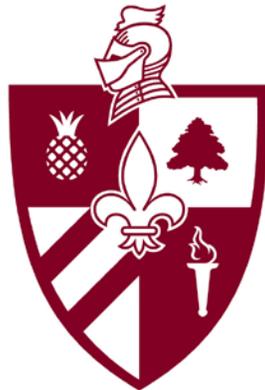


Bellarmino University Lansing School of Nursing and Health Sciences



BELLARMINE
UNIVERSITY
IN VERITATIS AMORE

DPT Program
STUDENT HANDBOOK
May 2014

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PURPOSE OF THE HANDBOOK

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

Message from Dr. Mark R. Wiegand, Dean of the Lansing School of Nursing and Health Sciences

On behalf of the faculty, administration, staff, and students, I am delighted to welcome you to Bellarmine University, the Lansing School of Nursing and Health 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. Patricia D. Gillette, Chairperson of the Physical Therapy Program

It is my genuine pleasure to welcome you to the Physical Therapy Program. The program faculty and staff have worked hard to develop a challenging and rewarding educational experience for you. It is our goal to provide you with a stimulating and supportive educational environment that prepares you well for the rigors of physical therapy clinical practice. The faculty of the program is an outstanding collection of physical therapy clinicians and academicians with many years of experience. I encourage you to look toward the program faculty to guide you, mentor you and challenge you over the next three years.

PHILOSOPHY OF PROFESSIONAL EDUCATION - MISSION STATEMENTS

The Physical Therapy Program is an integral part of the Lansing School of Nursing and Health Sciences 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

Bellarmino University is an independent, Catholic university in the public interest, serving the region, the nation and the world by providing an educational environment of academic excellence and respect for the intrinsic value and dignity of each person. We foster international awareness in undergraduate and graduate programs in the liberal arts and professional studies where talented, diverse persons of all faiths and many ages, nations and cultures develop the intellectual, moral and professional competencies for lifelong learning, leadership, service to others, careers, and responsible, values-based, caring lives.

Physical Therapy Program Mission Statement

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

The curriculum emphasizes experiential and problem-based learning opportunities established on 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 embrace 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

I solemnly and willingly state that I dedicate myself to the following:

- I will practice physical therapy with compassion and patience.
- I will preserve and value the dignity of those who seek my care and will respect them, the choices they make, and the confidential nature of our relationship. I will do no harm to another.
- I will promote health and well-being through the alleviation and prevention of impairments, functional limitations and disabilities due to illness or injury. I dedicate myself to lifelong learning to augment and expand my knowledge and the profession through consultation, education and research.
- I accept responsibility to assure those who seek physical therapy receive services that are proper, ethical, and just. I will not allow my judgment to be influenced by greed or unethical behavior. I expect the same from my colleagues.

Thus with this oath, I freely accept the obligations and rewards which accompany the practice of physical therapy.

MISCELLANEOUS INFORMATION

Academic Calendars

Bellarmino's calendars of events and academic calendars can be found at www.bellarmino.edu under "news & calendars". Please note that all dates are subject to change.

Bookstore

The Bellarmine Bookstore is located on the bottom floor of Horrigan Hall. Telephone: (502) 272-8111

BURP

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

Communication with E-Mail and Office Hours

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. Public folders are an additional link with e-mail that some professors may use. Wireless internet is available in the classroom for laptop use. Each student is registered on Blackboard for each class they are enrolled in and can be accessed by log-in with user name (same for e-mail) and student ID number for the password. This is a site that many professors use to post class material, discussions, homework, etc. Each faculty member establishes office hours, which are posted in his or her course syllabi. 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.

Commuter Services

SGA will provide hot chocolate, tea and coffee to Allen Hall as a part of the commuter program. When these things need replenished it is the responsibility of the Physical Therapy students to contact the SGA representative (502) 272-3168.

Computer Lab/Copy Machine

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. There is also a copy machine available for student use on the 2nd floor of the Allen Hall. Copies are 10¢ each.

Allen Hall classrooms 110, 131, 200, 260 and 360 contain computer terminals with appropriate physical therapy and university related software and printers for student and faculty use. This is an unassisted lab but assistance can be sought from the Help Desk (502) 272-8301. Printer paper is available upon request from the help desk or the PT Program secretary.

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

The Counseling Center offers free counseling and consultation services to Bellarmine students. Please call the Counseling Center at (502) 272-8480 to schedule an appointment. The Center is open from 8:30am-5:00 pm Monday through Thursday and 8:30am-12:30pm on Friday. The Counseling Center is located on the fourth floor of Allen Hall, Suite 403.

Food Service/Vending

Vending machines are available on the second floor of Nolen C. Allen Hall. A soft drink machine is 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 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.

Library

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 <http://library.louisville.edu/kornhauser/about.html> or call at (502) 852-5771.

