible not only to the educational institution, their colleagues and faculty, but also to clinical sites, and ultimately to present and future patients as well. Preparation time for students in the health professions is spent acquiring new information, practicing skills until they are perfected, and developing professional attitudes that are the hallmark of the health care practitioner. The following rules of conduct for all aspects of the professional education (classroom, clinic, seminars and service learning) have been developed by the faculty of the Physical Therapy Program, and are applicable during all learning experiences in the program.

1. Each student is to be in the assigned classroom or clinical department at the required time. Tardiness affects classroom dynamics, the work environment of the clinic and the comfort and wellbeing of the patient. If you are unable to be in your assigned location because of illness or other extenuating circumstances, you must call the designated person in the clinical department prior to the time of your expected arrival and the designated person in the physical therapy program. All clinical absences must be approved by the Director or Associate Director of Clinical Education (DCE) and made up at the discretion of the clinical instructor. Excessive tardiness to class, clinic or other program-related activity will be regarded as inappropriate professional behavior.
2. During the time a student is in the clinical site, he/she is required to dress neatly and professionally, in accordance with the program dress code. The student is required to follow the classroom and lab dress code on campus.
3. A student in a clinical site or in the classroom is expected at all times to behave in a manner that is not disruptive. Loud talking, horseplay, abusive language, or attendance while under the influence of alcohol or other drugs will not be tolerated and be dealt with immediately.
4. A student is expected to maintain a respectful attitude toward faculty, peers, other health professionals and patients. When constructive criticism is offered, it should be accepted with a positive attitude. Though you may not agree with everything that is said to you, an argumentative and/or belligerent response is not acceptable. The ability to accept responsibility for one's actions and admit errors is a highly desirable trait in a student and in a health professional.
5. Integrity is an essential quality of the health care provider. Dishonesty or cheating in any form will not be tolerated. Students who observe or suspect dishonesty, cheating, or ethical breaches in the clinic or the classroom are expected to report their concerns immediately to the Program Chair/Program Director or the DCE. This includes following all policies in this handbook, including the attendance, recording and grading policies.
6. Students and professionals must always respect the rights of the patient. These rights include the right to privacy, the right to dignity, the right to confidentiality of information, and the right to a sympathetic understanding of the fears and insecurities that go along with being ill and hospitalized. The behavior of the student should promote calmness and confidence in the patient and should never be unsettling.



7. Students shall adhere to the regulations described in KRS 327 (Kentucky Physical Therapy Practice Act) and 201 KAR Chapter 22 (Administrative Regulations – see appendix) or the respective practice acts and regulations dictating physical therapy practice in states of performed clinical education rotations.
8. All students must agree to and comply with student responsibilities as outline in the Clinical Affiliation Agreements.
9. All students must comply with this Professional Code of Conduct. If at any time a student disregards these standards or engages in behavior that endangers themselves or others, the classroom instructor, the designee of the clinical facility (including but not limited to the Center Coordinator of Clinical Education, the Clinical Instructor or facility administrator), the Chair or Director of Clinical Education, the Chair/Program Director or the Vice Provost of the College of Health Professions may immediately remove her/him from the clinic. In this event, the student must report immediately to the Chair/Program Director, or, in the Chair/Program Director's absence, to the Chair/Program Director's designee. In the Chair/Program Director's absence, a faculty member in consultation with a minimum of two additional faculty members may make a recommendation to the Dean regarding student dismissal from the program. Students maintain all appeals processes outlined in the current Bellarmine University Student Handbook.

Breaches in this Professional Code of Conduct for Students may result in dismissal of the student from the Program.

I have read this document and have received a copy.

