

DPT

Student Handbook

Arkansas State University



Arkansas State University
College of Nursing and Health Professions
Jonesboro, Arkansas

Department of Physical Therapy

Approved: May 10, 2022, November 5, 2024
Revised 9/22/22, 11/1/23, 11/5/24: Farris & faculty

Arkansas State University
Department of Physical Therapy
Jonesboro, Arkansas

Academic and Clinical Policies

Arkansas State University
College of Nursing and Health Professions
Department of Physical Therapy

PO Box 910
State University (Jonesboro), AR 72467
Phone: 870-972-3591
Fax: 870-972-3652
<http://www.Astate.edu/conhp/pt/>

INTRODUCTION	7
CAPTE ACCREDITATION	7
MISSION STATEMENTS.....	8
Arkansas State University	8
College of Nursing and Health Professions.....	8
Department of Physical Therapy.....	8
Mission Statement	8
Vision Statement	8
Philosophical Statement	8
Value Statement	8
GOALS OF THE DPT PROGRAM	9
PROGRAM LEARNING OUTCOMES (PLO'S)	9
ADMISSION REQUIREMENTS	10
DPT Application Process	10
Evaluation Criteria for Admissions.....	10
English Proficiency.....	11
Full Admission to the DPT Program.....	12
Technical Abilities and Skills	12
FINANCIAL INFORMATION	15
Tuition.....	15
Differential Tuition	15
Other Educational Expenses	15
ADVISING	18
Access to Program Director and Department Chair/Communication Chain	18
Faculty Office Hours.....	18
Schedule Changes	18
ACADEMIC STANDARDS	19
Retention.....	19
Progression.....	19
Professional Behavior Expectations.....	19
Class Attendance.....	20
Academic Integrity.....	20
Monitoring Professional Behavior	21
Grading Policies.....	22
Incompletes	22
Grade Reporting	22
Examinations	22
Remote Online Examinations.....	23
Missing an Examination	23
Assignments	23
Family Education Rights and Privacy Act (FERPA).....	24
Co-Curricular Requirements	24
Interprofessional Education (IPE)	24
Cultural Competence / Diversity / Equity / Inclusion.....	24
COVID-19 (Coronavirus)	25
Cell Phones and Electronic Devices.....	25
Social Media	25
Unsatisfactory Performance	26
Remediation.....	26
Students not on probation.....	26
Students on probation	26

Actions Associated with Breach of Appropriate Classroom Behaviors (Due Process)	27
Probation	27
Withdrawal	27
Suspension / Dismissal	28
Appeal of Grades, Other Decisions or Requests for Exceptions	28
Informal or Minor Complaints	28
Process of filing a complaint with CAPTE	30
Using Pack Support for Complaints	30
Readmission	30
GRADUATION	31
Licensure Exam	31
Alumni Activities	31
STUDENT SERVICES	32
Pack Support	32
Access & Accommodation Services	32
Financial Aid & Scholarship	32
Graduate Assistantships	32
Student Health Center	33
Counseling	33
Advising Center	33
SPECIFIC STUDENT REQUIREMENTS	34
Equipment	34
Appropriate Dress and Personal Appearance Requirements	34
Lab attire	34
Other Personal Requirements	35
Informed Consent	35
Gross Anatomy Rules and Regulations	35
Teratogenic Substances	36
Latex Allergies / Sensitivities	37
Practice of Procedures	37
CPR Certification	38
Child Maltreatment Reporter Training	38
Physical Examination and Immunizations	39
Health and Liability Insurance	39
TB Mask Fitting	39
Communicable and Infectious Disease Policies	39
Substance Abuse Policies	40
Clinical Background Checks / Drug Screens	40
Student Acknowledgment and Waiver Forms	40
Student Field Trip Participation	40
Student Travel	40
STUDENT ORGANIZATIONS	41
FACILITY PROTOCOLS	42
Exterior Doors	42
Vending Area	42
Smoking Policy	42
Classrooms	42
Main Office - Room 102	43
PT Conference Room - Room 103	43
Faculty Offices - Rooms CNHP 104-109 and Eugene Smith Educational Building	43
PT Laboratory Suite - Rooms CNHP 110-120 / Smith 119/122	43
Locker Rooms/Student Lounge- CNHP 115 & Smith Hall	43
Laboratories	44
Disaster Evacuation	44

Inclement Weather Policy	44
A-State Emergency Procedures.....	44
A-State Environmental Health and Safety Department.....	45
CLINICAL EDUCATION POLICIES AND PROCEDURES	46
Cancellation and Changes to Clinical Sites.....	48
Costs of Clinical Education.....	48
Supervision of Clinical Education.....	48
Attendance Policy of Clinical Education	48
Pre-Clinical Requirements	49
Clinical Problems.....	49
Clinical Remediation.....	49
COVID-19 and Clinical Education	50
Responsibilities of the University (Director of Clinical Education - DCE).....	51
Responsibilities of the Clinical Affiliate and Staff.....	52
Responsibilities of the Students	54
Satisfactory Progress in Clinical Education	55
Clinical Assignments	56
APPENDIX	57
Appendix A- Technical Abilities and Skills.....	58
Appendix B- Criminal Background Check	59
Appendix C- Health Information & Medical History Form	61
Appendix D- Verification of TB Mask Fitting	66
Appendix E- Certificate of Tuberculosis / Hepatitis A & B.....	67
Appendix F- College Student Academic Honor Code	70
Appendix G- Student Conference Record.....	75
Appendix H- Educational Records Release Form.....	76
Appendix I- Intra-Departmental Information Release Form	77
Appendix J- Video / Photo Consent Form and Release to Publish.....	78
Appendix K- Treatment Consent Form.....	79
Appendix L- Laboratory Experiences Informed Consent	80
Appendix M- Substance Abuse Policy.....	81
Appendix N- Waiver and Verification Form.....	87
Appendix O- Incident Report.....	88
Appendix P- Lighting System for Clinical Education.....	90
Appendix Q- Student Information and Release Form	91
Appendix R- HIPAA Compliance Contract.....	92
Appendix S- Student Confidentiality Contract.....	93
Appendix T- Student Placement Acknowledgment	94
Appendix U- Clinical Checklist.....	95
Appendix V- Clinical Education Critical Behaviors	96
HANDBOOK SIGNATURE PAGE.....	97



Department of Physical Therapy
College of Nursing & Health Professions
Arkansas State University

Dear DPT Student:

The faculty and staff of the Arkansas State University Department of Physical Therapy are privileged to be a part of your professional academic studies leading to a career as a physical therapist. Physical therapist education is an experience characterized by hard work and long hours. The acquisition of meaningful skills and important goals almost always ~~require~~requires hard work and long hours. Even so, we expect that you will find your time here exciting, meaningful and intellectually rewarding. Your classmates will be lifelong friends, as well as colleagues, in your chosen profession, and in three short years, you will join the ranks of practicing physical therapists.

The members of this faculty have a passion for teaching. We intend to assist you in the development of your academic and clinical skills. We also believe in the interpersonal and professional benefits of a cohort experience. The faculty is here to support your enjoyment of the experience and help socialize you into the profession. It is both a personal and professional privilege to be by your side as you learn to be a physical therapist. We value all aspects of the faculty-student relationship and will do our part to honor it by providing you educational experiences that are up to date, state of the art and evidence based, and delivered in a professional, respectful and student-centered environment.