W. L. Lyons Brown Library Hours

Regular Library Hours*

Monday – Thursday	7:30am – 12:00 midnight
Friday	7:30am – 10:00pm
Saturday	7:45am – 5:00pm
Sunday	12:00 noon – 12:00 midnight

*The library will post exceptions for holidays and exams and can be found at:

http://www.bellarmino.edu/library/library_hours.asp

Lockers

Lockers are available for 1st and 2nd year DPT students in the men/women's restroom and in Allen Hall 260 and 360. It is strongly advised that you place a lock on the locker while in use. Locks must be removed at the end of each semester.

Mailboxes

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

Owsley B Frazier Stadium

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

A parking permit is required for on campus parking. Fee for the permit is included in the comprehensive tuition fee. Registration for permits is required online at <https://my.bellarmino.edu/ics> under the student business section. Permits expire July 31 of each year and must be renewed. Parking

permits decals for students will be issued by the Office of Public Safety, room CC 055 Horrigan Hall, Monday through Friday 8 a.m., to 8 p.m.

Post Office

The Bellarmine Mailroom is located on the ground floor of Horrigan Hall.

Safety and Security

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 272-3333 (or 3333 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 the Campus Center. To contact a security officer, call 272-3333 or dial extension 3333 if you are on campus. All security personnel have been trained in emergency medical procedures and CPR. On campus, the officers enforce university policies outline 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.

Students are limited in time spent in academic buildings after hours. Students are not allowed in academic buildings after 10:00 p.m. or 12:00 a.m., depending on the facility, unless they have specific permission from the Department of Safety and Security. Access to Allen Hall through Security is not available midnight – 7 AM. If physical therapy students need to get in after-hours (9 PM – midnight) students will need a valid Bellarmine ID. 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) 272-3333.

The building hours for Allen Hall are as follows:

Monday through Thursday

- Front door, labs and lounge open 7 AM - Doors locked 9 PM
- Call security to open/lock doors 9 PM – midnight

Friday

- Front door, labs and lounge open 7 AM - Doors locked 9 PM

Saturday & Sunday

- Front door, labs and lounge open 9 AM - Doors locked 9 PM
- Call security to open/lock doors 9 PM – midnight

Showers

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

Shuttle Service

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. To request pick up or drop off, contact security at (502) 272-3333. Hours of operation are Monday thru Thursday: 7:30 am- 5:30 pm and Friday 7:30am-2:30pm.

SURF Sports and Recreation Facility

The SURF center is located behind Knights Hall. Basketball and tennis courts are available for recreational use. Gym includes free weights and cardio equipment. A registered nurse and personal trainer are available on site. Services are free to all students. Hours are posted on Bellarmine's website at www.bellarmino.edu.

