

Bellarmino University  
School of Movement and  
Rehabilitation Sciences



Doctor of Physical Therapy Program

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*Doctor of Physical Therapy Program*

*STUDENT HANDBOOK*

*2024-2025*

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## Table of Contents

<b>PURPOSE OF THE HANDBOOK</b> .....	6
<b>INTRODUCTION</b> .....	6
<b>MISSION STATEMENTS AND CURRICULAR PHILOSOPHY</b> .....	7
<b>Bellarmino University Mission</b> .....	7
<b>Bellarmino University Vision</b> .....	7
<b>Bellarmino University Values</b> .....	7
<b>Physical Therapy Program Mission Statement</b> .....	7
<b>Statement of Program Curricular Philosophy</b> .....	8
<b>OATH FOR PHYSICAL THERAPY STUDENTS</b> .....	9
<b>GENERAL UNIVERSITY AND PROGRAM INFORMATION</b> .....	9
<b>Academic Calendars</b> .....	9
<b>Accessibility Resources Center</b> .....	9
<b>Advising</b> .....	10
<b>Bellarmino University Recycling Program</b> .....	10
<b>Bookstore</b> .....	11
<b>Campus Recreation and Wellness</b> .....	11
<b>Communication with E-Mail and Office Hours</b> .....	11
<b>Complaints Against the Program</b> .....	11
<b>Counseling Center</b> .....	12
<b>Curriculum</b> .....	13
<b>Expectations of Students</b> .....	14
<b>Financial Aid</b> .....	14
<b>Food Service/Vending</b> .....	14
<b>Health Services</b> .....	15
<b>Library</b> .....	15
<b>Licensure Requirements</b> .....	16
<b>Lockers</b> .....	17

<b>Mailboxes</b> .....	17
<b>Parking</b> .....	17
<b>Post Office</b> .....	17
<b>Program Awards</b> .....	17
<b>Safety and Security</b> .....	19
<b>Showers</b> .....	19
<b>Shuttle Service</b> .....	20
<b>Student Success Center</b> .....	20
<b>Technology</b> .....	20
<b>Telephone/Fax</b> .....	21
<b>Directory Table</b> .....	21
<b>Organizational Chart</b> .....	24
<b>STUDENT POLICIES</b> .....	25
<b>Academic Integrity</b> .....	25
<b>American with Disabilities Act &amp; Essential Functions and Technical Standards</b> .....	27
<b>Attendance</b> .....	33
<b>Class Governance</b> .....	35
<b>Class Times</b> .....	37
<b>Cleaning Equipment and Supplies</b> .....	38
<b>Community Service</b> .....	39
<b>Complaints Not Addressed in the Established Due-Process Procedure</b> .....	39
<b>Course and Program Evaluations</b> .....	39
<b>Dress Code for Classroom and Lab</b> .....	40
<b>Due Process</b> .....	40
<b>Enrollment in Dual Degree Programs</b> .....	41
<b>Examinations</b> .....	41
<b>Field Trips</b> .....	42
<b>Gross Anatomy Dissection Laboratory</b> .....	43
<b>Guests and Guest Speakers in the Classroom</b> .....	44

<b>Harassment</b> .....	44
<b>Health and Safety Expectations and Procedures</b> .....	44
<b>Health Insurance</b> .....	46
<b>Independent Laboratory Practice</b> .....	47
<b>Informed Consent for Laboratory Participation</b> .....	47
<b>Injury/Accident</b> .....	48
<b>Laboratory and Equipment Safety</b> .....	49
<b>Leave of Absence Requests</b> .....	50
<b>Maintenance of Laboratories/Equipment/Supplies</b> .....	50
<b>Meetings with Faculty</b> .....	50
<b>Name Change</b> .....	51
<b>Non-Discrimination Policy</b> .....	51
<b>Photo/Video Release</b> .....	52
<b>Physical Therapy Registered Student Organization (RSO)</b> .....	52
<b>Pre-Physical Therapy Club</b> .....	53
<b>Privacy Education – Health Information Portability and Accountability Act (HIPAA)</b> .....	53
<b>Professional Organizations</b> .....	54
<b>Program Progression</b> .....	55
<b>Recording Policy</b> .....	60
<b>Registration for Courses</b> .....	61
<b>Safety</b> .....	61
<b>Social Media Policy</b> .....	62
<b>Standard Precautions</b> .....	64
<b>Student Drug and Alcohol Policy</b> .....	64
<b>Student Employment Policy</b> .....	71
<b>Student Fees</b> .....	72
<b>Appendix A: Professional Code of Conduct for Students</b> .....	73
<b>Appendix B: Bellarmine Campus Map</b> .....	75
<b>Appendix D: Photo Release Form</b> .....	79

<b>Appendix E: Absence Form .....</b>	<b>80</b>
<b>Appendix F: Gross Anatomy Participation Agreement.....</b>	<b>81</b>
<b>Appendix G: APTA Code of Ethics .....</b>	<b>82</b>
<b>Appendix H: Professional Abilities.....</b>	<b>85</b>
<b>Appendix I: Receipt of Handbook.....</b>	<b>86</b>
<b>Appendix J: Student Drug and Alcohol Policy Acknowledgment Form .....</b>	<b>87</b>
<b>Appendix K: Training and Laboratory Participation Agreement .....</b>	<b>88</b>
<b>Appendix L: iPad Agreement.....</b>	<b>89</b>
<b>Appendix M: Course Filming Permission Form .....</b>	<b>90</b>

## **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, hereby referred to as the “program”. Policies and procedures presented in this handbook are subject to change at any time. As changes occur in program policies, an updated Student Handbook will be made available to students.

## **INTRODUCTION**

### ***Message from Dr. Mark R. Wiegand, Vice President for Academic Affairs and Provost***

As a physical therapist and the Associate Provost, I am delighted to welcome you to Bellarmine University and the Physical Therapy Program. Starting 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. Your experiences in the program, through classwork, laboratories and community engagement, will prepare you with the knowledge, skills, confidence, and behaviors necessary to assume the role of a health care professional in society. Welcome to Bellarmine University, the Physical Therapy Program, and the world of professional graduate education.

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

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

### ***Message from Dr. Megan Danzl, Chair/Program Director, Physical Therapy***

Welcome to the Bellarmine University Doctor of Physical Therapy Program! The faculty and staff are committed to pedagogical excellence and to guiding and supporting you on the path to become movement experts who transform society by improving the human experience. We are dedicated to your professional growth and cultivation of the evidence-informed, interprofessional, and person-centered patient care skills requisite of a Doctor of Physical Therapy. Our program has an outstanding reputation and upon graduation, you will be well-prepared to uphold the values of our profession, practice ethically, lead, and serve the community.

## MISSION STATEMENTS AND CURRICULAR PHILOSOPHY

### Bellarmino University Mission

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

### Bellarmino University Vision

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

### Bellarmino University Values

Bellarmino University finds its Catholic identity in the inclusive spirit of Thomas Merton. We believe in the search for the true self, the interconnectedness of life and the solidarity of the human spirit, which transcends ethnic, religious, and social divisions. We educate the whole person to realize their highest potential as part of an interconnected world. Our values are Academic Excellence, Intrinsic Dignity, Social Responsibility, Integrity, Hospitality, and Stewardship.

**Academic Excellence:** Promoting academic inquiry rooted in the liberal arts tradition—critical thinking, communication, collaboration, creativity, and compassion—with an expectation of excellence

**Intrinsic Dignity:** Respecting the intrinsic value and dignity of every individual

**Social Responsibility:** Cultivating grounded citizens who contribute to and advocate for the public good, environmental sustainability, global understanding, and informed civic engagement

**Integrity:** Fostering strong ethical principles, honesty, fairness, transparency, and trustworthiness

**Hospitality:** Creating an inclusive community that welcomes all and models a spirit of goodwill

**Stewardship:** Exercising thoughtful stewardship of our university resources

### Physical Therapy Program Mission Statement

The Doctor of Physical Therapy Program is committed to educating holistic, person-centered student physical therapists who become leaders in providing evidence-informed care to a diverse community. Faculty develop forward thinking, innovative, reflective physical therapists dedicated to lifelong learning through professional and community engagement. (April 2023)

## Statement of Program Curricular Philosophy

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

- behaviors, responsibilities and expectations of practitioners of a doctoring profession
- active, directed and integrated learning experiences in service to others
- active learning methods and mentoring integrated throughout the curriculum, especially within student groups and between students and faculty
- thoughtful and reflective clinical practice skills based on the current best scientific evidence available
- wellness and health promotion related to societal needs and for individuals in various life stages, as a part of contemporary physical therapy practice
- emphasis on human anatomy and movement as a basis for the development of physical therapy diagnosis, intervention, and prevention skills

The faculty of the program embrace the following core values that shape curricular themes: integrity, service, leadership, compassion, reflection, mentoring, and professionalism.

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

- learning is facilitated through role modeling and active mentoring between faculty and students and within student groups
- instruction in the physical therapy clinical sciences is developed from strong foundational sciences
- individual learner needs are met through a variety of active and directed learning opportunities and experiences
- the development of clinical decision-making skills is based on integrating evidence-informed physical therapy knowledge and reflective practice
- service-learning provides students with the opportunity to apply didactic knowledge to real-world experiences outside the classroom through active community engagement that can enhance the curriculum beyond the classroom, expose students to real-world situations, and provide time for reflection and leadership development

## OATH FOR PHYSICAL THERAPY STUDENTS

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

I will respect the rights and dignity of all individuals who seek my services or with whom I work. I will act in a compassionate and trustworthy manner in all aspects of my services.

I will exercise sound professional judgment while abiding by legal and ethical requirements.

I will demonstrate integrity during interactions with colleagues, other health care providers, students, faculty, researchers, the public, and payers for the enhancement of patient care and the advancement of the profession. I will enhance my practice through lifelong acquisition and application of knowledge, skills, and professional behavior.

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

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

*Adapted from the American Physical Therapy Association (APTA) Section on Education February 2011.*

## GENERAL UNIVERSITY AND PROGRAM INFORMATION

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### Academic Calendars

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Bellarmino University calendars of events and academic calendars are available through the [Academic Calendar](#) link. Please note that all dates are subject to change.

### Accessibility Resources Center

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Bellarmino University is committed to providing equal educational opportunities and full participation for persons with disabilities. The Accessibility Resource Center provides support services to persons with disabilities to assist them in achieving academic, career, and personal goals. The Director of the Accessibility Resource Center serves as a liaison for students with the faculty, staff, and administration. The Accessibility Resource Center Office is located in Centro McGowan Hall, CNMH-076. Enter at Admissions or at the Career Development Center.

Ms. Lauren Purcell, Director of the Accessibility Resource Center Phone: 502.272.8489

Fax: 502.2728491

Email: [arc@bellarmine.edu](mailto:arc@bellarmine.edu) or

[lpurcell@bellarmine.edu](mailto:lpurcell@bellarmine.edu)

Location: Centro, CNMH-074

Website: <https://www.bellarmino.edu/studentaffairs/accessibility-resource-center/>

Documentation guidelines for requesting accommodations is available at <https://www.bellarmino.edu/studentaffairs/accessibility-resource-center/acc/>.

## Advising

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Program faculty advise physical therapy students. Following acceptance into the program, students are assigned a faculty adviser. Changes in advisers may be requested by the student or faculty member to the Chair.

The adviser is an important resource to oversee general progress through the program – conferring with the student as necessary to guide and assist the student’s professional growth. If a student experiences academic or personal challenges that affect professionalism or academic work, it is appropriate and encouraged that the student discloses and discusses this with the adviser. The advisor assists the student to set professional development goals based on professional core values, self-assessment, and other appropriate sources that relate to their academic experience. It is the student’s responsibility to complete a Professional Behaviors Self-Assessment each fall and spring semester as part of the Service Learning and Community Engagement coursework and to meet with the faculty adviser to discuss the self-assessment.

The faculty should expect the following from student advisees:

- actively participate in professional development planning with consideration of entry-level practice expectations and development as a person
- confer with the advisor before withdrawing from a course or withdrawing from the program
- engage in ongoing self-evaluation of progress toward professional goals
- confer with the advisor as necessary and as desired
- arrange and keep appointments with the advisor; it is the student’s responsibility to know the dates and locations of these sessions

### Advising Timeline

During the fall and spring semesters of year 1 and 2 in the program, students will complete a Professional Behaviors Self-Assessment as part of designated coursework (PT 591, PT 592, PT 691, PT 692) and will meet with the advisor to review the self-assessment and discuss professional behavior goals and a plan to achieve the goals. During all three years of the program, the Director of Clinical Education and Associate Director of Clinical Education provide advising for all students for clinical education.

In year 3, primary advising responsibilities are held by the Director and Associate Director of Clinical Education, however, previously designated faculty advisors are available for advising during year 3 at the request of the student or clinical education faculty.

## Bellarmine University Recycling Program

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

## Bookstore

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The Bellarmine University Bookstore is located on the bottom floor of Centro, Treece Hall.  
Email: <https://www.bkstr.com/bellarminestore/home>; Phone: (502)-272-8111.

## Campus Recreation and Wellness

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

Email: [surf@bellarmine.edu](mailto:surf@bellarmine.edu) Phone: 502.272.8312

Hours: Monday - Thursday: 6 a.m. - 11 p.m.; Friday: 6 a.m. - 8 p.m.; Saturday: 9 a.m. - 7 p.m.; and Sunday: Noon - 7 p.m. (subject to change during holidays and other breaks)

Location: SuRF Center, 1701 Knights Way

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

## Communication with E-Mail and Office Hours

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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.

OneDrive folders, Moodle, and Teams are also connected to email and may be used by faculty and staff. Wireless internet is available in the classroom. Each student is registered on Moodle (Bellarmine's Learning Management System) for each class they are enrolled in. This can be accessed by log-in with username (same for e-mail) and email password. Moodle is used by faculty to post class material, discussions, and assessments. Each faculty member establishes office hours, which are posted in their course syllabi as well as on their office door. Students are encouraged to utilize faculty office hours and initiate communication via email for additional appointments. Students are expected to communicate promptly with Course Directors, faculty, advisers, and/or program leadership as a need arises. Class Officers are also welcome to bring forward feedback, suggestions, and questions on behalf of the class.

## Complaints Against the Program

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In order to provide high quality educational experiences, the Program recognizes the importance of receiving and being open to the merits of any complaint made against the program, the faculty and/or staff. Student complaints involving grades, inequitable treatment, or

other situations will be addressed through procedures outlined in the Bellarmine University Course Catalog Academic Policies. Visiting students will operate under the same set of policies.

Any complaints of sexual harassment must be handled in accordance with the University Non-Discrimination Policy and fully defined in the Bellarmine Sexual Discrimination and Misconduct Policy in the University Student Handbook.

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

To obtain the materials necessary for submitting a complaint to CAPTE, contact the APTA Accreditation Department at 703-706-3245 or [accreditation@apta.org](mailto:accreditation@apta.org). To learn more about submitting a complaint to CAPTE, visit the link [here](#).

For complaints not addressed in the established due-process, please refer to the “Complaints Not Addressed in the Established Due-Process Procedure” in this handbook.

## **Counseling Center**

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Bellarmino University Counseling Center provides free and confidential short-term mental health services to any currently enrolled Bellarmine Student, both in-person and via telehealth. Additional services provided include mental health screening, online workshops, phone consultation and support, crisis intervention, initial needs assessment, short-term individual therapy and referral.

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

Phone: 502.272.8480

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

Location: 2001 Newburg Road (Centro, Treece Hall), Suite 224 Website:

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

### **Crisis Intervention**

Students who are experiencing a mental health emergency can contact the Counseling Center at 502.272.8480. If no one is available to answer the call or if it is after standard hours of operation (Monday-Friday, 8 a.m. – 5 p.m.), please dial “2” on our voicemail menu to speak to an on-call counselor.

### **Mental Health Screenings**

Mental health is a key part of overall health. Brief screenings are the quickest way to determine if connection with a mental health professional is needed. This program is completely anonymous and confidential. Results, recommendations, and key resources are available immediately following the brief questionnaire.

<http://screening.mentalhealthscreening.org/bellarmino>

## Curriculum

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### Pre-Professional Curriculum

Bellarmino University undergraduate students who are pursuing a 3+3 or 4+3 path are responsible to meet all University graduation requirements (e.g., core curriculum requirements) for the Bachelor's degree. Students are also required to complete prerequisite courses for the program as outlined in Admissions information.

### Professional Curriculum: Physical Therapy Program

	Summer Semester	Fall Semester	Spring Semester
<b>Year 1</b>	PT 516 Psychosocial/Teaching & Learning (5 cr.) PT 524 Intro to Acute Care & Basic Patient Management (3 cr.) PT 532 Appl Clin Anatomy (3 cr.) Credits = 11	PT 502 Research I (3 cr.) HLTH 535 Pharmacology (2 cr.) PT 540 Functional Anat (5 cr.) PT 560 Musculoskeletal Eval (5 cr.) PT 570 Hum Perf & Hlth Prom. I (2 cr.) PT 580 Gerontology (2 cr.) PT 591 Service Learning I (2 cr.) Credits = 21	PT 545 Neuroscience (4 cr.) PT 555 Orthopedics (4 cr.) PT 565 Biophysical Agents (3 cr.) PT 575 Hum Perf & Hlth Pro II (3 cr.) PT 590 Wound Care (2 cr.) PT 592 Service Learning II (2 cr.) Credits = 18
<b>Year 2</b>	PT 602 Neurology (3 cr.) PT 605 Research II (3 cr.) PT 699 Orientation to Clin Ed (1 cr.) PT 700 Clinical Clerkship (5 cr.) Credits = 12	PT 610 Extremities (5 cr.) PT 613 Human Anatomy (4 cr.) PT 640 Pediatrics (3 cr.) PT 670 Ldrshp & Oper Admin (3 cr.) PT 680 Cardiopulmonary PT (4 cr.) PT 691 Service Learning III (2 cr.) Credits = 21	PHIL 543 Bioethics (3 cr.) PT 630 Adult Neuro Trtmt (4 cr.) PT 635 Diff Dx & Mgmt. (3 cr.) PT 645 Rehab Techniques (3 cr.) PT 650 Spine (4 cr.) PT 692 Service Learning IV (2 cr.) Credits = 19
<b>Year 3</b>	PT 785 Prof & Legal Issues (2 cr.) PT 710 Prac. Exp I (Part 1) (10 cr.) Credits = 12	PT 720 Practice Experience II (10 cr.) PT 740 Capstone Project (6 cr.) Credits = 16	PT 730 Practice Experience III (10 cr.) PT 750 Seminar (2 cr.) PT 765 Special Topics (2 cr.) or PT 695 Inter'l Exp* (2 cr.) Credits = 14

## Expectations of Students

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*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.