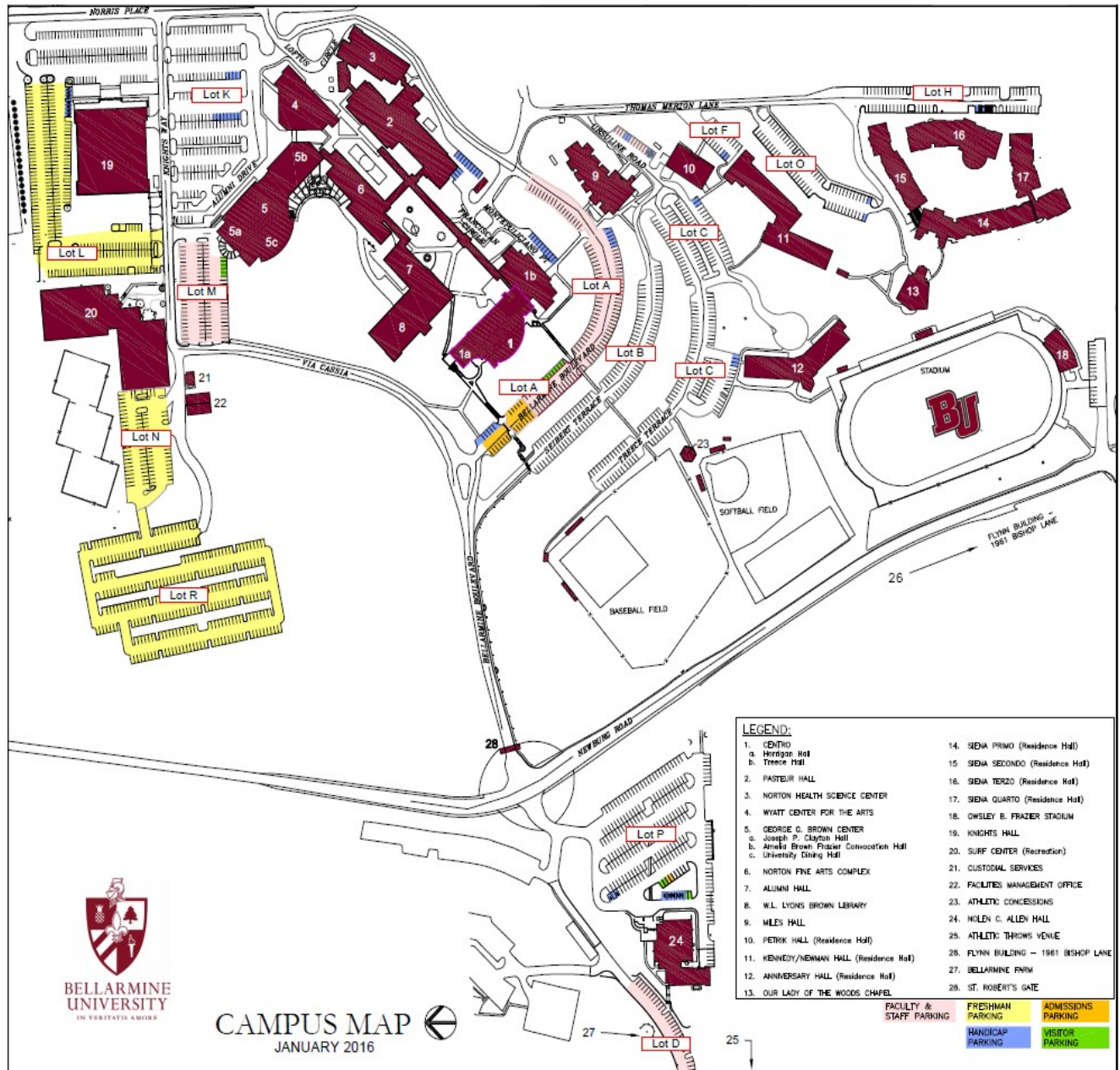
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Signature

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Date

# Appendix B: Bellarmine Campus Map



Appendix C: Incident Report

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*Bellarmino University -- Bloodborne Pathogen Exposure -- Incident Report*

This form must be completed following an exposure incident. When an exposure incident occurs, the exposed employee shall notify the appropriate supervisor and complete the front of this form as soon as feasible. The clinical supervisor is responsible for completing designated sections (Part 2) and ensuring that the plan for post-exposure evaluation and follow-up is adhered to.

