

Bellarmino University
School of Movement and
Rehabilitation Sciences



Doctor of Physical Therapy Program

*Doctor of Physical
Therapy Program*

STUDENT HANDBOOK

May 2024

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PURPOSE OF THE HANDBOOK

The purpose of the handbook is to present policies and procedures for students enrolled in the Bellarmine University Doctor of Physical Therapy Program, hereby referred to as the “program”. Policies and procedures presented in this handbook are subject to change at any time. **As changes occur in institutional or 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 of the Physical Therapy Program

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.

PHILOSOPHY OF PROFESSIONAL EDUCATION - MISSION STATEMENTS

Bellarmino University Mission Statement

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

Bellarmino University Vision Statement

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:

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

OATH FOR PHYSICAL 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

Academic Calendars

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

Accessibility Resources Center

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. Krista Schutz-Hampton, Director of the Accessibility Resource Center

Phone: 502.2728490

Fax: 502.2728491

Email: arc@bellarmino.edu or kschutz-hampton@bellarmino.edu

Location: Centro, CNMH-076

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

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. 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. 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.

Bookstore

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

Email: <https://www.bkstr.com/bellarminestore/home>; Phone: (502)-272-8111.

BURP

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

Campus Recreation and Wellness

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

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.bellarmino.edu/studentaffairs/recreationcenter/>

Communication with E-Mail and Office Hours

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 to Course Directors, faculty, advisers, and/or program leadership as a need arises. Class Officers are also welcomed to bring forward feedback, suggestions, and questions on behalf of the class.

Communication with Faculty

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.

Complaints Against the Program

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

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

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

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

Counseling Center

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

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 502.2728480. 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

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

Semester 1, Year 1 Summer	Semester 2, Year 1 Fall	Semester 3, Year 1 Spring
PT 516 Psychosocial/Teaching & Learning 5	PT 502 Research I 3	PT 545 Neuroscience 4
PT 524 Intro to Acute Care 3	HLTH 535 Pharmacology 2	PT 555 Orthopedics 4
PT 532 Appl Clin Anat 3	PT 540 Functional Anat 5	PT 565 Biophysical Agents 3
Credits = 11	PT 560 Musculoskeletal Eval 5	PT 575 Hum Perf & Hlth Pro II 3
	PT 570 Hum Perf & Hlth Pro I 2	PT 590 Wound Care 2
	PT 580 Gerontology 2	PT 592 Service Learning II 2
	PT 591 Service Learning I 2	Credits = 18
	Credits = 21	

Semester 4, Year 2 Summer PT 602 Neurology 3 PT 605 Research II 3 PT 699 Orientation to Clin Ed 1 PT 700 Clinical Clerkship <u>5</u> Credits = 12	Semester 5, Year 2 Fall PT 610 Extremities 5 PT 613 Human Anatomy 4 PT 640 Pediatrics 3 PT 670 Ldrshp & Oper Admin 3 PT 680 Cardiopulmonary PT 4 PT 691 Service Learning III <u>2</u> Credits = 21	Semester 6, Year 2 Spring PHIL 543 Bioethics 3 PT 630 Adult Neuro Trtmt 4 PT 635 Diff Dx & Mgmt. 3 PT 645 Rehab Techniques 3 PT 650 Spine 4 PT 692 Service Learning IV <u>2</u> Credits = 19
Semester 7, Year 3 Summer PT 785 Prof & Legal Issues 2 PT 710 Practice Exp I (Part 1) <u>10</u> Credits = 12	Semester 8, Year 3 Fall PT 720 Practice Experience II 10 PT 740 Capstone Project <u>6</u> Credits = 16	Semester 9, Year 3 Fall PT 730 Practice Experience III 10 PT 750 Seminar 2 PT 765 Special Topics or PT 695 Inter'l Exp* <u>2</u> Credits = 14

Optional: PT 675 Special Clinical Enrichment in Physical Therapy

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

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

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

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

Prerequisites: Student enrolled in physical therapy program.

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

PT 695 International Study Experience in Physical Therapy

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

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

Expectations of Students

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

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

Coffee and drink/snack machines are available on the first floor of Allen Hall in the “Dr. Dave’s Place” Student Lounge. Café à la Carte food services are also available in Allen Hall with hours posted on a semester-by-semester basis, and on main campus in Centro Horrigan Hall (Café Ogle) and Frazier Hall (University Dining Hall (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, however, all must be fully cleaned prior to extended breaks when the University is closed and students are not in class.

Health Services

The Office of Health Services has a clinic on campus that provides health care services by professional staff including a Registered Nurse and three Nurse Practitioners. All in-office services are free, with the exception of immunizations and lab procedures. The focus of the Health Services Clinic is on health promotion, disease prevention and holistic health. All Bellarmine students; full time, part time and graduate students, both residents and commuters, may use any of the services offered.

Phone: 502.2728313

Email: 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

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).

W. L. Lyons Brown Library Hours

Summer Hours

Monday-Friday: 8:00am-6:00pm

Saturday: 10:00am-6:00pm

Sunday: Noon-6:00pm

Fall & Spring Semesters

Monday-Thursday: 7:30am-10:00pm

Friday 7:30am-7:00pm

Saturday: 10:00am-7:00pm

Sunday: 11:00am-10:00pm

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

Library Contact Information:

Circulation Desk: 502.2728141

Reference Desk: 502.2728317

Licensure Requirements

Satisfactory completion of the physical therapy program allows the graduate to be eligible to apply for licensure. Once the student has satisfactorily completed all educational requirements, a letter signed by the

Chair/Program Director and the Director of Clinical Education is sent to the Kentucky state licensure board. In order to practice, graduates must apply for licensure in the state in which they wish to practice physical therapy and pass a licensure exam. Any additional verification required for states other than Kentucky should be provided to the Chair (forms) or obtained by the graduate (transcripts).

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

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

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

Lockers

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 a lockers in the first floor restroom, the student will need to bring a personal lock.

Mailboxes

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

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.bellarmine.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

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

Program Awards

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, U of L, 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

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 2727777 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

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

Shuttle Service

Knight Line shuttle van is available for pick up/drop off between Allen Hall and main campus. It stops in front of Allen Hall and the Franciscan Circle approximately every 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 to find the closest shuttle. To request pick up or drop off, contact security at 502.272.7777.

Student Success Center

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.bellarmino.edu/studentsuccess, email studentsuccess@bellarmine.edu, or call 502.272.7400.

Technology

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.

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. 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.