To reach the shared goal of your success in the DPT program, there are a variety of policies and procedures to which we all must adhere to and respect. These are outlined in this handbook. There is much more to know and learn about the department than what is provided here, but this book serves the foundation for your effective participation in this department and program. It is your basic resource for descriptions of our expectations and plans for you.

Again, congratulations on your admission to the DPT program. Welcome to the A-State DPT Program! We all look forward to being a part of your professional education and training.

Sincerely,

The DPT Faculty of A-State

INTRODUCTION

The purpose of the DPT Student Handbook is to introduce students to the philosophy and objectives of the Department of Physical Therapy at A-State. This document contains policies and procedures for academic and clinical experiences designed to enhance student learning. These policies and procedures are congruent with and in some cases in addition to those contained in other University publications such as the A-State Student Handbook and the A-State Graduate Bulletin. Policies and procedures are subject to change at any time during your course of study. Students will be notified of any changes to policies and procedures. Students are accountable for acting according to these policies as well as the published University policies. Deviation from these and other published policies may be considered grounds for dismissal from the program.

CAPTE ACCREDITATION

The Doctor of Physical Therapy Program at Arkansas State University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave, Suite 100, Alexandria, Virginia 22305; telephone: 800-999-2782; email: accreditation@apta.org; website: www.capteonline.org.

NONDISCRIMINATION STATEMENT

A-State does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, marital status, veteran status, genetic information or disability in any of its practices, policies or procedures.

MISSION STATEMENTS

Arkansas State University

Arkansas State University *educates* leaders, *enhances* intellectual growth, and *enriches* lives.
(A-State = e³)

College of Nursing and Health Professions

The mission of the College of Nursing and Health Professions (CNHP) is to provide quality education to students, graduates, and health care providers in a variety of health disciplines. To fulfill this mission, we foster collaboration with our larger community in education, research and service. Recognizing its unique position in the lower Mississippi Delta region, the College provides educational programs that are designed to promote lifelong learning based on the expressed needs of its varied constituencies. The College assesses the attainment of this mission in terms of the contributions its graduates make to health and healthcare in the Delta region and beyond.

Department of Physical Therapy

Mission Statement

The mission of the Department of Physical Therapy at Arkansas State University is to *educate* future physical therapy professionals, to *enhance* the intellectual growth of our students, faculty and alumni, and to *enrich* the lives of individuals and communities in the Mississippi Delta region and beyond.

Vision Statement

The vision of the Department of Physical Therapy at Arkansas State University is to instill the essential foundation required to promote a passion for the profession within students, faculty and alumni to educate, enhance and enrich our communities.

Philosophical Statement

Our perspective of physical therapy is the learning and application of clinical **principles** **asprinciples** based on our understanding of evidence uncovered in the problem-solving process.

Value Statement

As a physical therapy program, we value excellence, service, compassion, integrity, professionalism, accountability and mutual respect. We are committed to these values as we *educate* physical therapy professionals, *enhance* intellectual growth and *enrich* the lives of all individuals and communities who encounter A-State DPT faculty, staff, students and alumni.

PT Department Unifying Theme: “Passion for the Profession”

GOALS OF THE DPT PROGRAM

1. Prepare competent physical therapy graduates who are ready to professionally practice in the Mississippi Delta Region and beyond.
2. Prepare physical therapy graduates who are ready to use the patient / client management model to produce effective clinical outcomes.
3. Prepare physical therapy graduates to pursue lifelong learning and service to the profession of physical therapy (including advocacy for social, governmental, and regulatory policies).
4. Expose and involve physical therapy students in the development of research and evidence-based practice.
5. Promote continued program quality that includes student and alumni satisfaction.
6. Attract and retain quality faculty who hold appropriate academic credentials, are facilitated to progress through the promotion and tenure process, and consistently contribute to the body of knowledge associated with the profession.

PROGRAM LEARNING OUTCOMES (PLO'S)

1. Upon graduation from the physical therapy program, our graduates will *internalize* professionalism as it relates to the practice of physical therapy. (CAPTE Standards 7D1-7D8, 7D12-7D15) (Affective- Characterization)
2. Upon graduation from the physical therapy program, our graduates will *design* patient-centered treatment plans using evidence-based practice including clinical reasoning, judgment and reflective practice. (CAPTE Standards 7D9-7D11) (Psychomotor- Origination)
3. Upon graduation from the physical therapy program, our graduates will *evaluate and treat* persons with movement dysfunction using the patient / client management model to optimize outcomes across the lifespan. (CAPTE Standards 7DA-C, 7D16-7D36) (Cognitive- Evaluation)
4. Upon graduation from the physical therapy program, our ~~graduate~~ graduates will *evaluate* the healthcare environment for the delivery of contemporary / professional physical therapy practice. (CAPTE Standards 7D37-7D43) (Cognitive- Evaluation)

ADMISSION REQUIREMENTS

Admission to the Arkansas State DPT Program is competitive and selective. The maximum class size for each cohort (class) of DPT students is 30.

The applicant must complete an undergraduate (baccalaureate) degree and all prerequisite coursework to be admitted to the program. Neither Arkansas residency nor Spanish fluency are required for admission- these are simply additional credited areas.

Prerequisite courses include:

Medical Terminology	1-3 credits
Statistics.....	3 credits
General Physics I	4 credits
General Physics II	4 credits
Anatomy & Physiology I (Must include lab)	4 credits
Anatomy & Physiology II (Must include lab)	4 credits

DPT Application Process

The following guidelines are used for ~~processing of~~ processing applications:

1. The application deadline is Feb. 1 of each year for the DPT program. Applicants will only be considered for admission if they have submitted completed application materials as outlined in the application packet for each program. This does not preclude the program's right to act in a manner that ensures a full and qualified class.
2. Applications are submitted through the PTCAS website (www.ptcas.org). Once all application materials are submitted to PTCAS, the application will become available to the admissions committee for review.
3. It is the responsibility of the applicant to ensure that all application materials are submitted to PTCAS by Feb. 1.
4. No applicant will be considered for admissions to the DPT program unless he/she has applied and been accepted to the Arkansas State Graduate School. (This is the "supplemental application" referred to in PTCAS).
5. Students scoring 80 or higher on the evaluation criteria for admissions listed below may be offered an immediate seat in the class. All others will be considered after the Feb. 1st deadline.

Note: Original transcripts MUST be sent to both PTCAS and Arkansas State Graduate School.

Evaluation Criteria for Admissions

Applicants are evaluated on the following criteria:

1. The GRE has three parts- Verbal Reasoning, Quantitative Reasoning and Analytical Writing (35 points of total admissions score).
2. Overall GPA (15 points of total admissions score)

3. Last 60 GPA (40 points of total admissions score)
4. Residency (maximum of 5 points). A-State graduates receive the highest point value.
5. Spanish Proficiency (maximum of 5 points). Not required for application but Spanish proficiency enhances score.

Detailed information on evaluation criteria is available on the Department of Physical Therapy website <http://www.A-State.edu/CoNHP/PT>.

English Proficiency

The Department of Physical Therapy requires a high level of proficiency in English so that all students will be able to fully meet academic and clinical objectives as well as meet criteria for professional licensure. All foreign-born students must take one of the following tests:

1. Test of English as a Foreign Language (TOEFL) with a score of 83 on the preferred internet-based test (iBT), 570 on the paper-based test, or 213 on the computer-based test.
2. International English Language Testing System (IELTS) with a score of at least 6.5 and a spoken band score of 7.
3. Pearson Test of English Academic (PTE) with a score of 56.