Name of Employee: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Department: \_\_\_\_\_

Have you received the HBV vaccination series?                      No      Yes

Incident Description: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Exact Location: \_\_\_\_\_

Potentially Infectious Material(s) involved:

TYPE:  
Source Individual,  
if known: \_\_\_\_\_

Describe your duties as they relate to the exposure incident:

Route of exposure (i.e., splash, needle stick, etc.):

Describe the circumstances under which exposure occurred:

What personal protective equipment was being used? (i.e., gloves, etc.):

*I verify that the information above is correct and accurately describes the exposure incident in which I was involved.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**PART 2 Incident Report**

***Source Information***

**Name of Source:** \_\_\_\_\_ *Date of Birth:* \_\_\_\_\_

**Previously diagnosed HIV-positive?** No Yes **Date:** \_\_\_\_\_

**Previously diagnosed HBV-positive?** No Yes **Date:** \_\_\_\_\_

If there is no previous documentation of positive results of HIV and HBV blood testing, **source consent shall be obtained** to test for HIV and HBV.

**Consent to HIV & HBV testing obtained?** No Yes – Attach documentation

If consent is not obtained, you must establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

**Results of HIV testing:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Results of HBV testing:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Information Provided to Healthcare Professional***

The following items must be provided to the healthcare professional who will be evaluating the exposed employee. This section shall be used as a checklist to assure all documentation is completed and forwarded to the healthcare professional.

- A copy of the Bloodborne Pathogens Standard
- A copy of this Exposure Incident Report, which includes
  - Employee vaccination status – documentation attached
  - Description of exposed employees' duties as they relate to the exposure incident
  - Documentation of the route(s) of exposure and the circumstances under which the exposure occurred.
  - Results of source individual's blood testing
  - Other pertinent medical records

**NAME OF HEALTHCARE PROFESSIONAL:** \_\_\_\_\_

**DEPARTMENT/CLINIC:** \_\_\_\_\_

I certify that the above information regarding the source individual has been documented and I will forward a copy of this form and other necessary records or documents to the above named healthcare professional for their evaluation of the exposed employee.

\_\_\_\_\_  
SIGNATURE – CLINICAL SUPERVISOR

\_\_\_\_\_  
DATE

### EMERGENCY PROCEDURES

1. Dial 9-911 from the phones located in Allen Hall rooms 110, 131, 200, 260, 360, 460, the reception desk or the service learning clinic.
2. You will need to know:
  - a) Exact Location: Allen Hall, 2120 Newburg Rd. Room number 110 (Service Learning Clinic), room 131 (gross anatomy lab), the PT Research Lab (Allen Hall 200), the 2nd floor lab (Allen Hall 260), the 3<sup>rd</sup> floor lab (Allen Hall 360) or the 4<sup>th</sup> floor classroom (Allen Hall 460).
  - b) Telephone # from which the call is being made.
  - c) Your name
  - d) What happened
  - e) Number of people involved
  - f) Condition of the victim(s) (unconscious, unresponsive, etc.)
  - g) What help is being given (first aid, CPR, etc.)
3. If 2 or more people are present, one person should be sent to call 911.
4. Do not hang up until the Dispatcher hangs up.
5. Place a second call to Campus Security (9-272-7777) or utilize the phone located outside the front entrance to Allen Hall. This is a direct access line to Bellarmine Security and does not require dialing. On a campus phone, just dial 7777.
6. Return and continue to care for victim.