Organizational and Directory Tables

Physical Therapy Department and Administrative Professionals Directory

Faculty	
Norman Ayotte, PT, DSc, FAAOMPT Assistant Professor BS, Western Oregon University MPT, DSCPT, Army-Baylor University	Allen Hall 468 (502) 272-7919 nayotte@bellarmine.edu
Sonja Bareiss, PT, PhD Professor BS, MPT, Rockhurst University; PhD, East Carolina University	Allen Hall 471 (502) 272-7918 sbareiss@bellarmine.edu
Tony Brosky, PT, DHSc Board-Certified Clinical Specialist in Sports Physical Therapy Dean BHS, MS, University of Kentucky; DHS, University of Indianapolis	Allen Hall 112 (502) 272-8375 jbrosky@bellarmine.edu
Megan Danzl, PT, DPT, PhD Board-Certified Clinical Specialist in Neurologic Physical Therapy Professor Chair & Program Director BS, DPT, Bellarmine University; PhD, University of Kentucky	Allen Hall 367 (502) 272-7368 mdanzl@bellarmine.edu

<p>Patricia Gillette, PhD, CSCS Professor Emerita BS, Medical College of Georgia; MS, Temple University; PhD, University of Louisville</p>	<p>Allen Hall 267 pgillette@bellarmine.edu</p>
<p>Tara Granada, PT, DPT Board-Certified Clinical Specialist in Geriatric Physical Therapy Assistant Professor & Associate Director of Clinical Education BS, DPT University of Central Florida</p>	<p>Allen Hall 116 (502) 272-7968 tgranada@bellarmine.edu</p>
<p>Dawn Hall-Bibb, PT, PhD, MPT Associate Professor BS, University of Illinois, MPT, Temple University, PhD, Illinois State University</p>	<p>Allen Hall 369 (502) 272-8288 dhallbibb@bellarmine.edu</p>
<p>Julie Hartmann, PT, DSc Board-Certified Clinical Specialist in Geriatric Physical Therapy Assistant Professor & Director, Geriatric Residency BS, Marquette University; M.Ed., Penn State University; DSc, University of Maryland</p>	<p>Allen Hall 370 (502) 272-8367 jartmann@bellarmine.edu</p>
<p>Leann Kerr, PT, DPT, DHS, CBIS Associate Professor BS, MPT, DPT, DHSc, University of Indianapolis</p>	<p>Allen Hall 473 (502) 272-8252 lkerr@bellarmine.edu</p>
<p>Callie Latham, PT, DPT Board-Certified Clinical Specialist in Orthopaedic Physical Therapy Assistant Professor BS, Chemistry, Kentucky Wesleyan College DPT, Bellarmine University</p>	<p>Allen Hall 268 (502) 272-8373 clatham@bellarmine.edu</p>
<p>Dennis Lesch, PT Board-Certified Clinical Specialist in Geriatric Physical Therapy Professor Emeritus</p>	<p>Allen Hall 267 dlesch@bellarmine.edu</p>
<p>Elizabeth Levay, PT, DPT, PhD Board-Certified Clinical Specialist in Women's Health Physical Therapy Assistant Professor BS, Georgetown College; DPT, PhD, Bellarmine University</p>	<p>Allen Hall 371 (502) 272-8434 elevay01@bellarmine.edu</p>
<p>Paul Lonnemann, PT, DPT, FAAOMPT, MTC Board-Certified Clinical Specialist in Orthopaedic Physical Therapy Assistant Professor BS, University of Louisville, DPT, University of St. Augustine for Health Sciences</p>	<p>Allen Hall 270 (502) 272-7351 plonnemann@bellarmine.edu</p>

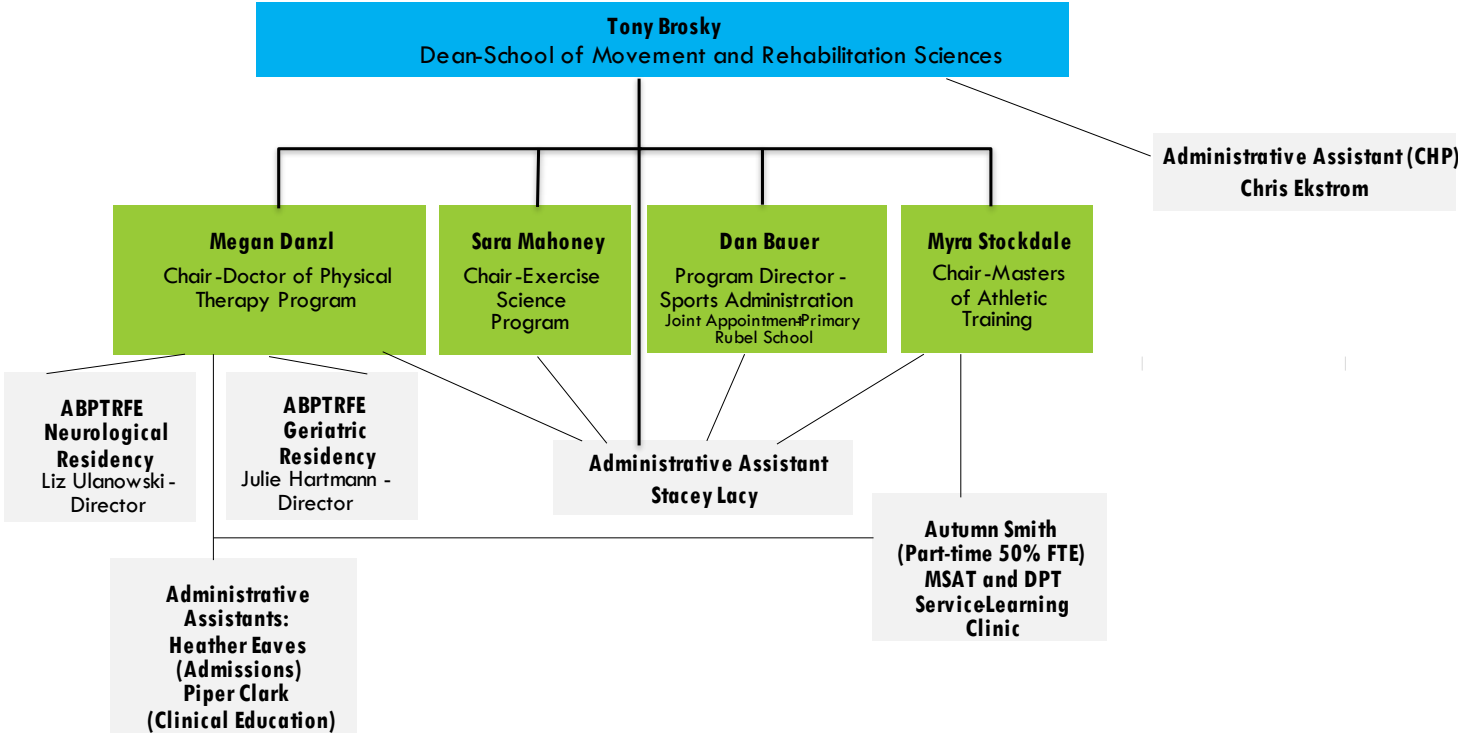
<p>Nathan Nevin, PT, DPT, MTC, FAAOMPT Board-Certified Clinical Specialist in Orthopaedic Physical Therapy Assistant Professor BHS, DPT Bellarmine University MTC, FAAOMPT University of St. Augustine</p>	<p>Allen Hall 269 (502) 272-8366 nnevin@bellarmine.edu</p>
<p>Chantal Prewitt, PhD Associate Professor & Director of the Gross Anatomy Lab BS, PhD, University of Kentucky</p>	<p>Allen Hall 120 (502) 272-8362 cprewitt@bellarmine.edu</p>
<p>Sarah Beth Quinn, PT, DPT Board-Certified Clinical Specialist in Geriatric Physical Therapy Associate Professor & Director of Clinical Education BS, MPT, University of Evansville; DPT, A.T. Still University</p>	<p>Allen Hall 114 (502) 272-7969 squinn@bellarmine.edu</p>
<p>Hayleigh Raiff, PT, DPT Board-Certified Clinical Specialist in Cardiovascular and Pulmonary Physical Therapy Assistant Professor BS, University of Dayton; DPT, The Ohio State University</p>	<p>Allen Hall 468 (502) 272-8372 hraiff@bellarmine.edu</p>
<p>Elizabeth A. Ulanowski, PT, DPT Board-Certified Clinical Specialist in Neurologic Physical Therapy Associate Professor & Director of Neurologic Residency and Movement Disorders Fellowship BHS, Spalding University; DPT, Bellarmine University</p>	<p>Allen Hall 368 (502) 272-8354 eulanowski@bellarmine.edu</p>
<p>Nancy Urbscheit, PT, PhD Professor Emerita BS, MA, PhD, State University of New York at Buffalo</p>	<p>Allen Hall 371 nurbscheit@bellarmine.edu</p>
<p>Chris Wingard, MS, PhD Professor MS, University of Akron PhD, Wayne State University</p>	<p>Allen Hall 467 (502) 272-7917 cwingard@bellarmine.edu</p>
<p>Mark R. Wiegand, PT, PhD Vice President for Academic Affairs and Provost BS, University of Kansas; MS, University of Wisconsin- LaCrosse; PhD, University of Louisville</p>	<p>CNTH 228 (502) 272-8368 mwiegand@bellarmine.edu</p>
<p>Administrative Professionals</p>	
<p>Ms. Piper Clark, BA, MSSW Administrative Assistant</p>	<p>Allen Hall 123 (502) 272-7425 pclark3@bellarmine.edu</p>