The TOEFL is available at the A-State Testing Center. When taking the exam off campus, the report code for A-State is 6011.

The term foreign born refers to people residing in the United States who were not U.S. citizens at birth. The foreign-born population includes naturalized citizens, lawful permanent immigrants, refugees and asylees, legal non-immigrants (including those on student, work, or other temporary visas), and persons residing in the country without authorization. In contrast, the term native born refers to people residing in the United States who were U.S. citizens in one of three categories: 1) born in one of the 50 states or the District of Columbia; 2) born in United States Insular areas such as Puerto Rico or Guam; 3) born abroad to at least one U. S. citizen parent.

Students may be exempt from the English proficiency testing if the student is foreign born but attended school in the United States since kindergarten. For the exemption students must provide official school records showing continuous enrollment in U. S. schools since kindergarten.

Students who do not meet the required English language proficiency may enroll in A-State's English as a Second Language (ESL) program in the International Center for English. Potential physical therapy students enrolled in the ESL program must maintain an average of 85 or higher in levels 0 through 4. In the final or 5th level of the ESL program an average of 90 or higher must be maintained. On completion of the ESL program, the potential physical therapy student

must take the internet-based Test of English as a Foreign Language (TOEFL). Upon successfully meeting the proficiency requirement, potential students are eligible to apply to the Doctor of Physical Therapy program.

Full Admission to the DPT Program

Students will be conditionally admitted to the DPT program. To complete the process for full admission, the following steps must be completed:

- Students must successfully pass the initial background check.
- Students must indicate their ability to meet the essential requirements and functions for admission & retention by signing the [Technical Abilities and Skills \(Appendix A\)](#).
- Students must sign the College of Nursing and Health Professions Honor Code.
- Secure a \$500 non-refundable deposit within 15 days of accepting admission into the program. The \$500 deposit will be applied to the student's account in the 2nd semester (fall) to go toward their tuition and fees.
- Students must complete the ~~Bachelor's~~[bachelor's](#) degree and send final transcripts to the A-State Graduate School.

Technical Abilities and Skills

Upon admission, a student who discloses a properly certified disability will receive reasonable ~~accommodations~~[accommodation](#) but must be able to perform the essential functions of the curriculum and meet the standards for ~~the physical~~[physical](#) therapy. Students seeking disability may contact Access and Accommodation Services (<https://www.A-State.edu/disability/>). Technical standards for the A-State Physical Therapy students are as follows:

Motor Skills

Candidates for admission to the Department of Physical Therapy must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other evaluation procedures. Candidates must be able to execute motor movements reasonably required to provide general physical therapy, including the physical strength to stand and ambulate with a walker, cane, or crutches. Candidates must have the physical strength to lift and transfer patients.

Therapeutic physical therapy procedures require coordination of both gross and fine muscular movements, equilibrium, and functional use of the sense of touch and vision. For this reason, candidates for admission to the Department of Physical Therapy must have manual dexterity and the ability to engage in procedures involving grasping, fingering, pushing, pulling, extending and rotation.

Sensory/Observational Skills

Candidates for admission to the Department of Physical Therapy must be able to observe demonstrations and participate in laboratory experiments as required in the curriculum. Candidates must be able to observe patients and be able to obtain an appropriate medical history

directly from the patient or guardian. Such observation necessitates the functional use of vision, hearing, and other sensory modalities. Candidates must have visual perception, which includes depth and acuity.

Communication Skills

Candidates for the admission to the Department of Physical Therapy must be able to communicate in English effectively and sensitively with patients. In addition, candidates must be able to communicate in English in oral and written form with faculty, allied personnel, and peers in the classroom, laboratory and clinical settings. Such communication skills include not only ~~speech, but~~ speech but reading and writing in English. Candidates must have the ability to complete reading assignments and search and evaluate the literature. Candidates must be able to complete written assignments and maintain written records. Candidates must have the ability to complete assessment exercises. Candidates must also have the ability to use therapeutic communication, such as attending, clarifying, coaching, facilitating, and touching. These skills must be performed in clinical settings, as well as the didactic and laboratory environments.

Intellectual/Conceptual, Integrative, and Qualitative Skills:

Candidates for admission to the Department of Physical Therapy must have the ability to measure, calculate, reason, analyze, and synthesize data. Problem solving and diagnosis, including obtaining, interpreting, and documenting data, are critical skills demanded of physical therapists which require ~~all of~~ all these intellectual abilities. These skills allow students to make proper assessments, sound judgment, appropriately prioritize therapeutic interventions, and measure and record patient care outcomes. Candidates must have the ability to use computers for searching, recording, storing, and retrieving information. In addition, candidates must be able to comprehend three-dimensional relationships and understand the spatial relationships of anatomic structures.

Behavioral/Social Skills and Professionalism:

Candidates for admissions to the Department of Physical Therapy must demonstrate attributes of empathy, integrity, concern for others, interpersonal skills, interest, and motivation, as such qualities are assessed not only during the admissions process but throughout physical therapy education. Candidates must possess the emotional well-being required for use of their intellectual abilities, the exercise of sound judgment, the prompt completion of all responsibilities, ~~attent~~ ant to the evaluation and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to adapt to ever-changing environments, display flexibility, and learn to function in the face of uncertainties and stresses which are inherent in the educational process, as well as the clinical problems of many patients.

Candidates must have the ability to be assertive, delegate responsibilities appropriately, and function as part of a physical therapy team. Such abilities require organizational skills necessary to meet deadlines and manage time.

(From: Technical Standards/Essential Functions. APTA Education Section. AASIG, September 1998. University of Tennessee-Memphis.)

The use of a trained intermediary is not acceptable, in that a candidate's judgment must be mediated by someone else's power of observation and selection. Students must sign the Technical Abilities and Skills form ([Appendix A](#)) when accepting their slot into the DPT program.

FINANCIAL INFORMATION

Tuition

This information is designed to assist you in planning for your financial needs while obtaining physical therapy education. Because our program requires full time attendance, it may be difficult to find time for employment while you are in school. Students should have plans for adequate finances prior to entering the program. The information is subject to change and is meant to give you a general idea of the overall program costs. Tuition and fees can be estimated by going to <http://www.A-State.edu/info/costs/>, <http://www.A-State.edu/info/costs/graduate/> or by visiting the PT website (<http://www.A-State.edu/college/conhp/degrees/degree-details.dot?mid=e3ca7087-e029-48ec-8e76-bf031e71f16b>). A waiver for out-of-state tuition is granted to students with an undergraduate GPA ≥ 3.0 .

Differential Tuition

Each student admitted into a graduate program in the College of Nursing and Health Professions pays an **ADDITIONAL 20% DIFFERENTIAL TUITION** to cover the expenses of health professions education not covered by A-State graduate tuition.

Other Educational Expenses

The following is a list of estimated expenses associated with the program. ~~Actual~~The actual cost may vary.