*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.

*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.

## Financial Aid

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Students have the right to accurate and timely information on financial aid and on policies that impact the disbursement of financial aid packages. Representatives of the Office of Financial Aid offer informational sessions prior to orientation. Students may also schedule appointments to meet with a representative of the Office of Financial Aid as necessary during regular university business hours (8:00 a.m. – 5:00 p.m., Monday- Friday). Information on financial aid is available online at <http://www.bellarmino.edu/financialaid>.

## Food Service/Vending

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Drinks and food are available for purchase on the first floor of Allen Hall in the "Dr. Dave's Place" Student Lounge. Café à la Carte food services are available on the main campus in Centro Horrigan Hall (Café Ogle) and Frazier Hall (University Dining Hall (UDH)). For further information regarding food services, visit the website <https://bellarmine.sodexomyway.com/> or contact Sodexo Food Services at (502) 272-8305. Refrigerators for student use are in Allen 260 and 360. Refrigerators all must be fully cleaned prior to extended breaks when the University is closed and students are not in class.

## Health Services

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Students have access to health services through Bellarmine University's Office of Health Services. The Office of Health Services is Bellarmine University's free on-campus student health clinic, located in Newman Hall and open five days per week. Nurse Practitioners are available by appointment four days per week during the Fall and Spring semesters. The Director and Registered Nurse are available five days per week. Walk-ins are welcome and accommodated if the schedule allows. Free services include sick visits, physicals, referrals, over-the-counter medication, and wound care. There is a charge for outside lab procedures, allergy injections, tuberculosis screening, and select immunizations.

Phone: 502.2728313

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

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

Summer hours: 9:00 a.m. - 4 p.m. Monday – Thursday and 9:00 a.m. - Noon on Friday

Nurse Appointments: Monday - Friday 9:00 a.m. – 12:00 p.m. and 1:30 – 4:30 p.m. Location: Newman Hall, 1st floor, beside Petrik Hall

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

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

**Nearby Medical Facilities:** If a student needs advanced medical care outside of office hours, please visit the health services webpage listing local clinics in the area. <http://www.bellarmino.edu/studentaffairs/healthservices/nearby-medical-facilities/>

## Library

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The W.L Brown Lyons Library is located in the Quad on main campus and provides access to a number of resources including online databases, interlibrary loan services, books, video tutorials and more. Access the library services via the homepage <https://www.bellarmino.edu/library/> and take a video tour. Through the library, Bellarmine students have access to resources for research, including academic journals, print and eBooks, films, and more. Some of these services require special steps in order to access off-campus; you can find necessary instructions at <http://libguides.bellarmino.edu/off-campus>.

Bellarmino University is also a member of the Metroversity library system and the Federation of Kentucky Academic Libraries (FoKAL), a consortium of libraries across the state of Kentucky. Metroversity Libraries are libraries in the local area with whom Bellarmine has a reciprocal borrowing agreement. Bellarmine students have borrowing privileges at several regional universities (Bellarmine ID required).

If the library's local resources are not sufficient for student needs, materials can be acquired through Inter-library Loan (ILL). Article requests delivered digitally have an average turn around time of one day; physical materials take several days.

W.L. Lyons Brown Library Hours are provided in the hours section on the library home page ([www.bellarmine.edu/library](http://www.bellarmine.edu/library)).

Library Contact Information:  
Circulation Desk: 502.2728141  
Reference Desk: 502.2728317

## Licensure Requirements

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Satisfactory completion of the physical therapy program allows the graduate to be eligible to apply for licensure. The student is solely responsible for making and submitting an application for licensure to practice physical therapy. Once the student has satisfactorily completed all educational requirements, a letter signed by the Chair/Program Director and the Director of Clinical Education is sent to the Kentucky state licensure board. Prior to graduation, the student should contact the State Board of Physical Therapy or the appropriate licensing authority in the state in which they plan to practice to request an application for the professional licensure examination. A listing of individual State Board addresses and websites is accessible through the Website of the Federation of State Boards of Physical Therapy at [www.fsbpt.org](http://www.fsbpt.org). The student is solely responsible for obtaining their application and completing the necessary information. Most states make application forms accessible through their websites.

The student must advise the Physical Therapy Department Chair in writing of verification forms necessary to complete the requirements for individual states other than Kentucky. If individual reference letters must accompany the licensure application, the student should request these in writing from the specific faculty members. The physical therapy faculty and administrative assistant will not circulate applications to the necessary campus offices for completion under any circumstance.

The student is also asked to release their board exam scores back to the University and can authorize this when completing their application for licensure.

If the student wishes to begin employment after graduation but before the exam results are known, the student should request temporary licensure from the respective State Board if it is available. Temporary licensure is not granted by all State Boards. Once the exam has been taken, the student will be notified of their score directly by the State Licensing Agency. The program is not able to disseminate this information.

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>

## Lockers

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Lockers are available for 1st and 2nd year DPT students on the 3rd and 4th floor landings outside Allen Hall 360 and 460 classrooms. Students will be issued a locker and a lock. Locks must be turned in to the program upon progression into full-time clinical experiences in the final year of the program. If a student wishes to use any lockers in the first floor restrooms, the student will need to bring a personal lock.

## Mailboxes

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

## Parking

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

## Post Office

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

## Program Awards

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Program awards bestowed at an end-of-program graduation celebration event are as follows:

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

Dr. Richard H. Swigart, Professor Emeritus of Anatomical Sciences at the University of Louisville, was the founding Dean of the School of Allied Health at the University of Louisville, the original host institution of the Doctor of Physical Therapy Program. It was through his efforts that the Physical Therapy Program was founded. Dick Swigart received his undergraduate degree from the University of North Carolina, a certificate in physical therapy from Columbia University, and his doctorate in anatomy from the University of Minnesota. He joined the faculty of the University of Louisville in 1953 and served the university in a wide range of roles until his retirement in 1994. During his tenure at the University of Louisville, he

provided stewardship to the university by serving interim roles as Dean of the Graduate School, Dean of Medicine, Dean of Nursing and as the founding Dean of the School of Allied Health Sciences. He was also on the faculty for the US Army Medical Corps School of Medicine in Saigon during the Vietnam Conflict. The consummate scholar, Dr. Swigart received National Institute of Health (NIH) funding during the 1960's in three different areas of inquiry; cardiovascular physiology, neurophysiology and renal physiology. Dr. Swigart taught physical therapy students neuroanatomy for many years, and challenged our students to strive toward excellence and understanding in their chosen careers. This award may be given annually to the student or students who best reflect Dr Swigart's academic excellence, curiosity and love of learning.

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

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

#### **Dennis Lesch Award for Excellence in Clinical Education**

Professor Dennis Lesch has taught entry-level students for over 40 years at Bellarmine, University of Louisville, the University of Kentucky, Washington University and Medical College of Ohio. While serving as director of Rehabilitation Services at Humana Hospital, he took on a permanent part-time faculty role at U of L in 1984 and transitioned with the program to Bellarmine University in 2001. He became a full-time Bellarmine faculty member in 2016 and launched the geriatric residency program. In the field of physical therapy, clinical excellence is essential for ensuring positive patient outcomes and improving overall healthcare. The Dennis Lesch Award for Excellence in Clinical Education recognizes the exceptional contributions of adjunct faculty who have shown an unwavering commitment to providing outstanding patient care while upholding the highest standards of professionalism and integrity in the classroom. This award is chosen by students and may be given annually to an adjunct faculty member who demonstrates these qualities.

#### **ACAPT Honor Society**

The American Council of Academic Physical Therapy (ACAPT) is a not-for-profit association dedicated to excellence in physical therapist education programs. ACAPT's core purpose is to lead physical therapy in the pursuit of academic excellence. ACAPT established The National Physical Therapy Student Honor Society in 2018 to recognize current Doctor of Physical Therapy students who demonstrate excellence, integrity, and professionalism in areas of academic achievement (top 25%), leadership, service or research, moral character, ethics, and the core values of the PT profession. Students in their last year of physical therapy school who meet these requirements may apply. Chosen students will be recognized on the ACAPT website.

## **TAO Clinical Education Award**

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

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

## **Safety and Security**

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First aid kits are located in each laboratory (Allen Hall 260, 360, 200, 110) on the counter near the sink and at the Allen Hall reception desk. The Emergency Medical Services phone number is 911. Campus security is at 272.7777 (or 7777 from campus phone). Emergency Procedures and Standard Precautions are posted in each physical therapy lab and the Michael Hobbs Service Learning Clinic (Allen 110).

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

Access to Allen Hall is swipe card only with a valid ID. If the ID is lost, and the Technology and Support Center (TSC) is closed, students may call security to allow entry into Allen Hall. Classroom and lab access is swipe card only before 7:30 a.m. and after 5:00 p.m. daily. There can be no unauthorized guests (siblings, significant others, etc.) admitted to Allen Hall after hours. A direct dial phone to reach security is outside the front door and the number is 502.272.7777.

## **Showers**

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

## Shuttle Service

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Knight Line shuttle van is available for pick up/drop off between Allen Hall and main campus. It stops in front of Allen Hall and the Franciscan Circle approximately every ten minutes. Campus shuttles run Monday - Friday from 7:30 a.m. to 10:00 p.m. Please use the Ride Systems app or [www.ridebu.com](http://www.ridebu.com) to find the closest shuttle. To request pick up or drop off, contact security at 502.272.7777.

## Student Success Center

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The Student Success Center provides programs and services available to all students at the university and is committed to supporting every student. The Student Success Center is located on the B-Level of the W. L. Lyons Brown Library and is home to Academic Advising, Tutoring Center, Writing Center, Testing Center, Pioneer Scholars Program, Learning Communities, and a variety of other programs and services. For more information, please visit [www.bellarmine.edu/studentsuccess](http://www.bellarmine.edu/studentsuccess), email [studentsuccess@bellarmine.edu](mailto:studentsuccess@bellarmine.edu), or call 502.272.7400.

## Technology

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The Technology Support Center (TSC) provides technology services for the Bellarmine community for Moodle, Office 365, email, and other technology needs. The TSC is open Monday through Saturday. You may stop by the TSC on the "A" Level of the Library, call 502.272.8301, or email [tsc@bellarmine.edu](mailto:tsc@bellarmine.edu).

The first floor student lounge, third floor reception area, and Allen Hall classrooms 131, 260, and 360 contain computer terminals with appropriate physical therapy and university related software for student and faculty use. Printers are available for student use in the first floor student lounge, third floor reception area, and 260. Assistance can be sought from the Technology Support Center (TSC) at 502.272.8301 or [tsc@bellarmine.edu](mailto:tsc@bellarmine.edu). Printer paper is available upon request from the TSC or the PT Program administrative staff. Computers and printers are also available in the Student Lounge on the 1st floor of Allen Hall. Paper for these printers is supplied by the TSC. Photo copies may also be made in the Campus Center or Library.

### Required equipment for both face to face and online instruction:

- A computer (desktop or laptop) manufactured in the last five years, with an operating system and a keyboard input
- An audio/visual recording device, such as a webcam or smartphone with camera
- Reliable high-speed Internet access, defined as at least 25 Mbps download and 3 Mbps upload speeds

### Required applications:

- A modern web browser, updated to its most recent version

- Microsoft Office. This suite of tools is available to all Bellarmine students at no extra charge, in both online and desktop application formats. Information on accessing and downloading Microsoft tools for free, as a Bellarmine student, can be obtained here:  
<https://one.bellarmino.edu/community/tsc/services/Pages/Software.aspx>
- A PDF reader, such as a modern web browser or Adobe Acrobat Reader

## Telephone/Fax

A phone for local use is available in the program classrooms and the first-floor stairwell corridor of Allen Hall and in the Café. Dial 9 to get out; no incoming calls are allowed. There is a security phone located outside the front doors for security purposes. A fax machine use is available for students in the Student Activities Office in Horrigan Hall next to the Print Shop.

## Directory Table

Physical Therapy Department and Administrative Professionals Directory

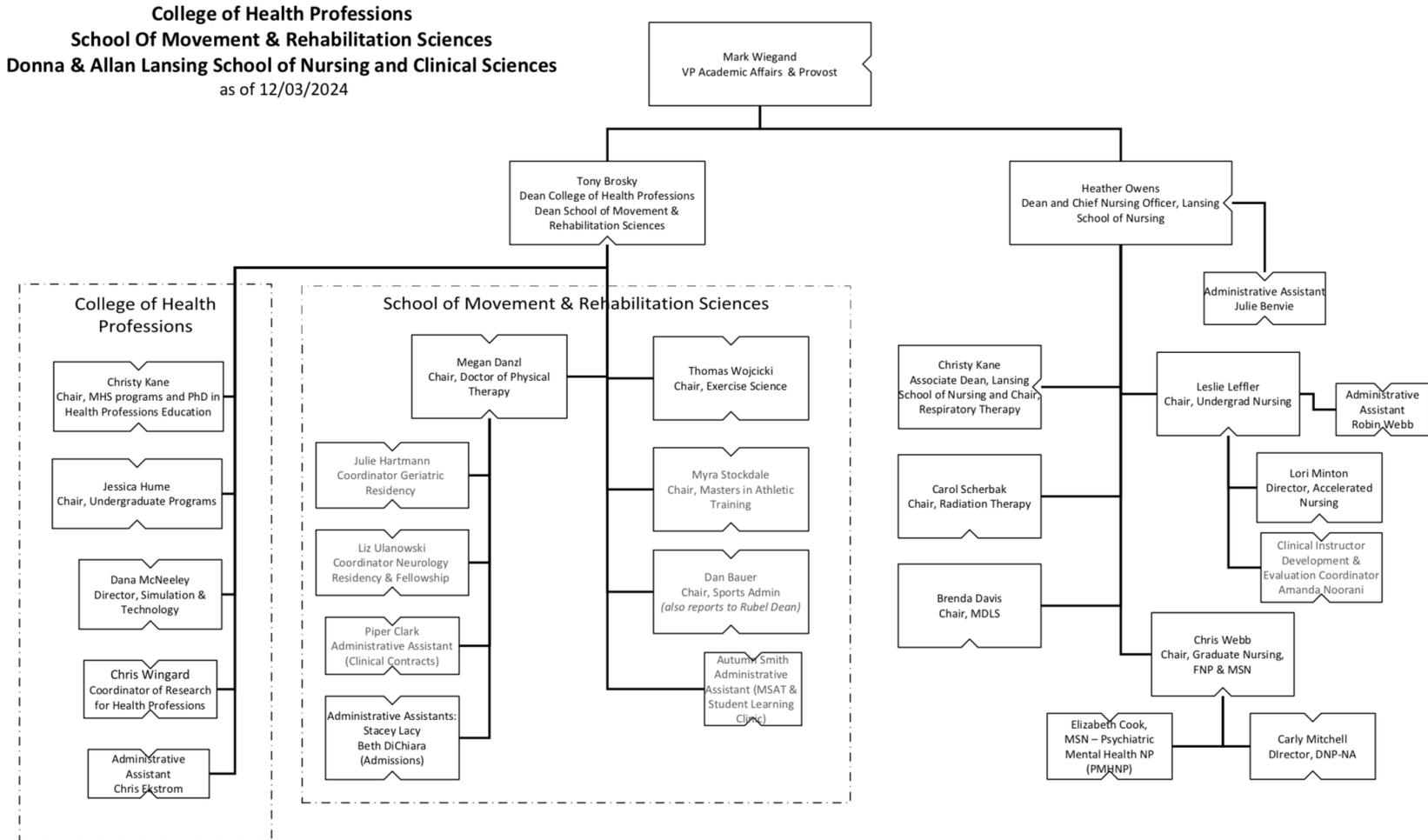
<b>Faculty</b>	
<b>Norman Ayotte, PT, DSc, FAAOMPT</b> Assistant Professor	Allen Hall 121 (502) 272-7919 <a href="mailto:nayotte@bellarmine.edu">nayotte@bellarmine.edu</a>
<b>Sonja Bareiss, PT, PhD</b> Professor	Allen Hall 471 (502) 272-7918 <a href="mailto:sbareiss@bellarmine.edu">sbareiss@bellarmine.edu</a>
<b>Tony Brosky, PT, DHSc</b> Board-Certified Clinical Specialist in Sports Physical Therapy Dean	Allen Hall 112 (502) 272-8375 <a href="mailto:jbrosky@bellarmine.edu">jbrosky@bellarmine.edu</a>
<b>Megan Danzl, PT, DPT, PhD</b> Board-Certified Clinical Specialist in Neurologic Physical Therapy Professor Chair & Program Director	Allen Hall 367 (502) 272-7368 <a href="mailto:mdanzl@bellarmine.edu">mdanzl@bellarmine.edu</a>
<b>Patricia Gillette, PhD</b> Professor Emerita	Allen Hall 470 <a href="mailto:pgillette@bellarmine.edu">pgillette@bellarmine.edu</a>
<b>Tara Granada, PT, DPT</b> Board-Certified Clinical Specialist in Geriatric Physical Therapy Assistant Professor Associate Director of Clinical Education	Allen Hall 116 (502) 272-7968 <a href="mailto:tgranada@bellarmine.edu">tgranada@bellarmine.edu</a>