Ms. Heather Eaves, BME, MMEd Administrative Assistant	Allen Hall 470 (502) 272-7990 heaves@bellarmine.edu
Ms. Stacey Lacy, BA Administrative Assistant	Allen Hall 271 (502) 272-8357 slacy@bellarmine.edu
Ms. Autumn Smith, BA Administrative Assistant	(502) 272-7978 asmith91@bellarmine.edu

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

School of Movement and Rehabilitation Sciences

SCHOOL OF MOVEMENT AND REHABILITATION SCIENCES ORGANIZATION CHART



STUDENT POLICIES

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

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

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

Students accepted into the program must be capable of completing the following TECHNICAL STANDARDS, with or without reasonable accommodation:

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

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

ASSESSMENT PROCEDURES, including
but not limited to:

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

TREATMENT PROCEDURES, including
but not limited to:

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

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

Observational Capabilities

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

Communication Capabilities

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

Cognitive Capabilities

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

Affective Capabilities

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

Physical Capabilities

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

Essential Functions and Capabilities with respect to participation in labs: Students are expected to inform an instructor if they are unable to participate in a class because of medical conditions or the existence of other precautions affecting capabilities. A student has the right not to serve as a simulated patient for other students or teaching purposes. When there is a potential risk to the student during lab experiences, students will be required to sign a written informed consent prior to participation in the class.

#2 Gross Anatomy Dissection Laboratory

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

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

Students must wear closed toed shoes while in the gross anatomy dissection laboratory.

#3 Injury/Accident

All incidents, such as an injury to a student or a patient, must be reported to the faculty member immediately upon occurrence. Each incident will be handled according to facility policies and procedures. The student is responsible for completing an "Incident Report" (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.

#4 Attendance

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.

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.

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 502.2728356 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, 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.

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 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).

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 test:

1. Notify the Office of Health Services (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/1AxB86HnHH>
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 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/>

#6 Class Times

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.

#7 Recording Policy

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

#8 Progression Through The Curriculum

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

A. Grades

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

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

Students must maintain a 3.0 (B) grade point average (GPA) in courses in the physical therapy professional curriculum. If a student's professional cumulative curriculum GPA drops below a 3.0 in any semester, the student will be placed on programmatic academic probation and the student will be provided a remedial plan as outlined by the Academic Progression Committee, faculty advisers, and Program 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.

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

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

TESTING POLICY

Exams:

- Exams are to be taken according to the published schedule/syllabus.
- Students who are unable to take an exam at the scheduled time must notify faculty **PRIOR** to the exam.
- “Prior to” is defined as at least one hour before the exam is scheduled unless extenuating circumstances are allowed at the discretion of the faculty.
- 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.

C. Failed Courses

Failure in any didactic or clinical course in the curriculum will have an impact on the student's progress through the curriculum with their cohort class. If a student fails a clinical course (clinical experience), a remediation plan will be developed by the Director of Clinical Education in consultation with the Chair/Program Director and the clinical course will be repeated. If a student fails a didactic course, the student may be allowed to retake the failed course within the BU DPT curriculum. 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 Dean of the School of Movement and Rehabilitation Sciences. A student may appeal this dismissal to the Dean of the School of Movement and Rehabilitation Sciences.

#9 Maintenance of Laboratories/Equipment/Supplies

Students are expected to keep the teaching laboratories as neat as they would a patient clinic. All students will maintain the cleanliness and organization of their designated classroom(s), lab equipment, and personal items at all times. This will be done by proper disposal of all trash and recyclables in their respective cans and/or bins and utilization of student lockers. In addition, lab equipment will be organized in closets and/or cabinets in an order determined by each class in use of their respective room(s). 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.

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:

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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:			

#11 Non Discrimination Policy

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, 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, sexual assault, stalking, dating violence, domestic violence 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.

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/Treeca, Aschumache01@bellarmine.edu
- University Counseling Center, 2001 Newburg Road (Centro, Treeca 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.

#12 Student Fees

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

Course Fees cover materials including but not limited to:

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

The course fees are available online at one.bellarmino.edu under Class Schedules.

#13 Dress Code for Classroom and Lab

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.

#14 Community Service

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.bellarmino.edu/media/Logging+Hours+Tutorial/1_u5dfiab4

Joining Sub-orgs: https://video.bellarmino.edu/media/Joining+Sub-Orgs+Tutorial/1_dzmjoipj

Creating a Service Resume:

https://video.bellarmino.edu/media/Service+Resume+Tutorial/1_tw812rkh

#15 Student Contractual Agreement with Potential Employer

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

#16 Student Employment Policy

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

#17 Enrollment in Dual Degree Programs

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.

#18 Course and Program Evaluations

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 the clinical practice and recommendations for the curriculum. Students are required to participate in this process.

#19 Academic Honesty Guidelines

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

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

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

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

Students may commit academic dishonesty by:

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

(Above modified from: http://deanofstudents.utexas.edu/sjs/acint_faculty_syllabus.php, accessed on 12/17/14).

#20 Advancement of Students in the DPT Program

A. Requirements for Advancement

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

Professional Abilities Assessment

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

assessment of these 10 Professional Abilities is required to be made every Fall and Spring semester and will be discussed with the student's assigned advisor.

B. Requirements for Graduation

Grades

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

Capstone and Community Partner Project

During courses (e.g., PT 591, 592, 691, 692, 740), students will be provided with information regarding the Community Partner Project and Capstone Project, which will be completed prior to graduation from the program. The following is a brief summary of each of the above-named projects; each class will be given a more specific description of these projects along with examples of past projects in the first year of the program.

