Dear Student:

This handbook has been compiled to provide insight into the Physical Therapy Program at the University of Cincinnati. It is designed to inform you about the various program policies as well as the program procedures that will be important to you. Students are advised to read the information carefully and to ask questions about coursework, clinical requirements, academic standards, the College of Allied Health Sciences and the Physical Therapy Program. Although this handbook is specific to the PT Program, the Graduate Handbook details policies not outlined in this handbook that are important to you as a graduate student in this University. Therefore, students are advised to access the Graduate Handbook at: http://www.grad.uc.edu (click on “Current Students” and then “Student Handbook”) and are also directed toward additional information that can be provided by the Graduate School, the Academic Advisors and the Director of Clinical Education. Students are further advised that they must abide by the University of Cincinnati’s Student Code of Conduct (SCOC) which can be found at: http://www.uc.edu/conduct/Code_of_Conduct.html.

We hope that you will find this handbook useful as you embark on your graduate education in physical therapy.

Sincerely,
The PT Faculty
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PROGRAM / UNIVERSITY INFORMATION
Physical Therapy Program
Faculty and Staff

**Interim Department Head:**
Thomas Herrmann PT, EdD, ATC, CSCS
Assistant Professor

**PT Program Director:**
Lizanne Mulligan, PT, PhD
Professor

**Faculty:**

- Asad Dalia, MD, PhD, MS
  Assistant Professor of Clinical
- Jane Davis, MPT
  Adjunct Instructor of Clinical
- Kari Dunning, PT, PhD, NCS
  Associate Professor
- Chalee Engelhard, PT, EdD, MBA, GCS
  Assistant Professor of Clinical
- Ben Just, MPT
  Adjunct Instructor of Clinical
- Rebecca Leugers PT, MS
  Assistant Professor
- Robert Ragusa, PT, PhD, OCS
  Adjunct Instructor
- Rebecca Rebitski PT, MEd
  Adjunct Instructor
- Jennifer Schmit, PT, DPT, PhD
  Affiliated Assistant Professor
- Nancy Talbott, PT, PhD, MS
  Associate Professor
- Rose Smith, PT, DPT, MEd, ATC, SCS
  Associate Professor of Clinical
- Dexter Witt,
  *PT, DPT, DHS, OCS, FAAOMPT, CSCS*
  Associate Professor

**Staff:**

- Beth Bextermueller, BS
  Program Manager
- Sherry Masten, BA
  Financial Administrator I
University of Cincinnati Mission

The University of Cincinnati serves the people of Ohio, the nation, and the world as a premier, public, urban research university dedicated to undergraduate, graduate, and professional education, experience-based learning, and research. We are committed to excellence and diversity in our students, faculty, staff, and all of our activities. We provide an inclusive environment where innovation and freedom of intellectual inquiry flourish. Through scholarship, service, partnerships, and leadership, we create opportunity, develop educated and engaged citizens, enhance the economy and enrich our University, city, state and global community.

College of Allied Health Sciences Mission / Vision

Mission Statement: The College of Allied Health Sciences educates and prepares future allied health and other health science professionals to provide high quality service in their respective fields. In conjunction with community-based partners, students achieve clinical skills and learn the values of critical thinking, good communication, teamwork, cultural competence and service learning. The college's faculty is committed to excellence in teaching, research, service and leadership.

Vision: It is the belief of the faculty that the vision and mission of the college will be served best by encouraging our students at all levels, by explanation and by example to:

• Strive for excellence in the scientific, professional and humanistic aspects of their chosen discipline.
• Be aware of the changing needs and demands in health professions which may lead to changes in practice and/or education patterns.
• Participate in activities which enhance the role played by all allied health professions.
• Practice in a manner current and consistent with well-established methods, and use treatments which have been fully explained to, and accepted by, the patient or client.
• Provide an environment conducive to gaining an awareness of the importance of lifelong learning.
• Foster an open and collaborative relationship with other disciplines.
PT Policy 001: Physical Therapy Program Mission

The primary mission of the Physical Therapy Program at the University of Cincinnati is to educate students to become licensed physical therapists capable of competently and independently evaluating, treating and/or consulting with patients and/or clients of diverse cultural backgrounds in a variety of settings. In addition, it is the mission of the program to strive for excellence in teaching, to support the professional growth of its students and faculty, to promote scholarly activity and leadership which advances the professional and educational community, to instill a commitment to lifelong learning, to respond to the needs of the region it serves and to serve as a resource to the global community.

PT Policy 002: Physical Therapy Program Philosophy

It is the philosophy of the Program that its mission is best met by preparing students skilled in caring for both the physical and psychosocial needs of physical therapy clients. The preparation of graduates is aimed at producing a well-rounded, entry level clinician competent to practice across the spectrum of physical therapy settings. The program will build on the background students bring from their undergraduate experiences and admission requirements. The curriculum will begin with the mastery of the foundational sciences and proceed to the application of these principles to patient care management. Critical analysis of decision-making, including justification of choices through the use of evidence-based practice, is an integral part of the curriculum. Access to contemporary equipment, instruction by qualified educators, and exposure to the need for lifelong learning are all vital parts of the curriculum. Those involved in the Program foster the development of professional behaviors, including service to the profession and a commitment to quality patient care. The Program strives for excellence from students and faculty in the classroom, the laboratory and the clinic, and values the uniqueness of program participants. In addition, because the clinical science of physical therapy should be evidence-based, participation in scholarly activities related to the investigation of topics within or related to the field of physical therapy is required.
PT Policy 003: Physical Therapy Program and Faculty Goals

PT Program Goals

• The program will provide the educational opportunities needed for students to be eligible for PT licensure.
  o The program will meet CAPTE standards for accreditation.
  o The program will maintain a comprehensive curriculum that adequately prepares students for entry level practice as indicated by results on the NPTE, feedback from clinical instructors and results of the exit surveys.
  o The program will maintain an appropriate clinical education component of the curriculum as measured by placement of each student in the three required settings: outpatient, inpatient and chronic care.

• The program will provide the opportunities and guidance for students and faculty to participate in scholarly activities.
  o Under the guidance of a faculty member, each student will participate in a scholarly activity that culminates in a presentation at PRAISE or an alternative setting.
  o Program faculty will be notified of internal and external funding opportunities as this information is received.
  o Within budget constraints, the program will acquire needed equipment to advance the scholarly work of the faculty.
  o Within budget constraints, the program will provide travel funds for faculty and students who are presenting at professional meetings.

• The program will provide resources to faculty and students to promote professional growth.
  o The program will provide resources which will allow students and core faculty to participate in at least one activity per year that promotes professional growth.
    ▪ The program will host at least one invited speaker per year.
    ▪ The program will communicate information on professional activities such as OPTA functions to students and faculty.
    ▪ Within budget constraints, the program will provide monetary support to faculty to attend a minimum of one continuing education course or professional meeting per year.
    ▪ Within budget constraints, the program will provide monetary support to students who are representing the program at professional meetings

• The program will monitor and attempt to respond to the needs of the community in the area of Physical Therapy.
  o The program will maintain regular communication with the professional community through program mailings such as the Bearcat Banter (newsletter) and open access to the PT Program Facebook page.
  o The program will host at least one continuing education course per year.

PT Program Faculty Goals

• The faculty will demonstrate a commitment to ongoing professional development commensurate with the contemporary practice of physical therapy including: a commitment to scholarly activity.
  o Each core faculty member will meet CAPTE requirements for scholarly activity.
PT Policy 003: Physical Therapy Program and Faculty Goals (cont'd)

- Each core faculty member will do at least one professional presentation per year.
- The collective faculty will publish a minimum of two peer reviewed articles per year.

- The faculty will demonstrate a commitment to ongoing professional development commensurate with the contemporary practice of physical therapy including: providing effective teaching.
  - Faculty will meet the indicators of effective teaching:
    - Satisfactory annual review.
    - Course evaluations with an average rating of at least satisfactory in 90% of the questions.
    - Attendance at a minimum of one continuing education course or teaching seminar each year.

- The faculty will demonstrate a commitment to service to the profession and the community.
  - The majority of the core faculty members will participate in at least one professional or community service activity per year.
PT Policy 004: Goals of the Physical Therapy Student

PT Program Student Goals

- Graduates and students within 90 days of graduation are eligible to sit for and pass the licensing exam.
  - The initial pass rate on the NPTE will be at least 90%.
  - The program will have an ultimate pass rate of 100%.
- Graduates will exhibit the skills necessary to competently and independently practice as an entry level PT across the spectrum of physical therapy practice.
  - Graduates will successfully complete a clinical rotation in an inpatient, outpatient and chronic care setting as evidenced by entry level achievement on the CPI.
  - Graduates will have had the opportunity to evaluate and/or treat patients with a diagnosis in each of the PT practice patterns as evidenced by entry level achievement on the CPI.
- Graduates will provide physical therapy services that incorporate the individual and cultural differences of patients/clients.
  - The graduate will exhibit cultural awareness in a variety of settings as evidenced by entry level achievement on the cultural competence criterion on the CPI.
  - 100% of graduates will communicate in a culturally competent manner in professional interactions as indicated by the graduate survey.
- The student and graduate will participate in activities that advance the profession of physical therapy.
  - Each student will participate in at least one activity that promotes and serves the PT profession on an annual basis.
  - 100% of students will be members of the APTA.
  - 50% of graduates will be members of the APTA as indicated in the graduate surveys.
- The graduate will demonstrate an understanding of the need for life-long learning.
  - 75% of graduates will consistently utilize evidence to support their practice as indicated by the graduate survey.
  - 50% of graduates will pursue some type of certification, specialization or education beyond the state required continuing education as indicated by the graduate survey.
- The student and graduate will participate in scholarly activities related to PT.
  - Each student will present a capstone research project at PRAISE or an alternative setting.
  - 25% of graduates will participate in some form of scholarly activity such as journal clubs, research, etc. as indicated by the graduate survey.
- The student and graduate will participate in activities that benefit the local and/or global community.
  - Each student will participate in a minimum of two service activities while enrolled in the program.
  - 50% of graduates will participate in some type of professional or community service/events as indicated by the graduate survey.
PT Policy 005: Retention in the Physical Therapy Program

Students admitted to the Physical Therapy Program are required to carry the full semester load and to meet the criteria of the College and the Program as follows:

**Academic Requirements**
- Earn a minimum GPA of 3.0 each semester
- Earn a minimum cumulative GPA of 3.0
- Earn a grade of B or better in all courses graded A through F
- Earn a grade of P in all courses graded P (pass) or F (fail)
- Earn a grade of SP in all courses graded SP (satisfactory progress) or UP (unsatisfactory progress)
- Complete all courses in an academic semester with a grade of B or better or with a grade of P or SP before advancing to the next semester’s classes

If, during one semester, a grade of “C” is received in any one or any two courses that are required in the PT Program, the course(s) must be repeated. In such cases, the student will be placed on academic probation and will be restricted from enrolling in any succeeding major courses until the course(s) has/have been repeated at its next offering and a grade of “B” or better has been attained in each course. Physical therapy courses are offered one semester per year; therefore, in the event of the need to repeat a course, the completion of the curriculum will be delayed one year. In this case the student must submit to the Program Director a written request for a leave of absence, and is subject to the conditions of the Leave of Absence Policy (PT Policy 007). If the student does not attain a grade of “B” or better after taking a course a second time, the student will be dismissed from the physical therapy program. In the event that a student, during another semester, again, receives a grade of “C,” “F,” or “UP” the student will be dismissed from the physical therapy program. A student is not eligible for academic probation or a leave if the student, in any one semester, receives a grade below a B in three or more courses or receives an “F” or “UP” in any course.

In order to be certified for graduation, the Graduate School requires that a student have a cumulative GPA of 3.0 or higher and have no grades of I, F, UP/SP or NG on their transcript.

**Clinical Education Requirements**
Clinical education is an important part of the Physical Therapy curriculum. Students must complete each required clinical rotation prior to progressing in the curriculum.

**Professional Behavior Requirements**
All students must demonstrate appropriate professional behavior as defined by PT Policy 016 “Professional Behaviors”. Satisfactory progress is demonstrated by exhibiting consistent growth from the Beginning Level Criteria to Intermediate Level and eventually to Entry Level by the end of all clinical internships. The Professional Behaviors has an additional category, Post Entry Level, where the student’s behavior would be consistent with an autonomous practitioner. This level is not required for the student to achieve; however, it facilitates the student to become a life-long learner as they embark on their professional careers.
PT Policy 005: Retention in the Physical Therapy Program (cont’d)

Included in the competencies for each course are not only knowledge and skills, but also safety, ethics, judgment, appropriate behavior (see Physical Therapy Professional Behavior Policy), communication, documentation, etc. In order to be awarded a grade of “B” or better, a student must demonstrate a satisfactory level of performance in these areas as determined by the faculty.

Program responsibilities such as weekly cleaning of the labs and completion of course evaluations are considered professional behavior requirements. At the end of each term, students are required to complete course evaluations for each course in which they are registered. Feedback on courses is required to meet accreditation guidelines and also to provide the faculty with information needed to make changes and improvements to their courses. Students who do not fulfill program responsibilities may be placed on a professional behavior plan.

All students must submit, within the specified time frames, required documentation of physicals, all needed immunizations, CPR certification and all other required program documentation. Failure to do so will result in suspension from all program activities, including classes and clinical rotations and may result in dismissal from the program. Please refer to PT Policy 032: Additional Requirements for further information.

