

Florida Gulf Coast University
Department of Physical Therapy and Human Performance
Physical Therapy Clinical Education Policies

Introduction

Clinical education is an important part of the physical therapy curriculum. It is the time for students to apply and expand the knowledge and skills they have learned in class. In order to assure the optimum experience for students and therapeutic and safe examinations and interventions for patients, students must demonstrate competency in all appropriate practical skill checks and practical exams prior to beginning each clinical experience. Students are in clinic at the invitation of the clinic and are expected to follow policies of the facility during any clinical experience.

During clinical experiences, all FGCU, College of Health Professions, and Department of Physical Therapy and Human Performance Policies are applicable. Refer to the FGCU and the Department of Physical Therapy Student Guidebooks.

This document contains policies, procedures, and information relevant to the FGCU Department of Physical Therapy clinical education program. It is utilized by students, core faculty, and clinical faculty and serves as a reference and guide in matters related to clinic. It is updated yearly and as needed.

Prior to the first clinical experience students must sign that they have reviewed the clinical policies and agree to follow them.

Securing New Clinic Sites

Any party (faculty, clinician, or student) may identify potential clinic sites. The Academic Coordinator of Clinical Education (ACCE) has the following responsibilities:

- contact the Director of Physical Therapy or Center Coordinator of Clinical Education (CCCE) of the site,
- visit the site if local, phone interview clinic owner/CCCE of sites (further than 2-3 hours drive from FGCU)
- determine suitability of the site based on the criteria and needs of the program
- initiate the procurement of the Affiliation Agreements, the Clinical Center Information Form (CSIF), and other pertinent material.

In normal circumstances a site visit is made prior to establishing a clinical agreement and assigning students. When a student is assigned to a clinic prior to a site visit, the ACCE or designee will visit during the first student's clinic assignment.

Minimum criteria for clinical site selection*

Clinical affiliates meet the following minimum criteria prior to being utilized as a clinical site:

- The affiliate practices ethically and legally.
- The affiliate supports physical therapy clinical education.
- The affiliate employs an adequate number of clinical instructors (licensed physical therapists) to provide appropriate supervision, including on-site supervision at all times when student is providing patient/client care. In single physical therapist practices, plans for on-site supervision by licensed physical therapists are in place for those instances where the clinical instructor is absent.
- The affiliate has a variety of learning experiences available to the student.
- The affiliate is willing to follow FGCU policies which will be made available in the Clinical Education Handbook, posted on the FGCU Department of Physical Therapy Website.
- A clinical agreement has been fully executed between the affiliate and FGCU. The agreement will be annually reviewed.
- A Center Coordinator of Clinical Education (CCCE) has been appointed and is responsible for coordinating the assignments and activities of students at the clinical site.
- The affiliate expresses a commitment to clinical faculty development.
- The facility has adequate support personnel to meet the needs of the affiliate.

**These criteria are the minimum. Affiliates are encouraged to further develop their clinical education programs.*

Minimum criteria for clinical faculty selection**

Clinical faculty (Center Coordinator of Clinical Education and/or Clinical Instructor) meet the following minimum criteria:

- Clinical faculty practice legally and ethically
- Clinical faculty are motivated and willing to serve.
- Clinical instructors have one year clinical experience as a licensed physical therapist. CCCE's have two years clinical experience (as a physical therapist or other appropriate experience).
- Clinical faculty have an understanding of the clinical education/clinical supervision process.
- Clinical faculty are willing to make a commitment to continuing development of clinical teaching skills.
- Clinical faculty have a commitment to timely and effective communication with students and Department of Physical Therapy and Human Performance Faculty.
- Clinical faculty are willing to follow FGCU policies as set forth in the clinical agreement and Physical Therapy Clinical Education Plan.

- These areas include but are not limited to, nondiscrimination, safety, confidentiality, student orientation to affiliate, and communication.

*** These criteria are the minimum. Clinical Instructors are encouraged to further develop their knowledge and skills in the area of clinical education.*

Clinical Affiliation Agreements

The affiliation agreement process is coordinated through the office of the Dean in the College of Health Professions. A signed affiliation agreement must be on file prior to the beginning of any student clinical experience. Students are responsible for understanding and following the terms of the agreement.

Clinic Schedule

The physical therapy DPT curriculum includes five Full Time clinical experiences, and one part Time Introduction to Clinical Education course.