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

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

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

C. Time Limitations for Completing the Curriculum

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

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

#21 Leave of Absence Requests

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

#22 Class Governance

Each 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.

#23 Professional Organizations

Students are required to join the American Physical Therapy Association (www.apta.org) – the national professional organization for physical therapists and physical therapy assistants. Membership includes receiving the monthly periodicals *Physical Therapy* and *PT in Motion*. A membership to the state physical therapy chapter in Kentucky is included with the national membership. Membership dues are paid from student fees by the program. Students are encouraged to participate in local, state and national meetings and conferences including the APTA-Kentucky Conference and Combined Sections Meeting.

#24 Physical Therapy Registered Student Organization (RSO)

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

#25 Social Media Policy

The use of social media and networking is a recognized form of daily communication. The program expects responsible and ethical behavior with this type of interaction. 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

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.

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

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

PREFACE

Clinical education experiences are designed to provide students with the opportunity to apply knowledge, skills, attitudes, and behaviors needed for entry into the practice of physical therapy.

Clinical education accounts for approximately one third of the DPT curriculum as measured by contact hours. Four clinical education courses (PT 700, PT 710, PT 720, and PT 730) provide a total of **42 full-time weeks** which are critical to the development of minimal competencies required for professional practice. Learning occurs directly as a function of being immersed within various practice settings. Clinical education occurs in off-campus physical therapy practices with individuals having agreed to certain standards of behavior through contractual arrangements for their services. These affiliating practices are referred to as **clinical sites**. Bellarmine currently affiliates with over 600 clinical sites located throughout Kentucky, the United States, and internationally.

Part-time clinical experiences are incorporated under the Service Learning courses (PT 591, PT 592, PT 691, and PT 692). These include varying faculty-led service learning assignments. Although these experiences are not factored into the total full-time clinical education hours, they serve as valuable learning experiences that help prepare students full-time clinical experiences. Because student participation in the service learning courses involves direct patient-care, students must adhere to all policy requirements for participation in clinical education activities.

The **Director of Clinical Education (DCE)** is the core faculty member responsible for the planning, coordination, facilitation, administration, monitoring, and assessment of the clinical education component of the curriculum. The DCE is assisted in all duties by the **Associate DCE** and together, they are the faculty members of record for the clinical education courses. Individuals engaged in providing off-campus experiences are generally referred to as either **Site Coordinators of Clinical Education (SCCEs)** or **Clinical Instructors (CIs)**. The primary CI for physical therapist students is always a physical therapist, however this does not preclude a student from engaging in short-term specialized experiences (e.g., cardiac rehab, hand therapy, wound care) under the supervision of other professionals, where permitted by law.

The Program maintains responsibility for the clinical education courses and student outcomes. The Program partners with practitioners at the clinical sites to design, implement, and assess student learning experiences and student performances. Additionally, the Program provides mechanisms to coordinate assignment of students to experiences, to communicate with clinical education faculty, to monitor the quality of the students' experiences, and to assess student performance, all to ensure the quality of the students' education.

Clinical Practice Requirements

In order to participate in direct patient care as a student physical therapist, either on-campus or off-campus as part of clinical education coursework, the student must meet the following mandatory pre-requisite requirements:

Requirement	Due Date
Physical Examination	August 15 (year 1)
Health History Form	August 15 (year 1), updated annually
Immunization Records and/or applicable declination form(s)	August 15 (year 1)
Tuberculosis (TB) Screening	August 15 (year 1), updated annually
Current American Heart Association Basic Life Support (BLS) CPR Certification	August 15, updated based on expiration date
Criminal Background Screen (ordered by Program)	Day 1 of first semester
10-panel drug screen (ordered by Program)	Prior to Clerkship
MedBridge HIPAA Training	August 15, updated annually
MedBridge Blood-borne Pathogens Training	August 15, updated annually
Certificate of professional liability insurance coverage	Issued by program, updated annually

To participate in full-time clinical education coursework, the student must be compliant with all clinical practice requirements and be in good academic standing with permission of the Chair/Program Director. It is the student's responsibility to maintain ongoing compliance and provide the Program with current and complete documentation supporting personal health and immunity requirements. **All health-related information will be treated confidentially by the program.** It is the responsibility of the student to release any health-related information to the clinical site upon request.

The Program utilizes secured, online document management systems for the purpose of record storage and compliance monitoring of clinical education requirements. Students must demonstrate ongoing compliance with clinical practice requirements by maintaining and uploading records for compliance monitoring within the online record storage system.

The online document management systems will provide automated reminders prior to the expiration of a clinical requirement depending on the specific requirement. For example, TB screening is required annually, so the expiration date will be set 1-year from the date the TB screen is performed. The Physical Exam, by contrast, is a one-time requirement, so there is no expiration date.

Students are provided procedures for utilizing the document management systems during program orientation. A clinical education notebook is also issued at orientation for the purpose of housing important clinical education records that should travel with the student to each rotation. **Clinical partners do NOT have access to health documents stored within the online document management system.** Therefore, students must be prepared to present original paper documentation evidencing any of the above requirements to the clinical site upon request.

Full-time clinical experiences may require additional pre-requisites as defined by the assigned clinical site, which may include (but not limited to) updated drug testing, a federal background check including fingerprinting, medical and/or background check, etc. Prior to each full-time clinical experiences, students will review the site-specific requirements listed in Exxat and contact the SCCE at the clinical site to verify

and comply with additional pre-requisites.

If a student fails to maintain ongoing compliance with all Clinical Practice Requirements, faculty may determine that the student ineligible to participate in course activities in which direct patient care is occurring, such as labs, patient projects, service learning clinic, and clinical rotations. Faculty may apply a grade deductions per course syllabus.

Physical Examination

All students are required to undergo a physical examination upon entering the Program. The Physical Exam must be completed by a physician or advanced registered nurse practitioner. The DPT Physical Exam Form can be located on Exxat or on the Clinical Education Moodle site. The student should upload the completed form to the online document management system for compliance monitoring. If a student experiences a severe illness or injury requiring hospitalization, pregnancy, emotional disorder, or any change of health status that impairs physical or mental capacities, the student is required to present a statement from a healthcare provider verifying that the student is safe to participate in activities associated with duty as a student physical therapist.

Health History Form

All students are required to submit a completed Health History Form which requires the student to identify biographical information, emergency contact information, health insurance information, and present and past health status. The Health History Form can be downloaded from Exxat or from the DPT Clinical Education Moodle site. The Health History Form must be updated annually and when changes to the information occur.