1. **ADMISSIONS BACKGROUND CHECK:** ~~Arkansas:~~ Arkansas law requires that students admitted to professional programs that require licensure must complete a successful background check prior to formal admission. The cost for the background check is \$92 ([Appendix B](#)).
2. **BACKGROUND CHECKS / DRUG SCREEN:** ~~The:~~ The costs for background/drug screen checks are variable (usually \$70-\$90 depending on the state). Annual background checks are required for clinical rotations and fees are based upon the state ([Appendix B](#)). Additional information is located on the A-State physical therapy website at <http://www.A-State.edu/college/conhp/departments/physical-therapy/student-resources/>.
3. **DEPOSIT:** After acceptance into the DPT program, each doctoral applicant is required to pay a \$500 non-refundable deposit to reserve a place in the designated cohort. Students who do not respond by the stipulated date will have their positions assigned to other applicants. Upon the ~~student's~~students' completion of their first semester of the program, the deposit will be applied to the student's tuition payment the following fall semester. Forfeited fees will revert to the Department of Physical Therapy and be used to support graduate student activities such as expenses related to the presentation of a scholarly

paper, publication costs, or in support of research projects germane to the field of physical therapy.

4. BOOKS: The cost of books is estimated at \$2,500 for the program.
5. UNIFORMS: Students may choose to purchase their own lab coats (\$45) and goggles (\$25) for gross anatomy. Clinical sites may require uniforms and cost will vary.
6. LOCKER: Lockers are provided free of charge to students on a ~~first-come~~first-come, first served basis. Students must supply their own lock. The cost for lock removal is \$25 (if keys are lost or combination forgotten).
7. PROFESSIONAL LIABILITY INSURANCE: Malpractice insurance is required for clinical educational experiences. The cost is approximately \$50 per year.
8. ORGANIZATIONAL MEMBERSHIPS. American Physical Therapy Association membership is **required** at an approximate cost of \$80 per year. Additionally, students are encouraged to participate in the A-State Physical Therapy Student Association (\$20/year).
9. HEALTH INSURANCE: ~~Health:~~ Health insurance is required during clinical educational experiences. Information on health insurance policies is available on the A-State Student Health Center website (<http://www.A-State.edu/a/student-health-center/faqs/>).
10. PHYSICAL EXAMINATION AND IMMUNIZATIONS: Clinical education agreements require specific immunizations, an annual physical examination ([Appendix C](#)), TB Fitting ([Appendix D](#)), and a TB skin test ([Appendix E](#)). Costs for these procedures vary and are available through the A-State Student Health Center. Price information is available at <http://www.A-State.edu/a/student-health-center/index.dot>. TB mask fitting is typically \$25. Immunizations may also be obtained through the Craighead County Health Department.
11. CPR CERTIFICATION: The cost varies depending on the location and sponsor (American Heart Association) of CPR courses. The usual expense is approximately \$50 per year. The CPR certification must be for Healthcare Provider status.
12. CLINICAL EDUCATION: You are responsible for living expenses, transportation, and tuition while on all clinical education experiences. Additional information will be provided by your Director of Clinical Education.
13. PT CLINICAL EQUIPMENT / KITS: ~~Students:~~ Students will either purchase the kit designed by the DPT faculty through a third-party vendor and/ or purchase individual items at the students' discretion. The costs vary. Required equipment includes

goniometer, pulse oximeter, stethoscope, lab coat or scrubs for gross anatomy, reflex hammer; additional recommended equipment includes penlight, bandage scissors, tuning fork, blood pressure cuff, CPR mask, gait belt and tape measure (\$200)

14. OTHER EXPENSES: Other costs associated with the program may include but, are not limited to: composite class photograph (\$75), A-State DPT polo shirt (\$35), graduation fees (\$125), PEAT comprehensive examination practice tests (\$99), PTSA Banquet (\$25), ExamSoft (\$135/year) and Scorebuilders Study Guide with practice tests (\$80), Scorebuilders Exam Prep course (on site \$90).

15. LICENSURE EXPENSES: ~~Cost:~~ Cost for the licensure exam is \$485. Arkansas licensure rates include a processing fee (\$50), online jurisprudence exam (\$10), background check (\$38.25), finger printing (\$25) and Prometric Testing Center (\$135, NPTE and Law). Costs are variable for other states.

LAST UPDATED 10/31/2024

ADVISING

All students admitted to the Doctor of Physical Therapy are assigned an individual PT faculty advisor. Students in the College of Nursing and Health Professions are subject to mandatory advising. ~~In order to~~To register for classes, the student must meet with his/her advisor unless directed to do otherwise.

Students are to schedule appointments with advisors or classroom instructors for answers to their questions rather than obtaining advice from other students. Experience has proven that ~~student generated~~student-generated advice, although given with the best of intentions, is often in error. Students must contact their advisor to schedule an online meeting time.

Access to Program Director and Department Chair/Communication Chain

Any student may make an appointment with the DPT Program Director at any time to discuss any issue; however, students are encouraged to address problematic issues first with their advisor or appropriate course instructor and/or student colleague before scheduling a meeting with the director. Meetings with the director are most appropriate when satisfaction is not reached through other means. Meetings with the director for purposes other than problem resolution are encouraged at any time.

The Director schedules routine meetings with class representatives for each cohort. The class representatives may bring any class issues to the Program Director during those meetings. The director may call additional meetings as needed on the recommendation of faculty, staff and/or students.

Issues not resolved by the Program Director, or about the Program Director can be brought to the Department Chair after other communication avenues have been exhausted.

Faculty Office Hours

~~Physical~~The Physical Therapy faculty will have office hours listed on their course syllabi and posted by faculty office doors. Students may schedule individualized time with faculty members outside of posted office hours.

Schedule Changes

When it is necessary to change the schedule, the students will be given as much notice as possible. When schedule changes occur, the students are expected to comply with the changes and handle the situation with appropriate professional demeanor. Students should not schedule non-academic activities Monday through Friday 8:00 am -5:00 pm. The Program uses A-State email as the official avenue of communication to students. Students should regularly check their email each weekday and throughout the day.

ACADEMIC STANDARDS

Retention

In addition to academic standards outlined by the [A-State Graduate Bulletin](#), the Department of Physical Therapy has specific academic policies and procedures. Retention in the professional curriculum that requires students to:

1. maintain academic integrity and professional behavior in classroom, laboratory, any clinical sites visited, and in the community,
2. exhibit affective behaviors consistent with the [Professional Behaviors for the 21st Century](#), CNHP Academic Honor Code ([Appendix F](#)), [APTA Core Values](#), [APTA Standards of Professional Conduct](#), [APTA Code of Ethics](#), and the [Arkansas Physical Therapy Association Rules and Regulations](#).
3. maintain a 3.0 cumulative GPA in all physical therapy program courses,
4. receive grades of C or better in all physical therapy program courses,
5. meet clinical expectations and standards of the affiliating clinical facilities during clinical education.

Progression

Progression in the curriculum requires students to meet didactic and clinical expectations. Appropriate levels of professional behaviors (See [Professional Behaviors Expectations](#)) are expected in all courses and required for successful completion of each component of the curriculum. The DPT program is a lock-step program, which requires students to receive a grade of C or better in all professional courses (See [Grading Policies](#)) and meet clinical expectations for each clinical education experience (See [Clinical Educational Policies and Procedures](#)). In addition, students must complete cultural competency experiences, health literacy modules, and meet interprofessional education and collaborative practice competencies (see [Co-Curricular Requirements](#)).