Progression through the Program
All students will be reviewed by the faculty following each academic semester. The progress of each student is monitored by reviewing grade reports, professional behaviors, ability to meet the essential program functions and clinical performance. In the event that academic problems are identified, the faculty discusses possible ways to assist the student that may include review sessions with the lab instructor, meeting with faculty during office hours, etc. The student’s faculty advisor is responsible for meeting with the student to discuss these suggestions. In the event that non-academic requirements are not being met, a meeting is scheduled between the student and the program director, department head or program faculty. The purpose of the meeting is to address the concern and problem-solve a potential solution. Written documentation of each problem is presented to the student with a copy placed in the student’s file. The student must respond to the faculty in written form and outline a plan to remediate the problem, including reasonable consequences if the plan is not carried out. Subsequent meetings are also documented. If the problem is not resolved after presenting the problem to the student and allowing for remediation, dismissal from the program may be considered. The decision for dismissal is made by a majority vote of the full time physical therapy faculty. The Program Director has a final meeting with the student to inform the student of the decision.

Clinical Placement
A student will only be assigned to a clinical rotation if the student has met all necessary program requirements.

Program Leave of Absence
On occasion, a student may experience academic difficulty, illness or personal issues which prevent the student from completing the requirements of a specific course. If a student finds it necessary to
withdraw, the student must withdraw from all courses in which they are enrolled. Students are not permitted to withdraw from a specific course and remain enrolled in other courses. Students who withdraw from courses in the program, or who are academically ineligible to continue in the program must request a leave of absence if they desire to return to the program. These students are subject to the conditions outlined in PT Policy 007, Leave of Absence from the Physical Therapy Program. Any student who withdraws from courses and is granted a leave of absence must repeat the courses the next time they are offered. Please note that PT courses are only offered once per year. Students must successfully complete the courses with a grade of B or better in each course. If a student, who has withdrawn from courses one time, withdraws from courses a second time, they will be dismissed from the program.

If a student takes an approved leave of absence during the first semester of the program, the $500 admission deposit will be applied to the student’s University of Cincinnati bursar account upon successful completion (B or better) of the returning semester.

**PT Policy 006: Dismissal from the Physical Therapy Program**

Reasons for dismissal from the program include, but are not limited to, the following:

- A student who takes a course and receives a grade of “C” and upon taking the same course a second time, receives a grade lower than a “B”.
- A student who, after receiving a grade of “C” in any course, fails to take the course the next time the course is offered.
- A student who, after remediating a grade of “C” in one semester by successfully retaking the course the next time it is offered, receives a grade lower than a “B” in another course.
- A student who receives, in any one semester, a grade that is lower than a “B” in three or more required courses in the PT Program or receives an “F”, or “UP” in any required course will be immediately dismissed from the physical therapy program regardless of semester or cumulative GPA.
- A student who withdraws from courses in one semester and, upon returning to the program, withdraws from courses in another semester.
- A student who has failed to maintain a semester GPA above 3.0 and/or a cumulative GPA above 3.0 during any three semesters in the program.
- A student who withdraws from a course and fails to take the course the next time it is offered.
- A student who achieves acceptable academic standing but, in the professional opinion of the faculty, demonstrates unacceptable professional behavior may not be recommended for a clinical experience or may be dismissed from the program. A decision not to place a student in a clinical experience or to dismiss a student from the program will occur only after a student has been notified of the faculty’s concerns and has been given the opportunity to correct the deficiencies (See PT Policy 005: Retention in the Physical Therapy Program and PT Policy 016: Professional Behaviors).
- A student who is unable to meet the essential program functions.
- A student who fails to submit required documentation within program timelines is also, upon a majority vote by the faculty, subject to dismissal.
- Violation of the University of Cincinnati Student Code of Conduct
PT Policy 006: Dismissal from the Physical Therapy Program Cont’d

A student has the right to appeal a dismissal decision. See PT Policy 033: Appeal Procedure.

Anyone dismissed from the Physical Therapy Program may re-apply for admission after two academic years. Re-admission will be determined by the Admissions Committee utilizing all admissions criteria and is a competitive process. The Committee will also take into consideration the reason for the dismissal. Faculty must also approve, by a majority vote, readmission.

PT Policy 007: Leave of Absence from the Physical Therapy Program

Students who find it necessary to temporarily withdraw from the program must request a leave of absence if they intend to return to the program. The request must be submitted to the program director in writing, within one week of the withdrawal and cannot exceed one calendar year. Program faculty will review the request and have the discretion, but are not required, to grant such leaves. In addition, the faculty may recommend that the student complete specified activities while on leave that will allow the student to be better prepared to resume full-time studies upon their return. This may include, but is not limited to, additional coursework, tutoring, meeting with faculty, etc. Prior to their return, the student’s academic record will be reviewed and, if courses which have already been completed are considered out of date, or if new requirements/competencies have been added to such courses, the faculty may stipulate that certain courses be taken or retaken to meet requirements. A student, who is in good academic standing and requests a leave of absence, can be reinstated at the same course level if the leave is approved by the faculty and the student is reinstated within one year. Students who request a leave of absence because they are academically ineligible to continue in the program due to a grade of “C” in one or two courses in a semester, will be required to repeat the course(s) the next time the course is offered.

Before returning to the Program, the student must complete all additional requirements (as outlined in PT Policy 032: Additional Requirements). Proof of compliance with these additional requirements must be submitted prior to resuming courses. The student must notify the PT Program Director in writing of his/her continued intention to return to the program by the date stated in the letter informing the student that the request for a leave of absence has been granted. In addition, the student is required to pay all fees required of incoming students by the stated deadline. A student who withdraws from any required physical therapy course without requesting and/or receiving a leave of absence from the program will be dismissed from the program.

NOTE: Students must register for at least one graduate course (minimum of 1 credit hour) during an academic year in order to maintain graduate student status within the University. If a student chooses not to register for at least one graduate credit hour, then the student must request a leave of absence from the Graduate School. This request must be made on a Request for Leave of Absence form, obtained from the graduate school website (www.grad.uc.edu) and submitted to the program director. The program director will forward the application to the department head and college dean for approval. Upon approval of the dean, the dean will forward the application to the Associate Dean of the Graduate School. The Associate Dean will notify the student in writing of the approval or denial of the
request. Please note that the Graduate School will only approve a leave of absence under very specific circumstances. Please refer to the Graduate School at (513) 556-4335 for further details.

If a student takes an approved leave of absence during the first semester of the program, the $500 admission deposit will be applied to the student’s University of Cincinnati bursar account upon successful completion (B or better) of the returning semester.

Students with financial aid or student loans should confer with the Office of Financial Aid at (513) 556-6982 or www.financialaid.uc.edu prior to requesting a leave of absence to ascertain the consequences of such action on their loan status.

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**PT Policy 008: Completion of the Physical Therapy Program**

To complete the PT Program, students must satisfactorily complete all program courses and requirements, including all clinical assignments and meet all University of Cincinnati obligations, including all financial responsibilities.

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**PT Policy 009: Physical Therapy Program Advising**

Upon admission to the PT Program, each student will be assigned a faculty advisor. Students are required to contact and arrange a meeting with their advisor during the fall semester of each year and as needed in subsequent semesters. Academic progress and professional development are to be discussed and documented. If, during the student review by the faculty which takes place at the end of each semester (see PT Policy 005: Retention in Physical Therapy Program), or at any other time, it is determined that a formal professional abilities plan is needed for a student, the student’s faculty advisor will meet with the student and will be responsible for overseeing the writing, initiation and completion of the professional abilities plan by the student. See PT Policy 016: Professional Behaviors. It is also recommended that a student discuss any extenuating circumstances with their faculty advisor that might affect the student’s attendance or performance in class.

The goals of the Physical Therapy Program advising are as follows:

1. To help students understand the realities of a career as a PT.
2. To help students evaluate personal strengths, weaknesses and areas of concern that might affect successful completion of the PT Program.
3. To facilitate, if needed, the development of a professional abilities plan
4. To assist the students with specific areas of academic concern.
5. To assist those students who choose to leave the PT Program through available information and referrals.
6. To serve as a conduit to University student services as needed by the student.

*Note that this advisor does not replace the need for students to contact the college academic advisors.*
PT Policy 010: Physical Therapy Program Classroom Attendance Policy

The PT Program strongly recommends that students attend all classroom and laboratory meetings. If a student is absent from any course meeting, for any reason, the student is responsible for all information, assignments, homework, handouts, discussions and any necessary additional assignments as determined by the instructor. In addition, if a student is absent, for any reason, the student is advised that missing classroom discussion, lab questions, assignments, check-offs, quizzes, practicals, exams and/or any other activities and/or missing the date the above occur or are due, may have significant effects on the student’s grade and ability to pass the course. Students are responsible for their own attendance and, thus, take responsibility for consequences of non-attendance. NOTE: EXCEPTIONS MAY BE MADE TO THE ABOVE IN INDIVIDUAL COURSES AS NOTED ON THE COURSE SYLLABUS.

PT Policy 011: Physical Therapy Program Late Policy

Students are expected to be in the classroom or lab at the start of class and stay until all activities are completed. On all occasions, the student will be responsible for all activities missed and must recognize the consequences of an absence. NOTE: EXCEPTIONS MAY BE MADE TO THE ABOVE IN INDIVIDUAL COURSES AS NOTED ON THE COURSE SYLLABUS.

PT Policy 012: Physical Therapy Program Classroom Cancellation Policy

In the event of an unscheduled University closure or cancellation of program classes, students may be required to make up the missed class time. The decision to make up the class time is at the sole discretion of the course instructor. A specific date/time will be identified at the beginning of each semester as a potential make-up time for program activities. Students will be informed of the dates/times that are to be reserved for potential make-up. Students are advised not to schedule non-academic responsibilities during these times in order to allow attendance. In addition, an individual instructor may schedule a make-up class outside of the program make-up date.
PT Policy 013: Physical Therapy Program Policy on Practicals

Practical examinations are given to students to assess competency in a given patient evaluation, treatment and/or assessment skill. In addition to assessment concerning the actual performance of the skill, all practicals will include assessment of communication skills, any required adaptations, appropriate professional behavior and when indicated, decision making. All practicals must also include an assessment of safety. Safety must be weighed such that a student who is unsafe during the practical will not pass the practical. Students must achieve a grade of 74.6% or better on all practicals. In the event that a student performs lower than a 74.6%, the instructor will determine whether the student will be permitted to re-take the practical and what, if any remediation, will take place. NOTE: EXCEPTIONS MAY BE MADE TO THE ABOVE IN INDIVIDUAL COURSES AS NOTED ON THE COURSE SYLLABUS.

PT Policy 014: Physical Therapy Re-Take Policy

The decision to require/allow a student to re-take an exam, practical, quiz and/or final is made solely by the instructor. The instructor is in no way obligated to allow a student to re-take an exam, practice, quiz and/or final.

PT Policy 015: Physical Therapy Make-Up Policy

Students who are unable to attend a scheduled exam, quiz, final exam or practical must notify the Program office and the instructor prior to or at least within 24 hours of the scheduled exam, quiz, final exam or practical. Written documentation of the reason for absence at the exam must be submitted to the instructor within 48 hours of the scheduled exam, quiz, final exam or practical. The instructor has the ability to do any of the following:

1. Award a zero for the exam, quiz, final exam or practical.
2. Allow the student to take the exam at a later date and time without a penalty. Failure to take the exam on the indicated date and time will result in an “F”, or “UP” for the course.
3. Allow the student to take the exam at a later date and time but average the grade of the exam with a score of zero from the exam missed. Failure to take the exam on the indicated date and time will result in an “F”, or “UP” for the course.
4. Allow the student to take a make-up exam at a later date and time without penalty. Such a make-up may be in any format desired by the instructor and may include oral portions. Failure to take the make-up exam on the indicated date and time will result in an “F” for the course.
5. Allow the student to take a make-up exam at a later date and time and subtract up to 50 points. Such a make-up may be in any format desired by the instructor and may include oral portions. Failure to take the make-up exam on the indicated date and time will result in an “F”, or “UP” for the course.

The decision about the make-up is made solely by the instructor. The decision of the instructor is final. NOTE: EXCEPTIONS MAY BE MADE TO THE ABOVE IN INDIVIDUAL COURSES AS NOTED ON THE COURSE SYLLABUS.
PT Policy 016: Physical Therapy Grading Scale Policy

The recommended grading scale for the PT Program shall be as follows:

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<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>excellent work</td>
<td>92.0-100</td>
</tr>
<tr>
<td>A-</td>
<td>very good work</td>
<td>88.0-91.9</td>
</tr>
<tr>
<td>B+</td>
<td>good work</td>
<td>84.0-87.9</td>
</tr>
<tr>
<td>B</td>
<td>satisfactory work/average</td>
<td>78.0-83.9</td>
</tr>
<tr>
<td>(Low) B:</td>
<td>minimally acceptable</td>
<td>74.6-77.9</td>
</tr>
<tr>
<td></td>
<td>below what is expected of graduate level work</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>poor work/unsatisfactory</td>
<td>69.6-74.5</td>
</tr>
<tr>
<td>F</td>
<td>failing</td>
<td>69.5 or below</td>
</tr>
</tbody>
</table>

Each student must achieve a minimum of 74.6% to successfully complete each course. Students must realize that 74.6 is the minimum passing grade and a student who consistently attains grades in the low B range may not be achieving the level of proficiency expected of a student in the program. In addition, a student attaining less than 75% on any exam, including a final exam, must make an appointment with the course instructor within two days after the return of the exam or posting of the exam grade. At that time, a review of the exam will be conducted. The student may be required to do remedial work, as assigned by the instructor. In the event that a student passes a course but has done so by a minimal amount, the student may be required to perform additional work. The decision is left solely to the course instructor.

It is the Policy of the Physical Therapy Program that a grade of “B” or better or a grade of “S” or “SP” in courses graded as S/U or SP/UP must be achieved in all PT courses in order for a student to progress in the program, unless a grade of “I” has been issued. (See PT Policy 020: Physical Therapy Policy for the Assignment of an Incomplete). Students should note that the grade of “D” is not given in graduate level courses. Students should also be aware that clinical courses are graded as “Satisfactory (S)” or “Unsatisfactory (U) and “Satisfactory progress (SP) or “Unsatisfactory progress (UP).” Standards for each are given in course syllabi.