Immunization Requirements

Students are required to submit documented evidence of their immunization status. The student may submit immunization and/or screening certificates issued and signed by the healthcare practitioner if the certificate contains all requested information, or students may submit original immunization paperwork. If submitting immunization certificates, the document must be signed by a physician, nurse, or health department official. The student is responsible for submitting subsequent documentation to the online document management system in order to assure that the immunization record is current. The Program follows CDC recommended vaccines for healthcare workers guidelines (<https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>). In order to participate in clinical education coursework and/or participate in any element of PT practice as a student physical therapist, the following immunizations are required:

Tetanus, Diphtheria, and Pertussis (Tdap):	<ul style="list-style-type: none">• If the student has not received Tdap previously, regardless of when previous dose of Td was received, the student is required to receive a one-time dose of Tdap AND• Get either a Td (tetanus-diphtheria vaccine) or Tdap booster shot every 10 years thereafter
Measles, Mumps, and Rubella (MMR):	<ul style="list-style-type: none">• Students must receive <u>two</u> doses of MMR vaccine separated by 28 days or more OR• Provide <u>proof</u> of serologic immunity to measles, mumps, and rubella
Hepatitis B:	<ul style="list-style-type: none">• Students show <u>proof</u> of a <u>3-dose series</u> hepatitis B vaccine at 0-, 1-, and 6-month intervals OR

	<ul style="list-style-type: none"> • Show proof of a <u>2-dose series of Heplisav-B</u>, with doses separated by at least 4 weeks. • Serologic immunity is recommended to be tested 1-2 months after completion of the three dose hepatitis B vaccine series • Students are considered in compliance with the program if the series is in progress and documentation is submitted with each dose administered.
Varicella (Chicken Pox):	<ul style="list-style-type: none"> • Students must receive <u>two</u> doses of varicella vaccine OR • Provide proof of serologic immunity (evidence of prior vaccination or immunity)
Influenza:	<ul style="list-style-type: none"> • Students must receive 1 dose of influenza vaccine annually (due December 1 each year)

Students are highly recommended to be up-to-date with the COVID-19 vaccine series and boosters. Although the DPT program does not require the COVID-19 vaccine, there are some clinical partners that may limit student placement based on vaccination status.

Students are required to submit documentation of required immunizations to the online document management system by the first day of the student’s second semester in the program. Students are expected to keep a personal copy of the immunization record as each clinical site reserves the right to require a student to provide proof of immunity at any time. Students not in compliance with immunization requirements are subject to penalty up to and including removal from the enrolled course. Students will not be allowed to participate in any clinical or patient-related activity unless immunization requirements have been fulfilled or an acceptable medical or religious exemption has been approved by the Program.

Medical/Religious Exemptions

Students can request a religious or medical exemption to the immunizations requirement by completing and submitting the DPT Immunization Exemption Request Form.

Medical Exemption: If there is medical contraindication to any required immunization(s), verification from the primary healthcare provider (MD, DO, NP or PA) must accompany the health record. The following reasons must be included in the statement:

- Name of the student requesting exemption
- The reason for this exemption is:
 - Documented anaphylactic allergic reaction or other severe adverse reaction. Include a description of the specific reaction.
 - Documented allergy to a component of the vaccine. Include a description of the specific reaction.
 - Another contraindication or other health concern not listed. Please describe the concern.

Religious Exemption: If the deeply held religious beliefs of a student (or parent/guardian if under age 18) are contrary to the immunization requirement, the student may be exempt upon submission of a written statement below. The exemption request needs to include the following information:

- Religious identity/denomination
- Specific immunization exemption request (does this exemption apply to certain immunizations or all immunizations?)
- Third-party documentation that provides commentary related to this religious exemption and substantiates the request.

A student requesting medical or religious exemption must submit the required information and complete the DPT Immunization Exemption Request Form to the DCE for review and approval. This form documents the exemption request and justification. The form also serves as a waiver where the student acknowledges that 1) inadvertent exposure might occur and releases the clinical site and university from liability in the event of exposure and 2) clinical sites may refuse student placement based on immunization status, and this may delay or prohibit the student's progression through the program. The vaccination exemption waiver can be located on Exxat and the DPT Clinical Education Moodle site. Signed waiver forms will be kept on file with the Program in the student's departmental file and electronically on the online document management system. If a student, for whatever reason, elects to waive an immunization requirement(s), placement in a clinical setting cannot be guaranteed. As such, the student may be deemed unable to complete the required clinical education coursework. Students will acknowledge understanding of the potential limitations for clinical placement by signing the acknowledgement statement on the vaccination waiver.

Tuberculosis Screening

All students are required to undergo annual tuberculosis (TB) screening examinations in order to assure that no active pulmonary disease is present.

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

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

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

For students with a positive tuberculin skin test, student must have documentation of a chest x-ray with an evaluation by a healthcare provider indicating that no active disease is present. Students are also to provide information as to whether they are currently receiving or have completed prophylactic therapy. Students who have had or believe they have had an exposure, or a positive test, must also notify and consult with the Bellarmine University Office of Health Services (502.2728313) (<https://www.bellarmino.edu/studentaffairs/healthservices/>) to obtain consultation and clearance to return to campus. Annual screenings by a healthcare provider are required thereafter, although repeat radiographs are not needed unless symptoms develop that could be attributed to TB.

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

Students not in compliance with tuberculosis screening requirements are subject to penalty which may include delay in clinical start date, reduction in course grade, or course failure. Under no circumstance will students be allowed to participate in any clinical or patient-related activity unless tuberculosis screening is up-to-date.

Cardiopulmonary Resuscitation (CPR) Certification

Students are required to complete an approved program for American Heart Association (AHA) Basic Life Support (BLS) Provider CPR Certification. This certification must be renewed every 2 years. Students must submit a signed (if applicable) copy of the card or Certificate to the online tracking vendor prior to the beginning of the academic year. Certification must meet American Heart Association Guidelines for CPR and Emergency Cardiovascular Care, including 1- and 2- person adult, child, and infant CPR and Automatic Electronic Defibrillator (AED) training.

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

Students not in compliance with CPR requirements are subject to penalty which may include delay in clinical start date, reduction in course grade, or course failure. Under no circumstance will students be allowed to participate in any clinical or patient- related activity unless CPR certification is current.

Criminal Background Screening

All students are required to undergo an initial criminal background screening upon entering the Program. Instructions for obtaining the initial background screening will be provided to the student during program orientation. Initial screenings are conducted at the expense of the Program through the use of services provided through Exxat. The background check consists of the following screens:

- Social Security Address/Alias Trace
- County Criminal Search – 7 Years (all counties developed by the Social Security Trace within the past 7 Years)
- USA Criminal Search and USA Offender
- OIG/GSA Bundle

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

Any criminal activity in question must be disclosed to the clinical site prior to placement. Clinical sites have the right to refuse placement for any student possessing a history of criminal activity.

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

Additional background screenings may be requested or required by clinical sites. The Program will provide instructions to submit for the background check through the appropriate vendor and the student must notify the Program in order to obtain prior authorization for any subsequent checks.

Drug Testing

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 10-panel drug screen and test negative for Drugs before engaging in any full-time clinical experiences. The Program will provide instructions on testing procedures during orientation sessions. Thereafter, students may be subject to random and/or scheduled drug testing to the extent that the affiliating agency requires such participation. The student must notify the Program in order to obtain prior authorization and screening procedures.

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

HIPAA Training – Privacy and Confidentiality in all Matters

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

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

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

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

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

Blood-borne Pathogens Training

The Occupational Safety and Health Administration (OSHA) has defined requirements which specify the protective measures all healthcare personnel are required to perform in order to prevent the spread of communicable disease. All students must participate in Blood-borne Pathogens Training prior to participation in clinical and/or patient-related activities; training is provided by the Program via MedBridge and is required on an annual basis. Training includes proper hand-washing, use of personal protective

equipment, isolation precautions, and other information targeted at exposure risk reduction. Students must pass a post-test and receive a certificate of completion to meet this requirement. Students may not participate in any clinical or patient-related activity unless certification is current.