Professional Behavior Expectations

The [Professional Behaviors for the 21st Century](#) are the fundamental behavioral expectations of all students and faculty in the A-State DPT Department and are considered necessary for successful fulfillment of the requirements of the program. The process of becoming an effective physical therapist involves attaining competency in cognitive knowledge, psychomotor skills and professional behavior. Each aspect of this triad is equally important for the student to develop as s/he progresses through professional physical therapy education. The ten (10) physical therapy-specific professional behaviors define the professional behaviors expected of Arkansas State University Physical Therapy graduates. The ten (10) professional behaviors include critical thinking, communication, problem solving, responsibility, professionalism, use of constructive feedback, effective use of time and resources, stress management, and commitment to learning.

To facilitate the development of competency in the ten professional behaviors, the instructors will provide, when necessary, opportunities to practice, and provide formal and informal feedback to the student throughout the semester. The student is responsible for seeking feedback from faculty and fellow students as well as responding to faculty recommendations for remedial actions related to PT specific Professional Behaviors in any course.

Class Attendance

Students are required to attend all scheduled classes and will be excused only for those instances cited previously (see [Assignments](#)): “unusual circumstances occur such as an emergency or illness severe enough to temporarily disable a student.” Specific requirements are stated in the individual course syllabi. In addition, absences caused by illness or emergency, even though excused, may have a negative effect on a student's grade. Excessive absences, even though excused, may make it impossible for a student to progress further in the program. Such cases will be dealt with by the Program Director in consultation with the DPT faculty.

Procedures for notifying faculty of Absence or Tardy:

- 1) Students will notify the departmental secretary and faculty members affected prior to class if they expect to be absent or tardy.
- 2) It is expected that students will be able to provide documentation to substantiate absences or tardiness due to illnesses or emergencies.
- 3) Students have the right to petition faculty for an excused absence or tardy prior to or after the fact; however, if a student fails to notify the department of the absence or tardy prior to class, the event will remain unexcused unless faculty determines the lack of contact was justifiable and/or unavoidable.
- 4) It is the responsibility of the student to contact each faculty member about missed assignments and to follow up in a timely manner. The official method of contact is through A-State email.
- 5) Students should not send a message about an absence or tardy via another classmate.

Academic Integrity

The University policies relating to academic integrity, notably plagiarism and cheating are detailed in the A-State Student Handbook. Students must familiarize themselves with these policies since violation can result in dismissal from the program as well as expulsion from the University.

Students are also encouraged to be aware of and practice adhering to the College of Nursing and Health Professions Academic Honor Code ([Appendix F](#)), [APTA Core Values](#), [APTA Standards of Professional Conduct](#), [APTA Code of Ethics](#), the [Arkansas Physical Therapy Association Rules and Regulations](#), and the [PT Specific Professional Behaviors](#). Progression and retention in

the Graduate Program in Physical Therapy is also dependent upon the adherence to these standards and abilities (See [Academic Standards](#)).

Additional ethical principles related to behavior in clinical settings are set forth in the clinical policies and procedures in this Handbook.

Monitoring Professional Behavior

It is the responsibility of all students and faculty to monitor their own professional behaviors as well as that of departmental colleagues. Students who observe unprofessional behavior or academic dishonesty on the part of student colleagues in the physical therapy program should do the following:

1. Notify the instructor or faculty member.
2. The instructor or faculty member will complete the Student Conference Record ([Appendix G](#)) if necessary.
3. The completed form will be submitted to the appropriate advisor or departmental chair. Every attempt will be made to ensure confidentiality.
4. Upon receipt of a completed form, the faculty member will schedule an interview with each respondent.
5. The faculty member will place the form in the student's program file. In evaluating the nature of an individual student's problem, the faculty member will evaluate the number of forms submitted on a student, the nature of the submitted reports.
6. The faculty member will inform the student of the reported problem and meet with the student. The student will have the right to refute the observations/assertions.
7. The faculty member will synthesize all relevant information and report to the Program Director to solicit input regarding the appropriate steps for providing assistance to the involved student.
8. The faculty member will prepare a final report and define the steps to be taken to resolve the problem. A meeting will be held with the involved student to summarize the report and provide an opportunity for assistance. Both the student and faculty member will sign the report. The report will be placed in the students' file. If the student does not agree with the report or the remedial steps, he/she may begin filing formal grievances as set forth by the A-State Student Handbook.
9. Students may also be referred to services on or off campus such as counseling, medical care, and or academic assistance among others if determined appropriate by the faculty.
10. The Academic Advisor will monitor progress and provide the Program Director and core faculty with relevant information regarding the student's progress.

Grading Policies

Grading policies are determined for each course by the responsible faculty member in accordance with University and program standards. Grades for all courses will be according to the following scale:

A	100 - 89.50
B	89.49 - 79.50
C	79.49 - 75
F	74.999 - Below

Students must read each course syllabus carefully to ensure understanding of course requirements. Students must achieve a 75% course average to receive a passing grade in a course. Furthermore, the student must achieve at least an average of 75% on objective examinations to pass a course even if the overall course grade is greater than 75%. Lab exams, quizzes, papers, reports, etc., while important and part of the grade, cannot be used to raise a course grade to passing when the student has not achieved at least an average of 75% or greater on objective examinations. Failure to achieve at least a 75% average on objective examinations will result in a failing grade, even if the overall course grade is greater than 75%.

(Policy Revised 9/22/22 – DPT faculty meeting; Grading Scale revised, disseminated, then approved on 11-1-23, see Farris email)

Incompletes

An "I" grade will prevent a student from progressing to the next semester or term unless alternative arrangements are approved by the program. This policy supersedes the general University policy for incomplete grades.

Grade Reporting

Grades are not given out over the phone, by email, or by the clerical staff. University policies for issuing course grades will be followed unless otherwise specified by the professor in the class syllabus. Grades will be available through Canvas or ExamSoft. Final course grades are in the Banner Self-Serve system.

Respective course syllabi identify the exact grading requirement for the given course. The individual instructor determines the graded components for each course, adhering to overall departmental standards and grading policy.

Examinations

All examinations will remain within the control of the instructor during development, administration, scoring, and use during the term in which the exam is given. Most courses require the use of ExamSoft for online testing. Students must have a laptop computer to use in the classroom for taking computer-based testing in the classroom.

All examinations will be given during the Week 5, 10 and 16 (with exceptions in Culminating Experience and in Integumentary & Physical Agents courses). Exam schedules will be posted one week prior to examinations. Classes will not meet during the exam week (with exception in Integumentary & Physical Agents).

Remote Online Examinations

If the necessity arises, remote online examinations will be proctored exams using ExamSoft, which uses a lock-down security, and Zoom. The proctor (professor) will use Zoom to proctor the examination. Students must ensure that they have electronics (cell phone and computer) to meet online proctoring expectations. During examinations, the video must remain visible at all times and sound must be muted. Students may send personal chats to the course instructor during the examination.

Missing an Examination

All examinations are to be taken as scheduled. The student must notify the course faculty member before the examination is to be given should the student need to miss an examination. If prior arrangements are not made, the student may forfeit the right to earn a grade for that examination. The faculty member is not obligated to provide late or make-up examinations for unexcused absences; however, individual judgment by faculty members will prevail.

Assignments

Each faculty member establishes assignments and the deadlines for their completion. Deadlines may be contained in a course syllabus, announced on Canvas, or communicated orally in class when appropriate. The faculty may alter deadlines when conditions warrant such a change. Students are expected to comply with deadlines unless unusual circumstances occur such as an emergency or illness severe enough to temporarily disable a student. In these cases, students should make every effort to notify the faculty member involved. Most faculty will assess a penalty for assignments, papers, projects, etc. that are submitted after the stated deadline. If this is the case, the penalty will be stated in the course syllabus or communicated in class. If a crisis arises in a student's life such as the above-stated emergency or illness, a faculty member may be willing to allow a grace period. Most faculty members will not agree to provide this grace period after a deadline has already passed.