**NOTE: AN INSTRUCTOR HAS THE RIGHT TO USE AN ALTERNATE GRADING SCALE. EXCEPTIONS MAY BE MADE TO ALL OF THE ABOVE IN INDIVIDUAL COURSES AS NOTED ON THE COURSE SYLLABUS.**
PT Policy 017: Physical Therapy Professional Behavior Policy

Professional behavior is, without exception, required. A student who displays unprofessional behavior will be made aware of the behavior and the consequences of such behavior. This is necessary to provide the student with an opportunity to facilitate personal growth and development. The Professional Behaviors Reporting Form should be used by faculty and staff who witness a student acting in an unprofessional manner or who have been informed of such behavior. Students who observe a fellow student acting in an unprofessional manner are encouraged to report such behavior to a faculty member. The following guidelines are offered to serve as a general course of action.

For less severe incidents: The Professional Behaviors Reporting Form will be completed and signed by the faculty or staff member witnessing the behavior. The student will also be asked to sign the form. If the student refuses to sign the form, this should be noted on the student signature line. If possible, it is best to have another individual serve as a witness when asking for the student’s signature. The form will be forwarded to the student’s program advisor for notification/signature and the faculty advisor will ensure that the form is placed in the student’s file.

For recurring or multiple incidents: The Professional Behaviors Reporting Form will be completed and signed by the faculty or staff member witnessing the behavior. The student will also be asked to sign the form. If the student refuses to sign the form, this should be noted on the student signature line. If possible, it is best to have another individual serve as a witness when asking for the student’s signature. The form will be forwarded to the student’s program advisor for notification/signature and the faculty advisor will ensure that the form is placed in the student’s file. The student will be required to develop a professional behaviors plan. The student and the student’s program advisor will work together to ensure that the plan adequately addresses the remediation of the professional behaviors with appropriate consequences if the plan is not carried out. Every effort should be made to ensure that the plan is implemented within 2 weeks of the incident.

For serious incidents or egregious behavior: The Professional Behaviors Reporting Form will be completed and signed by the faculty or staff member witnessing the behavior. The student will be required to meet with the individual who witnessed the behavior and the student’s faculty advisor or another faculty member if the advisor is unavailable. The student will be asked to sign the form. The student will be informed that the incident will be reported to the PT faculty who will determine the next course of action which will be communicated in writing to the student and further discussed in a meeting with the program director. Every attempt will be made to schedule the meeting within 2 weeks of the incident. Consequences may range from development of a professional behavior plan to dismissal from the program. Certain behaviors may be more appropriately dealt with according to PT Policy 017: Physical Therapy Policy on Academic and Non-Academic Misconduct.

The Professional Behaviors Reporting Form is located in the appendices.
PT Policy 018: Professional Behaviors

Through research, ten physical therapy-specific Professional Behaviors have been identified and are required for success in the profession. These behaviors, attributes or characteristics are not explicitly part of a professional’s core of knowledge and technical skills, but, equally important, these behaviors have been validated as defining professional behavior in physical therapy (May, et. al, 1995). These behaviors were initially identified as Generic Abilities. With the evolution of our profession and healthcare, a second investigation into this area by May, et al (2009) warranted a revision of the Generic Abilities to become the Professional Behaviors. Students in the physical therapy program must satisfactorily exemplify the ten PT specific professional behaviors and the three levels of associated behavioral criteria throughout the PT Program. Satisfactory progress is demonstrated by exhibiting consistent growth from the Beginning Level criteria to Intermediate Level and eventually to Entry Level by the end of all clinical internships. The Professional Behaviors has an additional category, Post-Entry Level, where the student's behavior would be consistent with an autonomous practitioner. This level is not required for the students to achieve; however, it facilitates students to become lifelong learners as they embark upon their professional careers.

The Professional Behaviors are:
1. Critical thinking
2. Communication
3. Problem Solving
4. Interpersonal Skills
5. Responsibility
6. Professionalism
7. Use of constructive feedback
8. Effective use of time and resources
9. Stress Management
10. Commitment to Learning

Mastery of these behaviors facilitates the ability to:
1) Generalize from one context to another
2) Integrate information from different sources
3) Apply knowledge and skills in the practice setting
4) Synthesize cognitive, affective and psychomotor behavior
5) Interact effectively with clients, families, the community, and other professionals

Each year, during the fall semester, students perform a Professional Behaviors self-assessment which is reviewed by their faculty advisor. The intent of the Professional Behaviors Assessment Tool is to identify and describe the repertoire of professional behaviors deemed necessary for success in the practice of physical therapy. This Professional Behaviors Assessment Tool is intended to represent and be applied to student growth and development in the classroom and the clinic. It also contains behavioral criteria for the practicing clinician. Each Professional Behavior is defined and then broken down into developmental levels with each level containing behavioral criteria that describe behaviors that represent possession of the Professional Behavior they represent. Each developmental level builds on
the previous level such that the tool represents growth over time in physical therapy education and practice.

It is critical that students, academic and clinical faculty utilize the Professional Behaviors Assessment Tool in the context of physical therapy and not life experiences. For example, a learner may possess strong communication skills in the context of student life and work situations, however, may be in the process of developing their physical therapy communication skills, those necessary to be successful as a professional in a greater health care context. One does not necessarily translate to the other, and thus must be used in the appropriate context to be effective.

Opportunities to reflect on each Professional Behavior through self-assessment, and through peer and instructor assessment is critical for progress toward entry level performance in the classroom and clinic. A learner does not need to possess each behavioral criteria identified at each level within the tool, however, should demonstrate, and be able to provide examples of the majority in order to move from one level to the next. Likewise, the behavioral criteria are examples of behaviors one might demonstrate, however are not exhaustive. Formal opportunities to reflect and discuss with an academic and/or clinical instructor is key to the tool’s use, and ultimately professional growth of the learner. The Professional Behaviors Assessment Tool allows the learner to build and strengthen skills in the affective domain in order to augment the cognitive and psychomotor domains. A document describing the Professional Behaviors and a blank Professional Behaviors Assessment Form is located in the Appendices.

If a student is not progressing satisfactorily or if problems such as inappropriate behaviors are identified, the student will receive individual feedback regarding the inappropriate behavior and/or level of behavior. The Student will then determine a plan that will remediate the behavior to the required level. Upon approval of the faculty, the plan will be implemented and completed according to the timelines accepted by both the student and faculty. Failure to satisfactorily complete the plan or to reach the appropriate level of professional behavior in the agreed upon timeframe may result in delay in progression through the program or dismissal from the program.
PT Policy 019: Physical Therapy Policy on Academic and Non-Academic Misconduct

The Physical Therapy Program is committed to educating students to assume the role of a physical therapy professional. Such a role is guided by the American Physical Therapy Association’s Code of Ethics (http://www.apta.org) and stresses ethics, adherence to acceptable professional behavior and avoidance of misconduct. Therefore, the Program will not tolerate any forms of academic or non-academic misconduct. It is each student’s responsibility to know and comply with the University’s Student Code of Conduct (SCOC) (http://www.uc.edu/conduct/Code_of_Conduct.html) and/or Rules and Regulations of the University of Cincinnati. The SCOC applies to student conduct that occurs on campus or University owned, leased or controlled premises as well as off-campus conduct. Students who violate the SCOC, University Rules and Regulations, APTA Code of Ethics and/or the law are subject to dismissal from the PT Program.

Non-academic misconduct is described in the SCOC and includes criminal offenses such as theft, disturbing the peace, etc. In addition, since the PT Program is a professional program, non-academic misconduct may also include behavior that is not specifically described in the SCOC such as inappropriate professional behavior. Instances of student misconduct resulting in criminal investigation must be reported to the PT Program Director. It is the responsibility of the student to report all criminal investigations, arrests, convictions and guilty pleas for any offense other than minor traffic violations to the PT Program Director as soon as possible after the occurrence but no later than seven calendar days after the occurrence. The reporting requirement includes DUI (driving under the influence) and OVI (operating a vehicle while intoxicated) offenses, any instance where the student is called into court as a defendant or any instance where the student is named a defendant in a lawsuit. If it is found that a student fails to report such an occurrence, the student is subject to immediate dismissal from the program. The PT Program Director will report any violation of the SCOC, University Rules and Regulations, APTA Code of Ethics and/or the law to the Department Head, the Dean of the College and, as appropriate, to the University Office of Judicial Affairs, as soon as possible without unnecessary delay. The PT Program Director, in conjunction with the Department Head and the Dean and in consultation with the University Office of Judicial Affairs, will determine whether any violation of the SCOC, University Rules and Regulations, APTA Code of Ethics and/or the law should be reported to the Program faculty for a faculty hearing. If it is determined that a faculty hearing is warranted, the PT Program Director will arrange a meeting with the student involved in the occurrence and the program faculty. Every effort will be made to arrange the meeting at a time when the full faculty is available. However, due to varied schedules and responsibilities of the faculty, this may not be possible. The meeting will be scheduled as soon as possible without unnecessary delay. The purpose of the meeting is to determine if the student should be dismissed from the program. The student is permitted to bring an advisor to the meeting. The student will have 15 minutes to address the faculty followed by 15 minutes of questions from the faculty. The student’s advisor is not permitted to address the faculty but may confer with the student during the hearing. Dismissal will be determined by a simple majority vote of the faculty. Results of the hearing will be verbally conveyed to the student at the conclusion of the hearing followed by written notification within one week of the hearing.
PT Policy 019: Physical Therapy Policy on Academic and Non-Academic Misconduct (cont’d)

In keeping with the APTA Code of Ethics, students who observe alleged instances of non-academic misconduct should consider reporting such instances to the PT Program Director or another faculty member. Students who report misconduct that results in a faculty hearing may be asked to attend a meeting with the faculty prior to the hearing.

Students in the PT Program found to be responsible for violating the Student Code of Conduct and/or academic standards or who are found to be involved in academic dishonesty may receive an “F”, or “UP” in the course in which the violation or the academic dishonesty occurred and may be dismissed from the Physical Therapy program.

While students are referred to the Program Admissions Forms, the University of Cincinnati’s Student Code of Conduct and the Graduate Student Handbook for additional information, students should be aware that the following are behaviors that shall be considered academically dishonest:

a. Aiding and Abetting Academic Misconduct
   Knowingly helping, procuring or encouraging another person to engage in academic misconduct.

b. Cheating
   Any dishonesty or deception in fulfilling an academic requirement such as:
   i. Use and/or possession of unauthorized material or technological devices during an examination (any written or oral work submitted for evaluation and/or grade).
   ii. Obtaining assistance with or answers to examination questions from another person with or without that person’s knowledge.
   iii. Furnishing assistance with or answers to examination questions to another person.
   iv. Possessing, using, distributing or selling unauthorized copies of an examination or computer program.
   v. Representing as one’s own an examination taken by another person.
   vi. Taking an examination in place of another person.
   vii. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.

c. Fabrication
   The falsification of any information, research statistics, lab data, or citation in an academic exercise.

d. Plagiarism
   i. Submitting another’s published or unpublished work in whole, in part or in paraphrase, as one’s own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographic references.
   ii. Submitting as one’s own original work, material obtained from an individual, agency, or the internet without reference to the person, agency or webpage as the source of the material.
PT Policy 019: Physical Therapy Policy on Academic and Non-Academic Misconduct (cont’d)

iii. Submitting as one’s own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators

If a PT faculty member suspects a student of academic misconduct, he/she will inform the student immediately of the alleged misconduct and provide the student the opportunity to respond. The faculty member has the option to assign a failing grade in the course and, if desired, recommend additional sanctions by the University of Cincinnati. A letter from the faculty member to the student in which the action taken is described will be sent to the student and the Dean of the college. Further action by the Dean will be determined according to the University of Cincinnati’s Student Code of Conduct.

PT Policy 020: Physical Therapy Policy for the Assignment of an “Incomplete”

The grade “I” or incomplete is awarded at the discretion of the faculty member when a student fails to complete an element of the assigned work in a course. An agreement is made between the student and the faculty member about the completion of the work and the date of the completion. Specific performance levels and consequences about non-completion and/or completion below a specific level should be outlined.

The PT Program recognizes that the grade “I” may be submitted for a student in the Program. When a faculty member in the Program determines that an “I” is the appropriate grade, the faculty member and the student will complete the PT INCOMPLETE GRADE FORM. This form includes the following:

1. Student name and ID number
2. Faculty name
3. Course, course number, semester and year
4. Reason for “I”
5. Specific assignment(s) that must be completed for the course
6. Date the specific assignment(s) must be completed
7. Consequences of non-completion of assignment

Both the faculty member and the student must sign the form when the “I” is utilized. In addition, the faculty member must complete Part II of the form within one week of the date the assignment is due. Part II must indicate the final disposition of the student’s status in the course. The original form will be placed in the student’s file with a copy sent to the student.
PT Policy 020: Physical Therapy Policy for the Assignment of an “Incomplete”  
Cont’d

While the PT Program leaves the assignment of the “I” grade to the individual faculty member, consistent student performance is necessary to assure clinical competency during. The PT Program recognizes that extenuating circumstances may exist in which the grade of “I” may be granted in more than one class. Appropriate reasons for an “I” may include illness, death in the family, military assignments, surgery, medical leaves and other reasons which have been approved by the Program faculty. In the event that one or more grades of “I” are received in more than one semester, the Program faculty will meet to determine if continuation in the Program is appropriate for the student. It is also recognized that the grade of “I” is not appropriate when a student has completed all assignments but has failed to reach the “B” level. In such cases, the grade received by the student will be recorded.