Telephone/Fax

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

Physical Therapy Department Faculty and Administrative Staff Directory

Faculty

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<p>Patricia Gillette, PT, PhD, GCS, CSCS Professor and Chair BS, Medical College of Georgia; MS, Temple University; PhD, University of Louisville</p>	<p>Allen Hall 112 (502) 272-8367 pgillette@bellarmine.edu</p>
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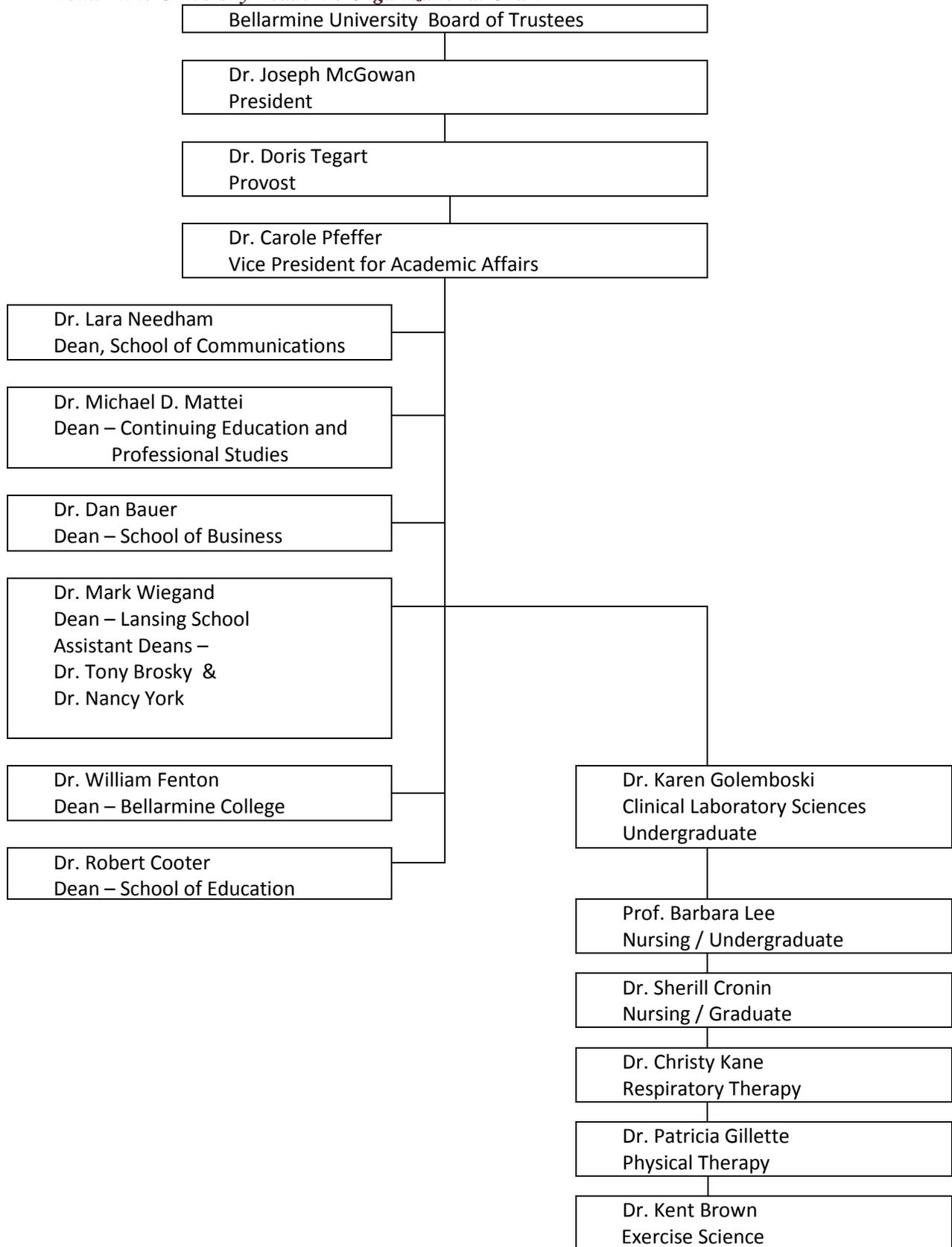
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Bellarmino University Academic Organizational Chart



STUDENT AFFAIRS / FINANCIAL AID

Student Affairs and Financial Aid

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 AM – 4:30 PM, Monday – Friday).

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

STUDENT POLICIES

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

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

- 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).
- 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

- Communicate effectively and efficiently in oral and written English.

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

Cognitive Capabilities

- Measure, calculate, and reason.
- 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.
- Comprehend three-dimensional relationships and understand spatial relationships of structure.

Affective Capabilities

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

Physical Capabilities

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

In each course syllabus, the following policy is written: “Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Disability Services Coordinator. Please do not request accommodations directly from the professor. The Disability Services Coordinator is located in the Counseling Center, phone 272-8480.

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

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

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

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 Lansing School 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

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’ 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 in the office, it is expected that the student will (a) leave a message or (b) call the Lansing School of Nursing and Health Sciences (502.272.8414) to leave a message explaining the absence. You must also e-mail the course instructor and copy Ms. Michele Thomas (michelet@bellarmine.edu) with the reason for the absence.

Upon return to school an Excused 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 Excused 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 students reason for the absence will be excused and 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.

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

#6 Class Time

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 Progression Through Curriculum

The curriculum is designed to follow a prescribed sequenced 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 or if an emergency situation (such as withdrawal due to illness) prevents them from proceeding with the same schedule as their classmates. The entire faculty must approve part time status.

A. Grades

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 Lansing School.

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 Program Chair and Director of Clinical Education. This does not impact clerkships.

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

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.

C. Failed Courses

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 clinical course (clerkship or internship), a remediation plan will be developed by the Director of Clinical Education in consultation with the Program Chair. If a student fails a didactic course, the student must retake the failed course within the BU DPT curriculum the following year. The student will matriculate with the subsequent year cohort.

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

D. Comprehensive Exam

Students are required to take a comprehensive examination after completing the final didactic semester and prior to beginning terminal internships. The comprehensive exam is similar in format and length to the Board Exam. Students must pass the exam with a score at or above 70% as a physical therapy program requirement. Students are permitted to retake the exam until they achieve a passing score.

#8 Maintenance of Laboratories/Equipment/Supplies

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). Dirty laundry should be returned to the laundry basket or washing machine. Students are responsible to maintain clean linens.

If at any time the Program Chair, Department Staff, or Class Officers feel that the class isn't 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 Clinic.

#9 Drugs and Alcohol

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 Program Chair, Director of Clinical Education (DCE) or the Dean of the Lansing School

On campus, students are subject to "Policy on Alcohol and Illicit Drugs" in 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.