<b>Dawn Hall-Bibb, PT, PhD, MPT</b> Associate Professor	Allen Hall 369 (502) 272-8288 <a href="mailto:dhallbibb@bellarmine.edu">dhallbibb@bellarmine.edu</a>
<b>Julie Hartmann, PT, DSc</b> Board-Certified Clinical Specialist in Geriatric Physical Therapy Assistant Professor Director, Geriatric Residency	Allen Hall 370 (502) 272-8367 <a href="mailto:jartmann@bellarmine.edu">jartmann@bellarmine.edu</a>
<b>Leann Kerr, PT, DPT, DHS, CBIS</b> Associate Professor	Allen Hall 473 (502) 272-8252 <a href="mailto:lkerr@bellarmine.edu">lkerr@bellarmine.edu</a>
<b>Callie Latham, PT, DPT</b> Board-Certified Clinical Specialist in Orthopaedic Physical Therapy Assistant Professor	Allen Hall 268 (502) 272-8373 <a href="mailto:clatham@bellarmine.edu">clatham@bellarmine.edu</a>
<b>Dennis Lesch, PT</b> Board-Certified Clinical Specialist in Geriatric Physical Therapy Professor Emeritus	Allen Hall 470 <a href="mailto:dlesch@bellarmine.edu">dlesch@bellarmine.edu</a>
<b>Elizabeth Levay, PT, DPT, PhD</b> Board-Certified Clinical Specialist in Women's Health Physical Therapy Assistant Professor	Allen Hall 120 (502) 272-8434 <a href="mailto:elevay01@bellarmine.edu">elevay01@bellarmine.edu</a>
<b>Paul Lonnemann, PT, DPT, FAAOMPT, MTC</b> Board-Certified Clinical Specialist in Orthopaedic Physical Therapy Assistant Professor	Allen Hall 270 (502) 272-7351 <a href="mailto:plonnemann@bellarmine.edu">plonnemann@bellarmine.edu</a>
<b>Nathan Nevin, PT, DPT, MTC, FAAOMPT</b> Board-Certified Clinical Specialist in Orthopaedic Physical Therapy Assistant Professor	Allen Hall 269 (502) 272-8366 <a href="mailto:nnevin@bellarmine.edu">nnevin@bellarmine.edu</a>
<b>Chantal Prewitt, PhD</b> Associate Professor Director of the Gross Anatomy Lab	Allen Hall 117 (502) 272-8362 <a href="mailto:cprewitt@bellarmine.edu">cprewitt@bellarmine.edu</a>
<b>Sarah Beth Quinn, PT, DPT</b> Board-Certified Clinical Specialist in Geriatric Physical Therapy Associate Professor & Director of Clinical Education	Allen Hall 114 (502) 272-7969 <a href="mailto:squinn@bellarmine.edu">squinn@bellarmine.edu</a>
<b>Hayleigh Raiff, PT, DPT</b> Board-Certified Clinical Specialist in Cardiovascular and Pulmonary Physical Therapy Assistant Professor	Allen Hall 468 (502) 272-8372 <a href="mailto:hraiff@bellarmine.edu">hraiff@bellarmine.edu</a>

<p><b>Elizabeth A. Ulanowski, PT, DPT</b>  Board-Certified Clinical Specialist in Neurologic  Physical Therapy Associate Professor &amp; Director of  Neurologic Residency and Movement Disorders  Fellowship</p>	<p>Allen Hall 368  (502) 272-8354  <a href="mailto:eulanowski@bellarmine.edu">eulanowski@bellarmine.edu</a></p>
<p><b>Nancy Urbscheit, PT, PhD</b>  Professor Emerita</p>	<p>Allen Hall  470 <a href="mailto:nurbscheit@bellarmine.edu">nurbscheit@bellarmine.edu</a></p>
<p><b>Chris Wingard, MS, PhD</b>  Professor</p>	<p>Allen Hall 467  (502) 272-7917  <a href="mailto:cwingard@bellarmine.edu">cwingard@bellarmine.edu</a></p>
<p><b>Mark R. Wiegand, PT, PhD</b>  Vice President for Academic Affairs and Provost</p>	<p>CNTH 228  (502) 272-8368  <a href="mailto:mwiegand@bellarmine.edu">mwiegand@bellarmine.edu</a></p>
<p><b>Administrative Professionals</b></p>	
<p><b>Ms. Piper Clark, BA, MSSW</b>  Administrative Assistant</p>	<p>Allen Hall 123  (502) 272-7425  <a href="mailto:pclark3@bellarmine.edu">pclark3@bellarmine.edu</a></p>
<p><b>Ms. Elisabeth DiChiara, BA, MS-EXP</b>  Administrative Assistant</p>	<p>Allen Hall 371  (502) 272-7990  <a href="mailto:edichiara@bellarmine.edu">edichiara@bellarmine.edu</a></p>
<p><b>Ms. Stacey Lacy, BA</b>  Administrative Assistant</p>	<p>Allen Hall 271  (502) 272-8357  <a href="mailto:slacy@bellarmine.edu">slacy@bellarmine.edu</a></p>
<p><b>Ms. Autumn Smith, BA</b>  Administrative Assistant</p>	<p>(502) 272-7978  <a href="mailto:asmith91@bellarmine.edu">asmith91@bellarmine.edu</a></p>

# Organizational Chart

The organizational chart of Bellarmine University is available here: <https://www.bellarmino.edu/about/president/cabinet/>.



## STUDENT POLICIES

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### Academic Integrity

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Bellarmino University is an academic community. It exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical, and social development of students; and the general well-being of society. All members of our community have an obligation to themselves, to their peers, and to the institution to uphold the integrity of Bellarmine University. In the area of academic honesty, this means that one's work should be one's own and that the instructor's evaluation should be based on the student's own efforts and understanding. When the standards of academic honesty are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized.

**Policy:** It is the policy of the physical therapy department that faculty and students will adhere to all forms of academic integrity. Academic dishonesty in any form is unacceptable.

The program endorses and will follow the academic honesty policy as published in the Bellarmine University Course Catalog (available on the university website) and in the Academic Policies Manual of Academic Affairs. 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 (<https://catalog.bellarmino.edu/graduate/acadpolicies#honesty-and-integrity>), in each syllabus, and provided in the Student Handbook.

**Procedure:** Faculty and students will be responsible to create an environment supporting academic integrity which includes the removal of cell phones, smart watches, and any other course resources from the examination area. In cases of potential violations of academic honesty or integrity, faculty will follow the procedures outlined in the Bellarmine University catalog:

<https://catalog.bellarmino.edu/graduate/acadpolicies#honesty-and-integrity>.

Disciplinary actions for students may include, but are not limited to, grade deductions, course failure, dismissal from the professional program, and expulsion from the University. Failure of a course within the professional program due to a breach of the University Code of Conduct will be considered in the same manner as course failures for other reasons.

**Examples of ways students may commit academic dishonesty include but are not limited to:**

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

## American with Disabilities Act & Essential Functions and Technical Standards

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The American Physical Therapy Association describes physical therapists as “licensed doctors who examine, diagnose, and treat movement dysfunction. They improve quality of life through prescribed exercise, hands-on care, and patient education.” The Doctor of Physical Therapy Program at Bellarmine University prepares students to enter the physical therapy profession as generalist practitioners who have the knowledge, attitudes, skills, and behaviors required for safe and effective practice. Essential Functions are the academic, clinical, and interpersonal aptitudes and abilities that allow physical therapy students to complete the professional curriculum. Applicants and students are to review these Essential Functions and the associated Technical Standards of each Essential Function and determine whether they are capable of performing the tasks.

The Program is accredited and adheres to the standards and guidelines of the Commission on Accreditation for Physical Therapy Education (CAPTE). CAPTE requires that our graduates are able to deliver entry-level clinical services. The Program is responsible for selecting and evaluating its students and determining degree recipients. Admission and retention decisions are based on both academic and non-academic factors. The Program is responsible to the public to graduate individuals who are fully competent and capable of performing the Essential Functions and meeting the associated Technical Standards.

The Bellarmine DPT Program complies with the Americans with Disabilities Act and does not discriminate against qualified individuals with disabilities. A qualified person is one who has met academic standards and is able to meet the Essential Functions of a physical therapist with reasonable accommodations if needed. We are committed to making reasonable accommodations for students who have disabilities to allow for equal access and opportunity to perform the Essential Functions. If a student determines upon admission or at any point during matriculation they are unable to meet an Essential Function due to a disability, the student is responsible for notifying the Program Chair and the Accessibility Resource Center of that determination and to request reasonable accommodation(s).

Students must be capable of performing the following assessments and treatment procedures, with reasonable accommodations if needed:

<b>ASSESSMENT PROCEDURES</b> , <i>including but not limited to:</i>	<b>TREATMENT PROCEDURES</b> , <i>including but not limited to:</i>
Aerobic Capacity/Endurance Anthropometric characteristics Assistive technology Balance Mental Functions Cranial and peripheral nerve integrity Gait Joint Integrity and Mobility Mobility (including Locomotion) Muscle performance including Strength, Power, Endurance, Length Pain Posture	Airway Clearance Techniques Motor Function Training (balance, gait, etc.) Therapeutic Exercise Patient Transfers Functional Training Assistive Technology: Prescription, Application, and as appropriate, Fabrication or Modification Manual Therapy Techniques Integumentary Repair and Protection Biophysical Agents

Range of Motion Ventilation and Respiration or Gas Exchange Reflex Integrity Self-Care and Civic, Community, Domestic, Education, Social and Work Life Sensory Integrity Circulation (arterial, venous, lymphatic)	Functional Training in self-care Patient/Client Education
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Reasonable accommodation is a strategy agreed upon by the program and in consultation with the Accessibility Resource Center that enables the student to meet a technical standard. The faculty and student will work together, within the context of the agreed upon strategy, to provide the student with the opportunity to meet the Technical Standard. The presence of a disability does not exempt students from completing required tasks and reasonable accommodation does not guarantee a student will be successful in meeting the requirements of a course. Accommodations may be requested by a student with a disability if it does not fundamentally alter the nature of the program offered and does not impose an undue hardship. Accommodations cannot be applied retroactively.

Students must successfully participate in clinical education experiences away from campus. Students must meet the Technical Standards and requirements of the program and whatever standards are in place by the clinical facility. We are committed to providing reasonable accommodations for students who have disabilities to allow for equal access and opportunity to perform the Essential Functions in the clinical setting. If a student determines that they need accommodation in the clinical setting due to a disability, the student is responsible for notifying the Program Chair, the Director of Clinical Education, and the Accessibility Resource Center of that determination and to request reasonable accommodation(s).

### **Student Responsibilities Regarding Essential Functions**

1. Upon admission to the Doctor of Physical Therapy Program at Bellarmine University, all students must sign a form acknowledging they have read and understand the Essential Functions described and believe they can perform these functions
2. Students must demonstrate the ability to perform, or learn to perform, the Essential Functions
3. Students who may have concerns about meeting these expectations are required to meet with the Program Chair
4. If a student requires reasonable accommodations due to a disability, they must contact the Accessibility Resource Center ([Accessibility Resource Center \(bellarmine.edu\)](http://bellarmine.edu)) with required documentation
5. Students who have a change in status at any point during their matriculation in the program requiring accommodation due to a disability it is recommended students begin the process at the time of the status change
6. Due to the time required to properly evaluate a student's needs and implement reasonable accommodations, it is recommended students request accommodations as early as possible (preferably 30 days before the start of a course or clinical experience)

An offer of admission may be withdrawn and/or a student may be recommended for dismissal from the program if:

1. After a student has requested and received a reasonable accommodation, they are unable to meet program qualifications including these Essential Functions

2. It becomes apparent that the student cannot meet the Essential Functions even with reasonable accommodation
3. The requested accommodation(s) would fundamentally alter the nature of the Doctor of Physical Therapy Program at Bellarmine University, or
4. The requested accommodation(s) would create a significant risk of harm to the health or safety of others

**The Essential Functions are:**

1. Affective/behavioral skills
2. Cognitive/intellectual skills
3. Communication skills
4. Observation skills
5. Sensorimotor skills

To achieve the Essential Functions of the role of the physical therapist, the student must be capable of meeting the following Technical Standards (skills and tasks) within each Essential Function:

**Affective/Behavioral Skills:** use of social and professional skills to demonstrate

- Appreciation that one's values, attitudes, beliefs, emotions, and experiences affect one's perceptions and working relationships.
- Effective coping with the mental and emotional rigors of a demanding educational program including responding appropriately to physically, emotionally, or intellectually stressful situations in the classroom and in clinical experiences that must be handled swiftly and calmly.
- Ability to adjust to changing situations and uncertainty in academic and clinical environments.
- Appreciation and respect for individual, social, and cultural differences in values and opinions to foster harmonious working relationships.
- Appropriate behavior and attitudes to not jeopardize the safety and well-being of individuals.
- Ability to be self-reflective.
- Ability to be assertive and take initiative.
- Ability to reason morally and practice physical therapy in an ethical manner.
- Ability to receive constructive feedback and modify behaviors as needed without defensiveness.
- Ability to delegate and direct others and function effectively as a member of the healthcare team.
- Possession of attributes of accountability, altruism, compassion and caring, excellence, integrity, professional duty, social responsibility, flexibility, empathy, and motivation.
- Ability to maintain mature, sensitive, and effective relationships with others in academic and clinical environments.
- Willingness to learn and abide by professional standards of practice.
- Capable of punctual, consistent and reliable attendance both in the didactic and clinical education component of the curriculum

**Cognitive/Intellectual Skills:** use of perception, attention, memory, abstract thinking, critical thinking, measurement, calculation, analysis, and/or logical reasoning to demonstrate the ability to

- Analyze, integrate, and synthesize information across the cognitive, psychomotor and affective domains to solve problems, evaluate work, and generate new ways of processing or categorizing information.
- Use computers for searching, recording, storing, and retrieving information.
- Utilize knowledge of natural, social, and clinical sciences to develop appropriate interventions in a clinical setting.
- Comprehend three-dimensional relationships and understand spatial relationships of structure.
- Gather appropriate information during patient examinations and throughout patient management to make clinical decisions.
- Appraise information and determine appropriate tests and measures during patient examinations.
- Evaluate information obtained from the patient examination to formulate diagnoses, prognoses, anticipated outcomes and plans of care.
- Provide safe, effective patient care including but not limited to making necessary referrals to other healthcare professionals and applying universal precautions.
- Prescribe therapeutic home programs utilizing appropriate instructional methods for patients and/or care-partners.
- Problem-solve and critically think quickly, especially in emergency situations.
- Reflect on one's performance to accurately self-assess strengths and opportunities to improve.
- Develop a plan to address opportunities to improve.
- Adhere to legal standards.

**Communication Skills:** use of verbal (oral and written) and nonverbal abilities to

- Communicate effectively and efficiently (e.g., clearly express one's ideas and feelings, clear and audible verbalizations, appropriate use of medical or layman's terms to others)
- Complete written assignments
- Engage in respectful, non-judgmental interactions with individuals from various lifestyles, cultures, races, socioeconomic classes, and abilities.
- Actively listen in order to receive and interpret oral communication
- Establish rapport with classmates, faculty, administrator professionals, patients, care-partners, and colleagues
- Demonstrate interpersonal skills needed for effective participation in group meetings, classroom discussions, and interactions with others to deliver and receive complex information and to respond effectively to questions from a variety of sources.
- Elicit a thorough history from patients and care-partners
- Receive and send verbal communication in emergency situations in a timely manner.
- Perceive and interpret non-verbal communication to elicit information such as mood
- Receive, write, and interpret written communication in clinical and academic settings including:
  - Communicate clearly, legibly, and timely in written records, both handwritten and electronic;
  - complete forms according to directions;
  - possess computer literacy, including keyboard skills.

**Observation Skills:** use of vision, hearing, and somatic sensations (e.g., exteroception – touch, pain, temperature; proprioception – position, pressure, movement, stereognosis, vibration) in order to

- Obtain information from patients (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, environmental cues (e.g., phones, paging systems, alarms), assistive devices, furniture placement, and floor surfaces).
- Effectively perform auscultation/auditory evaluation inclusive of, but not limited to, lung, heart, apical pulse, blood pressure, and joint and prosthetic noises
- Observe changes in patient status accurately at a distance and close at hand that may require activity modification or intervention (e.g., color of skin, breathing regularity, heart rate, skin temperature, muscle tone, facial expressions)
- Appreciate tactile feedback related to safe and accurate application of procedures (e.g., palpation, manual muscle testing, joint mobilization)
- Observe audiovisual presentations, written materials, and lecture and laboratory demonstrations, and laboratory dissection of cadavers
- Read information from diagnostic tests, equipment, and patient charts such as ECG and radiographs

**Sensorimotor Skills:** use of one's sensory and motor systems to demonstrate the ability to

- Assume and maintain a variety of positions such as sitting, standing, squatting, kneeling, reaching, walking, stair climbing, and movement of the trunk and neck in all directions
- Move oneself and the patient in a three-dimensional space in order to perform motor function tests and treatments
- Balance oneself and provide support and balance to patients on a variety of surfaces
- Ensure physical safety of a patient at all times
- Utilize olfactory ability to determine patient needs (e.g., wound/skin integrity, patient personal hygiene needs)
- Safely and effectively participate in patient/client examination and therapeutic intervention.
- Safely and effectively lift and manipulate body parts, assist patients in bed mobility, transfers, gait training on level and uneven surfaces/ramps/stairs, and during other movements
  - Safely lift up to 50 lbs independently
  - Safely lift up to 200 lbs with assistance
  - Safely push and pull up to 200 lbs occasionally
- Respond quickly to emergency situations by lifting/pushing/pulling patients, applying force to perform cardiopulmonary resuscitation and assist with transporting patients
- Perform a variety of endurance activities for up to 8-12 hours/day with occasional rest breaks, including the ability to:
  - Sit for 2-10 hours daily, stand for 1-2 hours daily, and walk or travel for 2 hours daily
  - Frequently lift 10 lbs and occasionally lift up to 50 lbs
  - Occasionally carry up to 25 lbs while walking up to 50 ft
  - Frequently exert up to 75 lbs of push/pull forces for up to 50 ft., and occasionally exert 200 lbs for this distance
  - Frequently turn, bend, stoop, squat
  - Occasionally crawl, reach above shoulder level, and kneel

- Frequently change position and location at speeds that permit safe handling of patients
- Frequently stand and walk while providing support to a patient with a disability
- Continuously use hands repetitively with a firm grasp and manual dexterity skills
- Occasionally wear personal protective equipment to provide safe patient care
- Coordinate both gross and fine muscular movement, equilibrium, and the integration of sensory systems (e.g., touch, vision, smell).
  - Use bilateral fine motor control to safely and effectively manipulate small objects such as equipment dials, safety pins, tweezers, writing instruments, computers, and other tools used for examination or therapeutic intervention.
  - Utilize strong bilateral grasp during joint mobilization/manipulation and manually resisted exercises
  - Engage in physical therapy procedures that involve palpating, grasping, pushing, pulling, and holding.