Students should be aware that certain PT courses may have pre-requisite requirements that must be met prior to the commencement of the course. Therefore, if a student has a grade of “I” in such a pre-requisite course, the student may be prohibited from enrolling in the PT course. If this occurs, the student must complete the requirements necessary to change the “I” grade to a letter grade and enroll in the PT course the next time it is offered. Students who are unable to progress in the program due to an “I” grade must request a leave of absence as outlined in PT Policy 007, Leave of Absence from the PT Program.

The Incomplete Grade Form can be found in the Appendices.

PT Policy 021: Physical Therapy Policy for Borrowing Equipment

There may be instances when a student wishes to borrow equipment owned by the department to practice a technique, complete research, study for an exam, etc. The student must receive permission from the faculty member who teaches the class which is associated with the specific equipment and must obtain the equipment from the faculty member or a person designated by the faculty member. A student is only permitted to borrow equipment if the department owns multiples of the equipment and there is at least one remaining piece of equipment in the storage room. Borrowed equipment must be returned to the same faculty member. Models may not be borrowed but may be used for study in the program classrooms.

It is recognized that the quality of a given course may be enhanced through the use of equipment not owned by the University of Cincinnati. It is also recognized that facilities, companies and/or individuals are often willing to allow their equipment or resources to be used during class periods. To assure the proper handling and care of such equipment, the PT Program will follow the procedures listed below.

1. The faculty member or a staff member assigned by the faculty member in charge of the course in which the equipment is going to be used will make all arrangements for equipment.

2. Only a faculty or staff member may pick up the equipment.

3. Only a faculty or staff member may return the equipment.
PT Policy 022: Physical Therapy Essential Program-Related Functions

Physical therapy students must demonstrate the ability to perform at least the functions listed below safely, reliably, and efficiently, in compliance with legal and ethical standards throughout their entire physical therapy education.

1. Tolerate attending class for approximately 25 hours per week, and have the ability to sit and/or stand and maintain upright posture for several hours at a time.
2. Have the intellectual skills to recall and comprehend large amounts of didactic information under time constraints and apply this information to the practice of physical therapy.
3. Utilize appropriate verbal, nonverbal, and written communication with patients, families, and others.
4. Select, perform and document appropriate physical therapy procedures used to assess the function of the movement system. These include, but are not limited to, the assessment of cognitive/mental status, vital signs, wound status, endurance, segmental length, girth and volume, sensation, strength, tone, reflexes, movement patterns, coordination, ROM, balance, developmental stage, soft tissue, joint motion/play, pain, cranial and peripheral nerve function, posture, gait, functional abilities, assistive device fit/use, and the pulmonary system.
5. Determine the physical therapy needs of any patient with perceived or potential movement dysfunction.
6. Develop and document a plan of care for a patient with movement dysfunction.
7. Recognize the psychosocial impact of dysfunction and disability and integrate the needs of the patient and family when implementing the plan of care.
8. Perform intervention procedures in a manner that is appropriate to the patient’s status and desired goals. These include, but are not limited to, exercise, developmental activities, balance training, coordination training, positioning techniques, patient transfer, self-care activities and CPR.
9. Possess the ability to manage a full patient load and the ability to recognize and appropriately respond to emergency situations.
10. Demonstrate ability to apply universal precautions.
11. Participate in the process of scientific inquiry.
12. Apply teaching/learning theories and methods in health care and community environments with the goal of health care promotion and prevention.
13. Demonstrate management skills, including planning, organizing, supervising, delegating and working as a member of a multidisciplinary team.
14. Develop responsibility for lifelong professional growth and development.
15. The above require that students have no restrictions in the following: bending, carrying, climbing, grasping, heaving, lifting, pulling, pushing, reaching, sitting, crawling, sight, hearing, speaking, stooping, kneeling, use of hands, walking, and writing. In addition, students are required to pass an annual physical exam.

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Certain disabilities can interfere with a student’s ability to complete the program of study and acquire the essential functions necessary for the practice of physical therapy. A student who feels they have such a disability is required to register with the Disability Services Office (http://www.uc.edu/sas/disability/), 556-6823. Reasonable accommodations can be made to compensate for some, but not all, limitations. Students should be aware that those that interfere with patient care, safety or require the use of an intermediary may be incompatible with independent professional practice. A student who is unable to fulfill the essential functions may be dismissed from the program.

Students will be required to sign a form stating they are able to fulfill the essential functions on a yearly basis. Students must also pass a yearly physical exam. Specific information on the physical exam can be found at: http://www.uc.edu/uhs/medical_health_professionimmunizationrequirements.html.
PT Policy 023: Physical Therapy Policy for Student Use of PT Labs

The PT labs are to be utilized to facilitate learning. Only students in the PT Program and the final two years of the HLSC Program are permitted to utilize the labs outside of scheduled class times. As outlined in the laboratory rules, conduct in the labs, at all times, must be professional, ethical, legal and safe. Laboratory activities must be limited to the equipment or techniques which students have been instructed in during class and only for the express, sole purpose of increasing competence. Use of equipment, machines or assistive devices for any other reason is prohibited.

Students may utilize the lab when the lab is not being used for a scheduled class, class activity or department activity.

Upon entry into the PT Program, keys for the PT Lab will be ordered from the Office of Public Safety for each student. It is the student’s responsibility to pick up the key if they wish to access these rooms during off hours. The key will permit students to have access to the lab 24 hours a day, seven days a week. Labs are not to be opened by security and students should not request such access. Students are not to prop doors open or leave the rooms unsecured. When finished in the lab, students must assure that the doors to the lab are closed and locked and lights are turned off.

Students in violation of this policy are subject to dismissal from the PT Program.

Note: For safety and security reasons students should work in pairs or small groups. During evening hours, NightRide (513) 556-RIDE (7433) is available. NightRide is a student-run night time shuttle service. It exists to provide safe and reliable transportation to and from locations within a one-mile radius around the UC campus. Similar to a cab company, students, faculty and staff can call NightRide to pick them up and take them to/from places on and off campus. NightRide is available during fall and spring semesters. Currently the operating times are:

Sun-Wed: 8pm - midnight
Thurs-Sat: 8pm-2am

Excluded are select holidays, and official breaks. Hours are subject to change without notice (but efforts will be made to provide notice.) Any other times which NightRide is not expected to be in operation will be announced the NightRide website: http://www.uc.edu/publicsafety/nightride.html.

Call (513) 556-RIDE (7433)

Students should also call security if safety is a concern or if an emergency arises (911) for emergencies or (513) 556-1111 or (513) 558-1111 for non-emergencies.
PT Policy 024: Physical Therapy Laboratory Rules

The following rules are to be observed in all PT Labs:

1. The PT Lab is to be utilized only by students enrolled in the PT and final two years of the HLSC Program unless special permission is granted by a faculty member.

2. The PT Lab is available for independent use by the above qualified individuals twenty-four hours a day, seven days a week. It is the student’s responsibility to obtain a key for access to the lab.

3. Students participating in independent use of the lab will not utilize any equipment for which they have not been properly trained.

4. Students will utilize equipment for the sole purpose of becoming competent in its use.

5. Equipment will be utilized only for its intended purpose and following its use, will be returned to the condition in which it was found.

6. All equipment must be turned off, with intensity and other controls returned to a zero position.

7. Any malfunctioning or damaged equipment must be reported to a faculty member immediately.

8. Students must follow the department policy for borrowing equipment (see PT Policy 021: Physical Therapy Policy for Borrowing Equipment). Equipment may not be taken home or off the premises of the University.

9. All equipment, except the hydro collator unit, cold pack unit and paraffin bath, will be unplugged following use.

10. All lotions and oils should be capped after use and stored away from heat sources. Students are required to refill used bottles.

11. All individuals utilizing the lab are responsible for maintaining the lab in a clean, orderly fashion.

12. Students are responsible for providing their own clean sheets, pillowcases and towels.

13. Linen and other equipment will be returned to its marked location for storage after each use. Linens left in the lab will be placed in a laundry basket in the back of the lab. Unclaimed linens will be removed at the end of each semester.

14. Equipment and tables are to be cleaned after each use using the disinfectant spray bottles.

15. No food is permitted in the lab.

16. Appropriate attire is required at all times.

17. The use of sheets and pillowcases on treatment tables is required when performing treatment procedures.

18. Coats, books and other articles should be stored in lockers to avoid tripping and injury. Laptop computers must also be stored during lab sessions. Damage to a laptop computer that is not properly stored during a lab session will be the responsibility of the student who owns the laptop.

19. All spills are to be cleaned up immediately.

20. Any injuries must be reported to a faculty or staff member immediately or if an injury occurs when no faculty or staff is present, the incident must be reported to the PT Program Director at the next available opportunity. An incident report detailing the injury and the circumstances surrounding it must be completed by the students involved in the incident. If an injury requires medical attention while faculty is not present or if emergency medical attention is required, the student is advised to call 911. The student incident report can be found in the Appendices.

21. Malpractice insurance must be kept current in order for students to participate in laboratory activities.

22. Locker rooms are to be kept neat with articles stored in appropriate areas.

23. The phones in the lab are NOT for student use except in the case of an emergency.
PT Policy 024: Physical Therapy Laboratory Rules (cont’d)

24. Students misusing equipment or in violation of laboratory regulations will be prohibited from attending or using the lab.

25. Students are not to use the lab for any reason other than listed above without receiving permission.

26. Students are not permitted to use the lab for any unethical (as described by the APTA Code of Conduct) or illegal acts. Students involved in such will be prohibited from attending or using the lab and will be terminated from the Program.

The labs are used very heavily by many students, therefore it is imperative to clean and organize the labs on a weekly basis. A cleaning schedule will be e-mailed to all PT students at the beginning of the semester. The cleaning schedule will also be posted in the labs. If a student is assigned to clean the labs and is unable to do so, the student must find an alternate to assume their cleaning duties. The following duties must be completed by the assigned cleaning crews in rooms 100, 160 and 153:

- All equipment must be returned to its proper location.
- Pillows must be placed on the shelves in the back of the rooms.
- All linens should be placed in the laundry baskets in the back of the room.
- Garbage should be picked up from the floor, tables etc. and deposited in the garbage cans.
- Tables should be wiped down with the disinfectant spray bottles, rinsed with clean water and wiped dry.
- Chalk boards and white boards should be cleaned.
- Check water levels in hydrocollator units and add water as needed.
- Floors should be swept. If the floors are in need of mopping, please notify the office staff so that maintenance can be contacted.

Cleaning the labs is considered part of a student's professional responsibilities. Failure to follow through with assigned cleaning duties will be considered unacceptable professional behavior and will be dealt with accordingly. (See PT Policy 014: Physical Therapy Professional Behavior Policy and PT Policy 016: Professional Behaviors)

All students must adhere to a uniform dress code when visiting a clinic site as part of a class and when attending clinical rotations. Unacceptable dress or appearance could lead to course failure. Good personal hygiene must be practiced as part of conforming to the dress code. Students should contact the facility where they will be performing their clinical rotation to inquire about their dress code and should adhere by that dress code. If the facility does not have a dress code, students should wear the PT Program Uniform:

- Men will wear khaki, navy or dark pants and designated short white lab coats, a button-down shirt tucked into the slacks, and a necktie.
- Women will wear khaki, navy or dark pants with a choice of regular or elastic waist, a blouse tucked into slacks, and designated short white lab coat.
- Only students unable to fit comfortably into the lab coat may substitute a larger size white smock.
- Shoes must have no more than a one-inch heel, be closed toed and heeled, and made of leather or vinyl. Tie-up shoes must be tied.
- A nametag must be worn at all times and should appear as follows:
  - John M. Goldner
  - Physical Therapy Program
  - University of Cincinnati
- Hair that reaches the collar or lower must be tied back.
- No jewelry other than watches, small earrings, and wedding bands.
- No colognes, perfumes or heavily scented hair products.
- No hats
- Clothing must always be neat and clean.

Even if permitted by the clinical site:
- Students must NEVER wear: midriff tops, tops which expose the midriff when the arms are raised, see-through tops (even with another top underneath), pants whose hems drag the floor, ill-fitting pants, tank tops, sleeveless tops, shirts with logos or sayings (exception: shirts which bear the logo of the clinical site if they are acceptable to the site).
- Shoes must be flat and made of leather or vinyl (NO canvas) and completely enclose the foot. No open toed or heeled shoes or sandals are allowed.
- Armpits must be covered at all times when working with patients.
- False fingernails are not permitted.
- No fingernails visible above the fingertip.
- No front or back cleavage is permitted.
- No visible tattoos.
- No body piercings other than the earlobe. No more than two earlobe piercings per ear are permitted.
PT Policy 026: Hazardous Materials and Potential Health Risks

Students are advised that formaldehyde and other chemical substances are used in the preparation and preservation of anatomical specimens. The material safety data sheets (MSDS) on these substances are located in the Gross Anatomy lab. Cadaver dissections and the use of prosections are part of the PT Program curriculum. It is the student’s responsibility to discuss any concerns they might have about these substances and potential risks of contact with these substances with their own physician. In addition, laboratories and/or clinical facilities may house materials that could be hazardous. Proper adherence to the appropriate procedures when in contact with these materials must be practiced. It is the student’s responsibility to request, from clinical facilities, policies concerning hazardous materials and to follow these policies.