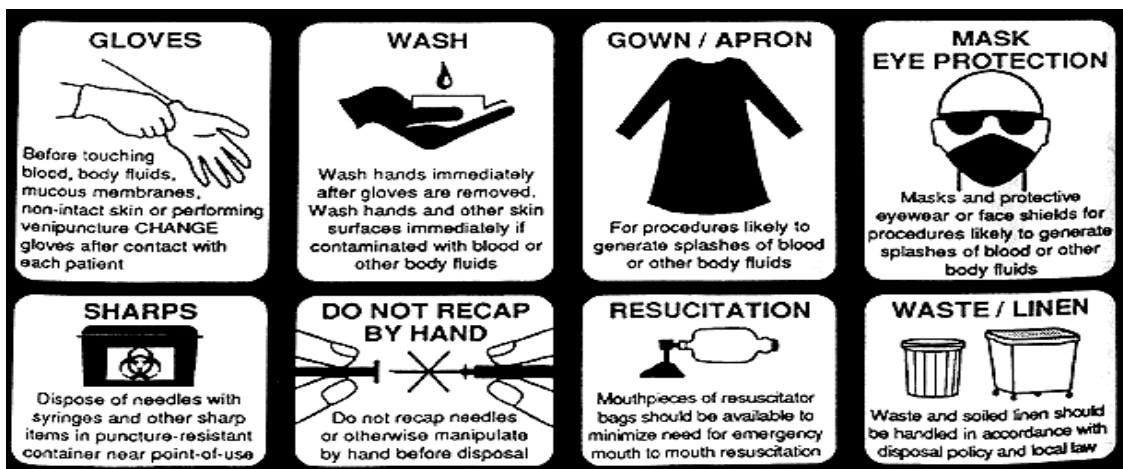
First aid kits are kept in top drawer closest to the door in each physical therapy lab (Allen Hall 110, 131, and on the counter by the sink in 200, 214, 260 and 360.).

The SHARPS container is located in a closet in the administrative offices hallway and Allen Hall 131.

## Appendix E: Standard Precautions

The Centers for Disease Control (CDC) recommend the following practices for the prevention of blood-borne pathogens. Training on these guidelines is mandated annually for all individuals who are identified as at-risk to occupational exposure for blood-borne pathogens.

1. Hand Care:
  - a. Wash hands with soap and water frequently.
  - b. Wash hands before and after all patient care. Wash hands immediately after exposure to blood and/or body fluids and after removing disposable gloves.
  - c. Hand sanitizer is readily available in all Physical Therapy classrooms located in the Allen Hall building.
2. When participating in heavy cleaning activities, each individual should have his/her own pair of utility gloves to wear. Individuals should wash and disinfect gloves after each use.
3. Avoid chapped and cracked hands if possible. Use a water-based hand lotion frequently. Petroleum-based products and Vaseline break down latex.
4. Protective Barriers should be worn at all times when working with blood, blood products, body fluids, or waste that may contain blood.
5. Protective eyewear should be worn whenever there is a risk of eye splash.
6. Gowns, boots, & masks should be worn when risk of contamination to clothes, feet, or face.
7. Individuals with open or draining lesions should not work directly with other people (health care students, food servers) while lesion is open or draining.
8. Do Not Recap, shear, or break needles at any time.
9. Discard needles and sharp objects in protective containers immediately.
10. Sterilize or disinfect reusable equipment that is to be used for more than one person. Do not share equipment between room-mates or friends.
11. Place items that are heavily saturated with blood in a red biohazard plastic bag.
12. Do not pick up broken glass with bare hands. Wear utility gloves or sweep it up. Dispose broken glass in a safe container that does not allow others to be cut.
13. Resuscitation: Mouthpieces or resuscitator bags should be used whenever resuscitation is carried out.



*Photo Release Form*



I hereby authorize the Program in Physical Therapy at Bellarmine University to photograph:

Your Name: \_\_\_\_\_

and grant permission for the use of such photographs, in the presentation of medical information by the Program. These photographs can also be used for publications, approved by the University

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**BELLARMINE UNIVERSITY  
PHYSICAL THERAPY PROGRAM  
ABSENCE FORM**

Attendance in the physical therapy program courses is mandatory. If you have an unavoidable situation (illness, accident, car trouble) that prevents you from coming to class, you are responsible for letting the instructor/faculty know as soon as possible. Each student is allowed one unexcused absence (no notification of absence or an unacceptable reason for the absence) per academic year. If a second unexcused absence occurs the student may be recommended for dismissal to the Dean.