Questions regarding the Essential Functions and Technical Standards should be directed toward the Program Chair and/or the Dean of the School of Movement and Rehabilitation Sciences.

The Physical Therapy Program has in place health requirements that ensure the safety of both the student and the patient. Students must demonstrate overall physical and mental health and maintain their personal appearance and hygiene to safely participate in classroom and clinical courses to avoid presenting health hazards to themselves, their classmates, and patients. Students have a responsibility to inform the Department Chair in writing of any condition that could impact their ability to perform the essential functions for the PT student, with or without accommodations.

Each student will submit documentation of a physical exam upon entrance to the University. A student who becomes aware of any health condition that may impair or impede the ability to participate in any aspect of the PT program must inform all instructors and their academic advisor immediately. Students should report emergency surgeries or medical procedures to their academic advisors as soon as possible.

Discussion with course instructors and the student's academic advisor is strongly encouraged prior to a planned surgical or medical procedure. In the case of emergency procedures, discussion should be made prior to resumption of classroom or lab activities or clinical course work. Following a change in health status, a letter from the student's surgeon or physician giving medical clearance to return to activity or specific activity or lifting limitations must be submitted to the instructor before the student will be allowed to participate in laboratory sessions or clinical assignments. The course instructor and the academic advisor will determine what impact if any there will be on participation in class, lab, or clinical experiences. If a student has a question as to whether lab activities are contraindicated in certain conditions, please consult with the appropriate lab instructor.

The student will document compliance with health requirements as delineated in the Clinical Education Handbook by the deadline dates. The student receives instruction on infection control, standard precautions, and blood-borne pathogens and is required to demonstrate competence in these areas in the first year of the program. Subsequently the student may be required to independently review learning modules on infection control, blood borne pathogens, and standard precautions and demonstrate competence in these areas annually.

## Attendance

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Attendance in all classes, clinical, and instructional activities in the program is mandatory.

Students are expected to report to class during inclement weather conditions unless the University is operating on a delayed schedule, the University is closed, or if doing so could result in harm to the student. Students should plan for situations of inclement weather. Weather is not an excusable tardy or absence. Procedures for class/laboratory sessions are provided by the university:

<https://www.bellarmine.edu/news/weather/>. Students engaged in full-time clinical education coursework should refer to the Clinical Education Handbook.

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 student and class learning process and demonstrates a lack of respect for class colleagues and faculty.

<i>Tardy</i>	not being seated in class for in-person classes, in designated lab location, or logged in to a synchronous virtual activity at the start of the class or lab time
<i>Excused absence</i>	examples include but are not limited to: attendance at professional physical therapy meetings/conferences, physical or mental health illness, non-elective medical procedures/surgeries, death of an immediate family member, University-sponsored functions (student athletes are expected to adhere to the attendance policies described in the online University Student Handbook)
<i>Unexcused absence</i>	examples include but are not limited to: vacations, family reunions, weddings, employment, attending the birth of a non-partner
<i>Present</i>	In person for in-class activities or online for a synchronous virtual activity. If a student is unable to be present in-person for an in-person class or lab and receives approval from the faculty member to participate in the class in a synchronous virtual manner, this does not constitute an absence. Participating in a lab in a synchronous virtual manner may constitute an absence and require make-up remediation at the determination and direction of the faculty.

### Procedures for Student Notification of Tardiness and Absence to the Faculty

If a student experiences an unexpected situation (e.g., illness, accident, motor vehicle issues) that will likely result in a tardiness or absence (excused or unexcused), the student is responsible for notifying the faculty as soon as possible. Students are responsible for communicating any anticipated tardiness or absences (e.g., medical appointment) in advance as soon as the anticipated tardy or absence is known. In the

case of being called for jury duty, the Department Chair or Dean will provide a request for deferral.

If a student is going to be tardy or absent, the student is required to **send a single email with all core full-time faculty associated with the class or classes affected copied in** and provide notification of the tardiness or absence and reason. If the student does not have access or ability to email, the student is to call the program office at 502.272.8356 to report the tardiness or absence and reason.

Faculty make individual decisions on broadcasting synchronously or recording classes in the event of student tardiness or absence. If a student is unable to be on-campus (e.g., Covid positive) but is well enough and able to participate in class virtually, the student is to ask the course faculty in the email if that's possible and if it's not, what steps need to be taken to make-up missed material.

If documentation associated with the tardiness or absence (e.g., healthcare provider statement, court order, jury duty, police report) is requested by the program, it must be provided by the student.

Upon return to school an Absence Form (see Appendix) must be completed. Absence Forms are available in the online student resources and outside the program front desk. Students who do not submit the completed Absence Form (with faculty signature(s)) to the program within one week of the absence will be considered to have an unexcused absence. Each instructor has the final decision to determine if the absence is excused or unexcused based on the reason for missing class. Please see individual instructor's expectations and policies for attendance in each course syllabus. For extenuating circumstances in which students are seeking to be excused for a period of time (e.g., due to prolonged illness, participation at a professional meeting), the Program Chair is to be notified by the student or by a faculty member as designated by the student.

Specific to tardiness, if the student arrives before the end of class but is excessively late (beyond 10 minutes from the start of class), the student needs to communicate with faculty to determine remediation of missed content.

The program encourages students to attend state, national, and international professional association meetings and will excuse students from class and clinical affiliations for this attendance upon prior notification and written request. The student will inform each of their academic and clinical faculty of the proposed attendance at a professional meeting at least one week in advance by providing a written request for an excused absence from classroom or clinical activity. Attendance at professional meetings will be considered an excused absence from didactic course with prior notification to faculty. The faculty may request additional means for the student to demonstrate understanding of the missed course content. See the Clinical Education Handbook for information about absence from clinical courses.

## **Consequences for Tardiness and Absenteeism**

*Tardiness:*

Three (3) late appearances will lower the course grade by one (1) letter grade (A to B; A- to B-; B+ to C; B to C; B- to F; C to F) and five (5) late appearances will lower the grade two (2) letter grades (A or A- to C; B+, B, B- or C to F). A student who is consistently tardy to class(es) may be called before a faculty panel to defend their position in the program and the student may be recommended for probation or dismissal to the Dean.

*Absences:*

Five absences in a single class (excused and/or unexcused) will result in the student being placed on probation in the program. The sixth absence in a single class will result in a failing grade issued for that course and could lead to dismissal from the program.

*Unexcused Absences:*

Each student is permitted one unexcused absence (class or classes occurring within one calendar day) per semester. If a second unexcused absence occurs within the semester, the student may be called before a faculty panel to defend their position in the program. The faculty panel will determine the student's eligibility to continue in the program and the student may be recommended for probation or dismissal to the Dean. The final course grade will be lowered by one-half letter grade for each unexcused absence following the first unexcused absence (A to A-; A- to B+; B+ to B; B to B-; B- to C; C to F).

## **Class Governance**

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Each first-year class elects class officers by the first fall term in the program. Candidates for class officers are identified through a self-nomination, peer-nomination, and faculty/staff-nomination process. Candidates willing to serve undergo a vetting process by program leadership. Candidates for office must be in good academic standing and demonstrate behaviors and characteristics commensurate with expectations of the profession and the roles and responsibilities of the position they are seeking to fill. The final slate of candidates is distributed to the class via ballot for election. For the initial election, candidates may run for more than one position but ultimately only be elected to serve in one position. If a candidate is a top vote getter for more than one position, the candidate will determine which position they'd like to serve in and the runner-up for any other position is elected to serve. Class officer re-elections can be held at the beginning of each summer semester, or as a need arises, as directed by the Program Chair.

Officer positions include:

- President
- Vice President
- Secretary
- Treasurer
- Historian(s)
- APTA Liaison(s)
- Pre-Physical Therapy Club Liaison(s)
- Social Chair(s)
- Wellness Coordinator
- Technology Chair(s)

Class officers are to remain in good academic standing and continue to demonstrate behaviors and characteristics commensurate with expectations of the profession. The officers will organize class meetings and events, serving as a conduit for information from the program faculty to/from the class. Class officers are responsible for leading class wide efforts to maintain classroom and laboratory spaces. Please refer to Student Policy #9 for details.

**President:** The President shall act as the representative of the class, serving as a liaison between the class and the faculty of the program. It is the responsibility of the class president to bring forward representative issues related to the program and course of study, including proposed solutions and options in the spirit of collaborative problem-solving with the faculty. 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 upon request. The President is to maintain professional demeanor at all times and makes conscious efforts to positively represent the class.

**Vice President:** The Vice President shall act in accordance with the President and provides assistance in all matters as deemed necessary. The Vice President is in regular communication with the President and other officers and is informed on upcoming class sponsored events and activities. In the event the President resigns or is unable to fulfill duties, the Vice President is to assume the President's role and responsibilities.

**Treasurer:** The Treasurer establishes a class budget to cover class expenses. These expenses include class photos and costs associated with special events and gifts. 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 as needed for fundraising, special events, and gifts. The Treasurer also helps plan and organize class events in coordination with fellow class officers.

**Secretary:** The Secretary takes minutes at the class and officer meetings and communicates this information to the class. The Secretary is responsible for drafting any necessary written communication or correspondence on behalf of the class for the Class President to utilize as needed. The Secretary takes note of important announcements made by the faculty and administrative staff and provides any necessary follow-up support to the class for information acquisition (e.g., providing reminders of the announcements). They also assist with the organization of class events.

**Historian(s):** A Historian is responsible for attending and documenting class activities and events (e.g., photographs, videos, interviews). A slide show of pictures taken throughout the class's time in the program should be compiled into a presentation to be given at the end of the program events. A Historian assists the Program Chair and other faculty to add approved content to the program's social media channels. A Historian also provides support to other Class Officers for planning and events.

**APTA Liaison(s):** The Liaisons build and maintain relationships with APTA and APTA-KY. The Liaisons represent the BU DPT program at local and national APTA and APTA-KY events and meetings. Liaisons are expected to attend all local events and meetings and attend national events and conferences if possible. The Liaisons work together to ensure the attendance of at least one representative at APTA-KY/APTA events and conferences. Upon return from these local or national events, the Liaisons report to the class on

profession updates and information gained. The Liaisons are responsible for routinely informing the class of current events in the PT profession. The liaisons shall keep the class updated with current email and newsletter findings from both the APTA-KY and APTA. The Liaisons will inform APTA-KY of BU DPT sponsored events that promote the profession of physical therapy.

***Pre-Physical Therapy Club Liaison(s):*** The officers serve as liaisons to the Bellarmine University Pre- Physical Therapy Club. Liaisons attend Pre-PT Club meetings and other campus events/meetings as needed. Those elected positively represent the BU DPT program to undergraduate students. Liaisons are also responsible for communicating important information from the Pre-PT Club to the Class President, Pre-PT Club Faculty Adviser, and Program Chair.

***Social Chair(s):*** A Social Chair is outgoing, able to collaborate with many different personalities, creative, and organized. A Social Chair organizes social engagement opportunities for class members, including events between cohorts and community events. A Social Chair works closely with the Historian for reporting events and keeping track of any special events going on within the class.

***Wellness Coordinator:*** The coordinator of student wellness is responsible to identify student cohort wellness support requests and determine appropriate wellness opportunities, work with faculty and staff to develop and implement wellness events and opportunities, assist faculty and staff with coordinating, planning, and communication of wellness events, and provide assessment of the success or opportunities to improve wellness events and resources. The coordinator will collaborate with University offices and resources in conjunction with the faculty and staff, such as the Counseling Center, the Office of Campus Ministry, and Student Affairs.

***Technology Chair(s):*** A Technology Chair serves as a consult and resource for the program with respect to the use of classroom technology. The person also works with the Technology Chair(s) of other cohorts to design screens for PTTV. A Technology Chair provides support to other Class Officers for planning and events.

## **Class Times**

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### **Start and End of Class Times**

Out of respect for others and to reflect professionalism, all students and faculty will respect and follow the designated class schedule. Students will be in designated location (e.g., classroom or laboratory space) and prepared (e.g., sitting in seat for class or with materials for laboratory) by the start of class time. 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).

### **Class Breaks**

Course breaks are outlined and designed by course faculty given class time, content and class activities. As a program the faculty provide breaks for students each hour of class. Guest lecturers may or may not adhere to this policy.

## Cleaning Equipment and Supplies

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**Policy:** All faculty, students and work study students are responsible for maintaining clean and safe laboratories and to comply with safety procedures.

General Information:

- Each person working in a laboratory is responsible for maintaining a safe, clean environment.
- All equipment is to be returned to its original location after use.
- Any soiled linen is to be placed in the appropriate receptacle.
- Any broken or defective piece of equipment is to be reported to the course instructor or to the laboratory supervisor.

### Equipment Cleaning Schedule

Equipment	Procedure	Frequency
Mat tables and plinths	Clean with mild bleach	Weekly
Pillow cases, sheets, towels	Change and place soiled in designated receptacle	After each use
Hydrocollator	Add water as needed; clean, drain and dry out	End of spring semester
Hot packs	Remove and place in plastic bags in the freezer	End of spring semester
Hydrocollator covers	Place soiled covers in designated receptacle	End of spring semester
Paraffin	Clean and remove debris, store	End of spring semester
Freezer	Defrost	Summer
Ambulatory devices and wheelchairs	Clean	As needed
Counter tops	Dust, clean	Weekly as needed
Debridement tools	Clean with mild bleach	After each use
Small equipment, toys, cones, rings, vibrators	Clean with mild bleach	After each use
Exercise equipment: e.g., treadmills, stationary bike	Clean with mild bleach, dry	Monthly as needed
Anatomical models	Dust	As needed
Physio Balls, Rolls, Bolsters, Wedges	Clean with mild bleach	Weekly when in use
Incentive spirometers, inspiratory muscle trainers	Clean with alcohol	After every use

## Community Service

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The program encourages service to the greater community. This includes services incorporated into the participation in activities such as Service-Learning Clinic, Physical Therapy Month, and community-based partner projects. 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.

The program requests that students utilize Mobile Serve to document their community service engagement:

### **Tutorials:**

Logging Hours: [https://video.bellarmine.edu/media/Logging+Hours+Tutorial/1\\_u5dfiab4](https://video.bellarmine.edu/media/Logging+Hours+Tutorial/1_u5dfiab4) Joining Sub-orgs: [https://video.bellarmine.edu/media/Joining+Sub-Orgs+Tutorial/1\\_dzmjoipj](https://video.bellarmine.edu/media/Joining+Sub-Orgs+Tutorial/1_dzmjoipj)

Creating a Service Resume:

[https://video.bellarmine.edu/media/Service+Resume+Tutorial/1\\_tw812rkh](https://video.bellarmine.edu/media/Service+Resume+Tutorial/1_tw812rkh)

## Complaints Not Addressed in the Established Due-Process Procedure

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**Policy:** Any written complaint received by the department which does not fall under the established due-process procedure will be addressed on a case-by-case basis at the lowest administrative level with the authority to resolve the complaint. Retaliation following complaint submission is prohibited.

**Procedure:** Anyone can submit a written complaint to the Department Chair. Anyone making a verbal complaint will be asked to submit the complaint in writing to the Department Chair. Documentation of the written complaint and the resolution will be maintained by the Department Chair for one year following the resolution of the complaint.

Complaints against the program through outside agencies and non-enrolled individuals (e.g., complaints from prospective students, clinical education sites, employers of graduates, the general public) will likewise be investigated by the Department Chair in attempt to resolve the complaint. The Dean of the School of Movement and Rehabilitation Sciences shall be notified of external complaints against the program and will advise the Department Chair on all matters related to the complaint. If the situation remains unresolved at this level, the Vice President for Academic Affairs and Provost will be notified. The program will keep a record on file for one year of all complaints made and the outcome of each complaint.

## Course and Program Evaluations

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

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

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

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

## Dress Code for Classroom and Lab

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1. For participation in Service-Learning Clinics and when directed by faculty to wear “clinic attire”, students are to follow the “Dress Code – Clinical Practice Setting” as outlined in the clinical education policies in this handbook.
2. 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.
3. Clothing should be clean and neat.
4. Undergarments should not be visible.
5. Overly casual clothing or revealing clothing should not be worn outside of the labs.
6. 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 (e.g., peers, faculty, or patients) uncomfortable.
7. It will be necessary to have lab clothes available for all labs that will require students to practice evaluation procedures and treatment techniques. Specific instructions for lab clothes will be provided in course syllabi and/or by faculty announcements. Typically, lab clothing must allow for visualization of body parts appropriate to lab topics and must permit freedom of movement while assuming a variety of positions.
8. 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.
9. Hats are not acceptable. Hats may not be worn in the classrooms/labs, physical therapy department area, Service-Learning Clinic, or at site visits.
10. Name tags must be worn for all guest lectures, by those students participating in the Service- Learning Clinic, and when directed by faculty.

## Due Process

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**Policy:** Institutional and departmental policies regarding due process have been established for students at Bellarmine University.