Students are advised that during the course of the program, they may be exposed to individuals who have communicable diseases. Hand washing is recommended to reduce the spread of certain communicable diseases. Standard precautions such as recommended immunizations are in place to protect the student, however any concerns a student may have regarding the potential of exposure should be discussed with the student’s physician. In cases where a student is engaged in an activity which could result in contact with body fluids, the student is advised to follow universal precautions as outlined by the Centers for Disease Control (CDC):

Additional information on Healthcare Associated Infections can be found at:

In each year of the program, students are required to complete an educational module on blood borne pathogens. Students assigned to a clinical site must follow the precautions recommended by the site.
PT Policy 027: Physical Therapy Student Expenses

In addition to the usual costs of tuition, educational materials and textbooks, the students should be prepared for the following expenses:

- **Malpractice Insurance**
  Required for all students; renews in December of each year.
  Cost: Approximately $20/year

- **Uniforms**
  The purchase of at least one lab jacket and nametag is necessary
  Cost: Approximately $35

- **Classroom and Laboratory Fees**
  These will vary from year to year but will cover manuals, linens, breakage, consumables, etc.
  Cost: Approximately $110/semester. Students must also be prepared to assume reasonable costs of research projects that are not covered by grant funding including but not limited to transportation costs to research sites, costs of presentation materials such as posters, etc.

- **Medical Examination**
  Students, at their own expense, must have a physical examination and required health forms completed by their physician on a yearly basis. In addition, immunization, as required by the PT Program, must be completed prior to the beginning of clinical internships. Included among these immunizations are Hepatitis B and a yearly Mantoux TB test. Students are required to submit a medical history, immunization records and related health forms to the University Health Services on a yearly basis. The University Health Services charges a fee to maintain these student health records. Students are advised that failure to submit all required medical documents to the University Health Services by the required deadline will prevent the student from participating in classes or the clinical education process until the required documents are received and processed by University Health Services. All PT students will be charged a $20.00 fee for the immunization registration appointment at the time of your visit. For those who are not considered complete there is an additional $50.00 tracking fee. In order to avoid the additional $50.00 tracking fee, all immunizations (including the entire Hepatitis B series) must be completed prior to the first appointment with the University Health Services. Successful completion of the Hepatitis B vaccination series will take a minimum of 7 months and may take as long as 15 months if a person does not have a positive titer after the initial 3 vaccinations. Please note that in most cases, a student will not have all immunizations completed by the time of the initial visit. Therefore, you will likely be charged $70 at the time of your initial visit. If this is a financial hardship, please speak to the personnel at the University Health Services regarding a payment plan. For more information: [http://www.uc.edu/content/dam/uc/University%20Health%20Services/docs/Health%20Packets/2014_pt.pdf](http://www.uc.edu/content/dam/uc/University%20Health%20Services/docs/Health%20Packets/2014_pt.pdf)

- **Health Insurance**
  All students are required to carry health insurance. Specific information, including costs and instructions to waive student health insurance if you are covered by another policy can be found at [http://www.uc.edu/uhs/studenthealthinsurance/](http://www.uc.edu/uhs/studenthealthinsurance/).
PT Policy 027: Physical Therapy Student Expenses (cont'd)

× Needlestick (Bloodborne pathogens) insurance
Students who purchase Student Health Insurance through the University receive Needlestick insurance coverage as part of the basic policy. This will cover costs associated with follow-up care following a Bloodborne pathogen exposure. Students who do not purchase Student Health Insurance will be assessed a $37 fee for a Needlestick Insurance policy which will appear on the student bill (as Bloodborne Pathogen Insurance) the first semester of enrollment of each year.
http://www.uc.edu/uhs/student_health_insurance/bloodborne_pathogenexposureinsurance.html

× APTA Student Membership
APTA membership is required each year a student is enrolled in the PT program. Membership is approximately $90 per year.

× Clinical Expenses
Students are responsible for all costs related to the Physical Therapy Practice clinical experiences. Students must be prepared to attend a clinical rotation outside of the Cincinnati area and to assume responsibility for all travel and room and board arrangements and costs associated with these placements. The student’s “out of town rotation” budget needs to include: tuition payments, travel, lodging, food, etc. The cost varies dramatically depending upon if the student is able to stay with family/friends during the rotation and the location of the rotation. The cost can be $500 if staying in Ohio to $5000 for a rotation in Chicago. Expense reports from previous students are available in the Clinical Education Office for current students to review. Students doing clinical experiences still have the usual financial obligations to the University.

× Books
Books are estimated to cost between $500 and $600/semester. Course materials must also be purchased. Please note that this is an average cost over the length of the program. The cost of books in the first year, especially the first semester may be higher.

× CPR Certification
CPR certification is required and must be maintained throughout the length of the program. Students must be certified in adult, child and infant CPR. Successful completion of CPR/AED for Professional Rescuers and Healthcare Providers offered by The American Red Cross or the Basic Life Support (BLS) for Healthcare Providers course offered by the American Heart Association fulfills the CPR requirement. Online courses do not fulfill the CPR requirement. Students are responsible for all costs associated with certification and/or re-certification. Students are advised that failure to submit documentation of CPR certification by the required deadline will prevent the student from participating in the clinical education process.
The following items are required and should be purchased by the student:
1. Stethoscope
2. BP cuff
3. Two flat sheets, two pillowcases, three regular size bath towels
4. Lab jacket*
5. Nametag*
6. Lab clothes which allow for posterior exposure of trunk from occiput to sacrum along with abdomen and anterior upper chest
7. Locker padlock
8. Ace wraps (3” double long and 4” double long)
9. Watch with a second hand
10. Guide to Physical Therapy Practice (available online as part of the APTA membership)

As a convenience, the following items are packaged as a kit and must be purchased through the department. (2 each) Personal Rulanglemeter 360deg in 5deg increments, and Personal Goniometer; (1 each) 12 ½” Goniometer, Bubble Baseline Inclinometer, Retractable Tape Measure, Gait Belt, Taylor Reflex Hammer, Bandage Scissors Right Handed 7-1/2” (19cm) and (1) 6” double long ace wrap.
Cost: Approximately $175

* The department will provide additional information regarding the ordering and purchase of these specific items.
PT Policy 028: Communication with Students

All students enrolled in the PT program will receive a University e-mail account. It is the student’s responsibility to be sure their University e-mail account is activated. Important University and Program information will be communicated via the University e-mail system; therefore, students are advised to check their University accounts on a daily basis. In addition, students are required to report any changes in address or phone number to the department office in a timely manner.

Students now have the opportunity to sign up for the University of Cincinnati’s emergency text-messaging service. UC Public Safety uses this emergency text-messaging system only in the event of imminent or ongoing threats to campus safety and security. For more information and to enroll in the system, go to http://www.uc.edu/ucit/phone/emergencytextmsg.html

Students should be aware that most program faculty utilizes Blackboard Learn for their courses. Important course information may be posted under announcements on Blackboard and students may be required to submit assignments via Blackboard. Students must be registered for a course in order to access the Blackboard site for that course. Students should check the course syllabus regarding the use of Blackboard for a specific course. The Blackboard site may be accessed directly at https://canopy.uc.edu/webapps/portal/frameset.jsp or from the UC website (click on UC tools on top right).

PT Policy 029: Policy for Disability Accommodations

Students with a disability are eligible to receive a variety of support services. In order to receive academic accommodations, a student must be registered with the Disability Services Office and have an accommodation form that lists in-class and test accommodations. Accommodation forms must be presented to the course instructor during the first week of class of each semester. Students who require accommodations to meet the program essential functions are required to register with the Disability Services Office on West Campus at 210 University Pavilion (513) 556-6823 or http://www.uc.edu/aess/disability.html. Students are advised that certain disabilities can interfere with a student's ability to complete the program of study and acquire the essential functions necessary for the practice of physical therapy. Reasonable accommodations can be made to compensate for some, but not all, limitations. Students should be aware that those that interfere with patient care, safety or require the use of an intermediary may be incompatible with independent professional practice.1 A student who is unable to fulfill the essential functions may be dismissed from the program.

1 Essential Functions, Physical Therapy Program, Arnold School of Public Health, University of South Carolina
As part of the PT curriculum, students will be participating in laboratory activities in which they may be requested to assume the role of “patient” or “subject” or "treating therapist." It is the student's responsibility to inform the course instructor of any health concerns relevant to the student's participation in the laboratory activity prior to the beginning of class. **If a student has had a recent illness, injury, surgery or other medical problem that limits their participation in these activities, the student must obtain a written note from their physician specifying the restrictions or limitations. The student must provide a note from their physician when they are cleared to fully participate in lab activities.** This note must be given to the PT Program Director who will inform the faculty of the restrictions. A student who is unable to fully participate in class and/or lab activities and is unable to acquire and demonstrate the skills and knowledge required to successfully complete a course by the end of the term, may be required to take a leave of absence from the program. In addition, students are advised that laboratory activities are for the purposes of demonstration, instruction and practice and are not intended to be therapeutic or diagnostic for the student. Students are required to sign the Consent and Release form for Participation in PT Lab Activities as a Student Subject at the start of each academic year.

On occasion, an individual from the community may participate as a “patient” in a laboratory activity. Consent must be obtained from these individuals prior to their participation. The instructor is responsible for assuring completion of the consent form and maintaining these records. Students are reminded that HIPAA standards of privacy apply to the information shared by these individuals and the results of any examination or evaluation completed as part of the laboratory activity. In addition, if a “patient” is to be videotaped or photographed, it is the responsibility of the faculty member to obtain a photo/videotape release. If a student is videotaping a “patient” for an assignment, the student must obtain the photo/videotape release and submit it with their assignment.

Consent forms for PT Lab Activities are located in the Appendices.
PT Policy 031: Additional Requirements

Additional testing, training, or other requirements are necessary for the student at various times within the program. The student is responsible for obtaining or completing these requirements and paying all associated fees. Below is a list of current requirements and deadline dates for their completion. Students are advised that this list is not all inclusive as other requirements may be added as necessary during the year.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required sponsor</th>
<th>Deadline for completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>APTA membership</td>
<td>APTA</td>
<td>September 1, must be renewed yearly; additional fee</td>
</tr>
<tr>
<td>Blood borne pathogens training</td>
<td>UC website <a href="http://webcentral.uc.edu/cpd_online2/">http://webcentral.uc.edu/cpd_online2/</a></td>
<td>Beginning of fall semester of the first year of the program and renewed yearly.</td>
</tr>
<tr>
<td>Cardiopulmonary resuscitation (CPR)-adult, including one person and two person CPR and pediatric (infant and child)</td>
<td>Certified agency (American Heart Association, Red Cross) - for specific information on courses, refer to the paragraph on CPR certification under PT Policy 027: Physical Therapy Student Expenses. Online courses are not acceptable.</td>
<td>Beginning of the fall semester of the first year of the program and renewed yearly. Proof of CPR certification must be submitted by the end of the fall semester in years 2 and 3 of the program. Current CPR certification is required throughout the course of the program; additional fee</td>
</tr>
<tr>
<td>Department Forms</td>
<td>Department</td>
<td>September 1 in the first year of the program; updates must be provided by the end of the fall semester in years 2 and 3. Students are advised that the University Health Services charges a fee to maintain health records as required by the program.</td>
</tr>
<tr>
<td>Clinical/Laboratory supplies</td>
<td>Department and Student</td>
<td>See PT Policy 027; additional fee</td>
</tr>
<tr>
<td>Health Insurance and Needlestick (Blood borne pathogens) insurance</td>
<td>University Health Services <a href="http://www.uc.edu/uhs/">http://www.uc.edu/uhs/</a></td>
<td>Upon entering the program and must be maintained throughout the length of the program; additional fee unless the student is covered by the University Health Insurance</td>
</tr>
<tr>
<td>HIPAA training</td>
<td>UC website <a href="http://webcentral.uc.edu/cpd_online2/">http://webcentral.uc.edu/cpd_online2/</a></td>
<td>By the beginning of the fall semester of the first year and renewed yearly</td>
</tr>
<tr>
<td>Research training -Human Subjects</td>
<td>UC website <a href="http://webcentral.uc.edu/cpd_online2/">http://webcentral.uc.edu/cpd_online2/</a></td>
<td>By the end of the fall semester of the first year and renewed yearly</td>
</tr>
<tr>
<td>Laboratory consent, signed essential functions form</td>
<td>Department</td>
<td>Upon entering the program and updated at the beginning of the fall semester of each year</td>
</tr>
<tr>
<td>Malpractice insurance</td>
<td>MARSH Affinity Group Services (through department office)</td>
<td>December of each year; additional fee</td>
</tr>
<tr>
<td>Yearly Physical Examination including an annual TB test and required vaccinations (Hepatitis B series and influenza vaccine)</td>
<td>University Health Services or private physician <a href="http://www.uc.edu/uhs/">http://www.uc.edu/uhs/</a></td>
<td>Upon entering the program and beginning of the fall semester each year; additional fee</td>
</tr>
<tr>
<td>Professional Behaviors self-assessment</td>
<td>Department</td>
<td>As outlined in PT Policy 016: Professional Behaviors</td>
</tr>
</tbody>
</table>
PT Policy 032: Appeal Process / Complaints

Appeals:
A student has the right to appeal a dismissal decision or any other decision which affects the student’s standing in the program. A written appeal must be submitted to the program director no later than the first day of the final week of classes of the semester immediately subsequent to the semester in which the decision was rendered. The written appeal should include a specific plan describing how the student intends to address any deficiencies, professional behavior issues, etc. A student who has been dismissed is not permitted to continue in the program during the appeal process. The written appeal will be distributed to all program faculty members no less than one week prior to the meeting at which the appeal will be discussed. The entire appeal process will be completed no more than one semester and 30 days after the submission of the written appeal. Decisions based on academic factors, will be appealed to the entire faculty. Decisions based on non-academic factors, such as professional behavior issues, will be appealed to a faculty appeals committee. This committee will be appointed by the department head on an as needed basis. The appeals committee will consist of 3 department members, one of whom must be the student’s faculty advisor. A student who chooses to appeal a decision based on either academic or non-academic factors will be required to address the faculty or appeals committee for a maximum of 15 minutes at a meeting arranged by the program director. This will be followed by a maximum of 15 minutes of questions from the faculty/ committee. Every attempt will be made to schedule an academic appeal meeting at a time when all faculty are available to attend; however, this may not be possible due to varied faculty schedules. The decision regarding the appeal will be based on a majority vote of the full time faculty present if the dismissal was for academic reasons or the appeals committee in the case of dismissal for non-academic reasons. The decision will be conveyed to the student, in writing, within one week of the appeal meeting. In the case of a tie vote, the student’s appeal will be denied. Please note: this is a department procedure and does not replace the Grievance Procedure which is outlined in the Graduate Student Handbook.