#10 Sexual Assault and Sexual Misconduct

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 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. When a non-emergency issue is in question the first course of action is to contact the Physical Therapy Chair and follow the Academic Organizational Chart indicated in this handbook. The Bellarmine University Physical Therapy Program abides by the Bellarmine University Student Handbook and the full text on the Sexual Assault and Sexual Misconduct policy may be obtained through our student handbook.

#11 Student Fees

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)
4. Textbooks
5. Clinical educational housing, travel, and site specific requirements

Course Fees Include:

1. Student Handbook
2. Course syllabi and handouts
3. Laboratory supplies
4. Clinical education administrative costs
5. Criminal background check application (initial)
6. Equipment (goniometer, stethoscope, reflex hammer, tape measure, gait belt)
7. APTA membership dues
8. Laboratory and clinical equipment maintenance, repair and replacement

The course fees are available online at mybellarmine.edu , under Class Schedule.

#12 Dress Code for Classroom and Lab

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.
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.

#13 Community Service

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.

#14 Student Service Learning Clinic

Each student is required to participate in the clinic as part of the course requirements of PT 591, PT 592, and PT 691, and may be required to participate in PT 692 before their full time internships.

#15 Student Contractual Agreement with Potential Employer

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

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

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 of the Physical Therapy Program.

#18 Course Evaluations

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.

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.

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

The Physical Therapy Program strongly endorses and will follow the academic honesty policy as published in the *Bellarmino 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*.

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

#20 Advancement of Students in the DPT Program

A. Requirements for Advancement

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 to year II or year III 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 Program Chair 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. An assessment of these 10 Professional Abilities are required to be made every Fall and Spring semester and are to be discussed with the student's assigned advisor.

B. Requirements for Graduation

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 2nd 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 Blackboard under the Service Learning Course.

C. Time Limitations for Completing the Curriculum

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

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

Each class should elect class officers by the first fall term in the program. Officer positions include a president, vice-president, secretary, treasurer, historian, APTA/KPTA liaison(s), Pre-PT Club representative/campus liaison(s), and social planner. The officers will organize class meetings and events, and serve 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 class president in his/her 2nd year, along with involvement from fellow class officers, is also responsible for organizing the year's Fun Run. 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 banquet. As with all other officers, support is expected to be given as needed to the other class representatives for any planning and events.

KPTA/APTA Liaisons: The KPTA/APTA liaisons shall represent the BU DPT program at local and national APTA/KPTA 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 KPTA/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 KPTA and APTA. It is also the responsibility of the elected KPTA/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 KPTA 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 KPTA/APTA events, it is the official responsibility of the elected KPTA/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 KPTA 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 BU PT run. 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.

#23 Professional Organizations

Students are required to join the American Physical Therapy Association (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)

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

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 or MySpace
- Video and photo sharing websites such as YouTube, Snapfish, Flickr
- 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 Program Chair or Dean of the Lansing School.

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

Bellarmino University Doctor of Physical Therapy Program CLINICAL EDUCATION POLICIES May, 2014

Clinical Practice Requirements

Student Health Record

Immunization Requirements

Medical Contraindication/Waivers:

Tuberculosis (TB) Screening

Cardiopulmonary Resuscitation (CPR) Certification

Criminal Background Screening

HIPAA Training – Privacy and Confidentiality in all Matters

Blood-borne Pathogens Training

Liability Insurance

Drug Testing

Dress Code – Clinical Practice Setting

Clinical Attendance

Severe Weather:

Holidays:

Extenuating Circumstances:

Clinical Placement

Site Availability:

Clinical Travel:

Rural Rotation Requirement:

Conflicts of Interest:

Student Preferences:

Internship Applications:

Clinical Placement

Clinical placement decisions are made under the supervision of the Director of Clinical Education 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.

Students are assigned to clinical education experiences in a variety of practice settings. The distribution of clinical placements includes at least one urban and one rural practice, an inpatient acute or sub-acute experience, a rehabilitation or pediatric experience, and a community based experience such as outpatient settings, schools, or home health. 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 generally one month in advance. 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: 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: 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: 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: 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: 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.

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 Applications: 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

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, Friday clinicals, 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 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 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.

Clothing should not be tight or revealing, but should be unassuming and allow for ease of movement. Shirts or blouses must provide enough coverage that midriffs or cleavages are not exposed at any time during movement. Shirts bearing logos (other than a small Bellarmine physical therapy logo) are not permitted unless they are sanctioned or approved by the assigned facility. Denim, leather, animal-print, or tropical-design fabrics are not acceptable. If slacks have belt loops, then a belt must be worn. Cropped tops, cropped pants, leggings, sweats, or “hoodies” are unacceptable. A short or three-quarters length lab coat with exterior pockets is preferred. Scrub jackets are not permitted. Ties are preferred for men except in clinical situations that do not allow ties.