Class of 2012

Clinical Education IV	Spring 1	Jan 2- Feb 17, 2012
	Spring 2	Feb 20-April13, 2012

Class of 2013

Clinical Education I	Fall	Oct 31- Dec 16, 2011
Clinical Education II	Summer 1	April 30-June 8, 2012
Clinical Education III	Summer 2	June 11-July 20, 2012

Class of 2014

Introductory Clinical Education		Jan 30-April 13, 2012 & May 7-July13, 2012
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These dates are subject to change. Every effort will be made to keep students informed of changes in a timely manner. The clinic dates are sometimes scheduled outside the normal semester calendar. Students are required to attend the clinics as scheduled.

Procedure for Securing and Assigning Clinic Sites

During March of each year, the ACCE sends a letter of inquiry to each active facility, requesting a commitment of positions for Florida Gulf Coast University students during the following academic year are requested. These offered positions are reviewed for variety of experience. If there is not sufficient

variety, additional positions with current or new sites are solicited well in advance of the clinical experiences.

Clinic Site Assignment

Students are assigned to a variety of facilities in order to assure experiences with patients having a variety of diagnoses/disabilities, ages, and practice parameters. Each student must experience patients with orthopedic, neurological, and medical diagnoses, in the following format:

DPT Clinical Education curriculum

Clin Ed I: Second year Fall (7 wks)

Clin Ed II: Second year Summer (6 wks)

Clin Ed III: Second year Summer (6 wks)

(II and III may be combined in one 12 week clinic, if experience provides sufficient variety or complexity level)

Clin Ed IV: Third year Spring 1 (7 wks)

& Spring 2 (8 wks)

Type of clinical experiences and schedule

- Clin Ed I or II- OP Ortho
- Clin Ed I, II, or III- acute care
- Clin Ed III, or IV- SNF/IP Rehab/ HHPT
- Clin Ed III, and/or IV- Specialty choice and/or other OP

Each student must see patients through a wide range of ages and experience the implementation of management concepts. Students have the opportunity to examine information about specific clinics prior to submitting a list of top choices. Students will not be assigned more than once to a facility unless the learning experiences are significantly different.

Student assignments are made three to nine months prior to the beginning of the assignment. After assignments are made, the ACCE notifies the clinics, including those not receiving assignments. The assignments not used are released in order to allow the clinic to offer the positions to other Physical Therapy Programs. **The ACCE has the final responsibility for making clinic assignments. Students are not guaranteed placement in their top choices and may be assigned to clinics outside the geographical areas in which they live.**

Expenses

All expenses including, but not limited to, travel, housing, and meals are the responsibility of the student.

Communication

The ACCE is the liaison between Florida Gulf Coast University, the clinical sites, and the students. Communication is maintained by mail, e-mail, telephone, group meetings and individual meetings. Students and clinical faculty are encouraged to initiate communication with the ACCE during clinical internships when any student is having significant difficulty with performance or behavior. Students should communicate with the ACCE if there are issues that have not been resolved after the student has spoken with the Clinical Instructor (CI) and CCCE. Academic faculty have access and are encouraged to participate in the on-line ANGEL discussion, in which clinic related topics are discussed led by the ACCE.

The ACCE, with assistance of core faculty, is responsible for communicating levels of performance and material covered with the CCCE of the facility. This is done through verbal and written means, prior to the beginning of each clinical experience. It includes the student's sharing of the Psychomotor Skills Log with the CI.

Students must communicate with the clinic several weeks prior to the beginning of the internship. In addition, each student must submit a completed Student Data Form, prior to the beginning of the affiliation.

Progression to Clinic

Students must be in good standing in the Physical Therapy Program including following the Professional Behaviors Plan, and have completed the appropriate prerequisite courses prior to participating in clinic assignments.

Schedule/Attendance

Students are expected to attend all scheduled clinical experiences. The clinical instructor determines specific schedules, with the student expected to follow a schedule that is similar to physical therapists in the clinic. This might include some evenings, weekends, or holidays. Clinical courses are designed to include at least a 35 hour workweek, using a schedule equivalent to staff therapists. Some clinics may have varied hours. Students are expected to adapt to the clinic schedule. Students who miss clinic are required to make up the time in a manner that is acceptable to the clinical instructor. It is the student's responsibility to initiate a plan for making up clinic time. **Students who are absent or late for clinic should inform the clinical instructor at the earliest practical time.** Students are expected to follow the policies of the clinic regarding time cards or other means of documenting clinic time. **The student**

should inform the ACCE, by phone or email, if absent for more than one day during the affiliation. Students who are habitually absent or late will be asked to sign and follow a learning contract that addresses the problem. Failure to meet the terms of the contract will result in an Unsatisfactory (U) grade in the course.