Complaints:
Students who have an issue concerning a specific course should initially discuss the issue with the course instructor. If the problem persists and is not satisfactorily resolved the student should discuss the issue with their faculty advisor. If the problem continues to persist, the student should bring the matter to the attention of the Program Director. The Program Director will attempt to intervene to reach an agreement between the student and the course instructor. If an acceptable resolution is not reached, the Program Director will bring the matter to the attention of the Department Head. Please note that issues regarding course content and/or grades can only be addressed by the course instructor.

If a student has an issue with a fellow student, faculty member (who is not their course instructor) or a staff member, the student should initially address the issue directly with the individual involved. If the problem persists and is not satisfactorily resolved the student should discuss the issue with their faculty advisor. If the problem continues to persist, the student should bring the matter to the attention of the Program Director. The Program Director will attempt to intervene to reach an agreement between the student and the other individual involved. If an acceptable resolution is not reached, the Program Director will bring the matter to the attention of the Department Head.
PT Policy 032: Appeal Process / Complaints (cont’d)

Students are advised that they may seek the assistance of the Office of the University Ombuds. The Office of the University Ombuds is a safe and confidential place for all members of the UC community to talk about University related conflicts, issues or concerns. The office staff will listen to your concerns and help you identify options for successful resolution. Contact information for the Office of the University Ombuds is:

Office of the University Ombuds
607 Swift
University of Cincinnati
PO Box 210180
Cincinnati, OH 45221-0180
Phone: (513) 556-5956   Fax: (513) 556-5959
Web: http://www.uc.edu/ombuds.html

If a student has exhausted due process within the program and University, the student has the right to contact the Commission on Accreditation of Physical Therapy Education (CAPTE) to report any concerns or complaints regarding the program. CAPTE can be reached at (1-800) 999-2782 or at http://www.capteonline.org/Complaints/.

PT Policy 033: Policy for Use of Electronic Devices

The use of electronic devices including, but not limited to, cell phones, pagers, PDAs, and IPODs, during scheduled class or exam periods is strictly prohibited. If a student has a need to use this type of equipment, the student must receive permission from the course instructor. It is NOT acceptable to place cell phones on vibrate or to participate in text messaging during class or exams.

Laptop computers powered by a battery source may be used during lecture as indicated by the course instructor but NOT during exams or lab sessions. Power cords may not be used at any time as they present a tripping hazard. Laptop computers must be stored during lab sessions. Damage to a laptop computer that is not properly stored during a lab session will be the responsibility of the student who owns the laptop. The only exception to this policy is in the instance of students using college owned laptops provided for use by the course instructor.
PT Policy 034: Policy on Harassment/Abuse

The Doctor of Physical Therapy Program is committed to providing a positive learning environment both in the classroom and in the clinical setting. In order to achieve this goal, the Program has established standards of behaviors that are based upon mutual respect of all individuals involved in the learning process. No form of student harassment or abuse is acceptable. Any student who harasses/abuses another individual is in violation of the Student Code of Conduct and is subject to dismissal from the Program.

Definition of Harassment/Mistreatment:
Harassment/Mistreatment is defined as any behavior that is disrespectful and/or unreasonable and may demonstrate a misuse of positional power. Mistreatment includes but is not limited to the following behaviors:

- General Mistreatment (i.e., public humiliation or belittlement, threats, personal service requests, physical or verbal abuse)
- Sexual Harassment (i.e., inappropriate comments, name calling, jokes, slurs, gestures, touches, advances of a sexual nature)
- Racial Harassment (i.e., inappropriate comments, name calling, jokes, slurs, gestures of a racial nature)
- Sexual Orientation Harassment (i.e., inappropriate comments, name calling, jokes, slurs, gestures, touches, advances of a sexual nature)
- Religious Harassment (i.e., inappropriate comments, name calling, jokes, slurs, gestures of a religious nature)

Relationships included:
- faculty to student
- clinical instructor to student
- supervisory/administrative personnel to student
- hospital/clinic personnel to student
- student to student
- student to faculty
- student to clinical instructor
- student to supervisory/administrative personnel
- student to hospital/clinic personnel

A student who has been the victim of any type of harassment or abuse should report the incident to the PT Program Director or another faculty member. Harassment or abuse that has occurred in the hospital or clinical setting should be reported to the Director of Clinical Education (DCE). It is the responsibility of any individual who receives a report of harassment/abuse to report it to the Dean’s office. Additional assistance may be obtained from the Office of the University Ombuds and the Office of Equal Opportunity.

The University policy on sexual harassment can be found at:
http://www.uc.edu/content/dam/uc/hr/equalopportunity/docs/policy_statementsexual_harassment.pdf
The university policy on discriminatory harassment can be found at:
http://www.uc.edu/content/dam/uc/hr/labor_and_employee_relations/policies/11_02_discriminatory_harassment.pdf
Emergency Procedures

Guidelines for Students
Rev. 12-1-10

FIRE
All university buildings are equipped with automatic fire alarm systems. Many are equipped with voice systems that will give specific instructions, as well as automatic sprinkler systems. In the event that a fire alarm sounds, all persons are required, under state law, to evacuate the building immediately. Failure to evacuate is a criminal offense. Persons in charge of a facility (including faculty teaching class) are also responsible for evacuating their area, and may be held personally liable for a failure to evacuate. Once a fire alarm has sounded, do not re-enter a building until the all clear message has been given by emergency personnel.

Testing of the fire alarm system is normally conducted during hours the building is closed and is posted in advance. Any fire alarm that sounds must be treated as an actual alarm unless prior notice is given of the testing. When evacuating, take your personal belongings with you, and secure your office as you leave.

In the event of a fire or fire alarm, the student should take the following actions:
- Immediately exit the building via the nearest stairwell.
- Exit the classroom or lab, verifying all visitors have left.
- Students shall not attempt to extinguish a fire.
- Pull the fire alarm (located at each stairwell and main entrances).
- If possible, call 9-1-1 from a phone located a safe distance away from the building, to report the exact location of the fire.
- Exit the building and await the fire department.
- Do not re-enter until you receive the all clear message from Public Safety.

PHYSICAL DISABILITIES
Special Procedures are in place for persons with physical disabilities who may be present in a building during a fire. Persons with physical disabilities are permitted to stay in a building during an emergency situation only if they are non-ambulatory or where elevator assistance is essential for their evacuation and they are located either above or below the ground floor. Elevators cannot be used during a fire alarm. All other persons with disabilities need to evacuate the building in an emergency situation. If required, persons with a visual impairment should seek assistance from other occupants in the building. Many UC buildings are provided with designated Areas of Rescue Assistance for this situation. These areas are equipped for two-way voice communications with the 9-1-1 dispatcher, and are located within fire resistive areas of the building typically stairwells. The faculty members may want to check on the presence of these areas in order to assist a person with a physical disability in their class. For buildings where there are not designated Areas of Rescue Assistance, or if their presence is unknown, persons with disabilities should be instructed to seek a safe place (preferably a room with an exterior window, a telephone and a solid door), call 9-1-1 and report their location to the dispatcher. The Fire Department will then determine if they need to provide evacuation assistance or if the caller should stay in place.
Emergency Procedures (cont’d)

SEVERE WEATHER
The University has implemented a severe weather warning system as part of its ongoing fire and life safety systems upgrade. This system allows Public Safety to play prerecorded announcements in many of the campus buildings when severe weather threatens. This system will be used in conjunction with the existing Hamilton County siren warning system. The sirens effectively warn persons out of doors; however, they do not provide good coverage indoors. The campus system delivers the warnings to persons inside the buildings, as well as providing more detailed instructions. The sirens and the campus system are activated for severe weather warnings only, not for watches. Each building has a designated severe weather shelter area. These locations can be found at: http://www.uc.edu/content/dam/uc/publicsafety/docs/SHELTER_LOCATIONS.pdf

A severe thunderstorm WATCH indicates that conditions are favorable for the formation of a thunderstorm of 58 mph or greater. Hail with a diameter of ¾” or more may also be present. A severe thunderstorm WARNING is issued when severe thunderstorms have developed in the area. Shelter should be sought indoors, away from windows. A tornado WATCH indicates that weather conditions are such that tornadoes can develop, as well as implying that thunderstorm activity may be severe. A tornado WARNING indicates that a tornado has actually been sighted in the reporting area. Immediate shelter should be taken in the lowest interior area of a building. Avoid long span roof areas (auditoriums and gymnasiums) and areas with large amounts of glass. The Hamilton County warning sirens use a steady tone to indicate a severe weather warning (a rise fall tone is used for an attack warning). Both tones are tested on the first Wednesday of each month at 12 noon; unless there is threat of severe weather. The campus weather warning system will be tested at the same time of the day also on the first Wednesday of every month. Should a severe weather WARNING be issued, faculty members should instruct their students to move to the severe weather shelter area of the buildings. In some cases (classrooms on lower levels with no exterior windows) it may not be necessary for the class to move. Everyone should review their class locations against the list of shelter areas (see above link in this section). Call the Fire Prevention Unit at (513) 556-4992 if you have questions.

SHELTER IN PLACE
Several potential emergency situations that release hazardous materials into the air may result in local government issuing a “Shelter In Place” warning. These situations include chemical spills, fires, and chemical/biological attacks. Shelter in place means taking refuge inside a building and isolating yourself as much as possible from the outside air. When a shelter in place warning is issued that affects the University of Cincinnati, an announcement will be made over the campus warning system. In buildings which are not part of the campus warning system, the warning will be issued via weather alert radio. The following steps should be taken upon hearing the shelter in place warning:

- Close outside windows and doors.
- Turn off individual window air conditioners or fan units that bring in outside air.
- Remain indoors and await further instructions or the all clear message.
- Faculty will keep students in the classroom/lab until the emergency is over, or until other instructions are given.
- For students living in a Resident Hall, the actions are basically the same. All Resident Halls are part of the campus warning system, and will receive voice announcements.
- Residents should take the following steps upon hearing the shelter in place warning:
Emergency Procedures (cont'd)

- Close outside windows and doors.
- Turn off individual window air conditioners or fan units that bring in outside air (Dabney, Turner, and Schneider).
- Remain indoors and await further instructions or the all clear message.

MEDICAL EMERGENCY
Should any person suffer a medical emergency, assistance can be summoned by calling 9-1-1. University Hospital provides a paramedic service to the UC main campuses, with back-up coverage from the Cincinnati Fire Department. Be sure to specify exactly where in the building the patient is located and if possible send someone to meet the paramedics at the main entrance.

THEFT
In the event that a student is the victim of a theft (or other non-violent crime) contact the UC Police department at (513) 556-1111.

WORKPLACE VIOLENCE & VIOLENT CRIME
Unfortunately, workplace violence and violent crimes do occur on university campuses, although rarely. UC has a training program available for interested departments. For information, contact the Crime Prevention Unit at (513) 556-4900. Further information can be found at http://www.uc.edu/publicsafety/police/CrimePrevention.html. In the event that a violent event was to occur elsewhere in a building lock the classroom door and move out of the line of view of the door. Contact the police by calling 9-1-1 from a campus phone or (513) 556-1111 from a cellular phone. Police personnel will provide further instructions on the building public address system.

Should a violent event occur in a classroom, if the suspect has fled, follow the same steps as above. If the suspect is still present, attempt to evacuate from the room. Call 9-1-1 as soon as possible. Be aware that 9-1-1 calls from campus phones are automatically identified, so if you cannot talk, police officers will be sent to investigate. At the present time, there is no method of identifying where a cellular phone call is made, so you must be able to speak to summon assistance by cellular phone.

BOMB THREATS & SUSPICIOUS PACKAGES
If you should receive a bomb threat, a suspicious package, or locate a suspicious item, contact the Police Department immediately by calling 9-1-1 on a campus phone. DO NOT USE A CELL PHONE!! UC has training and information packages available regarding bomb threats and suspicious packages. For more information contact Crime Prevention at (513) 556-4900 or http://www.uc.edu/publicsafety/police/CrimePrevention.html. If you receive a bomb threat write down exactly what is said as soon as possible. If you have a display phone, note the number that the call was received from. If you receive a suspicious package or locate a suspicious item, do not move or open the item. Clear persons away from the immediate area and lock the area. Meet the responding police officers outside.
Emergency Procedures (cont'd)

PHONE NUMBERS & WEB SITES

- **Department of Public Safety**
  - Emergency Dial 9-1-1 or (513) 556-1111
  - Non-Emergency (513) 556-4900
  - Dispatcher (513) 556-1111 or (513) 558-1111
  - Crime Prevention (513) 556-4900 (Workplace violence, theft, general info)
  - Fire Prevention (513) 556-4992 (Fire Safety, evacuations, severe weather)
  - Emergency Planning (513) 556-4900 (UC emergency plan, terrorism)
  - [www.uc.edu/pubsafety](http://www.uc.edu/pubsafety)

- **Environmental Health & Safety** (513) 556-4968 [http://ehs2.uc.edu](http://ehs2.uc.edu)

- **Radiation Safety** (513) 558-4110 [www.uc.edu/radsafety](http://www.uc.edu/radsafety)

Additional Information

**University Graduate Scholarships**
The PT Program awards partial tuition scholarships, University Graduate Scholarships (UGS), to incoming students. Awards are based on the strength of the student’s application to the PT Program. There is no separate scholarship application. Awards are for one year only and are dependent on program funding. If funding is available, awards may be renewed contingent on the student meeting the minimum academic requirements as stated in their award letter.