**Procedure:** Policies and procedures related to due process for students are found in the University Student Handbook, the Clinical Education Handbook, and this Program Student Handbook.

## Enrollment in Dual Degree Programs

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Students enrolled in the program are not permitted to enroll in any other school or college of the university or in any other institution of learning without the consent of the Chair of the program.

## Examinations

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**Policy:** The program uses ExamSoft for administration of written exams. ExamSoft may be utilized for other assessment activities such as practical exams and writing and presentation assignment rubrics.

**Procedure:** Students receive instructions on ExamSoft from core faculty, ExamSoft consultants, and technology support services offered through ExamSoft.

The ExamSoft Support Team can be contacted through a variety of methods here:

<https://examsoft.com/contact/>.

### Exams:

- Exams are to be taken according to the published schedule/syllabus.
- Students who are unable to take an exam at the scheduled time must notify faculty PRIOR to the exam.
- “Prior to” is defined as at least one hour before the exam is scheduled unless extenuating circumstances are allowed at the discretion of the faculty.
- Except for emergency or extenuating circumstances, a student who does not notify the faculty prior to the exam will receive an exam grade of zero.
- A student arriving after the exam begins is considered “late” and will be allowed to complete the exam in the remaining class time. No additional time will be provided.

### Make-Up Exams:

- An opportunity for a make-up examination is only possible for excused absences
- If documentation associated with the absence (e.g., healthcare provider statement, police report, court record) is requested, it must be provided. Non-adherence with providing requested documentation results in an examination grade of 0%.
- The faculty retains discretion about the window of time during which documentation must be submitted.
- Arrangements for taking an examination are initiated by the student. The make-up exam will be given at a time, date, and place of the faculty’s discretion.

### Testing Environment and Student Behavior:

- Students are not permitted to ask content-based questions during an exam unless the question relates to a potential typographical error.
- Aside from iPads® required for exams with Exam Soft® software, at no time will any other electronic devices (e.g., laptops, cellular or smart phones, smart watches or similar devices) be allowed in the testing environment.

- All textbooks, class notes, backpacks/purses and all electronic devices are to be stored at a designated area during an examination.
- Faculty must be alerted to the use of any medically required electronic device prior to the first exam in a course.
- If a medical device in use is not publicly known, a letter of accommodation must be presented to the faculty member or Chair/Program Director.
- Students may not leave the classroom during the exam. If a student must leave for a personal reason, the professor may choose to reschedule completion of that student's exam.
- No hats, caps, gloves, or bulky clothing of any type will be permitted in the testing environment.
- Food and/or drink will be permitted in a designated area during an examination only with faculty permission.
- Students are required to flip the red mats over for testing if the exams occur in Allen 260 or 360

### ExamSoft® Account:

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

Exam Feedback Timeline: Students may expect their scores of graded exams to be returned within 7 days of exam date except in extenuating circumstances.

Exam Retakes: Please refer to the course syllabus for course specific policy on an examination retake.

Practice Board Exam: Each student will take two on-line practice board exams, at least 4 hours in length, and review the score profiles obtained. The first practice board occurs in PT 785 Professional and Legal Issues, and the second practice board occurs in PT 750 Capstone. If a score of at least 70% on one of these two exams is not achieved, the student is required to develop a remediation plan prior to the completion of PT 750. The remediation plan requires approval by the PT 750 course faculty.

## **Field Trips**

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**Policy:** The University and the Physical Therapy Program seek to ensure student safety at all times while the student is on campus and off campus for specified academic-related field trips. An academic field trip is a course-related activity that serves educational purposes and occurs outside of the classroom at a location other than on the campus at which the course is regularly taught. The following are not considered field trip activities: students completing class assignments outside class time, students attending professional conferences and/or workshops

that are part of their coursework, Service-Learning Clinic experiences, and Clinical Education experiences. The University is not responsible for any injuries incurred by a student while traveling to and from a field trip experience.

**Procedure:** Field trips are scheduled by course faculty. All students participating in these experiences must sign a University waiver of liability form before they are eligible to participate in the experience. The liability form is signed during program orientation. In advance of a field trip, the Course Director provides the field trip and address location to the designated administrative assistant who adds the information to an addendum of the liability form.

Should a student be involved in some type of incident during one of these experiences, the student should notify appropriate authorities if indicated, the supervisor of the observational experience, and the primary faculty member.

## Gross Anatomy Dissection Laboratory

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**Policy:** Everyone using the Human Gross Anatomy Lab must obey the rules of the lab. Physical therapist students enrolled in the Gross Anatomy course (PT 613) have access to the anatomy laboratory after scheduled class hours. Standard precautions must be used by all faculty and students in the Human Gross Anatomy Lab.

**Procedure:** Students enrolled in PT 613 are required to sign the Class Participation Agreement form. Any violation of this agreement will result in a mandatory meeting with the Course Director or designated core faculty in PT 613. This violation could subject the individual to possible disciplinary action, including dismissal from the laboratory experience and resulting in grade deductions or course failure. The Course Director or designated core faculty in PT 613 will communicate rules of the lab to any approved visitors to the lab.

### Standard Precautions

Standard precautions are based on an individual's skills and interaction with donors/embalmed cadavers.

- All cadavers must be regarded as hazardous and potentially infectious.
- Strict handwashing must be practiced at the end of each lab. Skin (hands, face, forearms, etc.) must be washed immediately if contaminated with body fluids/components
- Gloves should be worn in the lab whenever working with cadavers, when using dissecting tools, and when using wetting solution
- Disposable gloves cannot be reused and need to be disposed of in the red biohazardous garbage cans
- Appropriate clothing (scrubs, lab coats) should be worn whenever students are in the lab working and dissecting the cadavers. Regular clothing wear is not allowed in the lab when working with the cadavers. Shorts and open-toes shoes are not allowed in the lab. Students need to change into regular clothing right after the end of each lab.
- Safety goggles should be worn during procedures that are likely to generate droplets, splashes, splatter, of body components to prevent exposure to body fluids
- Safety goggles should also be worn when cutting through bones
- Articles contaminated with body components should be handled correctly:

- If disposable, be discarded in an appropriate container labeled "biohazardous waste."
- Non-disposable items should be cleaned with an approved disinfectant and sterilized.
- Care should be taken to avoid scalpel or scissors injuries. Used scalpel blades should be placed in a puncture-resistant "Sharps" container designated for such disposal.
- Body fluid spills on the lab floor should be cleaned up promptly with a solution of 1:10 household bleach that is readily available in the lab.
- Faculty or students who are pregnant should discuss with the Course Director precautions to follow in order to minimize exposure to embalming chemicals while in the lab; any concerns regarding exposures in the laboratory should be discussed with their physician; ultimately, it is the decision of the pregnant student or faculty whether they want to be in the Human Gross Anatomy Lab
  - Faculty and students who do not want to be in the lab due to pregnancy must consult with the Department Chair for potential modifications to teaching loads and course participation/matriculation

## Guests and Guest Speakers in the Classroom

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**Policy:** Guests are allowed in the classroom as observers with the prior approval of the course instructor. Guest speakers may be invited to present on various topics by the course instructor.

**Procedure:** Guest visits are coordinated by the physical therapy department's administrative assistant or by the course instructor. Guest speakers may give permission for the presentation to be video or audio taped.

## Harassment

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**Policy:** Institutional and departmental policies regarding harassment are established for students at Bellarmine University.

**Procedure:** Policies and procedures related to harassment for students are found in the University Student Handbook and this Program Student Handbook.

## Health and Safety Expectations and Procedures

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### Expectations

Physical therapy students are graduate doctoral students and are future healthcare providers. Therefore, students should demonstrate the maturity and accountability expected of healthcare professionals and embody the physical therapy professional core values. Students are expected to be forthcoming about their health status and take appropriate and proactive measures. Likewise, students should respect the health and well-being of classmates, faculty, staff, guests, and patients. For any circumstance in which you are permitted to be on campus per policies,

procedures, and guidelines but your health status is questionable, please wear a mask. Stigmatization (including social experiences such as isolation, rejection, marginalization, and discrimination) and bullying behaviors toward classmates, faculty, staff, guests, and patients will not be tolerated and should be reported to the Program Chair or Dean.

### **Resources Available if Experiencing Compromised Health**

- Student Health Services: [Office of Health Services \(bellarmine.edu\)](http://bellarmine.edu/office-of-health-services) 502-272-8313
- Norton Healthcare eCare Visits: [Norton eCare Visits \(bellarmine.edu\)](http://bellarmine.edu/norton-ecare-visits)
- Counseling Center: [Counseling Center \(bellarmine.edu\)](http://bellarmine.edu/counseling-center)

*Procedures for tardiness or absence associated with compromised health status: follow Attendance Policy.*

### **COVID-19 Specific Procedures:**

Students who receive a positive COVID-19 test:

1. Notify the Office of Health Services ([healthservices@bellarmine.edu](mailto:healthservices@bellarmine.edu) or 502-272-8313) for campus reporting and advisement. Student Health will assess your situation and provide instructions for isolation and mask-wearing requirements.
2. Stay home and follow the program attendance policy as outlined in the handbook and syllabi
3. Complete this COVID-19 DPT Program Management Form:  
<https://forms.office.com/r/1Axh86HnHH>
4. Contact Tracing: Notify any individuals (peers, faculty, staff) that you have come into close contact with to disclose the exposure and the date of the exposure (within 6 feet for 15 minutes or more).
  - a. **\*\*If you are not comfortable notifying close contacts, the program will provide confidential contact tracing**
  - b. **\*\*If SLC patients or program guests (e.g., panelists) would qualify as a contact, the program will provide those notifications**

Students who are exposed to COVID-19 (aka identified as a “close contact”):

1. Monitor symptoms for 10 days from the last exposure
2. Wear a well-fitting mask for 10 days from the last exposure
3. If symptoms develop, stay home and get a test (follow steps in the next section about students who are symptomatic)
4. If asymptomatic, get a test 5 or more days after the exposure
  - a. If negative, continue to wear the mask for the next 5 days
  - b. If positive, follow steps above

Students who are symptomatic but do not have a known close contact to someone who tested positive for COVID-19:

Students are not permitted to come to class if running a fever or experiencing symptoms of COVID-19 (such as cough, shortness of breath, fatigue, muscle aches, headache, new loss of smell, sore throat, congestion or runny nose, nausea, vomiting and/or diarrhea). Please take a home COVID-19 test or contact the Office of Health Services ([healthservices@bellarmine.edu](mailto:healthservices@bellarmine.edu) or 502-272-8313) if advice is needed or to schedule a COVID-19 test.

- If positive, follow the steps in the section above.
- If you continue to test negative and symptoms improve sufficiently to return to campus (no fever, no significant coughing), please wear a mask until symptoms completely resolve.

Expectations and processes outlined at this time are subject to change depending on community, campus, and classroom COVID numbers. Current Bellarmine University campus COVID information can be reviewed at <https://www.bellarmino.edu/covid-health-and-safety/>. Certain activities that are required by physical therapy students may pose unique risks. Students are responsible for taking steps to protect themselves. The faculty endeavors to minimize these risks by incorporating safeguards into the activities as well as by advising students of the potential for injury or illness, and by providing students with the cognitive information necessary to be safe. Students are responsible for protecting themselves by following directions, using standard precautions, asking for help if uncertain as to the safest manner of accomplishing a task, and being aware of hazards.

Some examples of activities that may pose an increased risk include dissection in the Human Gross Anatomy Lab, use of electrical equipment during the biophysical agents portion of the curriculum, patient transfers, psychomotor skill practice during laboratory sessions, and the transfer of communicable diseases in both academic and clinical environments.

Prudent actions during these activities include wearing all appropriate safety equipment in the anatomy lab, checking electrical equipment prior to use, using appropriate body mechanics and assistance when lifting, and following relevant policies and procedures. During laboratory practice using other students as the simulated patient, students must self-screen for possible contraindications to the procedures (e.g., joint hyperextensibility, musculoskeletal injuries, and cardiovascular disease).

Furthermore, students must inform the faculty if a positive result is obtained from a special test (e.g., glenohumeral apprehension test) or a screening procedure (e.g., vertebral artery test). Students are responsible for the information related to laboratory and equipment safety in the DPT Student Handbook, as well as facility-specific policies and procedures. The most important action to take is to focus on the task at hand. Any questions about safety and risk avoidance should be directed to the appropriate member of the faculty, the department chair, or clinical faculty.

**Pregnancy** - A pregnancy is to be reported to the Department Chair upon medical confirmation. Learning experiences will be modified to ensure maximum safety to mother and baby. Medical clearance is necessary to resume activity following a delivery.

**Surgery/Other Medical Conditions** - Students who have had or are anticipating having surgery or a medical procedure must inform all instructors and their academic advisor before the surgery.

## **Health Insurance**

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Students are required to maintain their own health insurance throughout their time in the program.

Students must demonstrate proof of health insurance coverage throughout the professional program by submitting a completed Health History Form annually to Exxat.

## Independent Laboratory Practice

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Only physical therapist students may use Allen 200, 260, and 360 for independent practice outside of scheduled class times. Physical therapist students enrolled in PT 613 (Dissection Laboratory in Human Anatomy) may use the Gross Anatomy Lab independently in accordance with the Class Participation Agreement Form.

Students are to check class schedules to avoid interference with class/lab sessions; weekly schedules are posted outside Allen 260 and Allen 360 and in the DPT Student Resources Team Site.

Students are not permitted to use the pediatric equipment in 200 without faculty supervision but may access that space and conference rooms within it (200 D and 200 E) for study purposes.

If Biophysical Agent equipment is used outside of the Hobbs Service-Learning Clinic, at least three students must be present; any student who violates this rule will have access limited to sessions with faculty supervision. Use of Biophysical Agent equipment in the Hobbs Service-Learning Clinic requires supervision by a faculty member.

Rooms must be returned to a tidy state and equipment restored to its proper place. Equipment must be cleaned and unplugged. Any spills must be cleaned.

Electrical stimulation units are to be kept on carts.

Do not place large clinical models or other heavy items on treatment tables as they can damage the vinyl.

Dirty towels and linen must be placed in the laundry hamper.

After each lab session, any plinth or mat table used must be disinfected.

Any damaged equipment must be reported immediately to the Program Chair or an Administrative Assistant.

Under no circumstances is a student to use laboratory equipment for self-treatment.

In case of emergency, call 911 and then call the Office of Public Safety at 502-272-7777.

To access Allen Hall 131 (Human Gross Anatomy Lab), students enrolled in PT 613 will need to use their Bellarmine University ID cards to open the doors to the lab.

There is 24/7 video monitoring of the Human Gross Anatomy Lab.

## Informed Consent for Laboratory Participation

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**Policy:** It is the policy of the program that students provide an informed consent for laboratory participation.

**Procedure:** Each student is expected to participate in laboratory experiences as a student PT and as a patient-simulator. These laboratory activities may include but are not limited to:

examination, manual palpation, massage, visual inspection, mobilization, manipulation, therapeutic exercises, and application of physical agents. Each student is required to sign an informed consent for these experiences at the start of the program. A student has the right to refuse to be a subject in lab activities, with legitimate reason. Legitimate reasons would include but not be limited to medical conditions and religious beliefs. Each student signs an informed consent for being videotaped, audio recorded and photographed as part of the educational experience and for student recruitment purposes. A Course Director who receives a request from a student to decline to be a patient simulator for a laboratory activity should identify appropriate adjustments to class management/laboratory plans and any remediation required.

Each student is expected to dress suitably for laboratory experiences. Laboratory attire is outlined in the syllabus. The student must be respectful of the person acting as the patient simulator and protect their modesty at all times by utilizing appropriate draping procedures. Each student will be encouraged, but not required, to work with fellow students of same and different genders. A student not willing to have a lab partner of a different gender should submit a written request to the department chair at the beginning of their first year in the program.

Any student who does not demonstrate appropriate respect, language, and behavior to a patient-simulator will be counseled initially by the appropriate faculty member. If the problem is not resolved, and additional episodes are noted, the student will be removed from the laboratory and referred to their advisor, the Department Chair, and to the Counseling Center if necessary. The student will utilize the laboratory equipment in a safe manner. The student will follow guidelines for use of the equipment given in course materials and faculty instructions to ensure the safety of the patient-simulator. The appropriate faculty member will counsel any student using equipment in an unsafe manner. If the student continues to utilize the equipment in an unsafe manner, they will be removed from the laboratory situation and referred to their advisor and then to the Department Chair.

Any student who is aware of another student who does not follow these guidelines for respectful and safe behavior in a laboratory situation should report the incident to the appropriate faculty member or to their advisor or the Department Chair. The situation may be described verbally or in writing.

## **Injury/Accident**

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

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

## Laboratory and Equipment Safety

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**Policy:** Student safety during laboratory experiences is the responsibility of the student and the faculty involved in the educational experience. Proper storage of all equipment is the responsibility of faculty and students. Equipment will be kept in good safe working order to decrease the risk of personal injury. Laboratory equipment is not permitted for self-treatment by students.

**Procedure:**

Human Gross Anatomy Lab (Allen Hall 131): Students must wear gloves and closed-toe shoes when performing or observing dissection in the gross anatomy lab. Safety goggles and face masks are available for students. Safety goggles are required when operating the oscillating saw. An eyewash station is in place should there be accidental exposure to hazardous material or body substances.

Emergency numbers are posted in all laboratories.

SDS sheets are accessible through the "Safety and Well-Being" card in Bellarmine Experience – clicking on "Safety Center (MSDS)".

First aid kits are located in the laboratories (110, 122, 131, 200, 260, 360), and an AED is available in Allen Hall on the first floor by room 109.

Sharps containers are located in laboratories (110, 131, 200, 260, 360).

The instructor must check all laboratory equipment before student use. Any equipment not typically housed in one laboratory may be moved to another laboratory provided it is returned at the end of the learning activity. Requests for permanent relocation of equipment are to be made to the Department Chair.