Students are urged to make photocopies or electronic copies of all written assignments completed to provide a backup mechanism for a "lost paper" contingency.

Students are expected to participate in all assignments stipulated in course syllabi. Exceptions may be made under unusual circumstances if the faculty involved agrees that an exception should be made. An example of an exception of this type would be not requiring a student to submit to a certain laboratory class procedure if the student has a condition which contraindicates

the particular procedure. Such conditions could include open or healing lesions, other types of temporary injuries, pregnancy, etc.

Family Education Rights and Privacy Act (FERPA)

FERPA protects a student's educational record, regardless of how the record is maintained and who maintains it. An education record consists of paper as well as electronic data. Besides grades, it typically includes test scores, comments, evaluations and similar assessments about a student, maintained by an instructor, counselor or any other school official.

FERPA prohibits any person connected with the institution, including administrators and faculty from improperly disclosing student information. At institutions of higher education, students may authorize the release of their educational records, but only the student has the exclusive right to decide whether to authorize the release. There are some circumstances where educational records may be released without the student's permission. For instance, records may be disclosed to other school officials, including teachers, within the institutions, whom the institution has determined to have legitimate educational interests. The department will only release information related to FERPA with the completion of forms ([Appendix H](#)).

Student photos, student IDs, email and hometown will be placed on the PT department's physical therapy drive. Students must complete the Intradepartmental Information Release Forms at orientation to allow the release of information for intradepartmental use ([Appendix I](#)).

Co-Curricular Requirements

Interprofessional Education (IPE)

Students are expected to attend IPE events scheduled throughout the curriculum. Events include online activities, patient simulation, and panel discussions. Also, students must complete PT 7832 Healthy Ager IPE to meet competency levels.

Cultural Competence / Diversity / Equity / Inclusion

All DPT students must complete two multicultural experiences prior to graduation. Multicultural experiences embedded within the program include 1) PT 7252 Psychosocial course and 2) poverty simulation activity. If a student is unable to attend the poverty simulation, he/she may attend guest lectures, participate in any travel abroad program, or attend university sponsored multicultural events.

COVID-19 (Coronavirus)

All courses will be taught in a face-to-face format with some web/internet interaction, unless the university moves all courses to online format. In the case of a positive COVID-19 test result, students will be required to follow current CDC guidelines prior to returning to class.

Cell Phones and Electronic Devices

(Rev. 8-12-19)

Cell phones and other electronic devices may be used as a student resource at the discretion of the faculty member and/or clinical site. Taking unauthorized photographs in clinical settings is strictly prohibited, as use of any personal electronic device to store/ enter any type of patient information is a violation of the Healthcare Information Portability Accessibility Act of 1996 (HIPAA).

Cell phones and other electronic devices may not be audible in the classroom. If your phone rings during class, you will be asked to leave and not return. Family emergency calls can be routed through the departmental office. Personal texting in class is prohibited. Using devices to screen capture or cheat on tests and papers is a violation of the Honor Code.

Violation of any of these policies may lead to a grade of F and/or dismissal from the program. Students violating the policy will be referred to the program director. Students are expected to conduct themselves in a manner which promotes a collegial learning environment. Behaviors and attitudes which disrupt the learning environment will not be tolerated.

Social Media

(Rev 8-12-19)

Social media can be a way to share life experiences and opinions with others. Use of social media presents risks and carries with it certain responsibilities.

Social media includes all means of communicating or posting information or content of any sort via the Internet or other electronic communication methods. Social media includes both your personal or someone else's personal web log/blog, journal, website, or chat room, and group interchanges such as Facebook, X (formerly Twitter), Instagram, SnapChat, or YouTube and other social media sites. These applications are subject to having content transmitted to others, with or without consent from the original author. Additionally, per the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html>, no information, pictures, videos or descriptions of clients/families can be posted on social media sites.

You are solely responsible for what you post online. Inappropriate postings specific to patients, classmates, or faculty that include discriminatory remarks, harassment or threats, or violations of

professional codes of conduct are subject to disciplinary action. Your actions could adversely affect your standing in your health professions program which could include program dismissal.

You should be aware that future employers may view potential candidate's websites. Students are advised to review their site (s) for any unprofessional image or language which could adversely affect successful employment upon graduation. Please make responsible decisions about your use of social media.

Unsatisfactory Performance

Physical Therapy is a clinical profession. It is vital to public safety that department faculty are assured that students progressing to their clinical experiences, and those entering the profession, have the skills necessary to practice in a safe, legal and ethical manner consistent with contemporary practice. For this reason, the faculty of the DPT Program has established formal academic standards of performance beyond those of the [A-State Graduate Bulletin](#) (See [Remediation](#)).

Remediation

Students not on probation

1. When a student has a class average below 75% OR fails an examination in any class, the student is responsible for scheduling an appointment with the course instructor. The course instructor will inform the Program Director of the meeting and place a copy of [Appendix G](#) (Student Conference Record) in the student's academic file.
2. The course instructor and the student will document a remediation plan. The remediation plan may include suggestions for improved preparation, referral to other members of the faculty for suggestions, or even referral to professionals on campus, who assist with academic problems. Ultimately, it is the student's responsibility to seek assistance to improve his/her academic performance to a satisfactory level (>75).

Students on probation

1. When a student has a class average below 80% OR fails an examination in any class, the student is responsible for scheduling an appointment with the course instructor. The course instructor will inform the Program Director of the meeting and place a copy of [Appendix G](#) (Student Conference Record) in the student's academic file.
2. The course instructor and the student will document a remediation plan. The remediation plan may include suggestions for improved preparation, referral to other members of the faculty for suggestions, or even referral to professionals on campus, who assist with academic problems. Ultimately, it is the student's responsibility to seek assistance to improve his/her academic performance to a satisfactory level (>80).

Actions Associated with Breach of Appropriate Classroom Behaviors (Due Process)

During the tenure of the students' association with the professional program, in the event of an unexcused absence, unexcused tardy, breach of the CNHP cell/phone electronic devices policy, or other breaches of acceptable professional behaviors, the following steps will be taken:

- 1st event, the student will meet with the instructor and a warning is given. A record of the warning is placed in the Student Academic File using the Student Conference Record ([Appendix G](#)). The instructor will notify the Faculty Advisor of the incident.
- 2nd event, the student's case will be referred to the Academic Advisor and Program Director. The advisor and Program Director will determine a remediation plan and/or other recommendations in consultation with the student, faculty advisor and other parties as determined to be appropriate.
- 3rd Event, the student may be removed from the Program at the discretion of the Program Director and the faculty.

Probation

The Graduate School places students on academic probation for dropping below a 3.0 cumulative GPA in graduate school. Failure to make a grade of "B" or better in physical therapy courses taken while on probation will result in dismissal from the program. Students will be removed from academic probation by raising their cumulative physical therapy program GPA to 3.00 or better at the end of a semester.