**Pacholder Fund Scholarships**
The Pacholder Fund Scholarship is intended to provide needed financial assistance to students in the PT program. It is hoped that the funds provided will ease financial hardship sufficiently to permit academically capable students within the PT program to reach their academic and career goals. Students can obtain a Pacholder scholarship application from the Program Coordinator. A faculty committee awards the scholarship based on criteria established by the Pacholder family.

**Graduate Assistants (GA)**
Depending on program funding, the program is usually able to fund 2 graduate assistant stipends per year, however this is not guaranteed. Additional GA positions may be funded by individual faculty members who have research grants. On average, three-to-four GA positions are funded each academic year. The students who receive these stipends also receive partial tuition support (UGS) and are required to work approximately 8-10 hours per week. Applicants to the program are asked to indicate their interest in being considered for a GA position on the program application. GAs are assigned to work with a specific faculty member. The faculty member is responsible for interviewing students and choosing the GA with whom they will work. GA positions are available only while a student is enrolled in the didactic portion of the curriculum. Students who are assigned to clinical rotations are expected to focus their time and energy on performing well in the clinic and are not eligible for a GA position.
Student lockers
A block of lockers (A01-A42, B111-B122 and D01-D05) has been assigned to the Department of Rehabilitation Sciences. These lockers are available for student use and will be assigned by the PT Program Director. Students are advised to remove their belongings from their lockers during extended breaks.

Student IDs
Student IDs are issued at the Office of Public Safety in Edwards Three. IDs are issued every day but students should call for specific hours (513) 556-4900. IDs are required for various rights/privileges, including but not limited to, admittance to the French East Building and the Medical Sciences Building on evenings and weekends, tickets to University sporting events, etc. Students are advised to carry their student ID with them at all times while on campus. **Access to French East and tunnel doorways require your student identification swipe after business hours and on weekends.**

Donald C. Harrison Health Science Library [http://libraries.uc.edu/hsl/](http://libraries.uc.edu/hsl/)
The Health Sciences Library entrance is on E level in the Care/Crawley Building across from the bookstore. Regular hours are:
- 7:45 AM - 12:00 AM (Monday - Thursday)
- 7:45 AM - 9:00 PM (Friday)
- 9:00 AM - 9:00 PM (Saturday)
- 9:00 AM - 12:00 AM (Sunday)

Note: The main entrance doors to the CARE/Crawley Building and the Medical Sciences Building are accessible via card access ONLY from 7 PM to 6 AM, Sunday through Thursday, and 5 PM to 8 AM, Friday through Saturday. With questions on how to access the Donald C. Harrison Health Sciences Library after the building doors close, please call (513) 558-0127.

Shuttle Service
Four (4) Campus Transportation Service (CTS) shuttle routes operate at various times during the year between designated stops on UC Campuses.

Six (6) Bearcat Transportation Service (BTS) shuttle routes operate at various times during the autumn and spring academic terms, and connect UC's Uptown Campus with the nearby neighborhood, and local and Greater Cincinnati entertainment areas. Schedule information for both services can be found at: [http://www.uc.edu/af/facilities/services/shuttle.html](http://www.uc.edu/af/facilities/services/shuttle.html).

Fitness Center at Care/Crawley (Campus Recreation)
Payment of the University’s Campus Life Fee entitles full-time Physical Therapy student to Campus Recreation membership. The Fitness Center at the Care/Crawley Building is located on E-level. Information on hours, other campus recreation facilities and programs can be found at: [http://www.uc.edu/campusrec/facilities/fccc.html](http://www.uc.edu/campusrec/facilities/fccc.html).
University Police
For emergencies dial 911. The University of Cincinnati police provide campus safety services and crime prevention. Other services include lost and found reporting and crime statistic documentation. Police main headquarters are at Three Edwards Center, 51 West Corry Street, Cincinnati, Ohio 45221-0215. Non-emergency phone numbers are (513) 556-1111 or (513) 558-1111.

Parking Services
Parking services maintains the parking facilities and sells parking passes to students, faculty and staff. Students are encouraged to purchase their parking passes as early as possible for best selection. Parking may be purchased via the web at www.uc.edu/parking/ or in person at the parking office:

West (Main) Campus Office
Four Edwards Center
51 W. Corry Blvd
Cincinnati, OH 45221-0624
(513) 556-2283

Office Hours: Monday - Thursday  7:00 a.m. to 6:00 p.m.
Friday, 7:00 a.m. to 5:00 p.m.
Motorist Assistance: Monday - Friday 8 a.m.- 3 p.m., call (513) 556-2283. After hours, call (513) 556-1111.

University Health Services
University Health Services (UHS) provides primary care to all registered University of Cincinnati students. In addition to primary care services, on-site specialty care is available in athletic, gynecology, dermatology, orthopedic, internal medicine and mental health. Other on-site campus services include: laboratory, pharmacy, x-ray services, allergy injections and an international travel clinic. A doctor is on call 24 hours a day to advise students should an emergency arise when UHS is closed. All physicians are board certified. The UHS website is http://www.uc.edu/uhs/clinics.html.

University Health Services-West
Richard E. Lindner Center-3rd Fl
(513) 556-2564, Fax (513) 556-1337
8:30-4:30 M, Tu, Th, F / 9:30-4:30 W

University Health Services-East
Holmes, 1st floor
(513) 584-4457, Fax (513) 584-2222
8:00-4:30 M. Tu, Th, F / 9:30-4:30 W
University of Cincinnati Student Health Insurance Office

All students and their dependents enrolled for six or more credit hours at the University of Cincinnati are required to carry health insurance and are eligible for the Student Health Insurance Program. All international students on F-1 or J-1 visas are required to have health insurance. Students will be enrolled in the student health insurance plan unless they submit a waiver form to verify similar or better coverage through other insurance. The fee is assessed two times a year (Fall and Spring). An additional fee is assessed to students who request optional insurance for their dependents. Insurance enrollment and waiver forms are available online.

Richard E. Lindner Center- 3rd floor
(513) 556-6868, Fax (513) 556-6655
http://www.uc.edu/uhs/studenthealthinsurance

Students who purchase Student Health Insurance through the University receive Needlestick insurance coverage as part of the basic policy. This will cover costs associated with follow-up care following a Bloodborne pathogen exposure.

Students who do not purchase Student Health Insurance will be assessed a $37 fee for a Needlestick Insurance policy which will appear on the student bill (as Bloodborne Pathogen Insurance) the first semester of enrollment of each year.

http://www.uc.edu/uhs/student_health_insurance/bloodborne_pathogenexposureinsurance.html

University of Cincinnati Graduate Metropolitan Rate

University of Cincinnati graduate students living in nearby Kentucky counties are able to attend UC at an established metropolitan tuition rate. The graduate metropolitan rate equals Ohio in-state tuition plus $150 per semester for full-time graduate students (up to 18 credit hours per semester); the metropolitan rate for part-time graduate students and overload credit hours is in-state tuition plus $15 per graduate credit hour.

http://www.uc.edu/registrar/residency_reciprocity_metro/metro_rate_graduate.html

In addition, select counties in Indiana are included in the Indiana/Ohio Reciprocity Agreement. Residents of these Indiana counties can apply to receive tuition at the Ohio-resident rate. For more information on reciprocity and the metropolitan rate please visit:

http://www.uc.edu/registrar/residency_reciprocity_metro/indiana_reciprocity.html
CLINICAL EDUCATION
Clinical Education: An Overview

Clinical education is an essential part of the Physical Therapy Program. The physical therapists and health care facilities participating in the clinical program are carefully screened and must share the PT Program’s commitment to excellence in patient care.

The clinical experience is spread throughout the student’s education. After the first year, the student participates in the first clinical rotation which is a ten week, full-time rotation with selected physical therapy clinics. After completing a second year of coursework, students complete a second full time rotation that is ten weeks in length. The third clinical rotation occurs at the start of the fall term and is nine weeks in length. Additional didactic courses are then taken, after which students complete their final twelve week clinical experience.

Students must complete their clinical experiences in three practice areas – inpatient, chronic care, and general outpatient orthopedics. Students can also participate in more specialized patient care areas including, but not limited to, home health, sports medicine, pediatrics, wellness clinics, hand therapy, burn hospitals or occupational health. Students must practice in the four practice patterns - musculoskeletal, neurological, cardiovascular/pulmonary, and integumentary.

Students participating in clinical rotations are still part of the University and are expected to meet all of the usual financial obligations and academic requirements of a student. Students must be adhere to the schedule assigned them by their clinical site, including holiday and work schedules.
Defining Inpatient (IP), Outpatient (OP), and Chronic Care (CC)

Inpatient Criteria:

Doctoral level students need to gain experience/exposure in considering all the components of a patient’s current condition in this setting including but not limited to:
- Episodes of immediate and severe illness or disability
- Short-term stay
- Co-morbidities
- Medications
- Labs, imaging, and medical screening
- Line management

Outpatient Criteria:

Doctoral level students need to gain experience/exposure in considering all the components of a patient’s current condition in this setting including but not limited to:
- Conditions that may no longer be in the acute phase
- Ambulatory patients with injuries that live at home, but are able to be community dwellers with or without assist
- Preventative care that fosters early detection of disease and morbidity, and focuses on keeping patients well in addition to helping them while they are sick
- Medical conditions that do not require hospital admission and can be managed without admission to a hospital
- Insurance reimbursement issues/case management

Chronic Care Criteria:

Doctoral level students need to gain experience/exposure in considering all the components of a patient’s current condition in this setting including but not limited to:
- Ambulatory or non-ambulatory patients with injuries/disabilities that reside at a facility
- End goal may be to improve functional level in current environment or return home with or without assist
- Address preexisting or long term illness, as opposed to inpatient which is concerned with short term or severe illness of brief duration
- Self-care, promote health and prevent loss of function
- Medicare and insurance reimbursement issues/case management
Assignment to Clinical Rotations

1. Requests for clinical slots will be made by the Director of Clinical education (DCE) in March of each year. Requests should be returned by May.

2. Physical Therapy Practice I: Students will be assigned to this clinical experience by the DCE after receiving input from students and faculty.

3. Some clinical facilities may have additional requirements, such as drug testing or background checks. It is the student’s responsibility to fulfill these requirements and to pay any related costs. This information is available in the clinical education files that are accessible to students. However, this information changes frequently. Thus, when cued to do so by the DCE, the student will contact the assigned clinical site to confirm their additional requirements. The student will notify the DCE if additional requirements are needed and the DCE will direct the student on where to send the results. Please see the Background check release form in the appendices. Students need to review the Clinical Site Information Form (CSIF) to see if any such additional requirements exist for the site and if so, the student may request to not be placed at the site. In addition, a criminal background check and/or drug screen may be required for practicing as a Physical Therapist. Many state licensing agencies require the therapist to have a negative criminal background before granting a license to practice. Students should be aware of the possible need for a criminal background check and/or drug screen and should be prepared to absorb the costs.

4. Physical Therapy Practice II – IV:
   a. A master list of facilities available for the upcoming year will be compiled and made available to the students by the end of August.
   b. Students will make their preliminary choices and meet with the DCE. The DCE and student will discuss the student’s choices.
   c. The DCE will take the student’s choices into consideration when completing the assignment process. After consultation with the faculty, students will be provided with placement confirmation letters.

5. Students cannot perform rotations at a facility or within a health care system where:
   • They previously volunteered or worked (in the Physical Therapy Department or Rehabilitation Area).
   • They have a relative working (in the Physical Therapy Department or Rehabilitation Area).
   • They or a relative have ownership
   • They will be supervised by a person or persons with whom they have previously volunteered or worked.
   • They have accepted a post-graduation position.

6. Upon assignment of students to the clinical practice experience, the facilities will be sent the name(s) of the student(s) assigned to them. This will take place by October 31. Sites will be asked to confirm placement of the student.
Assignment to Clinical Rotations Cont’d

7. Removing a student from an assigned clinical site: Clinical site assignments are considered permanent unless the site cancels the placement. Removal of a student from a clinical site for any other reason is very rarely done and is at the sole discretion of the Director of Clinical Education.

8. It is the student’s responsibility to contact the facility to find out about clinic hours, location, directions, parking, dress code, etc. It is also solely the student’s responsibility to arrange for transportation, room and/or board for each clinical assignment. The University, faculty and Clinical Sites have no responsibility for providing transportation, room and/or board for clinical assignments.

9. The DCE will communicate with the site and student at least once during each clinical experience. This communication can be via phone call, site visit, email, or fax.
Student Conflict Resolution Procedures in the Clinical Setting

Should a conflict arise during the student’s performance in the clinical setting, the following steps for resolution should be followed:

1. The student and the Clinical Instructor (CI) should try to resolve the conflict.
2. If the conflict is unable to be resolved, the Clinical Instructor should approach the site’s Clinical Coordinator for Clinical Education (CCCE) for intervention.
3. The CCCE should serve as an objective third party in his/her observation of the student/CI relationship and make recommendations for possible positive solutions to the situation.
4. If the conflict is judged by the Clinical Instructor and/or the CCCE to be a more serious matter, the CI and/or CCCE should contact the PT Program immediately and apprise the Director of Clinical Education (DCE) of the situation. The DCE will then take action based on the information provided.
5. At any point in the process, the student, CI or CCCE may contact the DCE to assist with strategies to help facilitate a successful resolution.