Any damaged equipment must be reported immediately to the course instructor, department chair, or administrative assistant.

Preventive equipment maintenance, including any necessary or indicated equipment calibration, is done annually.

If Biophysical Agents equipment is damaged, missing parts, or inoperable, the student(s) must notify faculty immediately. Electrical stimulation units are to be kept in cabinets in Allen 360 or on carts in designated areas established by faculty. Students are not permitted to take equipment out of Allen Hall.

Electrical equipment is checked and tested for safety on an annual basis. Records of safety checks are kept on file in the physical therapy office.

## Leave of Absence Requests

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

## Maintenance of Laboratories/Equipment/Supplies

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Students are expected to keep the teaching laboratories as neat as they would a patient clinic. All students will maintain the cleanliness and organization of their designated classroom(s), lab equipment, and personal items at all times. This will be done by proper disposal of all trash and recyclables in their respective cans and/or bins and utilization of student lockers. In addition, lab equipment will be organized in closets and/or cabinets in an order determined by each class in use of their respective room(s). Soiled laundry should be placed in the laundry basket. When the bag in the basket is full, students are to place the bag in the brown bin outside the door near the Gross Anatomy Lab. Students are responsible to maintain clean linens.

Class Officers are responsible for ensuring the cohort of students are following this policy for the orderly maintenance of spaces. If at any time the Chair/Program Director, Department Personnel, or Class Officers determine the class is not meeting the previously described cleanliness of the room, they may assign a crew to maintain the room for each week of the semester.

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

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

## Meetings with Faculty

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When a student is meeting with a faculty member or multiple faculty members, the student may request additional persons to attend in advance of the meeting. Guests require pre-approval of the faculty member or Chair/Program Director. Faculty members may invite other faculty and/or the Chair/Program Director into any student meeting at any time.

## Name Change

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The Physical Therapy Department maintains current student information. A change of name is to be reported promptly to a PT Administrative Assistant, the Bellarmine University Registrar, the Bellarmine University Office of Student Accounts, Bellarmine University Office of Financial Aide, and the student's faculty advisor.

## Non-Discrimination Policy

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Bellarmino University admits qualified students of any age, gender, sexual orientation, race, disability, color, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, gender, gender identity, sexual orientation, race, disability, color, religion, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmine University will not tolerate any form of sexual misconduct, which includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, rape or retaliation arising out of any of the above acts, as more fully defined in the Bellarmine Sexual Discrimination and Misconduct Policy in the Student Handbook. Bellarmine University is an affirmative action/equal opportunity employer.

Additional policy and procedure information about non-discrimination are available in the University Student Handbook and Program Student Handbook.

Any student who feels that they have experienced discrimination while in the PT program should follow the Grievance Procedure outlined in the PT Student Handbook and the University Student Handbook.

Information with regard to the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 can be found in the University Student Handbook.

Students can access statements on nondiscrimination in the University and Program Student Handbooks. The Student Handbooks (institution and program) are provided to enrolled students during new student orientation and are available online to prospective students. The statements are also available on institution websites available to the public, such as the Catalog.

Everyone has a responsibility to uphold the safety and well-being of the campus community. If a student is made aware of sexual misconduct on campus, the student is encouraged to report it. Reporting instances of sexual misconduct (including harassment, stalking, domestic violence, dating violence, and sexual assault) allows the University to support the person who has been harmed, seek resolution if desired, provide prevention and training specific to what the campus community may need, and to promote a safe and inclusive learning environment for all.

Any sexual misconduct, even if it doesn't rise to the level of criminal behavior, should be immediately reported to the Office of Public Safety, 502.2727777, to the Dean of Students Office 502.2728150 or to the Chief Title IX Officer at 502.2727337. Please report violations from other students, employees, and third parties. Reports may also be made anonymously through the use of the Student Concern Report Form. All reports received will be reviewed, support will

be offered and resolution options will be provided whenever possible. The University will take the necessary steps to prevent recurrence and correct any discriminatory effects on the complainant or others.

Information related to confidential resources, reporting, and resolution options can be found on the student resource tab of the Title IX Website. If a student or a friend of the student is in need, please consult this page and reach out to the support option of choice. Please remember that all employees including full-time faculty, coaching staff, and Residence Life student staff are considered Mandatory Reporters. That means that if a student chooses to disclose to them any instance of sexual misconduct that the student or another Bellarmine community member has experienced, they are required to share all known information with the Title IX Office immediately following the disclosure.

The following resources are also available to the Bellarmine community:

- Allison Schumacher Smithkier, Chief Title IX Officer, 502.2727337, 225 Centro/Treece, [Aschumache01@bellarmine.edu](mailto:Aschumache01@bellarmine.edu)
- University Counseling Center, 2001 Newburg Road (Centro, Treece Hall), Suite 224, 502.272.8480. Outside of normal operating hours call the Office of Public Safety at 502.2727777 who will connect a student with an on-call counseling center staff member. \*This is a confidential resource.\*
- Campus Health Services: 502.2728493. \*This is a confidential resource.\*
- Center for Women and Families, 1.877.803.7577 (24 hour Domestic Violence and Rape Crisis Line, free individual counseling, support groups, and on-site clinic for SAFE exams). \*This is a confidential resource.\*
- BraveBU seeks to encourage all Bellarmine students, faculty and staff to take steps to prevent harm to fellow community members. BraveBU programs raise awareness and encourage each Bellarmine Knight to support a culture of care for their peers. If interested in learning more or assisting with awareness and prevention efforts on campus, please reach out to a BraveBU Ambassador listed on the website for more information.

## Photo/Video Release

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**Policy:** It is the policy of the program to obtain a photo/video release from students.

**Procedure:** Students sign a photo/video release form upon entry into the program (See Appendix D).

## Physical Therapy Registered Student Organization (RSO)

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The purpose of a PT – RSO is to promote the physical therapy profession and Bellarmine University through community service and physical therapy projects. To form an RSO, a group of interested PT students should recruit a PT faculty advisor for mentorship and the group must submit an application. Contact the Student Activities Center for application and submission procedures.

## Pre-Physical Therapy Club

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**Policy:** The purposes of the Pre-Physical Therapy Club are as follows: The club serves Pre-Physical Therapy student/majors on campus by promoting the interests and current events regarding recent developments in the professional field. The club provides opportunities for its members to experience leadership roles and a large portion of the club's activities are volunteer and service oriented within the community. The club aims to promote engagement of pre-professional students to learn more about the profession of Physical Therapy, facilitate informational sessions about admissions and the application process, and promote the profession of Physical Therapy throughout the campus and the surrounding community, especially by aiding in the provision of health-related services on campus and in the community at large.

**Procedure:** Club membership is open to pre-physical therapy undergraduate students and students in the PT program. Club activities include guest speakers, social events, fundraisers, and community awareness projects. Core faculty members are designated as advisors to the Pre-PT Club.

## Privacy Education – Health Information Portability and Accountability Act (HIPAA)

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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 are required to complete HIPAA training and demonstrate competency on an annual basis. Students are also expected to maintain strict confidentiality regarding information that they may be privileged to during clinical experiences, such as facility operations, administrative functions, or personnel issues.

Information regarding patients or former patients is to remain strictly confidential and is to be used only for clinical purposes within an educational setting.

The Program will provide training that 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.

Students 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 or capstone project.

Students and faculty have an ethical/legal responsibility to promptly report an identified breach of confidentiality or privacy associated with this policy to the appropriate course instructor, the

Chair/Program Director, and/or the Dean of the School of Movement and Rehabilitation Sciences.

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. These boundaries include information shared about the program, students, faculty, staff, and patients that does not represent the program or university code of ethics.

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 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 appropriate designee in 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)*

## Professional Organizations

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**Policy:** The program values and recognizes the importance of faculty serving as professional role models. All students are required to join the American Physical Therapy Association (APTA) and strongly encouraged to participate in Kentucky Chapter, APTA, Central District activities.

**Procedure:** The student will be assessed a programmatic fee to cover the cost of the membership. The DPT program will be responsible for submitting the appropriate paperwork to create and/or renew membership annually for students. 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 the national membership.

Students are encouraged to participate in local, state, and national meetings and conferences including the APTA-Kentucky Conference and Combined Sections Meeting. The student will inform each of their academic and clinical faculty of the proposed attendance at a professional meeting one week in advance by providing a written request for an excused absence from classroom or clinical activity. Attendance at professional meetings will be considered an excused absence from didactic course with prior notification of faculty. The faculty may request additional means for the student to demonstrate understanding of the missed course content. See the Clinical Education Handbook for information about absence from clinical courses.

## Program Progression

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The DPT program faculty makes decisions regarding a student's progression through the professional program. Successful progression through the program depends on the following factors:

1. Demonstration of professional behavior
2. Successful completion of all didactic and clinical coursework

Student infractions involving any of the above areas will result in prompt disciplinary action, which may include dismissal from the DPT program.

Section Outline:

- Demonstration of Professional Behavior
  - Policy and Procedures
  - Academic Integrity Procedures
  - Additional Occurrences
- Successful Completion of All Didactic and Clinical Courses
  - Academic Performance
  - Course Failures
  - Withdrawals
  - Incomplete Coursework
  - Part-Time Enrollment
  - Program Advancement and Graduation Requirements
  - Program Progression Appeal and Grievance

### **Demonstration of Professional Behavior**

**Policy:** Students are expected to demonstrate professional behavior at all times including but not limited to safe and ethical practice and academic integrity, to progress through the physical therapy program. It is the responsibility of the student to exhibit these behaviors in all situations in accordance with the APTA Code of Ethics and APTA Core Values. Students are also expected to adhere to the University and department policies for conduct. See the University Student Handbook, specifically the Code of Conduct.

Unprofessional behavior may prevent a student from completing a didactic or clinical course even if the student successfully meets other course requirements. Breaches in conduct resulting in course failure may require repetition of the course with delayed progression through the program and/or other disciplinary actions, including dismissal from the program.

Academic integrity is expected of all students. Please see the Academic Integrity policy for details about expected behaviors. Any breach of the academic integrity policy criteria will be subject to disciplinary action in accordance with university policies and procedures and considered a breach of professional conduct.

### **Procedure:**

Each student will self-assess their demonstration of the professional behaviors during the fall and spring semesters of the first two years in the program and schedule a meeting with their

advisor to discuss the student's professional behaviors, goals, and development plan. Faculty advisors will evaluate their advisees on their self-reflection. Input for this evaluation may be provided to the student's advisor by other academic or clinical faculty.

Any student who demonstrates inappropriate professional behaviors in either the University or clinical setting must address those behaviors. Failure to do so may result in dismissal from the program.

The following procedure will take place if any student demonstrates unprofessional behavior:

1. The faculty member should complete a Breach of Professional Conduct form when a student displays professional conduct that is considered inappropriate. (See examples provided in the policy.) In the case of relatively minor infractions (e.g., tardiness, sleeping in class, failure to respond to a faculty email message), the faculty member is encouraged to engage in a face-to-face discussion with the student regarding their behavior before completion of the Breach form. Completion of a Breach of Professional Conduct form should represent consistently inappropriate behavior. However, some behaviors, such as using unauthorized aid and failure to maintain patient/client safety or confidentiality, dictate the submission of formal notification after a single occurrence.
2. The Breach of Professional Conduct form is transmitted electronically to the student, advisor, and Department Chair. The faculty member initiating the process prints a copy of the form, which becomes the original on which the subsequent stages of the process are documented. This form is placed in the student's permanent file in the physical therapy office. The faculty member who observed the conduct breach is responsible for monitoring and documenting the disciplinary process.
3. The faculty member and student should meet to discuss the occurrence. The advisor, Department Chair, or another faculty designee may be present, dependent upon the nature of the situation or at the request of the faculty member or student.
4. An intervention plan is formulated during the formal discussion, documented on the original form, signed by the involved persons, and placed in the student's permanent file. If the observed conduct constitutes a possible breach of the University Student Code of Conduct, University and departmental policies are followed.
5. When the planned intervention is completed, the components and outcome of the intervention are entered into the original form. The involved persons then sign the form and return it to the student's departmental file.

If a student disagrees with any steps within the professional behaviors procedures, they may lodge a formal complaint and follow the steps outlined in the DPT Student Grievance Policy.

#### Academic Integrity Procedures

In cases of potential violations of academic honesty or integrity, faculty will follow the procedures outlined in the Bellarmine University catalog:

<https://catalog.bellarmino.edu/graduate/acadpolicies#honesty-and-integrity>. Disciplinary actions for students may include, but are not limited to, grade deductions, course failure, dismissal from the professional program, and expulsion from the University. Failure of a course within the professional program due to a breach of the University Code of Conduct will be considered in the same manner as course failures for other reasons. Through confession or due process,

students who are determined to have violated an academic integrity policy, but are not dismissed from the professional program, will be placed on an individual corrective program as determined by faculty discussion. Counseling and academic remediation may also be required in individual cases.

#### Additional Occurrences

If a second breach occurs, a formal written letter from the Department Chair is sent to the student stating that an additional infraction will result in dismissal from the professional program. The student must sign and return this letter by the specified date. The signed letter is then attached to the original breach of conduct forms and filed in the student's departmental file. If there is a third documented misconduct case, the student will be dismissed from the professional program. A single instance of academic dishonesty or a severe violation of professional standard of conduct may be cause for dismissal from the professional program.

#### **Successful Completion of All Didactic and Clinical Courses**

**Policy:** Progression through the program depends on successfully completing all required courses. Required courses are posted in the university catalog.

*Academic Performance:* All classes have a minimum grade requirement of 72% or better to demonstrate competence in course content. Course-specific criteria for successful completion are found in course syllabi. Students must maintain a 3.0 (B) grade point average (GPA) in courses in the physical therapy professional curriculum. A minimum of a 3.0 professional cumulative curriculum GPA is required to enter the final clinical experiences. Exceptions to this policy require approval from the Department Chair and Director of Clinical Education. This does not impact clerkships. To remain in academic good standing students must maintain a minimum 3.0 GPA. If a student's GPA falls below 3.0, they are placed on academic probation and have one semester to raise their GPA to 3.0. Students who have two consecutive semesters of below 3.0 GPA and/or receive more than 16 credits of "C" grades may be recommended for dismissal to the Department Chair.

#### DPT Program Grading Scale

94-100 = A  
91-93.9 = A-  
88-90.9 = B+  
82-87.9 = B  
77-81.9 = B-  
72-76.9 = C  
<72 = F

*Course Failures:* A failing grade in one course will result in delayed progression. 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. If a student fails a clinical course (clinical experience), a remediation plan will be developed by the Director of Clinical Education in consultation with the Department Chair and the clinical course will be repeated. If a student fails a didactic course, the student may be allowed to retake the failed course within the BU DPT curriculum. Typically, this is achieved with completion of the course the following year and if the course is successfully retaken, the student will matriculate with the subsequent

year cohort. In some cases, dismissal from the program could be recommended with the first course failure. If a student fails two courses in the curriculum, the student will be recommended for dismissal to the Department Chair.

*Withdrawals:* The option of withdrawing from a course and receiving a grade of "W" is possible within the withdrawal period listed on the academic calendar each semester. Students electing to take a "W" in a professional course are to discuss this with the course instructor, their advisor, the Director of Clinical Education (if appropriate), and the Department Chair. Students must also understand that re-admittance to the course is subject to the Department Chair and faculty review. The student is encouraged to explore all other alternatives before taking such action. A student who withdraws from a course must submit a letter of intent explaining why they are withdrawing and their plans for the future. If the student is allowed to re-register for the course, it is recommended that it be taken the next semester the course is offered. Withdrawal from a professional course will delay further progression in the professional curriculum. A student wishing to withdraw from the professional program should notify their advisor and write their intentions to the Department Chair.

*Incomplete Coursework:* A grade of "Incomplete" will be submitted to the Registrar only in cases of genuine hardship when extenuating circumstances have resulted in the student being unable to complete course requirements by the end of the semester. See the University policy regarding time limits to remove Incomplete grades. The student will receive in writing the conditions required to remove the Incomplete. An "Incomplete" grade may alter the student's progression within the professional program.

*Part-Time Enrollment:* The curriculum is designed to follow a prescribed sequence of courses. The students in each class are expected to enroll full time and to take the courses in the same order. A student may, at the discretion of the faculty, be allowed to enroll part time only if they experience a single failure in a course or if an emergency situation (such as withdrawal due to illness) prevents them from proceeding with the same schedule as their classmates. If the student enrolls part time, the student is not permitted to enroll in coursework for which the failed course was a prerequisite. In the case in which a student has committed a breach of professional conduct, the student will not be given this discretion and therefore not be allowed to enroll part time. The Academic Progression Committee will make a recommendation to the Department Chair who will make the final decision.

*Program Advancement and Graduation Requirements:* 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. 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 Doctor of Physical Therapy degree at commencement by no later than four and one half calendar years following initial matriculation. The typical progression permits

the completion of the program in three calendar years. All students must have made appropriate arrangements to discharge all financial obligations to the University.

**Procedure:** Each course instructor determines the means for achieving competence in professional coursework. These criteria are articulated in the course syllabus provided to the student in electronic form on the Moodle course page. Every student is responsible for reviewing these criteria, including the methods of evaluation and grading. Individual faculty members decide whether to round fractional percentages and are consistent about doing this within a course. Students are made aware of all grading policies via the DPT Student Handbook, individual syllabi, and verbally from the faculty member teaching the course. Each syllabus also contains the methods of evaluation for that particular course. Clinical course work is graded using the Physical Therapist Clinical Performance Instrument (CPI) and other methods of evaluation with grading criteria as articulated on the clinical course syllabi. The Director of Clinical Education makes final grade determinations for all clinical courses.

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 be provided a remedial plan as outlined by the Academic Progression Committee, faculty advisers, and Department Chair. The student will be directed to bring the cumulative 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. If a student's professional cumulative GPA improves to a 3.0 or above the next semester, the student will be removed from academic probation. If a student has a second or more semester in which the professional cumulative GPA is below a 3.0, the Academic Progression Committee reviews and makes a recommendation to the Chair. The Chair determines whether or not the student is to be placed on academic probation and permitted to continue in the program (on a full-time or part-time basis) or be dismissed from the program.