Students may be placed on probation for non-compliance with the PT Department professional and behavioral expectations (See [Professional Behaviors](#), [APTA Code of Ethics](#), and [CNHP Honor Code](#)). Students on probation for affective behavior will complete a learning contract. The probation period for affective behavior will be determined within the learning contract. Faculty will determine whether the learning contract is fulfilled, therefore, determine when probation is lifted.

Students on probation may not hold a graduate assistantship position and will not be eligible for graduation.

Withdrawal

Students withdrawing from the program to avoid a failing grade will be considered as failing to meet the academic standards of the program. Students must withdraw from the program by the published university deadline. For more information, students should refer to the [A-State Graduate Bulletin](#). Students may reapply to the program through PTCAS to be considered on a competitive basis during a subsequent application cycle.

Students who withdraw from the program for extenuating circumstances (e.g., death of a spouse/child, pregnancy, medical conditions) and are currently in good academic standing (grade

of C or better in all physical therapy course work, and not on academic probation) may submit a request to the faculty advisor and Program Director to be placed in the next student cohort. Withdrawing from the program for extenuating circumstances cannot be used as a means to avoid failure. The option to be placed in the next cohort will only be available to students who leave the program for reasons other than academic and are in good academic standing in the DPT program at the time of the request. No promise of placement in the next cohort is guaranteed.

Suspension / Dismissal

A student may be suspended or dismissed from the Doctor of Physical Therapy Program if in the judgment of the core Program Faculty any of the following conditions exist:

1. failure to comply with academic standards.
2. failure to exhibit behaviors outlined in the following: [Professional Behaviors for the 21st Century](#), CNHP Academic Honor Code ([Appendix F](#)), [APTA Core Values](#), [APTA Standards of Professional Conduct](#), [APTA Code of Ethics](#), and the [Arkansas Physical Therapy Association Rules and Regulations](#).
3. clinical performance that jeopardizes the safety of patients.
4. physical or emotional condition that affects one's clinical or academic performance.
5. failure to conform to the legal standards of the physical therapy profession as stated in the Arkansas Practice Act available at http://www.arptb.org/rules_regs/index.html.
6. excessive absences (See attendance policy) or tardiness.

Appeal of Grades, Other Decisions or Requests for Exceptions

If a student feels that he or she has been treated unfairly in the matter of grades, or any other decision that affects the student's academic rights as described in the [A-State Student Handbook](#), he or she may invoke the Student Academic Grievance Procedure outlined in that publication. This same procedure may be used to request waivers or variance from published University or program policies, rules and regulations.

In all cases, students should first discuss their concerns with the faculty member involved. If the matter is not resolved at that level students should request a meeting with the Program Director followed by the PT Department Chair followed by the Dean of the College until the matter is resolved or another avenue of appeal is identified.

Informal or Minor Complaints

From time-to-time complaints may arise that are not formal grievances. Formal grievances and the processes associated with filing grievances are covered in the A-State Student Handbook. Informal complaints will be handled in a process that seeks to produce resolutions which are equitable for all involved, maintain the academic integrity of the program, and result in improved

relations and operations related to the program. Informal complaints may be filed with the Program Director. For informal or minor complaints, the following process shall be used.

1. Student who has a complaint regarding another students:
 - a. Students should first attempt to settle the matter with the other student in a prompt and professional manner.
 - b. If satisfactory resolution of the issue cannot be achieved, the issue should be brought to the attention of the faculty advisor or another faculty member who will attempt to help resolve the issue.
 - c. If satisfactory resolution of the issue cannot be achieved, further intervention by the chain of command will be utilized to try to resolve the issue. If no resolution is possible, the student may need to utilize the formal grievance system.

2. Student has complaint regarding a faculty member:
 - a. The student should make an appointment to meet with the faculty member and discuss the matter in a courteous manner. The student is expected to have a prepared presentation of the issue in question.
 - b. The faculty member will hear the student complaint and consider its merit in an open-minded fashion.
 - c. The faculty member and student will seek to resolve the issue together.
 1. Should it become impossible for the faculty member and student to resolve the issue, an appointment will be made to discuss the matter with the Program Director.
 2. The Director will attempt to mediate the problem. He/she will facilitate a resolution that follows the policies and procedures of the program, while protecting the rights and concerns of both parties.
 3. If the Director's mediation efforts do not lead to resolution, the Department Chair will be consulted by the Director and become involved in the mediation.
 4. If no resolution is possible, the grievance system will be used.

3. Faculty member has a complaint regarding a student action/behavior:
 - a. The faculty member will schedule a meeting with the student and explain the nature of the complaint.
 - b. The faculty member will attempt to develop a supportive relationship to work with the student to solve the problem.
 - c. Should this attempt not prove effective:
 1. The faculty member and student will meet with the Program Director to discuss problem.
 2. The Program Director will assist the faculty and student in developing an action plan to resolve the problem and recorded using the Student Conference Record form located in DPT Student Handbook (Appendix G).
 3. Several resources exist on the campus, including the PT Department Chair, Dean of the College, to assist in the formation of the plan. Publications such

as the A-State Student Handbook outline the parameters of acceptable student behavior. The Vice Chancellor for Student Affairs - Dean of Students may also be consulted for advice and mediation.

These steps do not supersede the requirements for classroom/professional behavior on the part of the student as outlined in department and University student handbooks.

Process of filing a complaint with CAPTE.

Students that are unable to resolve a complaint using the departmental or college grievance process may file a complaint with CAPTE. Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave, Suite 100, Alexandria, Virginia 22305; telephone: 800-999-2782; email: accreditation@apta.org; website: www.capteonline.org.

Using Pack Support for Complaints

Pack Support serves as the one-stop resource for students seeking campus resources, information and extra guidance. Pack Support will connect students, parents, faculty and staff, to the understanding or navigation of university procedures and resources via quick, effective communication. The student/faculty may choose to contact Pack Support through the A-State webpage (<https://www.Astate.edu/a/pack-support/>) for complaints, academic performance, harm to self or others, financial concerns, food or shelter anxieties, housing issues, illness or hospitalizations and student conduct issues.

Readmission

A student who has been suspended from the Graduate School and DPT program may reapply for admission through PTCAS on a competitive basis only one time. The student must also reapply to the Graduate School and be readmitted. A subsequent suspension from the Graduate School and DPT program will result in a student not being allowed to reapply to the DPT program.

GRADUATION

Complete graduation requirements and the procedure to be followed are fully explained in the [A-State Graduate Bulletin](#). The student is ultimately responsible to ensure all forms have been completed, all fees for graduation have been paid, and all policies have been met regarding graduation. The faculty will assist the student in the process.

Licensure Exam

Students seeking licensure must take the Federation of State Boards of Physical Therapy (FSBPT) national board exam. Students may sit for the licensure examination in spring of year 3 (April), when students meet the following criteria:

- 1) scores ≥ 650 on retired academic version of PEAT exam
- 3) completes a learning contract for Clinical Education IV and V with the Director of Clinical Education.

Students that do not meet these criteria will take the FSBPT following graduation. Students should refer to the FSBPT website (<http://www.fsbpt.org>) for specific exam procedures. Students should register with the state licensure board in which he/she wishes to practice. Each state has application requirements that are specific to the state. Students needing additional information on state licensure should contact that respective physical therapy state board.

Alumni Activities

Alumni provide valuable information to the Department of Physical Therapy about the effectiveness of our program. Graduates should provide the program with current address and current employment status immediately after graduation and as changes occur. Graduates of the program are strongly encouraged to complete and return to the University any follow-up surveys or questionnaires sent to alumni to support the continued improvement and accreditation of our Doctor of Physical Therapy Program.