Orientation

Each affiliate must provide an orientation to the facility at the beginning of the clinical experience. The orientation must include safety/emergency procedures.

Patient Care Responsibilities

The ultimate responsibility for patient care remains with the assigned physical therapist. Students are expected to discuss with their clinical instructor the mechanism by which patients agree to treatment by the student. Students must always inform the patient of their student status and never lead anyone to believe otherwise. If students are asked to perform examinations or interventions for which the students have inadequate knowledge, students must inform their clinical instructors and request a change of assignment or appropriate instruction and supervision during the activity. Students must not be used in lieu of professional or non-professional staff.

Ethical/Legal Responsibility

Students are required to follow the APTA Code of Ethics for Physical Therapists, the Physical Therapy Professional Behaviors Plan, and the FGCU Clinical Affiliation Agreement.

Supervision

Each clinical facility has a Center Coordinator of Clinical Education (CCCE) who is responsible for organizing the clinical experience and assigning clinical instructors. The clinical instructor (CI), who may also be the CCCE, has the primary supervision/education responsibility for the student. The clinical instructor must be a physical therapist. The clinical instructor or another designated physical therapist must be on site at all times when a student is treating patients. The clinical experience may include student observation of other professionals, however, the direct care responsibility for treatment remains with the other professional. The clinical instructor's supervision of the student is close during the initial clinical experience. Supervision decreases as the student becomes more adept in management of patient care. Supervision decisions are always made on an individual basis considering the patient situation, the student's level of knowledge and performance ability, environmental factors, and

legal and reimbursement considerations. **The clinical instructor maintains the final responsibility for patient care.** The FGCU ACCE or other Physical Therapy Department faculty members are available for telephone and/or on-site consultation regarding levels of supervision and other situations that might arise.

Confidentiality

All patient information, patient records, and affiliate information are confidential. Students must make every effort to respect the confidential nature of this information. Students in doubt whether or not an item of information is confidential should consult with their clinical instructors. Students must comply with all HIPAA policies and procedures, as implemented by the affiliate.

Evaluation

Students will be evaluated using the APTA Physical Therapy Clinical Performance Instrument (PT CPI Web). Clinical grades are on a Satisfactory/Unsatisfactory (S/U) basis. A Satisfactory grade is required for successful completion of the experience. The clinical instructor has the primary responsibility for conducting the evaluation, based on the course objectives and the evaluation instrument. **The ACCE has the final responsibility for assigning the course grade**, utilizing information provided by the CPI, in accordance with each course syllabus. On a case by case basis, a student may be given the option of extending the time of any clinical experience in order to reach the appropriate level of clinical performance.

Accommodation for Disability

All reasonable efforts will be made to accommodate students with special needs, following FGCU policy. Students must notify the ACCE of the need at the time site choices are made. The ACCE will work with the CCCE to ensure that the accommodation is appropriate.

Personal Health

Students retain responsibility for their personal health and well being. Students must follow universal precaution guidelines and policies of their facilities. Should students be exposed to any health risk or injury at their clinical facilities, they must complete an incident report following affiliate guidelines and report the incident to the ACCE within one day.

Health Insurance

It is strongly recommended that all students entering the program maintain personal health insurance while enrolled at Florida Gulf Coast University.

Students should be aware that some affiliated clinical sites may require such coverage.

Immunization Requirements

Students are required to maintain up-to-date immunizations. An official record of these immunizations must be provided to the Department of Physical Therapy and Human Performance before October 1st each year of the curriculum. All immunizations must be current for a student to participate in any PT Practice courses and Clinical Experience/Internship courses.