If a student receives more than 16 credits of C coursework, the Academic Progression Committee reviews and makes a recommendation to the Chair. The Chair then determines whether or not the student is to be placed on academic probation and permitted to continue in the program (on a full-time or part-time basis) or be dismissed from the program.

In situations of a single course failure in which the student is offered the opportunity to retake the course, once the student successfully completes the failed course, the student will be allowed to progress to the next level of the professional program. The grade earned from retaking the course replaces the original attempt with respect to calculating the student's overall grade point average to determine continued progression in the program.

In the event of delayed progression, conditions for the student's progression through the professional program will be determined by the faculty on a case-by-case basis. These conditions will be conveyed in writing to the student, their advisor, Dean of the School of Movement and Rehabilitation Sciences, Dean of Students, Office of Financial Aid, and the Registrar. The student's failure to meet the conditions for progression will result in dismissal from the professional program.

### **Program Progression Appeal and Grievance**

A student may appeal the decision of the Physical Therapy Department Chair regarding progression and/or dismissal from the physical therapy program. The appeal is to be made in writing to the Dean of the School of Movement and Rehabilitation Sciences, whose decision is final, within 30 days after the student is informed of the decision. Duplicate copies of the appeal will be sent to the Department Chair and to the Vice President for Academic Affairs and Provost. If the appeal is unresolved, the student may appeal directly to the Vice President for Academic Affairs and Provost.

A student can file a grievance in accordance with the non-academic grievance policy in the university student handbook or the academic grievance policy in the institutional catalog.

## Recording Policy

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**Policy:** Class lectures and instructional activities are considered faculty intellectual property.

**Procedure:** Bellarmine University prohibits the recording (still pictures, video, and/or audio) of classes without the advance written permission of the instructor, and/or written university documentation that indicates a recording of a class as a reasonable accommodation for a qualified student with a disability. If an instructor grants permission, it may be a blanket approval for the entire semester, or for only one session. If given permission to record this protected property, students may use such recordings only for course purposes, may not distribute them outside the class, and are expected to destroy the recordings at the conclusion of the course term. Instructors retain the right to review any recording material, and if asked to destroy the recording, students will comply. Students are directed to course syllabi for any additional details on the faculty member's recording policy.

Faculty may record their own classes or instructional activities for their academic use, or that of their colleagues. Students should be informed that they will be recorded prior to the recording being made. Pictures, audio or video recordings of identifiable students, made by faculty or their colleagues, may be used for academic purposes at Bellarmine University. Students are not entitled to be exempt from such recordings.

Recordings submitted by students within a course are not private and should not be assumed as such. These may be shared with classmates, the faculty's colleagues, or others at the University, for academic purposes only. Synchronous online class meetings may be recorded by the faculty member, and may be shared with classmates, the faculty's colleagues, or others at the University, for academic purposes if approved by the faculty member.

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

No recording of any type is ever permitted in the gross anatomy laboratory. Any violation of the policy on recording in-class and lab constitutes a violation of professional behavior and is grounds for a breach of professional conduct.

## Registration for Courses

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For the first semester in the program, the program will enroll students in required coursework. For each subsequent semester, the student is responsible for completing registration.

The Program Chair and/or Course Directors assign students to course sections and these may be subject to change after the registration period. Students will be directed to register for a section by the Program Chair or designee.

## Safety

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**Policy:** The University and the DPT program seeks always to ensure the safety of employees, students, patients, and guests while on campus. The program also seeks to ensure student safety off-campus. Students and employees are expected to adhere to all general campus policies dealing with safety. The University is not responsible for any injuries incurred by a student while traveling to or from a clinical site or off-campus educational or volunteer experiences.

Safety precautions and emergency procedures, including access to emergency services, regulations, universal precautions, and the use of equipment are provided in the University Student Handbook, Program Student Handbook, at orientation, from the Bellarmine University Office of Public Safety (<https://www.bellarmino.edu/public-safety/>), and as needed from faculty to students for class/laboratory experiences.

All hazardous material is marked accordingly and has a safety data sheet (SDS), maintained by the Office of Public Safety (<https://www.bellarmino.edu/public-safety/>). All hazardous material will be disposed of properly.

**Procedure:** The Emergency Medical Services phone number is 911 (the address is Bellarmine University, Nolen C. Allen Hall, 2120 Newburg Road). Campus security is at 272.7777 (or 7777 from campus phone). Emergency Procedures and Standard Precautions are posted in each physical therapy lab and the Michael Hobbs Service-Learning Clinic (Allen 110). There are phones located in Allen 110 (Service-Learning Clinic), 131 (Gross Anatomy Lab), 200 (PT Pediatric Center, Simulation Rooms), 260/360/460 (large classrooms).

Emergency procedures provided in the sources above include but are not limited to: Active Aggressor response (including Run Hide Fight), Emergency Alert System, tornado, fire, bomb threat, body exposure, and medical emergencies.

Automatic External Defibrillators (AEDs) - An AED is available in Allen Hall on the first floor by room 109.

22 fire extinguishers are available throughout Allen Hall.

First aid kits are located in each laboratory (Allen Hall 260, 360, 200, 110) on the counter near the sink and at the Allen Hall reception desk.

The Safety and Security office is located on the ground floor of Centro Treece Hall. To contact a security officer, call 272-7777 or dial extension 7777 if on campus. All security personnel are trained in emergency medical procedures and CPR. On campus, the officers enforce university

policies outlined in the Bellarmine University Student Handbook. They also work very closely with the Metro Louisville Police Department, as well as with the state and federal agencies, to assist them with incidents that may occur on and off-campus. The Metro Louisville Police Department's 5th District Office is only three to five minutes from campus. The Department of Safety and Security provides the availability of a dusk-to-dawn escort service around the campus. Anyone may request use of this service.

Access to Allen Hall is swipe card only with a valid ID. If the ID is lost, and the Technology and Support Center (TSC) is closed, students may call security to allow entry into Allen Hall. Classroom and lab access is swipe card only before 7:30 a.m. and after 5:00 p.m. daily. There can be no unauthorized guests (siblings, significant others, etc.) admitted to Allen Hall after hours. A direct dial phone to reach security is outside the front door and the number is 502.272.7777.

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 and/or faculty member is responsible for completing an "Incident Report" 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 emergency or follow-up care for a personal injury is the direct responsibility of the student.

The Residence Living Guidelines and Community Standards section of the University Student Handbook contain safety tips and security services offered on-campus. This handbook also encourages students to participate in their safety and the safety of others. On-campus security information is also available on the University website for the Office of Public Safety.

Students participate in various off-campus educational experiences, including laboratories, experiential opportunities, and clinical coursework. During these experiences, student safety is enhanced through supervision by an academic faculty member or a clinical faculty member. Should a student be involved in a motor vehicle accident to or from a clinical site or experiential learning opportunity, the student should notify the appropriate authorities. The student should also inform the instructor of the record and the clinical faculty if appropriate.

Hazardous Materials - SDS sheets are accessible through the "Safety and Well-Being" card in Bellarmine Experience – clicking on "Safety Center (MSDS)". Dirty paraffin is disposed of in the trash. For exposure, follow guidelines by the Biosafety Committee at Bellarmine University ([https://www.bellarmino.edu/academicaffairs/faculty\\_affairs\\_and\\_research/research-and-creativity/biosafety/](https://www.bellarmino.edu/academicaffairs/faculty_affairs_and_research/research-and-creativity/biosafety/)).

## Social Media Policy

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**Policy:** It is the policy of the program to follow the university social media guidelines. The program expects responsible and ethical behavior with this type of interaction.

**Procedure:** The use of social media and networking is a recognized form of daily communication. There are 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, staff, clinical educators, and affiliated facilities.

Social networking examples include but are not limited to:

- Social networking sites such as Facebook, LinkedIn
- Video and photo sharing websites/apps such as YouTube, Facebook, Instagram, Snapfish, Flickr, Snapchat, TikTok, Pinterest
- Microblogging sites such as X (formerly 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

Employees and students are responsible for what they post. The content of the posting should always be respectful and professional. Compliance with all clinical and service-learning facility Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) policies is required. Violations of such policies may result in legal action and/or could jeopardize academic standing in a clinical education or service-learning course. No reference to patients, clinical sites, students, faculty, or clinical instructors is permitted, even if names or identifying information are not given.

There are restrictions 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 employees 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 Department Chair, and/or the Dean of the School of Movement and Rehabilitation Sciences.

Do 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, character attacks, defamation, and verbal threats. This includes conduct which is disorderly, obscene, lewd, indecent, or a breach of peace.

Maintain professional boundaries in the use of electronic media. These boundaries include information shared about the program, students, faculty, staff, and patients that does not represent the program or university code of ethics.

Non-adherence by students 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 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 appropriate designee in 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 use at any time, in any place, and with any medium. The examples listed in this policy are not stagnant and may change as new social networking tools/media emerge.

Non-adherence to these guidelines by employees are subject to disciplinary actions in accordance with institutional policies and procedures.

### Official University Social Media Profiles

Program social media accounts are approved in accordance with the Office of University Communication and is included in the Bellarmine University social media accounts directory.

## **Standard Precautions**

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The Occupational Safety and Health Administration (OSHA) has defined requirements which specify the protective measures all healthcare personnel are required to perform to prevent the spread of communicable disease. Each student will demonstrate annual competence in aseptic technique, blood-borne pathogens, and standard precautions before going to a health care facility for any experiential learning activity.

Education on standard precautions will be provided to the students in the DPT program before starting any clinical experiential learning.

The Program will provide annual training that orients the student to concepts of proper handwashing, 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.

## **Student Drug and Alcohol Policy**

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### **Introduction**

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

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

It is the policy of Bellarmine University to comply with federal and state laws and regulations regarding the usage and detection of drugs and alcohol. In addition, it is the professional duty and ethical obligation of health care providers and students to identify and report when they have reasonable suspicion of an impaired health worker. This Policy is subject to change at the sole discretion of Bellarmine University and/or CHP and is meant to

supplement other relevant Bellarmine University policies, including but not limited to the *Policy on Alcohol* and the *Illegal Drug Use Policy* contained in the *Bellarmino University Student Handbook*. Violations of this Policy may result in the student's ability to complete the program. The CHP bears no responsibility for a student's inability to complete or participate due to a failed drug or alcohol screening.

## Definitions

1. For the purposes of these guidelines, the following terms shall have the following meanings: "Drug" or "Drugs" means all of those drugs included in the current Medical Professional Substance Abuse Profile (LabCorp, 2021). These may include, but are not limited to:

- Amphetamines (including Methamphetamine and Ecstasy)
- Barbiturates
- Benzodiazepines
- Buprenorphine
- Cocaine metabolite
- Cannabinoids (THC, Marijuana)
- Fentanyl
- Meperidine
- Opiates (codeine, morphine, oxycodone)
- Phencyclidine
- Propoxyphene
- Tramadol

2. "Student" means any student enrolled in one of the CHP programs at Bellarmine University.

3. "Reasonable Suspicion" means that the Student's faculty member, clinical instructor, preceptor, supervisor, or his/her designee (collectively, "Faculty Member") believes that the behavior, speech, body odor, or appearance of the Student is indicative of the use of alcohol or drugs, as described in detail in this Policy.

4. "Instructional/Learning Activities" include classroom and other activities on and off campus that involve patient care, instruction, or practice of preparatory skills as a component of health care provider practice, including but not limited to clinical practicums, internships, clerkships, service learning, community engagement, skills labs, and/or non-class associated practice at on-campus or off-campus sites.

5. Medical Review Officer ("MRO") is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under these guidelines who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history, and any other relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.

6. "Positive Drug Test" is determined by the MRO in accordance with guidelines established for healthcare workers.

7. "Positive Alcohol Test" means an alcohol test that is at or exceeds the Department of Transportation ("DOT") Guidelines for blood, breath, or saliva testing depending on the test used, e.g., blood alcohol content of 0.04 or greater (under current DOT Guidelines).

## **Policy**

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

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

In addition, the improper use of any Drugs or alcohol by any student in the CHP may constitute grounds for removal from all Instructional/Learning Activities and/or cause for termination from the program. Students who participate in an CHP Program may not test positive for drugs or test positive for alcohol, with the exception that a student who tests positive for drugs will be provided an opportunity to explain if that positive test is the result of his or her use of legally prescribed medication. Students are permitted to use legal drugs and remedies for health purposes, provided they are utilized according to the manufacturer's or prescribing physician's directions, and provided that such use will not pose a safety hazard to themselves or to others in the learning environment or adversely affect performance.

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

### ***Mandatory Drug Screening***

Many clinical training sites now require students to undergo drug testing, similar to what is required of their employees. Therefore, all Students will submit to a drug screen and test negative for drugs before engaging in any Instructional/Learning Activities.

### ***Consequences***

A. Refusal to Participate in Mandatory Drug Screening:

If a Student fails to comply with the policy they will not be allowed to begin any Instructional/Learning Activities within the School.

B. Negative Drug Screen Test Result:

The Student will be allowed to participate in all Instructional/Learning Activities as planned if results of the negative drug screen are received by the requested deadline. Students who fail to meet the deadline will incur a \$50.00 fine charged to their student account and will be unable to attend Instructional/Learning Activities until the deficiency in documented information has been resolved.

C. Positive Drug Test and Self-Admission:

If a Student receives a Positive Drug Test, or if the Student admits to a drug and/or alcohol problem, the Student will not be allowed to attend any Instructional/Learning Activities, and will be referred to their Chairperson and school Dean.

Failure to participate in any Instructional/Learning Activities within the School or at designated clinical partner locations may jeopardize Student progression within the designated program or curriculum.

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

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

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

1. Remove the Student from the Instructional/Learning Activity:
2. Move the Student into a private setting and in the presence of a witness, if possible;
3. Discuss the suspicious behavior with the Student and allow the Student to explain;
4. Complete the Reasonable Suspicion Checklist and Decide whether Reasonable Suspicion exists for Drug and/or alcohol testing, in conformity with this Policy; and
5. Make arrangements for drug and/or alcohol testing, if necessary, or allow the Student to return to the Instructional/Learning Activity.
  - Notify the Department Chairperson of the need for drug and/or alcohol testing need
  - If unable to reach the Department Chairperson, notify the "on call" Student Affairs staff member
  - Call Mainline Drug Testing Services, LLC to determine the closest testing facility (412- 884-6967 or 412-398-8074)
  - Provide the student with the drug testing form

Student will be responsible for securing the appropriate transportation needs from the facility. If the Faculty Member determines that Reasonable Suspicion exists for a drug and/or alcohol test, the Student must submit to a drug and/or alcohol test at the earliest time possible in accordance with arrangements made by the Faculty Member. A Student tested

for drug or alcohol use, based on Reasonable Suspicion, will not be allowed to participate in Instructional/Learning Activities until he or she meets with the Faculty Member, Chairperson and school Dean.

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

### **Consequences**

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

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

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

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

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

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

### **Violation of the Drug and Alcohol Policy**

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

A. If not suspended or dismissed from the CHP program and/or Bellarmine University, the Student will not be allowed to participate in Instructional/Learning Activities until he/she fulfills all terms set forth by the CHP and Bellarmine Dean of Students.

B. A second positive drug or alcohol test or violation of this Policy will result in dismissal from the CHP program.

### **Confidentiality**

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

*Reviewed by Mark Wiegand, Tony Brosky, Christy Kane, and Heather Owens 10/11/21 Reviewed by Mark Wiegand, Tony Brosky, and Nancy York 7/11/14, 7/2016, 8/23/2017 Approved by University Council 7/22/14, 8/10/2016 Approved by LSNHS Chairs/Deans 9/8/2014, 8/12/2016*

### **Additional DPT Program Alcohol and Drug Policy Details**

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

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

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

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

If a student is relieved of classroom or clinical responsibilities, the faculty member, Director of Clinical Education, and/or Chair/Program Director 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.

- Reasonable Suspicion Testing Checklist  
 From The Ohio State University Office of Human Resources  
 Policy 7.30 Drug-Free Workplace

<https://hr.osu.edu/public/documents/policy/resources/730rstchecklist.pdf>

Physical Indicators:

WALKING		FACE		SPEECH		BREATH/ODOR	
	Holding on		Red/flushed		Whispering		No alcohol odor
	Stumbling		Pale		Slurred		Faint alcohol odor
	Unable to walk		Sweaty		Shouting		Strong alcohol odor
	Unsteady		Appears normal		Incoherent		Sweet/pungent tobacco odor
	Staggering		Slobbering		Silent		Chemical odor
	Swaying		Grinding teeth		Rambling		Marijuana odor
	Falling		Dry mouth		Slow		Breath spray/ mouthwash
	Other		Runny nose		Other		None Gum
			Other				Mints Candy
							Other_ ----
STANDING		EYES		MOVEMENTS		APPEARANCE	
	Swaying		Watery		Fumbling		Messy
	Feet wide apart		Bloodshot		Jerky		Dirty/stained clothing
	Rigid		Glassy		Nervous		Burns on person/clothing
	Staggering		Dilated		Slow		Ripped/torn clothing
	Sagging at knees		Closed		Hyperactive		Partially dressed
	Other		Droopy eye lids		Other		Puncture marks/needle tracks
			Appear normal				Appears normal

Behavioral indicators:

DEMEANOR			ACTIONS		
Cooperative	Polite	Calm	Fighting		Profanity
Talkative	Silent	Resisting communication	Erratic		Hostile
Sarcastic	Belligerent	Tearful/crying	Threatening		Hyperactive
Anxious	Excited	Mood changes	Non- communicative		Sleeping
Disoriented	Inattentive	Appears normal	Argumentative		Other
Sleepy	Drowsy	Other			

Comments and other observations:

Additional facts:

Presence of alcohol and/or drugs in individual's possession or vicinity
Misconduct by individual (specify)
Individual admission concerning alcohol use and/or drug use or possession

List other witnesses to individual's conduct and summarize what they say they witnessed:					
Individual declined to comment OR individual's explanation for behavior:					
Completed by (signature)		Date:		Time:	am or pm (circle one)
Printed Name:		Title:			

## Student Employment Policy

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

Students who find employment as an aide/technician in a physical therapy department or other health care setting during the academic year or in the summer must make themselves aware of the laws and regulations of the state in which they are employed. As the duties of these employees vary in different facilities, the student must understand state regulations that concern such positions. A student may not represent oneself as a Student Physical Therapist except during official Bellarmine University sponsored clinical affiliations. The professional liability coverage provided by Bellarmine University does not apply to student employment situations.