Student Name: \_\_\_\_\_  
(please print)

Date of Request: \_\_\_\_\_

Date(s) of Requested Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_

Remediation Plan for Missed Material: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date	Class	Faculty Signature	Excused	Unexcused
			Faculty Use ONLY	
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Program Chair**

\_\_\_\_\_  
**Date**



## Appendix H: Gross Anatomy Participation Agreement

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### Gross Anatomy Class Participation Agreement

This agreement is made effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between BELLARMINE UNIVERSITY, a private university with its principal place of business located at 2001 Newburg Road, Louisville, Kentucky 40205, and \_\_\_\_\_, a student properly registered for PT 540 or PT 613 during the Fall of \_\_\_\_\_.

WHEREAS, Bellarmine possesses personal information regarding the life and death of those persons whose bodies will be studied in this course; and

WHEREAS, Students, by virtue of participating in this course, will have access to said personal information; and

WHEREAS, disclosure of said information may violate state law, federal law, or University code of conduct:

NOW, THEREFORE, students agree as follows:

1. "Personal Information" shall include any and all information regarding the bequeathed person's anatomy, medical care, cause of death or any other private medical information traditionally covered by the Health Insurance Portability and Accountability Act of 1996 (see <http://dchealth.dc.gov/hipaa/hipaaoverview.shtm> for a HIPPA overview).

2. Besides maintaining suitable confidentiality, students will also treat the specimens, the lab, the faculty and each other with respect. This includes maintaining the lab in a neat and orderly fashion. It is a student responsibility to clean the lab. No materials (cadaveric, skeletal or model) shall be removed from the lab. Students will bring no visitors to the lab and no photographs (digital, video, film or otherwise) shall be made of the specimens by students.

3. Students will be completely familiar with and follow the guidelines set forth in the syllabus.

4. Withdrawal from the PT 540 or PT 613 courses will not release the student from this agreement.

5. This signed agreement is prerequisite for matriculation in this course. The Student acknowledges that breach of any part of this agreement will be cause for removal from the course and the matter will be forwarded for further student disciplinary action that may include dismissal from the University.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

## Appendix I: APTA Code of Ethics

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**EFFECTIVE JUNE 2019.** For more information, go to [www.apta.org/ethics](http://www.apta.org/ethics)

### **Code of Ethics for the Physical Therapist** HOD S06-19-47-67 [Amended HOD S06-09-07-12; HOD S06-00-12-23; HOD 06-91-05-05; HOD 06-87-11-17; HOD 06-81-06-18; HOD 06-78-06-08; HOD 06-78-06-07; HOD 06-77-18-30; HOD 06-77-17-27; Initial HOD 06-73-13-24] [Standard]

#### **Preamble**

The Code of Ethics for the Physical Therapist (Code of Ethics) delineates the ethical obligations of all physical therapists as determined by the House of Delegates of the American Physical Therapy Association (APTA). The purposes of this Code of Ethics are to:

1. Define the ethical principles that form the foundation of physical therapist practice in patient and client management, consultation, education, research, and administration.
2. Provide standards of behavior and performance that form the basis of professional accountability to the public.
3. Provide guidance for physical therapists facing ethical challenges, regardless of their professional roles and responsibilities.
4. Educate physical therapists, students, other health care professionals, regulators, and the public regarding the core values, ethical principles, and standards that guide the professional conduct of the physical therapist.
5. Establish the standards by which the American Physical Therapy Association can determine if a physical therapist has engaged in unethical conduct.

No code of ethics is exhaustive nor can it address every situation. Physical therapists are encouraged to seek additional advice or consultation in instances where the guidance of the Code of Ethics may not be definitive.