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

Occupational Exposure

In the event of occupational exposure to a biohazard while on clinical rotation, students are to follow the clinical site's guidelines for managing, reporting, and documenting the incident. It is the student's responsibility to inform the clinical instructor of the incident and to seek their guidance in complying with all site-specific policies. If the need arises, clinical sites shall provide students with access to emergency care; however, the student shall be responsible for the cost of all emergency services rendered. The student is not covered under any worker compensation benefit; therefore, the student is also responsible for the cost of any follow-up care as a result of exposure/injury. The Director of Clinical Education should receive same-day notification of the incident by the student.

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

Liability Insurance

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

The insurance certificate is available to the student on the DPT Clinical Education Moodle site as well as the Moodle site for each full-time clinical experience. The student is responsible for presenting this certificate as proof of coverage to the clinical site upon request. Coverage periods are defined by a calendar year with coverage limits of \$2,000,000 per occurrence and \$5,000,000 aggregate. Enrollment costs are incorporated into student fees.

Documentation of the Program's Certificate of Insurance for the current academic year can be found on Moodle on the DPT Clinical Education course and also posted on each clinical education course (PT 700, PT 710, PT 720, and PT 730).

Dress Code- Clinical Practice Setting

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

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

Learning Clinic.

Policy Statement:

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

Procedure Guidelines:

General Appearance

A. Clothing

- Clinic attire should be neat (unwrinkled), clean, practical, safe, avoiding extremes of fashion, and appropriate to all clinical duties.
- Pants should be a neutral color (no neon colors).
- Pants should not be patterned.
- Pants should be free of holes and should not be tattered.
- Pants should not be skintight – pants must be loose enough to crease or pull away from the skin.
- Pants should not be more than 2” above the ankle while standing.
- No dress jeans or pants of denim like material.
- No jeans, jeggings/leggings, yoga pants, capris, crop pants, overalls, shorts, skirts (unless required by a student’s religion or culture), scrubs, or athletic wear (including sweats and wind pants).
- Shirts should have an appropriate neckline (not too low), be plain or simple, and conservative colors.
- No tank tops or halter tops.
- Hoodies, t-shirts, and long sleeve t-shirts are NOT acceptable.
- Midriffs or lower backs should not be visible while bending over or if the student’s arms are raised overhead. No visible underwear/undergarments. No gluteal or breast cleavage visible.
- Acceptable clothing includes collared, button-down shirts and Bellarmine logo labelled apparel (polos, pullovers, zip ups, and professional v-necks).
- It is suggested that all students keep an extra change of clothes in their cars or lockers to prevent potential dress code violations.
- Site faculty advisors have the right to request specific dress code procedures.
- SLC and clinical education attire is the same unless otherwise stated by the clinical instructor.

B. Footwear

- Examples of appropriate shoes are oxfords, walking shoes, nursing shoes, or cross training shoes that look neat.
- Shoes to be well maintained, conservative, and close toed.
- Shoes should provide the student with the ability to move to best treat the patient and keep the patient safe.
- Shoes should not have a heel over 1 inch, and must provide adequate support and traction for safety during patient care.
- Socks must be worn.
- No sandals.

C. Accessories

- Jewelry should be minimal and not interfere with patient care - smooth surface rings, watches, and small earrings.
- No dangling or loose jewelry that prevents proper and safe patient care.
- Only 1 ear piercing is permitted. It is necessary to remove additional jewelry.

- Jewelry in alternative sites (e.g. eyebrow, nose, lip, or tongue) may not be worn. It is necessary to remove such jewelry or cover studs with Band-Aids.
 - No hats, bandanas, or other headwear (unless required by a student's religion or culture).
- D. Miscellaneous
- Bellarmine nametags should be worn at all times.
 - Hygiene - all students should be clean with no discernable body odor. Student should avoid strong scents such as cologne, fragrances, lotions with fragrance, and smoke prior to working in the clinic.
 - Hair must be clean and neat. Long hair must not interfere with patient care.
 - Conservative make-up.
 - Nails - clipped, cleaned, and should not be of excessive length. No fake nails. Follow the dress code of the clinical site for colored nail polish.
 - Gum chewing is not permitted in the clinic.
 - All visible tattoos must be covered.
 - All clothing, footwear, and accessories need to allow the student to provide the best patient care.

Dress Code Violations in the Service-Learning Clinics:

A. First Offense – Verbal warning from site faculty advisor. Student will be asked to change clothes before returning to clinic.

B. Second Offense – Written warning from site faculty advisor. Student will be asked to change clothes before returning to clinic. A professional meeting with the site faculty advisor will be scheduled.

C. Third Offense – Student will receive a 10% deduction in the SLC final grade. Student will be asked to change clothes before returning to clinic. A professional meeting with the department chair will be scheduled.

*Clinical Instructors and Faculty have the authority to send a student home if improperly attired, resulting in a reschedule of the day missed or appropriate grade deduction.

Clinical Placement

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

Full time clinical experiences typically include one six-week clinical experience and three twelve-week clinical experiences offered through a variety of practice settings. The clinical experiences must include at least one urban and one rural practice location, and must include exposure in an inpatient acute experience, a rehabilitation experience, and an outpatient experience setting. Each type of clinical experience exposes students to differences in: patient problems, acuity, and complexity, clinical skill development, interactions with other health care professionals, practice issues, documentation, and culture.

The Program uses Exxat for management of clinical education information and assignments. Student placements begin with the solicitation of clinical offers using the Clinical Site Availability Form mailed and emailed to all current clinical partners on March 1. Students can view the available offers once entered in Exxat and submit a preference list to the clinical education faculty (preference forms and instructions are

provided to students). Clinical assignments are made by faculty based on site availability, student preferences, and program requirements. Additional clinical placements will be solicited until all student placement needs are met.

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

Site Availability

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

Clinical Travel

By nature of the clinical education experience, students will be traveling to various clinical site locations throughout Kentucky and the United States. Although a majority of clinical affiliates are within driving distance of the university, many clinical partners are located farther away. Therefore, students should expect to travel outside of the Kentucky-Southern Indiana area for at least one (1) of the full-time clinical experiences. There are no guarantees on location of clinical assignments. Students with extreme hardships, such as being the primary caregiver of a dependent child or parent, may request local placements. Students can make special considerations known by scheduling a meeting with the DCE. Due to the limited availability of clinical sites, however, the student may experience a delay in course scheduling and thus a delay in graduation.

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

Rural Rotation Requirement

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

Conflicts of Interest

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

may include:

- Previous employment, current employment, and/or offers of employment.
- Family member or significant other employed by the clinical facility, especially in a position of authority.
- Scholarship or student loan recipient from the facility or a corporation that provides physical therapy services in the facility.

Any previous close affiliation, i.e., accumulating a significant amount of volunteer time or work experience prior to entering the Program or while matriculating in the Program.