Shoes must be worn with dark or neutral socks or hose. Shoes must also be closed-toed, clean, and comfortable, with non-skid soles. Sandals or high heels are not permitted. If tennis shoes are worn, they

must be of uniform color and made of leather or similar material, which can easily be cleaned/polished. Old running or racing shoes or canvas sneakers are not permitted.

The Bellarmine University student nametag must be worn at all times when the student is in the clinical setting and/or when requested by individual course instructors.

Dress code guidelines for clinical attire also include incidental requirements such as the following:

- Jewelry, if worn, is limited to one finger on each hand, one small pendant style necklace or chain, and one pair of small earrings that do not extend below the ear lobe. No visible body piercing, except for the ears, is allowed. There are some modalities that when in use, require that no metal objects be in or near the treatment area. Rings must be removed for sterile techniques. Students should consider these requirements in deciding whether or not to wear jewelry into the clinical setting or leave it safely at home.
- Hair should be clean, kept out of the eyes, and must be able to be pulled away from the face and/or neck when necessary. Hair styles should be conservative in style and of natural coloring. Extreme styling such as Mohawks, spiking, or shaved art is not permitted. Facial hair for men, if present, must be neatly trimmed, conservative in style, and of natural coloring.
- Nails should be clean and cut no longer than the tips of the fingers or toes. Artificial nails are not allowed. Polish, if used, must be a clear or neutral color.
- Hats or head coverings are not permitted.
- No visible tattoos or hand-writing on skin.
- Students should practice daily hygiene, wear clean, neatly pressed clothing, and refrain from use of heavy perfumes or scented lotions.
- A wristwatch with a second hand or digital setting is required for vital sign measurement and time management. Students should also be prepared with a clipboard or notebook with a black ink pen to record documentation.
- Gum chewing or the use of smokeless tobacco products is not permitted in any clinical setting.

Students are required to adhere to dress code standards of assigned clinical sites. Some sites may require the student to purchase scrubs or a polo-type logo shirt or require gentlemen to wear ties, while others may have more specific dress code requirements which speak to issues such as facial hair, jewelry, perfumes, artificial nails, nametags, etc. Some clinics may prohibit wearing lab coats because it is contrary to clinic policy or culture. Students are responsible for contacting the clinical site to inquire into dress code policies prior to the initial visit. If a student does not adhere to facility dress code requirements he/she will be asked to leave the clinical site and return when in compliance. Any clinical time missed must be made up. Generally, a student who uses a practical, conservative, and professional approach to dress will have no problem adhering to any set of dress code standards. In the event that the clinic site does not have a dress code policy, the student should adhere to the minimum standards of clinical attire identified within this policy.

Liability Insurance

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.

Clinical Practice Requirements

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 Program Chair 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) 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

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: 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 history of varicella or herpes zoster based on physician diagnosis.

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

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.

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 the first day of class. 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: 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.

Student Health Record

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: 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.

➔ Addendum to Policy: Student Health Record

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.)

Tuberculosis (TB) Screening

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) and/or provide evidence of a negative tuberculin skin test within the past 12 months.

For students with a negative tuberculin skin test, annual screening must include, at a minimum, documentation signed by the healthcare provider for a one-step TB test. Students are advised that some clinical sites require two-step testing and/or testing within a six month period; however, two-step or testing on a more frequent basis is optional prior to clinical assignment.

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.

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) Healthcare Provider Course
American Health Association
www.americanheart.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

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 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

DPT Program Scholarships: There are four \$5,000/year competitive scholarships available to students enrolled in the DPT Program. This scholarship opportunity intends to identify highly qualified students to provide support for faculty scholarship, to identify students that may be interested in a career in academic physical therapy, and to provide skilled students with learning opportunities that go beyond the classroom and laboratory settings.

Allied Health Cardiovascular Scholarship/MendedHearts , Louisville Chapter: Physical therapy students within the Greater Metropolitan Louisville area, who plan to practice upon graduation in the area of critical care, cardiovascular care or cardiac rehab in the Kentuckiana area, are eligible to apply. Applications and additional information is available in the program office.

Fergus Hanson Memorial Scholarships by Lexington Clinic: Physical therapy students who are Kentucky residents, are in financial need, show promise of academic achievement, and who agree to work in Kentucky upon graduation are eligible to apply. Application deadline is generally in March. Additional information can be obtained via www.lexingtonclinic.com and in the program office.

Kentucky Physical Therapy Association (KPTA) Draper Loan: These are low interest loans 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

Michael Hale Scholarship Award: Award is for Bellarmine University first year physical therapy students who are in financial need. Scholarships up to \$2000 are available. Announcement and application criteria posted every September. More information can be obtained in the financial aid office or the program office.