This Code of Ethics is built upon the five roles of the physical therapist (management of patients and clients, consultation, education, research, and administration), the core values of the profession, and the multiple realms of ethical action (individual, organizational, and societal). Physical therapist practice is guided by a set of seven core values: accountability, altruism, compassion/caring, excellence, integrity, professional duty, and social responsibility. Throughout the document the primary core values that support specific principles are indicated in parentheses. Unless a specific role is indicated in the principle, the duties and obligations being delineated pertain to the five roles of the physical therapist. Fundamental to the Code of Ethics is the special obligation of physical therapists to empower, educate, and enable those with impairments, activity limitations, participation restrictions, and disabilities to facilitate greater independence, health, wellness, and enhanced quality of life.

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#### **Principles**

**Principle #1:** Physical therapists shall respect the inherent dignity and rights of all individuals.  
(*Core Values: Compassion, Integrity*)

- 1A. Physical therapists shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.
- 1B. Physical therapists shall recognize their personal biases and shall not discriminate against others in physical therapist practice, consultation, education, research, and administration.

**Principle #2:** Physical therapists shall be trustworthy and compassionate in addressing the rights and needs of patients and clients.  
(*Core Values: Altruism, Compassion, Professional Duty*)

- 2A. Physical therapists shall adhere to the core values of the profession and shall act in the best interests of patients and clients over the interests of the physical therapist.
- 2B. Physical therapists shall provide physical therapist services with compassionate and caring behaviors that incorporate the individual and cultural differences of patients and clients.
- 2C. Physical therapists shall provide the information necessary to allow patients or their surrogates to make informed decisions about physical therapist care or participation in clinical research.
- 2D. Physical therapists shall collaborate with patients and clients to empower them in decisions about their health care.
- 2E. Physical therapists shall protect confidential patient and client information and may disclose confidential information to appropriate authorities only when allowed or as required by law.

**Principle #3:** Physical therapists shall be accountable for making sound professional judgments. 2  
(*Core Values: Excellence, Integrity*)

- 3A. Physical therapists shall demonstrate independent and objective professional judgment in the patient's or client's best interest in all practice settings.
- 3B. Physical therapists shall demonstrate professional judgment informed by professional standards, evidence (including current literature and established best practice), practitioner experience, and patient and client values.
- 3C. Physical therapists shall make judgments within their scope of practice and level of expertise and shall communicate with, collaborate with, or refer to peers or other health care professionals when necessary.
- 3D. Physical therapists shall not engage in conflicts of interest that interfere with professional judgment.
- 3E. Physical therapists shall provide appropriate direction of and communication with physical therapist assistants and support personnel.

**Principle #4:** Physical therapists shall demonstrate integrity in their relationships with patients and clients, families, colleagues, students, research participants, other health care providers, employers, payers, and the public.

(*Core Value: Integrity*)

- 4A. Physical therapists shall provide truthful, accurate, and relevant information and shall not make misleading representations.
- 4B. Physical therapists shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).
- 4C. Physical therapists shall not engage in any sexual relationship with any of their patients and clients, supervisees, or students.
- 4D. Physical therapists shall not harass anyone verbally, physically, emotionally, or sexually.
- 4E. Physical therapists shall discourage misconduct by physical therapists, physical therapist assistants, and other health care professionals and, when appropriate, report illegal or unethical acts, including verbal, physical, emotional, or sexual harassment, to an appropriate authority with jurisdiction over the conduct.
- 4F. Physical therapists shall report suspected cases of abuse involving children or vulnerable adults to the appropriate authority, subject to law.

**Principle #5:** Physical therapists shall fulfill their legal and professional obligations.

(*Core Values: Professional Duty, Accountability*)

- 5A. Physical therapists shall comply with applicable local, state, and federal laws and regulations.
- 5B. Physical therapists shall have primary responsibility for supervision of physical therapist assistants and support personnel.
- 5C. Physical therapists involved in research shall abide by accepted standards governing protection of research participants.
- 5D. Physical therapists shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

- 5E. Physical therapists who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.
- 5F. Physical therapists shall provide notice and information about alternatives for obtaining care in the event the physical therapist terminates the provider relationship while the patient or client continues to need physical therapist services.