The Center for Career Development assists students with services and resources in preparing for entrance into the workforce. These include Handshake, an online career management tool for students, alumni, and employers, helpful tutorials, online career sites, and professional development information. Using Handshake, employers can query student résumés, advertise job openings, host virtual events, etc. All current students and alumni are encouraged to schedule individual appointments with the career center on topics such as résumé and cover letter writing, interview techniques, and job search strategies. Annually (typically in the spring semester), the program and Center for Career Development offers the Health Careers Fair that brings prospective employers to campus, connecting students to professionals and career opportunities in various clinical settings. Details of the event are distributed to students via email. The Center for Career Development provides career consultation services and resources to graduates of the program for life.

The student may request in writing letters of reference from faculty members for licensure, scholarships, and employment applications. Please provide the faculty member with information requested (e.g., resume) and sufficient time to complete the request. 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.

## Student Fees

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

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

Each student will pay department programmatic fees for the use of the laboratories and equipment, for the personal laboratory supplies issued to each student, and for other needs required for coursework such as books, software, and the Clinical Performance Instrument. Every student in the DPT program will be assessed fees at the beginning of each semester in the professional program. The fee is determined annually by the Program Chair who takes into consideration information provided by faculty, administrative assistants, students, and vendors. The Chair consults with the institutional Business Office and Dean as well. The fee will be collected by the Office of Student Accounts.

Course Fees cover materials including but not limited to:

1. Student Handbook
  2. Course syllabi and handouts
  3. E-Resource access including most textbooks
  4. iPad for testing and note taking
  5. ExamSoft testing fees
  6. Laboratory supplies for each course
  7. Clinical education administrative costs
  8. Criminal background check application (initial)
  9. Equipment (goniometer, stethoscope, reflex hammer, tape measure, gait belt)
  10. APTA membership dues
  11. Laboratory and clinical equipment maintenance, repair, and replacement
- The course fees are available online at <https://www.bellarmino.edu/registrar/schedules/> under Class Schedules.

## 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/Program Director or the DCE. This includes following all policies in this handbook, including the attendance, recording and grading policies.
6. Students and professionals must always respect the rights of the patient. These rights include the right to privacy, the right to dignity, the right to confidentiality of information, and the right to a sympathetic understanding of the fears and insecurities that go along with being ill and hospitalized. The behavior of the student should promote calmness and confidence in the patient and should never be unsettling.

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

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

I have read this document and have received a copy.

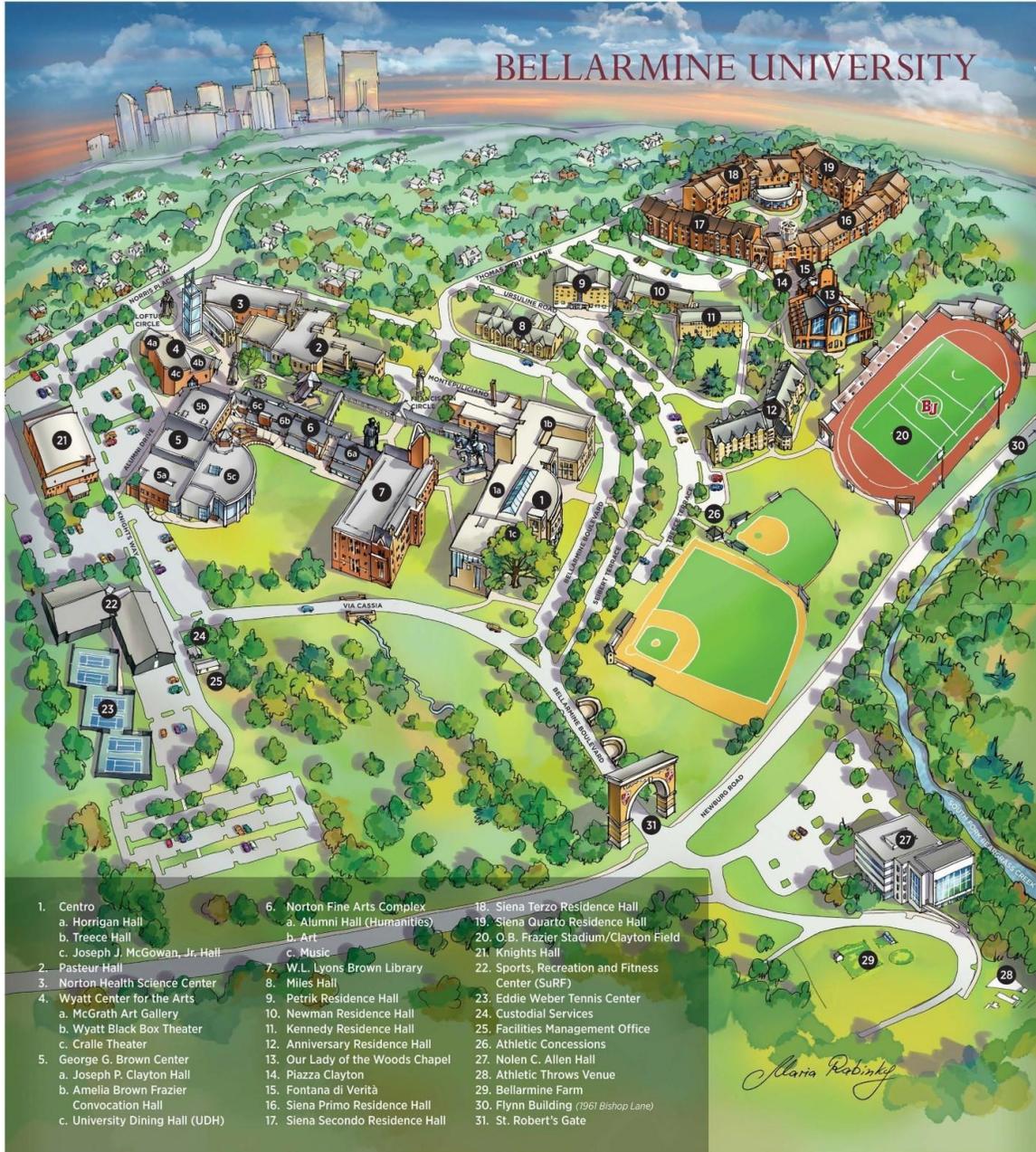
Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Appendix B: Bellarmine Campus Map

[https://www.bellarmino.edu/docs/default-source/admissions-docs/campusmap2018.pdf?sfvrsn=a2079481\\_42](https://www.bellarmino.edu/docs/default-source/admissions-docs/campusmap2018.pdf?sfvrsn=a2079481_42)



## Appendix C: Incident Report

### BELLARMINE UNIVERSITY DOCTOR OF PHYSICAL THERAPY PROGRAM INCIDENT REPORT

Name: \_\_\_\_\_ Date/Time of Incident: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Insurance Company and Named Policy Holder: \_\_\_\_\_

Clinical Facility: \_\_\_\_\_

Facility Address & Telephone: \_\_\_\_\_

Place Incident Occurred: \_\_\_\_\_

Faculty/Unit Supervisor: \_\_\_\_\_

Individual's description of incident. Include others involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medical Treatment given. Include date and time: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Restrictions noted during medical treatment: \_\_\_\_\_

\_\_\_\_\_

Yes  No  Individual was advised that expenses incurred in emergency treatment are his/her responsibility. These expenses are not the responsibility of the clinical facility or Bellarmine University.

Report prepared by: \_\_\_\_\_ Date of this report: \_\_\_\_\_

Signatures:

Faculty/Clinical Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Bellarmine University – Bloodborne Pathogen Exposure -- Incident Report Part 1**

This form must be completed following an exposure incident. When an exposure incident occurs, the exposed individual 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 Individual:** \_\_\_\_\_ **Student/Employee ID:** \_\_\_\_\_

**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.*

\_\_\_\_\_

Individual's Signature: \_\_\_\_\_

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

*Bellarmine University--Bloodborne Pathogen Exposure--Incident Report Part 2*

**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

## Appendix D: Photo Release Form

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### *Photo and Video Release Form*



I hereby authorize the Program in Physical Therapy at Bellarmine University to photograph and video record me. I grant permission for the use of such photographs and videos by the Program in classroom activities, presentations, advertisement, and social media purposes.

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

Signature: \_\_\_\_\_

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

# Appendix E: Absence Form

**Bellarmino University  
Physical Therapy Program  
Absence Form**

Please see the Absence Policy in the Student Handbook and course syllabus for details about tardiness and absences. Once signatures are obtained from Course Directors or designee, this form can be placed under the office door of the Program Chair or turned into faculty/staff on the first floor with a request to place in the Program Chair mailbox.

**Student Name (printed):** \_\_\_\_\_

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

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

Excused Absence	Unexcused Absence
<input type="checkbox"/> Professional PT meeting/conference	<input type="checkbox"/> Vacation
<input type="checkbox"/> Physical or mental health illness	<input type="checkbox"/> Family reunion
<input type="checkbox"/> Non-elective medical appointment or procedure	<input type="checkbox"/> Wedding
<input type="checkbox"/> Funeral or memorial service	<input type="checkbox"/> Employment
<input type="checkbox"/> University-sponsored function (e.g., student athlete)	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:	

Inclusive of this Request – Total Number of Excused Absence Days This Semester = \_\_\_\_\_

Total Number of Unexcused Absence Days This Semester = \_\_\_\_\_

**I affirm** I coordinated with Course Directors or other course faculty member as directed to plan remediation for missed material.

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

Date	Class	Course Director or designee signature

Program Chair: \_\_\_\_\_

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

# Appendix F: Gross Anatomy Participation Agreement

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## 2024 – PT 613 Gross Anatomy Class Participation Agreement

This agreement is made effective as of August 22, 2024 by and between BELLARMINE UNIVERSITY, a private university with its principal place of business located at 2001 Newburg Road, Louisville, Kentucky 40205, and (print your name) \_\_\_\_\_, the Student properly registered for PT 613 during the Fall Semester of 2024.

WHEREAS, the Student enrolled in PT 613 **will participate in lab clean-up** on **12/11/2024**.

WHEREAS, Dr. Chantal Prewitt, the course director, possesses personal information regarding the life and death of those persons whose bodies will be studied in this course. This personal information is provided to the course director by the institutions loaning the donors to Bellarmine University. Personal information of the diseased and provided to the course director may include the following: first and last names, day and year of death, age of the diseased, cause of death, and occupation.

WHEREAS, the course director **will not** share any of the following personal information of the diseased with the Student participating in their course: first and last names, day and year of death.

WHEREAS, the Student, by virtue of participating in this course, may be provided, by the course director, with the following personal information from the diseased: cause of death, age of the deceased, and occupation. No other personal information will be shared with the Student.

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

NOW, THEREFORE, the Student agrees as follows:

1. "Personal Information" shall include any 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 (see <https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html> for a summary of HIPPA privacy rule).
2. The Student will treat all specimens, the lab, the faculty, and other students with respect. This includes maintaining the lab in a neat and orderly fashion. It is the responsibility of students to keep the lab clean, and actively participate in the end of the semester clean-up of the lab.
3. No materials (cadaveric, skeletal, or model) shall be removed from the lab.
4. Students will not bring any visitors to the lab unless special permission is granted, and it is done under the supervision and presence of Dr. Chantal Prewitt.
5. Absolutely no pictures or videos shall be made of the specimens by students or anyone else.
6. Students will not post any comments about the specimens on any type of social media (Facebook, X, Pinterest, YouTube, Snapchat, etc.), emails, texts, group me, etc.
7. Students will be completely familiar with and follow the guidelines set forth in the respective course syllabi.
8. Withdrawal from PT 613 course will not release the student from this agreement.
9. 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 G: APTA Code of Ethics

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

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

### Preamble

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

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

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

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

### Principles

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

1A. Physical therapists shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapists shall recognize their personal biases and shall not discriminate against others in physical therapist practice, consultation, education, research, and administration.

**Principle #2:** Physical therapists shall be trustworthy and compassionate in addressing the rights and needs of patients and clients.

(*Core Values: Altruism, Compassion, Professional Duty*)

2A. Physical therapists shall adhere to the core values of the profession and shall act in the best interests of patients and clients over the interests of the physical therapist.

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

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

2D. Physical therapists shall collaborate with patients and clients to empower them in decisions about their health care.

2E. Physical therapists shall protect confidential patient and client information and may disclose confidential information to appropriate authorities only when allowed or as required by law.

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

3A. Physical therapists shall demonstrate independent and objective professional judgment in the patient's or client's best interest in all practice settings.

3B. Physical therapists shall demonstrate professional judgment informed by professional standards, evidence (including current literature and established best practice), practitioner experience, and patient and client values.

3C. Physical therapists shall make judgments within their scope of practice and level of expertise and shall communicate with, collaborate with, or refer to peers or other health care professionals when necessary.

3D. Physical therapists shall not engage in conflicts of interest that interfere with professional judgment.

3E. Physical therapists shall provide appropriate direction of and communication with physical therapist assistants and support personnel.

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

4A. Physical therapists shall provide truthful, accurate, and relevant information and shall not make misleading representations.

4B. Physical therapists shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).

4C. Physical therapists shall not engage in any sexual relationship with any of their patients and clients, supervisees, or students.

4D. Physical therapists shall not harass anyone verbally, physically, emotionally, or sexually.

4E. Physical therapists shall discourage misconduct by physical therapists, physical therapist assistants, and other health care professionals and, when appropriate, report illegal or unethical acts, including verbal, physical, emotional, or sexual harassment, to an appropriate authority with jurisdiction over the conduct.

4F. Physical therapists shall report suspected cases of abuse involving children or vulnerable adults to the appropriate authority, subject to law.

**Principle #5:** Physical therapists shall fulfill their legal and professional obligations. (*Core Values: Professional Duty, Accountability*)

5A. Physical therapists shall comply with applicable local, state, and federal laws and regulations.

5B. Physical therapists shall have primary responsibility for supervision of physical therapist assistants and support personnel.

5C. Physical therapists involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapists shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapists who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

5F. Physical therapists shall provide notice and information about alternatives for obtaining care in the event the physical therapist terminates the provider relationship while the patient or client continues to need physical therapist services.

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

*(Core Value: Excellence)*

6A. Physical therapists shall achieve and maintain professional competence.

6B. Physical therapists shall take responsibility for their professional development based on critical self-assessment and reflection on changes in physical therapist practice, education, health care delivery, and technology.

6C. Physical therapists shall evaluate the strength of evidence and applicability of content presented during professional development activities before integrating the content or techniques into practice.

6D. Physical therapists shall cultivate practice environments that support professional development, lifelong learning, and excellence. 3

**Principle #7:** Physical therapists shall promote organizational behaviors and business practices that benefit patients and clients and society. *(Core Values: Integrity, Accountability)*

7A. Physical therapists shall promote practice environments that support autonomous and accountable professional judgments.

7B. Physical therapists shall seek remuneration as is deserved and reasonable for physical therapist services. 7C. Physical therapists shall not accept gifts or other considerations that influence or give an appearance of influencing their professional judgment.

7D. Physical therapists shall fully disclose any financial interest they have in products or services that they recommend to patients and clients.

7E. Physical therapists shall be aware of charges and shall ensure that documentation and coding for physical therapist services accurately reflect the nature and extent of the services provided.

7F. Physical therapists shall refrain from employment arrangements, or other arrangements, that prevent physical therapists from fulfilling professional obligations to patients and clients.

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

8A. Physical therapists shall provide pro bono physical therapist services or support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapists shall advocate to reduce health disparities and health care inequities, improve access to health care services, and address the health, wellness, and preventive health care needs of people.

8C. Physical therapists shall be responsible stewards of health care resources and shall avoid overutilization or under- utilization of physical therapist services.

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

## Appendix H: Professional Abilities

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

(May et al 2009)

## Appendix I: Receipt of Handbook

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

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

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

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

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

_____ <b>Signature</b>	_____ <b>Date</b>
---------------------------	----------------------

## Appendix J: Student Drug and Alcohol Policy Acknowledgment Form

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

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

---

Student Signature

Date

## Appendix K: Training and Laboratory Participation Agreement

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### **Student Release for Training and Laboratory Participation Doctor of Physical Therapy Program School of Movement and Rehabilitation Sciences Bellarmine University**

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

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

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

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

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

---

Printed Student Name

---

---

Student Signature

Date

---

Instructor Signature

Date

---

Emergency contact name and phone number

## Appendix L: iPad Agreement

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Students in the Doctor of Physical Therapy Program receive an Apple iPad for classroom, professional, and personal use. This device will facilitate student learning, teaching, clinical and communication opportunities while the student is in the program. By accepting this unit, the recipient agrees to the following:

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

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Appendix M: Course Filming Permission Form

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**Bellarmino University DPT Program  
Course Filming Permission Form**

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

Course Name: \_\_\_\_\_

Course Director

name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please briefly describe your recording

request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If granted permission to record, you may only use recordings for course purposes. You may not distribute recordings outside of the class, and you are expected to destroy recordings at the conclusion of the course term. Please see your course syllabus for any additional information on recording policies for this course/faculty member.

(Student) If you agree to the above terms, please sign here:

\_\_\_\_\_

(Faculty) If you agree to allow this student to record, please sign below. Please put any comments/stipulations to the right or on the back of this form.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_