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 www.ambucs.com and are taken from mid-January until April 15th annually. Additional information is available in the program office.

SPONSORS

<u>Sponsor</u>	<u>Contact</u>	<u>Program Funded</u>
Clark Memorial Hospital Jeffersonville, IN	Lynn Meurer 812-283-2011 Lynn.meurer@clarkmemorial.org	Nursing and Health Sciences
Clark Memorial Hospital Recruiter	Becky Dykes 812-283-2666 Becky.dykes@clarkmemorial.org	Nursing and Health Sciences
Hardin Memorial Hospital Elizabethtown, KY	Judy Stephens 270-706-1613 jstephens@hmh.net	Nursing and Health Sciences
Jewish Hospital and Frazier Rehab	Cindy Price 502-560-8555 Cindy.price@jhsmh.org	BSN, BSN accelerated and other Health Sciences
Jewish Hospital Recruiter	Mark Sroczyński 502-587-4673 Mark.sroczyński@jhsmh.org	Health Sciences

University of Louisville

Tess Howell

Nursing and Health Sciences

Norton Healthcare Lansing
Scholars Program in
association with Norton
Hospital Recruiters

Debra Rayman
502-629-4955
Debra
Raman@northonhealthcare.org
Joanne Nicely
502-629-7411
866-662-0003

Nursing, Physical Therapy,
Respiratory Therapy, Clinical
Laboratory Science

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

ACADEMIC ADVISEMENT

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

1. Pre-Professional Curriculum

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

Semester 1 Year 1 Summer

PT 505 Teaching & Learning	2
PT 532 Appl Clin Anat	3
PT 524 Intro to Acute Care	3
PT 516 Illness & Disability	<u>3</u>
	Credits = 11

Semester 2 Year 1 Fall

PT 502 Research I	3
PT 535 Pharmacology	2
PT 540 Functional Anat	5
PT 570 Hum Perf & Hlth Pro I	2
PT 560 Musculoskeletal Eval	5
PT 580 Gerontology	2
PT 591 Service Learning I	<u>2</u>
	Credits = 21

Semester 3 Year 1 Spring

PT 575 Hum Perf & Hlth Pro II	3
PT 545 Neuroscience	4
PT 555 Orthopedics	4
PT 548 Neurology	3
PT 585 Modalities/Wound Care	5
PT 592 Service Learning II	<u>2</u>
	Credits = 21

Semester 4 Year 2 Summer

*PT 675 (Clin. Enrichment) or	
PT 695 (Inter'l Exp.) <i>May Only</i> (2)	
PT 605 Research II	3
PT 690 Prin of Comm Partners	1
PT 699 Orientation to Clin Ed	1
PT 700 Clinical Education	<u>5</u>
	Credits = 10

Semester 5 Year 2 Fall

PT 610 Extremities	5
PT 613 Gross Anatomy	4
PT 640 Pediatrics	3
PT 670 Management	3
PT680 Cardiopulmonary PT	4
PT 691 Service Learning III	<u>2</u>
	Credits = 21

Semester 6 Year 2 Spring

PHIL 543 Bioethics	3
PT 650 Spine	4
PT 630 Adult Neuro Trtmt	3
PT 635 Complex Pt. Prob	3
PT 645 Rehab Techniques	4
PT 692 Service Learning IV	<u>2</u>
	Credits = 19

Semester 7 Year 3 Summer

*PT 675 (Clin. Enrichment) or	
PT 695 (Inter'l Exp.) <i>May Only</i> (2)	
PT 785 Prof & Legal Issues	2
PT 710/720/730 Internships	<u>10</u>
	Credits = 12

Semester 8 Year 3 Fall

PT 710/720/730 Internships	10
PT 740 Capstones	<u>6</u>
	Credits = 16

Semester 9 Year 3 Fall

PT 710/720/730 Internships	10
PT 750 Seminar	2
PT 765 Special Topics	<u>2</u>
	Credits = 14

*PT 675 may be taken for 1-2 credits for a total of six credits in the curriculum

3. Electives

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 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 695 International Study Experience in Physical Therapy

This is an intensive two to three week experience in Perth, Australia hosted by Curtin University. Second and third year physical therapy students may spend three weeks learning about the practice of physical therapy in Australia. Students will have the opportunity to observe socialized medicine delivery, rural healthcare in the outback and physical therapy education from an Australian perspective. This program is limited to 10 students per year. Application for this experience is required and students must be accepted in order to participate. In addition, this experience includes requirements such as journaling, reflection papers, and other professional and practice issue writings related to the experience. Other study abroad experiences are being constantly evaluated and may be added from time to time

LICENSURE REQUIREMENTS

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 Program Chair and the DCE is sent to the 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. 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: <http://pt.ky.gov/krskar/>

Indiana Practice Act: <http://www.in.gov/pla/pt.htm>

PROGRAM EXPECTATIONS FOR STUDENTS

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

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 handled internally within the program with the program chair mediating and gathering facts regarding the complaint. If the program chair is the object of the complaint, the Dean of the Lansing School will attempt to resolve the dispute. Students maintain their right to due process by filing all complaints and grievances against the program, its faculty or staff through procedures outlined in the Bellarmine University Student Handbook. Visiting students will operate under the same handbook.