Students must provide documentation of the following immunizations and screening tests:

Positive Rubella (German Measles) Titer Test or Immunization
 Positive Rubeola (Measles) Titer Test or Immunization
 Positive Varicella (Chicken Pox, Herpes Zoster) Titer Test or Immunization
 Current Tetanus booster (within 10 years)
 Mantoux TB screening test within 1 year of application and yearly thereafter
A positive Mantoux test result must be followed up with a chest x-ray and verification of inactive status
 Hepatitis B (HB) Vaccine series (series of 3 immunizations at 0, 1, and 6 months) and positive titer results (*A student signed waiver for the Hepatitis B Vaccine series is also accepted by the Department of Physical Therapy but may exclude you from working at certain Clinical Sites due to requirements of individual clinics.*)

Some affiliates may have additional health requirements. These requirements are indicated in material provided prior to the site selection process. A student choosing a facility is also agreeing to the health stipulations.

The student is responsible for the cost of emergency and other health care during clinical experiences. Affiliates are responsible for assisting students to procure treatment as needed. Some clinical facilities may require proof of health care insurance. The clinical affiliate has the right to require injured or ill students to leave the clinic if they place themselves or others at risk.

Provider AED, CPR and First Aid

Students are required to complete AED, CPR and First Aid courses for adult and child (American Heart Association BSL Healthcare Provider Course, or equivalent) prior to participation in any practice courses, clinical practice or experiential learning experiences. Copies of signed proof of instruction in AED, CPR and First Aid must be provided to the department prior to October 1st each year of the curriculum. Certifications must stay current in all areas while students are enrolled in the Physical Therapy Program. Failure to comply with these guidelines may result in dismissal from the Physical Therapy program.

Criminal Background Checks

Students in the Physical Therapy Program are required to undergo a criminal background check. This is at the students' expense.

Timing: Students are required to undergo the background review by October 1 of the first fall semester. Failure to undergo the initial criminal background check by October 1st may result in administrative withdrawal of all courses in the program of study. Withdrawal from the program courses could seriously jeopardize the student's ability to complete the program requirements and graduate on schedule.

Rationale: Health professional students and health professionals often treat vulnerable patients at risk. In order to protect these vulnerable patients, criminal background checks are being required by the university as well as many healthcare institutions. It is important for students to realize that they may be prohibited from sitting for the licensure exam if they have certain misdemeanors and felonies on their records. In addition, if it is likely that a student may pose a threat to the welfare of program faculty, staff, students, or patients, the student may be denied continuance in the program. Students who refuse to submit to a background check or do not pass the background check review may be dismissed from the program. Additionally, clinical sites may require additional specific background reviews and/or drug screen prior to the student commencing a clinical education experience.

•Level 2 (National- FBI) criminal background check through Live Scan Digital Finger printing is to be completed by the FGCU University Police Department. All students pay at the cashier office and bring the receipt to UPD to have the fingerprinting done.

FGCU has an agreement with Certifiedbackground (www.certifiedbackground.com) to perform all other students' criminal background checks. This company's background check will consist of the following components:

- Florida Statewide Criminal Records (FDLE)
- Social Security Verification
- Residency History
- Nationwide Sexual Offender & Predator Registry
- Unlimited Out of State County Criminal Records
- Nationwide Healthcare fraud and Abuse Scan
 - Medicare & Medicaid Sanctioned, Excluded individuals
 - Office of Research Integrity (ORI)
 - Office of Regulatory Affairs (ORA)
 - State Exclusion List
 - FDA debarment Check

- Office of Inspector General (OIG)-List of Excluded Individuals/Entities
- General services Administration (GSA) – Excluded Parties List
- U.S. Patriot Act
 - Terrorism Sanction Regulations
 - Office of Foreign Asset Control (OFAC)
 - List of Specially Designated Nationals (SDN)
 - U.S. Treasury
 - Department of State Trade Control (DTC) Debarred Parties

Once the background check is completed, additional background checks will only be performed when the student self reports a violation or when the clinical affiliated site requires a more recent or more extensive background check. Further background checks are also at the expense of the student. Each student **must report within seven calendar days** to the program director, ACCE, and the Department Chair, any arrests and/or criminal charges or convictions filed subsequent to the completion to the most recent criminal background review.

For further information regarding criminal background check processes and procedures, please refer to the FGCU Department of Physical Therapy Student Guidebook p. 49-52.