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

Student Preferences

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

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

Application-Based Experiences

Some clinical sites require students to complete an application process in order to be considered for placement. The Director or Associate Director of Clinical Education will announce these opportunities via email. Clinical sites that require applications will also be identified on Exxat. It is the student's responsibility to complete the application process and update the DCE on application status.

Clinical Attendance

Clinical attendance is mandatory. Prior to or at the beginning of the experience, the clinical work schedule will be assigned by the supervising clinical instructor. Students will be scheduled within guidelines set forth by the assigned facility's policies and procedures and must be scheduled an average of 40 hours per week. The work schedule must span the entirety of the time period between starting and ending dates of the rotation. Prior authorization is required for earlier start dates or later ending dates and is only to be initiated by the academic or clinical institution. The student is responsible for communicating the work schedule to the Director of Clinical Education no later than the end of the first week of the experience. Any subsequent changes to the work schedule must be communicated to the clinical faculty at the time they are known. All changes are to be initiated by the clinical facility only and may result in the scheduling of missed time at the convenience of the CI and clinical facility.

Clinical Absences

If the student will be late or absent from clinical, the student must notify both the CI and the Clinical Education faculty prior to the scheduled clinical starting time. Any **unexcused** missed time, for any reason, must be made-up and rescheduled at the convenience of the CI. Each occurrence of failure to notify the persons as outlined above and/or failure to complete the required clinical hours constitutes a policy infraction and therefore will contribute to the calculation of the letter grade.

EXCUSED ABSENCES	UNEXCUSED ABSENCES
<ul style="list-style-type: none">• Illness• Death of an immediate family member (parent, grandparent, sibling)• Professional development opportunity (conference, continuing education)• Inclement weather• Job interview	<ul style="list-style-type: none">• Vacations• Weddings• Family reunions• Part-time jobs• Attending births (non-spouse)

Students will reference each course syllabi for the number of excused absences permitted per clinical experience. Further excused absences are at the discretion of the clinical education faculty members. Students with more than one unexcused absence during the full-time clinical experiences are required to meet with a faculty panel to defend his/her position in the program and may be at risk for probation or dismissal. The faculty panel will determine the student's eligibility to continue in the program. The final grade for the course will be lowered by one-half ($\frac{1}{2}$) letter grade for each unexcused absence after the first unexcused absence. (A to A-; A- to B+; B+ to B; B to B-; B- to C; C to F).

All absences, whether excused or unexcused, require an **absence form**. Absence forms used for clinical absences are available on Moodle and must be completed. This form can be accessed and submitted to the corresponding course on Moodle. If a form is not completed and signed by the clinical instructor(s) and turned into the Clinical Education faculty within 24 hours of the absence, the absence will be automatically considered unexcused.

Tardiness

Tardiness in the clinical setting is defined as not being prepared to start on time. This means that the student must arrive in the clinical setting early enough to be prepared to start patient care at the designated time. Tardiness will be noted by the clinical instructor. Repeated tardiness may result in the lowering of a student's course grade.

Holidays

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

Severe Weather

Students enrolled in health professions education programs assume additional responsibilities for the health and safety of their patients/clients as part of their educational process. When an inclement weather closing is issued for the campus, students assigned to clinical experiences should report to their assignment, if

open, at their regularly scheduled time, using best judgement to ensure safe travel. If Bellarmine is closed, but the clinical assignment site is open, the student should still plan on going to the clinical site, if able to do so safely. If weather conditions prevent safe travel to a clinical experience, the student should contact their Bellarmine professor and clinical supervisor to explain the prior to the assigned start time. (<https://www.bellarmino.edu/news/weather/>)

Extenuating Circumstances

Under extenuating circumstances, students may be absent from a clinic day without penalty. Such instances require DCE approval and the approval of the CI as soon as possible depending on the situation. Absences which extend beyond 20% of the total contact hours for the course will require the student to be rescheduled for the entire clinical course. Student athletes must follow the policy outlined in the Bellarmine University Student Handbook.

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.

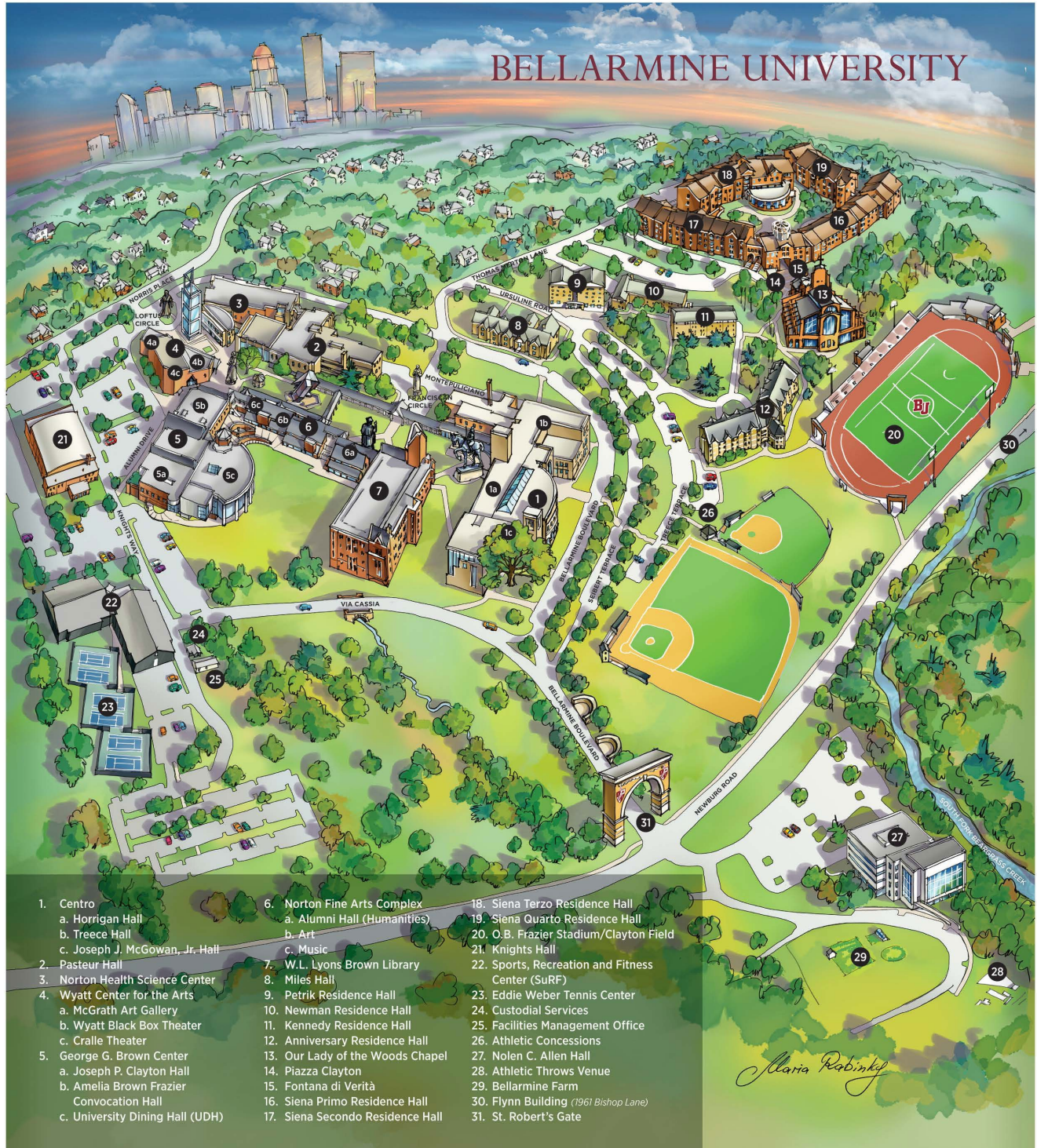
I have read this document and have received a copy.