Any complaints of sexual harassment must be handled in accordance with the university policy.

Complaints against the program through outside agencies and non-enrolled individuals will likewise be investigated by the program chair in attempt to resolve the complaint. The Dean of the Lansing School shall be notified of external complaints against the program, and will advise the program chair on all matters related to the complaint. If the situation remains unresolved at this level, the Vice President for Academic Affairs 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

Appendix A: PROFESSIONAL CODE OF CONDUCT FOR STUDENTS

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 or the DCE.
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 Program Chair or the Dean of the Lansing School may immediately remove her/him from the clinic. In this event, the student must report immediately to the Program Chair, or, in the chair's absence, to the chair's designee. In the chair'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.

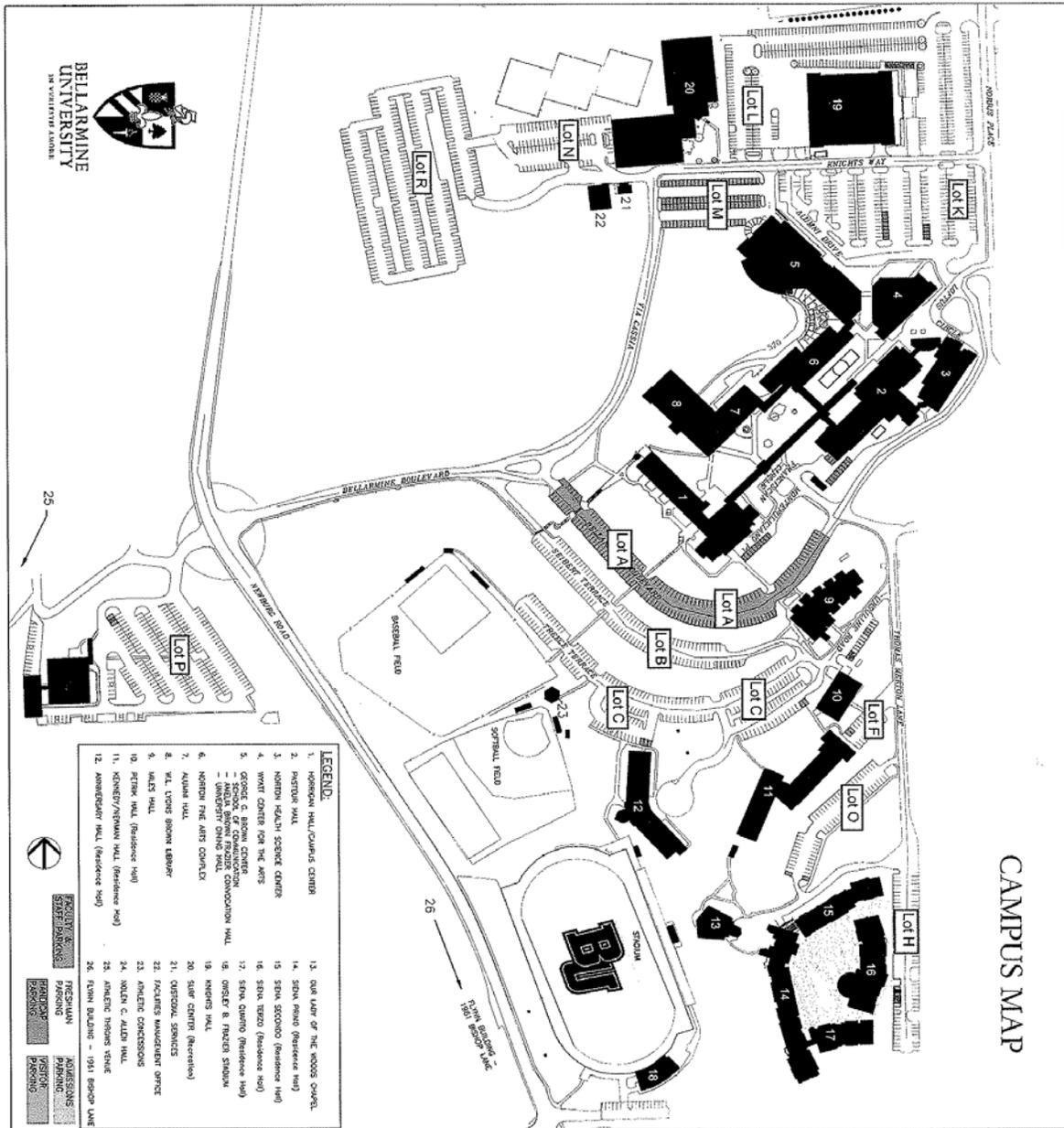
Breaches in this Professional Code of Conduct for Students may result in dismissal of the student from the Program.