When a problem situation arises, whether it is due to a conflict in professional behaviors or decreased performance expectations, the most likely sequence of events will be as follows:

1. The DCE will talk to the student and the CI separately to get each individual’s account of the problem.
2. The DCE may schedule a time to come to the clinic to discuss the situation further with all parties involved.
3. The DCE will meet or speak individually with the student, the CI and/or the CCCE, if indicated, and make recommendations for possible resolutions.
4. If indicated, the DCE will then meet with all parties involved in a joint meeting to help define concrete actions that will be taken.
5. A written plan of action will be generated and specific timelines for completion will be agreed to by all parties involved (student, CI, CCCE, DCE).
6. The DCE will remain involved for as long a period as necessary and will go to the site as many times as necessary to ensure successful resolution of the situation.
7. If the conflict cannot be resolved, or if the student has violated the law or the APTA Code of Ethics, the student will be removed from the clinic immediately and dealt with in accordance with program policy.
8. If the conflict is judged by the DCE to be a personality or professional behavior issue and if intervention has not been successful, the student will be removed from the clinical setting. If the student is able to successfully remediate, they will be reassigned to another clinical site.
9. Students who have been removed from the clinic, for knowledge or skill deficits, will be required to formulate and carry out a remediation plan in collaboration with the DCE. The plan may call for the student to participate in a variety of activities such as reading the literature, working with the program faculty on case studies, practicing techniques, etc.
Absence, Tardiness, or Early Departure Policy

It is the belief of the University of Cincinnati Physical Therapy Program that appropriate clinical attendance is a critical aspect of professional behavior. A physical therapist must be present for meetings, conferences, consultations, and patient care in order to fulfill their professional responsibilities. Lateness, absences, and student initiated schedule changes are only acceptable in the event of an emergency and with notification. The Program informs students that violations of the attendance policies may result in:

- Removal of the student from the clinic,
- Additional scheduled time in the clinic,
- A delay in return to the clinic,
- No opportunity to make up missed time,
- Placement in an additional clinical experience,
- Failure in the clinical experience, and/or
- Termination in the Program.

The Program emphasizes to clinical instructors the need to reflect any violations of these attendance policies on the clinical performance evaluation sheets. The Program requires that acceptable and appropriate attendance be exhibited prior to completion of the Program.

Unexcused absences and tardiness. Unexcused absences are not acceptable. The student is expected to be in the clinic when assigned. Absences and tardiness are considered unexcused when:

- They are for non-emergent reasons.
- They are not approved by the site and/or the DCE.
- The DCE and site are not informed of the absence or early departure prior to the event.
- The DCE and site are not informed of the tardiness within 24 hours of the event.

Grading. If a student does not miss any clinical time or is given permission by the clinical instructor to make up excused absences/tardiness/early departures in the most appropriate manner, the student will receive 100% in the category. Please note: Attendance must be recorded and turned into the office at the completion of the clinical experience. Detriments to grades for unexcused or excessive absences are fully outlined in each syllabus for each clinical experience.

Written authorization. Due to illness or accident, students who are out of the clinic for greater than two days will be required to get a physician’s note stating they are medically fit to return to the clinical experience or supply written evidence of the accident. The authorization must be submitted to the Program office and the student’s clinical site upon his/her return. Failure to adhere to this policy will be considered a violation of the policy.
Clinical Experience Dress Code

All students must adhere to a uniform dress code when attending clinical rotations. Unacceptable dress or appearance could lead to course failure. Good personal hygiene must be practiced as part of conforming to the dress code. Students should contact the facility where they will be performing their clinical rotation to inquire about their dress code and should adhere by that dress code. If the facility does not have a dress code, students should wear the PT Program Uniform:

- Men will wear khaki, navy or dark pants and designated short white lab coats, a button-down shirt tucked into the slacks, and a necktie.
- Women will wear khaki, navy or dark pants with a choice of regular or elastic waist, a blouse tucked into slacks, and designated short white lab coat.
- Only students unable to fit comfortably into the lab coat may substitute a larger size white smock.
- Shoes must have no more than a one-inch heel, be closed toed and heeled, and made of leather or vinyl. Tie-up shoes must be tied.
- A nametag must be worn at all times and should appear as follows:
  
  John M. Goldner  
  Physical Therapy Program  
  University of Cincinnati

- Hair that reaches the collar or lower must be tied back.
- No jewelry other than watches, small earrings, and wedding bands.
- No colognes, perfumes or heavily scented hair products.
- No hats
- Clothing must always be neat and clean.

Even if permitted by the clinical site:

1. Students must NEVER wear: midriff tops, tops which expose the midriff when the arms are raised, see-through tops (even with another top underneath), pants whose hems drag the floor, ill-fitting pants, tank tops, sleeveless tops, shirts with logos or sayings (exception: shirts which bear the logo of the clinical site if they are acceptable to the site).
2. Shoes must be flat and made of leather or vinyl (NO canvas) and completely enclose the foot. No open toed or heeled shoes or sandals are allowed.
3. Armpits must be covered at all times when working with patients.
4. False fingernails are not permitted.
5. No fingernails visible above the fingertip.
6. No front or back cleavage is permitted.
7. No visible tattoos.
   ▪ No body piercings other than the earlobe. No more than two earlobe piercings per ear are permitted.
Additional Information on Clinical Rotations

1. Site selection
   a. All clinic facilities participating in our clinical education program must have a contract with the University of Cincinnati before a student can perform a clinical affiliation rotation in that facility.
   b. Students must be prepared to complete at least one clinical experience outside of the Greater Cincinnati area (i.e., two hour driving distance). The student’s “out of town rotation” budget needs to include: paying tuition, travel, lodging, food, etc. The costs can vary widely depending on the location of the rotation and what living arrangements can be made. Expense reports from previous students are available in the Clinical Education Office and in the Blackboard PT Clinical Education Community for current students to review.
   c. If a student requests a clinical placement in an area where the program does not have an established site, the DCE will investigate a maximum of three possible new sites depending on the current needs of the clinical education curriculum with consideration for the amount of time that is available before the proposed clinical rotation is scheduled to begin.
   d. All students must perform one clinical rotation (Physical Therapy Practice I – IV) in each of the following settings: inpatient, chronic care, and general outpatient orthopedics.
   e. Since participation in clinical education by the clinical facility is completely voluntary, assignment to a facility is subject to change until the first day of the rotation. Occasionally, clinic facilities may have to cancel a student’s rotation. The DCE will then try to place the student in a similar setting. However, if this is not possible; the student will then have to be reassigned to an available facility.

2. Health and Other Requirements
   a. Clinic facilities require the students to have completed health testing and vaccines, and carry malpractice insurance. Satisfactory proof of these requirements must be in the Program office, to the faculty’s satisfaction, prior to attending clinical education. (See Policy 032)
      i. Malpractice insurance – Each student contributes approximately $20.00 to be covered by a student policy. Malpractice insurance must be renewed in December of each year.
      ii. Health Insurance – Student Health Insurance is available for a fee, and must be purchased if a student is not covered by private health insurance. Students who purchase Student Health Insurance through the University receive Needlestick insurance coverage as part of the basic policy. This will cover costs associated with follow-up care following a Bloodborne pathogen exposure. Students who do not purchase Student Health Insurance will be assessed a $37 fee for a Needlestick Insurance policy which will appear on the student bill (as Bloodborne Pathogen Insurance) the first semester of enrollment of each year.

   http://www.uc.edu/uhs/student_health_insurance/bloodborne_pathogenexposureinsurance.html
iii. University Health Services – Students must complete the health requirements of University Health Services, including but not limited to testing, vaccines, and consultation. Failure to complete vaccination series and/or submit required documentation by the stated deadline will result in suspension from all program activities, including classes and clinical rotations. Some clinical facilities may have additional requirements, such as drug testing or criminal background checks. It is the student’s responsibility to fulfill these requirements and to pay any related costs. The DCE will direct the student on to where to send the results of such testing. Please see the Background check release form in the appendices.

iv. According to the contract between the University and the clinical site, the clinical site will provide emergency care to students for any accident, injury, or illness. The student’s health insurance shall be billed for any services, and the balance billed to the student. Responsibility for follow up care remains the responsibility of the student.

b. Students are required to hand carry their medical documentation with them to the clinic on the first day they are required to report.

3. Finances
   a. Students are responsible for all finances involved in clinical education, including, but not limited to, transportation, room and board.

4. Schedule
   a. Students are expected to be in the clinic for at least forty hours per week. However, hours may vary from one site to another. Students should prepare to be available 7 am to 8 pm, seven days per week. Students will follow the schedule of their clinical instructor, not that of the University.

5. Attendance (Please see the Attendance Policy)
   a. Absences will not be permitted. Absences may be made for illness or emergencies only. Absences must be made up, unless the facility is unable or unwilling to do so.
   b. Punctuality is required without exception. The student is to be at the facility at least ten minutes before they are expected and is not to leave until excused by their clinical supervisor.
   c. Students will adhere to the schedule of their clinic, not the University schedule.

6. Learning Expectations
   a. The student is expected to learn, respect, and observe all the rules and regulations of the facility in which the student is working. They are also expected to respect the confidentiality of the staff and patients.
   b. The clinical site also has obligations to the students – to provide a safe, supportive atmosphere conducive to learning and growth and to provide a clinical supervisor to whom the student will have a close, working relationship. If the facility does not appear to be meeting its obligations, the student should immediately inform the DCE.
Additional Information on Clinical Rotations (cont’d)

c. Students are not to share any information from a clinical site such as patient care protocols, etc. unless a Clinical Education Release of Information form has been completed by a person in authority at the clinical site and the completed form submitted to the DCE. The Clinical Education Release of Information form is located in the Appendices.

d. Students are to identify themselves as a “student physical therapist” and are to obtain the patient’s consent prior to initiating therapy. Students are to respect the right of the patient to refuse treatment by the student. In this case, the student is instructed to immediately report the patient’s refusal to their clinical instructor.

7. Site Visits
   a. The DCE will make every attempt to contact the student and their clinical instructor at least once during a rotation. This contact can be made by phone, email, fax, or in person.
   b. The DCE will make every attempt to visit a student at least once during their clinical rotations.

8. Termination from Clinical Education
   a. A student will be removed from their clinical education experience and receive a failing grade for that experience if they:
      i. are found to be under the influence of an intoxicating substance.
      ii. have been proven to have committed felonious behavior.
      iii. exhibit slanderous or libelous behavior.

Medical & Health Profession Student- Needlestick or Body Fluid Exposure

AFTER A NEEDLESTICK OR BODY FLUID EXPOSURE

IF indicated, HIV prophylaxis needs to be started within 2 hours.
- Cleanse wound with soap and water and irrigate area with saline. For eyes, irrigate with water, saline, or sterile irrigants.
- Arrange for source patient blood tests to be ordered by the provider responsible for the source patient's care (see below)
- Receive care from your medical provider or the nearest Emergency Department that accepts your insurance.

If you have UC Student Health Insurance, report to:
- **Monday – Thursday** (except University Holidays). 8:00 a.m. - 4:00 p.m. Wednesdays 9:30-4:00 p.m. University Health Services, Holmes Building, 1st floor, room 1007, Phone: (513) 584-4457
- **Nights, weekends, and University holidays**. Go to the nearest Emergency Department or the University Hospital Emergency Department. If you need advice call (513) 584-STIX. Follow up with University Health Services at (513) 584-4457 the next workday.
Additional Information on Clinical Rotations (cont’d)

- **If away from Cincinnati.** Go to the hospital emergency room where you can get immediate care. If you need advice, call University Health Services (513) 584-4457, or the University Hospital operator (513) 584-7777 or (513) 584-PAGE, and page the University Health Services physician on call. Report your exposure to University Health Services at (513) 584-STIX or (513) 584-4457.

If you do not have UC Student Health Insurance, contact your insurance company for instructions or go to the nearest Emergency Department that takes your insurance. You may receive care at University Health Services. You will be billed for your care.

**REQUIRED SOURCE PATIENT LAB WORK**
- Rapid HIV antigen test (OCCEXP or other) (written informed consent required)
- HBsAg, HBcIgM, HCVab
- Hepatic profile
- Collect 3 serum separator tubes and label with source name, medical record number, date, and time collected.
- At University Hospital UC students and employees should request an orange packet from Immediate Response lab (IRL) by calling (513) 584-3700.

**REQUIRED RECIPIENT LAB WORK**
- HIV antibody (HIVR)
- NDSTKII (includes HBsAg, HBsAb, HBcAb, SGPT, SGOT )
- HCVab

**Note:** Call University Health Services at (513) 584-4457 or have the University Hospital Operator at (513) 584-7777 or (513) 584-PAGE page the UHS provider on call for any questions regarding appropriate medical care. You will need to follow the protocol of the site at which you are rotating regarding documentation, obtaining source blood, etc.

COM Needlestick 07272004 (5/20/05)
Required Documentation for Clinical Assignments

It is the student’s responsibility to submit required documentation by the stated deadline to the department or other appropriate parties. (Please see PT Policy 032: Additional Requirements). Failure to do so may result in termination from the program or the cancellation of a clinical assignment which may result in a delay in progression through the program. In the rare instance that an original, submitted document has been lost or misplaced, the student is responsible for submitting a copy of the original form. Therefore, students are required to make a copy of the documentation prior to submitting it. It is the student’s responsibility to maintain these copies on file until completion of the program.
Important Web Sites

University of Cincinnati Homepage
www.uc.edu

College of Allied Health Sciences
www.cahs.uc.edu

Department of Rehabilitation Sciences
http://www.cahs.uc.edu/departments/RehabSciences/general/about.aspx

UC Student Code of Conduct
http://www.uc.edu/conduct/Code_of_Conduct.html

Graduate School Website
www.grad.uc.edu

Ohio PT Practice Act
http://www.otptat.ohio.gov/PracticeActs.aspx

Kentucky PT Practice Act
http://pt.ky.gov/StatutesRegulations/Pages/default.aspx

Indiana PT Practice Act
http://www.in.gov/pla/2581.htm

American Physical Therapy Association
www.apta.org

Federation of State Boards of Physical Therapy
www.fsbpt.org