Signature

Date

Appendix B: Bellarmine Campus Map

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: _____

Bellarmino 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: _____

Bellarmino 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

EMERGENCY PROCEDURES

1. **Dial 9-911** from the phones located in Allen Hall rooms 110 (Service Learning Clinic), 131 (Gross Anatomy Lab), 200 (PT Pediatric Center, Simulation Rooms, and Research Lab), 260 (Second floor large classroom), 360 (Third floor large classroom), 460 (Fourth floor large room), or the reception desk.
2. Provide the following information:
 - a) Exact Location: Allen Hall, 2120 Newburg Rd, Exact room number or location
 - b) Telephone # from which the call is being made.
 - c) Your name
 - d) What happened
 - e) Number of people involved
 - f) Condition of the victim(s) (e.g., unconscious, unresponsive)
 - g) What help is being given (e.g., first aid, CPR)
3. Do not hang up until the Dispatcher hangs up.
4. Place a second call to Campus Security (**9-272-7777**) or utilize the phone located outside the front entrance to Allen Hall. This is a direct access line to Bellarmine Security and does not require dialing. On a campus phone, dial 7777.
5. Return and continue to attend to the victim(s) if it is safe to do so.

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

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

Appendix E: Standard Precautions

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

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

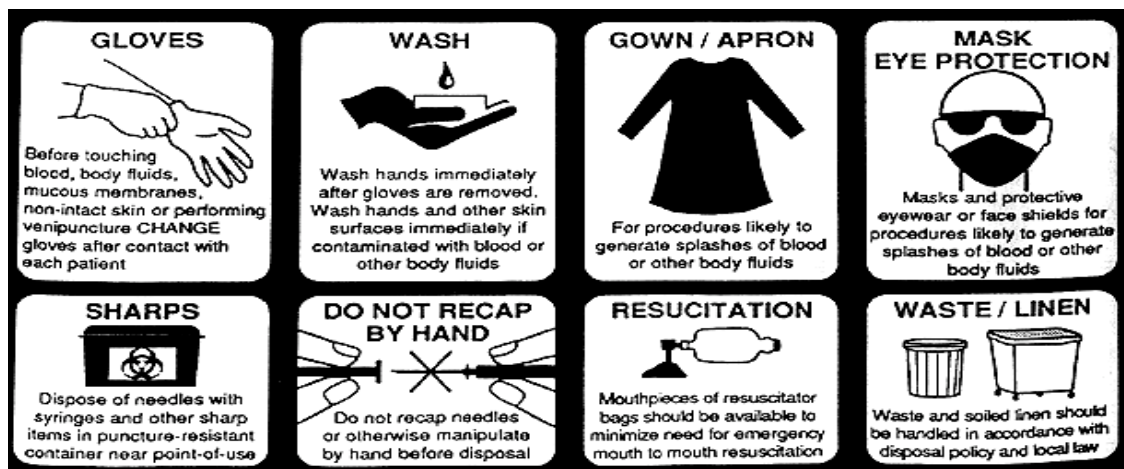


Photo and Video Release Form



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.

Signature: _____

**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"/> Physical or mental health illness <input type="checkbox"/> Non-elective medical appointment or procedure <input type="checkbox"/> Funeral or memorial service <input type="checkbox"/> University-sponsored function (e.g., student athlete) <input type="checkbox"/> Other:	<input type="checkbox"/> Vacation <input type="checkbox"/> Family reunion <input type="checkbox"/> Wedding <input type="checkbox"/> Employment <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 H: Gross Anatomy Participation Agreement

Gross Anatomy Class Participation Agreement

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

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

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

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

NOW, THEREFORE, students agree as follows:

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

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

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

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

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

Student Signature: _____ Date: _____

Printed Student Name: _____

Appendix I: APTA Code of Ethics

EFFECTIVE JUNE 2019. For more information, go to www.apta.org/ethics

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

Preamble

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

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

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

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

Principles

Principle #1: Physical therapists shall respect the inherent dignity and rights of all individuals.

(Core Values: Compassion, Integrity)

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

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

(Core Values: Altruism, Compassion, Professional Duty)

- 2A. Physical therapists shall adhere to the core values of the profession and shall act in the best interests of patients and clients over the interests of the physical therapist.
- 2B. Physical therapists shall provide physical therapist services with compassionate and caring behaviors that incorporate the individual and cultural differences of patients and clients.
- 2C. Physical therapists shall provide the information necessary to allow patients or their surrogates to make informed decisions about physical therapist care or participation in clinical research.
- 2D. Physical therapists shall collaborate with patients and clients to empower them in decisions about their health care.

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

Principle #3: Physical therapists shall be accountable for making sound professional judgments. 2

(Core Values: Excellence, Integrity)

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

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

(Core Value: Integrity)

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

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

(Core Values: Professional Duty, Accountability)

- 5A. Physical therapists shall comply with applicable local, state, and federal laws and regulations.
- 5B. Physical therapists shall have primary responsibility for supervision of physical therapist assistants and support personnel.
- 5C. Physical therapists involved in research shall abide by accepted standards governing protection of research participants.
- 5D. Physical therapists shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.
- 5E. Physical therapists who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.
- 5F. Physical therapists shall provide notice and information about alternatives for obtaining care in the event the physical therapist terminates the provider relationship while the patient or client continues to need physical therapist services.

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

(Core Value: Excellence)

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

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

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

(Core Values: Integrity, Accountability)

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

7B. Physical therapists shall seek remuneration as is deserved and reasonable for physical therapist services.

7C. Physical therapists shall not accept gifts or other considerations that influence or give an appearance of influencing their professional judgment.

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

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

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

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

(Core Value: Social Responsibility)

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

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

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

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

Appendix J: Professional Abilities

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

(May et al 2009)

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

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

_____	_____
PRINT Name	Student ID #
_____	_____
Signature	Date

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

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

_____	_____
Signature	Date

STATEMENT OF ACKNOWLEDGMENT

Student Name:

(Please Print)

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

Student Signature

Date

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

I hereby acknowledge that I have received a copy of the College of Health Professions' *Student Drug and Alcohol Policy* (the "Policy") and agree that I have read, or will read, the Policy. I understand that there may be situations where I will be required to take a drug and/or alcohol test. I also understand that if I refuse to take the test, or if a test proves positive, I may be suspended or dismissed from the 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.

Student Signature

Date

Appendix N: Training and Laboratory Participation Agreement

**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.

Student Signature

Date

Instructor Signature

Date

Emergency contact phone number(s) - optional

Appendix O: iPad Agreement

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.

Signature

Date

Printed Name

Appendix P: Course Filming Permission Form

**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 _____