I have read this document and have received a copy.

Signature

Date

Appendix B: Bellarmine Campus Map



Appendix C: Incident Report

Bellarmine 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 3rd floor lab (Allen Hall 360) or the 4th 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 (9-272-3333) 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 3333.
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.

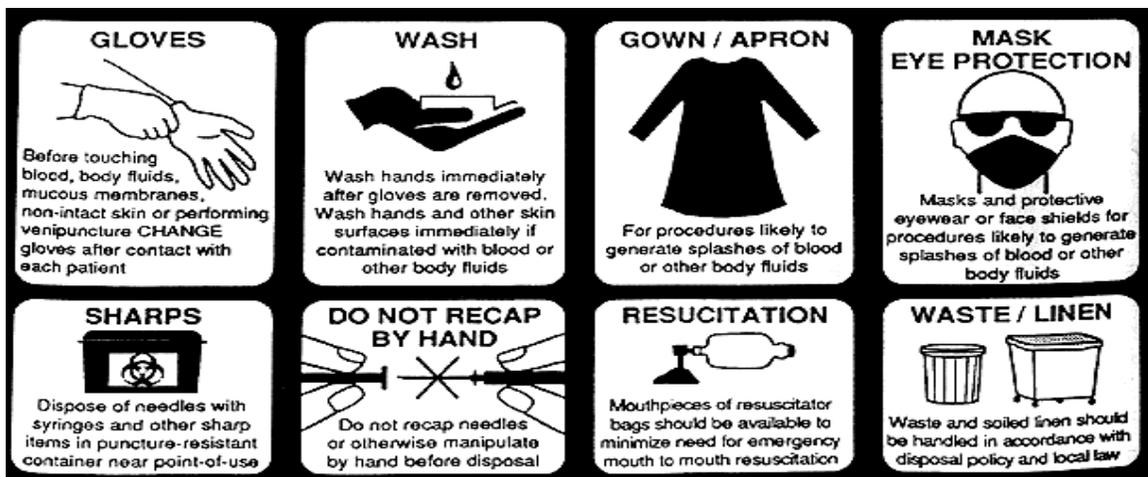


Photo Release Form



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: _____

Appendix H: Gross Anatomy Participation Agreement

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

EFFECTIVE JULY 1, 2010. For more information, go to www.apta.org/ethics

CODE OF ETHICS HOD S06-09-07-12 [Amended 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]

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/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/clients over the interests of the physical therapist.

2B. Physical therapists shall provide physical therapy services with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

2C. Physical therapists shall provide the information necessary to allow patients or their surrogates to make informed decisions about physical therapy care or participation in clinical research.

2D. Physical therapists shall collaborate with patients/clients to empower them in decisions about their health care. 2E. Physical therapists shall protect confidential patient/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. (*Core Values: Excellence, Integrity*)

3A. Physical therapists shall demonstrate independent and objective professional judgment in the patient's/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/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/clients, families, colleagues, students, research participants, other healthcare 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 discourage misconduct by healthcare professionals and report illegal or unethical acts to the relevant authority, when appropriate.
- 4D. Physical therapists shall report suspected cases of abuse involving children or vulnerable adults to the appropriate authority, subject to law.
- 4E. Physical therapists shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.
- 4F. Physical therapists shall not harass anyone verbally, physically, emotionally, or sexually.

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/client continues to need physical therapy 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, healthcare 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, life-long learning, and excellence.

Principle #7: Physical therapists shall promote organizational behaviors and business practices that benefit patients/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/clients.
- 7E. Physical therapists shall be aware of charges and shall ensure that documentation and coding for physical therapy 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/clients.

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

8A. Physical therapists shall provide *pro bono* physical therapy 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 over-utilization or under-utilization of physical therapy services.

8D. Physical therapists shall educate members of the public about the benefits of physical therapy and the unique role of the physical therapist.

Proviso: The Code of Ethics as substituted will take effect July 1, 2010, to allow for education of APTA members and non-members.

Appendix J: Professional Abilities

Professional Ability		Definition
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 Model for Ability Based on Assessment in Physical Therapy Education. *Journal of Physical Therapy Education* 9:1, Spring 1995)

**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.

_____ PRINT Name	_____ Student ID #
_____ Signature	_____ Date

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.”

_____ Signature	_____ Date
---------------------------	----------------------

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.

Student Signature

Date