**Principle #6:** Physical therapists shall enhance their expertise through the lifelong acquisition and refinement of knowledge, skills, abilities, and professional behaviors.

*(Core Value: Excellence)*

- 6A. Physical therapists shall achieve and maintain professional competence.
- 6B. Physical therapists shall take responsibility for their professional development based on critical self-assessment and reflection on changes in physical therapist practice, education, health care delivery, and technology.
- 6C. Physical therapists shall evaluate the strength of evidence and applicability of content presented during professional development activities before integrating the content or techniques into practice.
- 6D. Physical therapists shall cultivate practice environments that support professional development, lifelong learning, and excellence. 3

**Principle #7:** Physical therapists shall promote organizational behaviors and business practices that benefit patients and clients and society.

*(Core Values: Integrity, Accountability)*

- 7A. Physical therapists shall promote practice environments that support autonomous and accountable professional judgments.
- 7B. Physical therapists shall seek remuneration as is deserved and reasonable for physical therapist services.
- 7C. Physical therapists shall not accept gifts or other considerations that influence or give an appearance of influencing their professional judgment.
- 7D. Physical therapists shall fully disclose any financial interest they have in products or services that they recommend to patients and clients.
- 7E. Physical therapists shall be aware of charges and shall ensure that documentation and coding for physical therapist services accurately reflect the nature and extent of the services provided.
- 7F. Physical therapists shall refrain from employment arrangements, or other arrangements, that prevent physical therapists from fulfilling professional obligations to patients and clients.

**Principle #8:** Physical therapists shall participate in efforts to meet the health needs of people locally, nationally, or globally.

*(Core Value: Social Responsibility)*

- 8A. Physical therapists shall provide pro bono physical therapist services or support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.
- 8B. Physical therapists shall advocate to reduce health disparities and health care inequities, improve access to health care services, and address the health, wellness, and preventive health care needs of people.
- 8C. Physical therapists shall be responsible stewards of health care resources and shall avoid overutilization or under-utilization of physical therapist services.
- 8D. Physical therapists shall educate members of the public about the benefits of physical therapy and the unique role of the physical therapist.

Appendix J: Professional Abilities

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<b>Professional Abilities:</b>		<b>Definition</b>
1	Commitment to learning	The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
2	Interpersonal skills	The ability to interact effectively with patient, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
3	Communication skills	The ability to communicate effectively (speaking, body language, reading, writing, listening) for varied audiences and purposes.
4	Effective use of time and resources	The ability to obtain the maximum benefit from a minimum investment of time and resources.
5	Use of constructive feedback	The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
6	Problem-solving	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
7	Professionalism	The ability to exhibit appropriate professional conduct and to represent the profession effectively.
8	Responsibility	The ability to fulfill commitments and to be accountable for actions and outcomes.
9	Critical thinking	The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.
10	Stress management	The ability to identify sources of stress and to develop effective coping behaviors.

(May et al 2009)

**BELLARMINE UNIVERSITY  
PHYSICAL THERAPY PROGRAM  
RECEIPT OF HANDBOOK**

I, the Undersigned, have received a copy of the Bellarmine University Student Handbook and the Physical Therapy Student Handbook. I understand that I am responsible for the content of both. If I have any questions, I may ask my academic faculty advisor in the Physical Therapy Program. I understand that I will need these handbooks during the entire course of study in the Physical Therapy Program.

_____ <b>PRINT Name</b>	_____ <b>Student ID #</b>
_____ <b>Signature</b>	_____ <b>Date</b>

Occasionally, student organizations, recruiters and other interested parties may request addresses and/or phone numbers of the physical therapy students. If you **DO NOT** want this information released to interested parties, PLEASE SIGN BELOW.