Personal appearance

Attire is determined by the community facility policy and clinical instructor/community supervisor. Student attire must be consistent with the physical therapists at the clinical facility. Students are responsible for requesting the dress code policy from a clinical site prior to the first day of clinic. In all clinical facilities:

1. Long, dangling earrings or large loop earrings are not permitted.
2. Hair should be pulled back if it will potentially dangle when leaning over.
3. A well groomed personal appearance should be maintained at all times.
4. Artificial fingernails are not permitted.
5. No body piercings except for the ear (limited to two per ear).
6. Visible tattoos must be covered.
7. Watch with a second hand.

8. FGCU student name tag (or name tag provided by facility).

Name Badges

Students are required to purchase name badges through the FGCU Bookstore. The name badges are worn at all times when the student is in the clinical setting. The name badges clearly indicate student status. Some facilities require an additional identification badge supplied by the facility.

Universal Precautions/OSHA Requirements

Students must meet facility requirements regarding Universal Precautions and OSHA regulations. Students must complete a 4 hour HIV course prior to the first clinical experience.

Computer Usage in the physical therapy Clinic

The computers located in the physical therapy clinic are to be used for professional matters only. Under no circumstances are students permitted to check E-mail, "surf" the Internet for social purposes, or play games at any time. Students may utilize the Internet for educational/physical therapy research purposes only under authorization from a clinical instructor. It is strictly prohibited for students to use the computer for any personal purpose during the clinical experience.

Social Networking and Communication Resources

Posting of personal information or material of a sensitive or potentially damaging nature on any social networking site (i.e. Facebook, MySpace, Twitter, YouTube, etc.) is strongly discouraged. In addition, any misrepresentation of the Physical Therapy Program, the Department of Physical Therapy and Human Performance or Florida Gulf Coast University in text, photo or video format is strictly prohibited. Failure to meet the terms of these guidelines will result in a Failing Grade (F) in the course.

Personal Cell Phones

Students should not make or receive personal calls or texts while on work time in clinic. The cell phone should only be used in case of emergency or to communicate with other physical therapy staff members when permitted by clinic.

Sexual Misconduct

Students must follow FGCU and clinical facility guidelines regarding sexual misconduct.

Liability Insurance

All students must purchase professional liability insurance, in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 per aggregate, prior to October 1 of the year students enter the program. Proof of policy renewal is required annually and professional liability insurance must be maintained until graduation. Students must provide proof of liability insurance to the Department Secretary. Failure to comply with the liability insurance requirement may lead to dismissal from the Physical Therapy program.

Problem Resolution

If a student has a problem in clinic, he/she should first seek resolution with the clinical instructor. If the issue remains unresolved, the student should discuss the situation with the CCCE. If still unresolved, the Academic Coordinator of Clinical Education (ACCE) is available to assist with finding a solution. In rare instances, students may contact the ACCE first. The ACCE may be instrumental in helping the student find ways of appropriately communicating with the clinical instructor. The clinical instructor or CCCE should notify the ACCE by phone if a student is having persistent difficulty and/or is at risk to fail the clinical experience. The ACCE will assist with seeking a solution including counseling with the student and/or clinical instructor or making a site visit. A student who places patients, staff, or self in an unsafe situation can be immediately withdrawn from the clinic by the clinical instructor/CCCE and the ACCE will be notified. See Affiliation Agreement. The ACCE will initiate further discussion/action regarding the situation, in compliance with Department, College, and University policy.

Substance abuse policy

The student is responsible for reviewing and complying with the individual drug/alcohol and/or substance abuse policies of the affiliated clinical site to which he/she is assigned. The Affiliate has the right to immediately remove a student from the clinic if the student is suspected of being under the influence of alcohol or illegal drugs. The clinical faculty notifies the ACCE who seeks resolution on an individual basis, utilizing Physical Therapy program, College of Health Professions and Florida Gulf Coast University Student Code of Conduct found in the FGCU Student Guidebook for University Policies as a guide. A student who attends clinic under the influence of alcohol or illegal drugs can be expelled from

the program and the University. See FGCU Department of Physical Therapy Student Guidebook for further details.

**Florida Gulf Coast University
Department of Physical Therapy and Human Performance**

Signature Page

I acknowledge receipt of the following and understand that it is my responsibility to review the document and follow the guidelines.

Physical Therapy Clinical Policies

I understand that if I have any questions related to information contained in this document, it is my responsibility to seek clarification from the ACCE.

Student Name (printed)

Student Signature

Date