**“I DO NOT want my name, address or phone number released to student organizations, recruiters or other interested parties.”**

_____ <b>Signature</b>	_____ <b>Date</b>
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## STATEMENT OF ACKNOWLEDGMENT

**Student Name:**

*(Please Print)*

As a student in the Doctor of Physical Therapy (DPT) Program at Bellarmine University, I have thoroughly reviewed and understand the *technical standards* and *essential functions* provided to me in this document. I understand that I must be capable of performing the *technical standards*, with or without reasonable accommodation, in order to pursue my chosen area of physical therapy education. I also understand that I must meet the *essential functions* required of me, with or without reasonable accommodation, in order to participate in the DPT program.

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Student Signature

Date

**Appendix M**  
**College of Health Professions**  
**Student Drug and Alcohol Policy**  
**Acknowledgment Form**

I hereby acknowledge that I have received a copy of the College of Health Professions' ***Student Drug and Alcohol Policy*** (the "Policy") and agree that I have read, or will read, the Policy. I understand that there may be situations where I will be required to take a drug and/or alcohol test. I also understand that if I refuse to take the test, or if a test proves positive, I may be suspended or dismissed from the College of Health Professions program and may be subject to additional sanctions as described in the Policy. I also understand that if I have any questions regarding the Policy, I am to contact my department Chairperson or Dean.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



Appendix N: Training and Laboratory Participation Agreement

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**Student Release for Training and Laboratory Participation  
Doctor of Physical Therapy Program  
School of Movement and Rehabilitation Sciences  
College of Health Professions  
Bellarmino University**

I understand that as part of my instruction in \_\_\_\_\_ at Bellarmine University, I may be asked to draw blood by capillary puncture (fingerstick), **perform techniques that involve the insertion of fine wire needles for trigger point dry needling, or electromyographic investigations.** I may also be asked to allow faculty or other students to perform this procedure on me. I understand that I have the right to not participate in this activity without impact or consequence on my course grade.

I understand that this student laboratory activity might pose certain risks, including pain at the puncture site, bruising, or exposure to bloodborne pathogens, which could involve the risk of serious illness or death. Prior to participation in this experience, I have completed the prerequisite training in bloodborne pathogens.

I hereby release Bellarmine University and all of its employees, students, and affiliates from any and all liability or claims resulting from any damage, loss, or injury to me as a result of activities included in this educational experience, whether the injury is caused by negligence on the part of Bellarmine University or its employees, students, or affiliates, or by some other cause.

I assume full responsibility for the risk of any injury, damage, or death suffered while participating in activities described in this release or any other activities of or associated with the Bellarmine University.

I have read this release and waiver of liability, and have voluntarily signed it.

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Student Signature

Date

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Instructor Signature

Date

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Emergency contact phone number(s) - optional

Appendix O: iPad Agreement

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The Doctor of Physical Therapy Program has taken the initiative to provide all incoming students in the DPT Program Class of 2025 with Apple iPads for classroom, professional and personal use. These units will facilitate student learning, teaching, clinical and communication opportunities while the student is in the program. By accepting this unit, the recipient agrees to the following:

1. The recipient agrees to adhere to all Bellarmine University policies regarding email and computer use while a student at Bellarmine.
2. The iPad is student property. Bellarmine University and the Doctor of Physical Therapy Program are not responsible for loss, theft or damage of the unit, nor responsible for unit failure. The Technology Support Center is available to troubleshoot problems with the iPad in the event such problems occur. Problems or failure of the iPad should be resolved at a local Apple Store.
3. Students are responsible for purchase, installation and deletion of any applications used on the iPad.
4. Students shall not jail break or otherwise alter the operating system of the iPad other than updating the iOS as appropriate.
5. The student agrees to return the iPad with all documentation and original packaging if the student leaves the Doctor of Physical Therapy Program prior to May 2023.

I have read the above and agree to adhere to these policies.

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Signature

Date

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Printed Name