STUDENT SERVICES

Assistance is available to all A-State students. Specific information can be located in the [A-State Student Handbook](#) and Pack Support.

Pack Support

Pack Support is a one-stop resource for A-State students to seek advice or faculty may make referrals. Students that are uncertain where to turn to for advice on college completion, feeling overwhelmed and in need of assistance for multiple offices may be referred to Pack Support (<https://www.astate.edu/a/pack-support/>).

Access & Accommodation Services

Support services provided by the Office of Access & Accommodation Services (A&AS) includes orientation and registration, intake and assessment, note-taking, test administration with accommodations, E-Texts (texts in alternate format), computer and technology demonstrations for all students, physical adaptations inside and outside of the classroom, guidance and counseling, priority registration, and Interpreter Services. The student is responsible for registering with the Office of Access & Accommodation Services.
<http://www.astate.edu/a/disability/>

Office of Access & Accommodation Services
Student Union, Room 2181
State University, AR 72467-0360
(870) 972-3964
(870) 972-3965 TDD

Reasonable accommodations will be made for students that register with A&AS. When possible, exams should be scheduled through A&AS while the exam is given in class. If the exam is scheduled for an alternate time, the scheduled time should not conflict with another class.

Financial Aid & Scholarship

Information regarding financial aid may be obtained from the financial aid office (<http://www.Astate.edu/finaid/>). One of the major sources of financial assistance for students in the physical therapy program is working as a graduate assistantship.

Graduate Assistantships

Graduate assistantships (GA) will be awarded to students who demonstrate academic performance and other capabilities to fulfill the duties of the position. GA's are compensated for 20 hours of work each week. Each graduate student will be assigned to core faculty members as

designated by the Department Chair. This core faculty member will oversee the GA duties. GA's shall only treat patients with supervision of a licensed PT. Failure to perform GA duties may result in dismissal from their position.

Doctoral level GA positions will receive a tuition waiver. Each semester the GA must complete paperwork to receive the tuition waiver.

Student Health Center

A-State's Student Health Center (SHC) and pharmacy are available to all A-State students. Students can be treated for illnesses, injuries, immunizations and general physical exams. For more information refer to (<http://www.Astate.edu/a/student-health-center/index.dot>).

Counseling

The University Student Counseling Center (<http://www.astate.edu/student-affairs/counseling/>) provides confidential counseling services and crisis intervention to the student who may be experiencing psychological, behavior, and learning difficulties.

Advising Center

The Wilson Center for Academic Advising and Learning Assistance (<http://www.Astate.edu/college/university-college/advising-center/>) provides writing laboratory and study skills assistance for students. Advisors are committed to helping students explore a variety of study techniques to help improve their academic outcomes. Additionally, Student Support Services (<http://www.astate.edu/college/university-college/student-support-services/index.dot>) are available for eligible A-State students. Services include peer and professional tutoring, advising and counseling services, mentoring, career planning and cultural activities.

SPECIFIC STUDENT REQUIREMENTS

Equipment

Students are required to purchase several items of equipment for use during their academic career and after graduation. These items can be purchased separately at local medical suppliers, or a local vendor will package a complete student kit for purchase. It is the responsibility of the student to acquire the needed supplies. Specifically, currently each student is minimally required to have:

1. Goniometer (large and small sizes, finger goniometer)
2. Tape Measure
3. Reflex Hammer
4. Stethoscope/ Blood Pressure Cuff
5. Sensory Testing Kit (two-point discrimination, sharp/dull tester)
6. Lab coat
7. Name tag (through A-State bookstore)
8. Gait belt
9. Pen light
10. Tuning fork
11. Pulse Oximeter

Appropriate Dress and Personal Appearance Requirements

Lab attire

Appropriate dress is required for all laboratories. In most cases laboratory attire is specified in the course syllabus. Many of the procedures we practice require access to skin and visualization of muscles and muscle groups in all parts of the body and appropriate attire is required accordingly. Part of what we learn to do is to provide this access while preserving the modesty and dignity of the patient. When the student is the patient, this same principle applies.

When not serving as the patient or subject, shorts, shirts and shoes should be worn. Low heeled, rubber-soled shoes must be always worn except when on a treatment table (plinth), mat table or floor mat. Students going outside of the lab area should dress appropriately for the public.

When outside speakers are brought in, or special events are scheduled it is expected that students will dress appropriately for the occasion. Students attending PT sponsored events (i.e., scoliosis screenings, 5K run) are expected to wear A-State shirts or other attire as approved by the coordinating member of the faculty.

Jewelry is generally prohibited for health and safety reasons. No bracelets, necklaces, earrings other than small posts for pierced ears or rings other than bands should be worn in labs. Body piercing (i.e., tongue, eyebrow, etc.) should not be visible.

Other Personal Requirements

Students are required to adhere to certain personal standards both for their own safety and that of the patient. Hair must be confined so as not to interfere with any clinical procedure. Nails must be short and clean at all times. Fingernails should not extend beyond the fingertip. Students should check with their clinical sites regarding the use of nail polish. If nail polish is allowed, the polish cannot be chipped.

Any open lesions must be adequately covered and protected from contamination. Personal hygiene should be maintained at the highest level and students must pay attention to such potential problems as bad breath, foot odor, body odor, etc. Furthermore, cologne or perfume should not be worn while in class or during clinical rotations.

Informed Consent

Any person (guest, patient) who is involved in demonstration, treatment, or research will provide consent for that involvement. Forms are available through the Department Secretary. Guests, patients, research participants will sign consent forms prior to participating in any event.

1. Guests and patients provide consent by reading and signing the general consent form developed by the department which gives consent for treatment or class participation, and/or gives consent for photography. These forms are kept by the department secretary and are located in [Appendix J](#) and [Appendix K](#).
2. Subjects involved in research sign a specific informed consent form, which has been approved, along with the research design, by the University Institutional Review Board, Human Subjects Committee.
3. Consent forms will remain on file in the offices of the department of Physical Therapy for a minimum of five years, or for the life of any collected educational material.
4. All information obtained will be kept confidential according to Health Information Portability and Accountability Act (HIPAA) guidelines.

Gross Anatomy Rules and Regulations

The use of human remains for the purpose of study is governed by state regulations. There are specific regulations regarding the disposal of these remains after the termination of their use. As these are human bodies, they must be treated with respect and should be disposed of in the same manner and methods as any deceased person. Students are expected to adhere to the following rules while in the laboratory. **Failure to abide by these rules will result in dismissal from the**

course and may result in other penalties (including failure of the course) being imposed by the Chair of Physical Therapy.

1. Any student not wearing a laboratory coat will not be allowed to remain in the dissecting room. Do not wear open-toed shoes in the lab.
2. It is essential that the cadaver does not dry out. After completing the dissection, cover the cadaver with a sheet, spray with wetting solution, and lock the box.
3. Students who registered for the course and other authorized persons are the only people allowed in the dissecting room. Relatives, spouses and friends are absolutely not allowed access to the dissecting room.
4. The dissecting room will be open during the scheduled laboratory periods; other times may be arranged upon the approval of the instructor.
5. Smoking, drinking, and eating (including chewing gum) are not allowed in the laboratory.
6. Any tissue removed from the cadavers (e.g. skin, fat) must be placed in the corresponding designated container (labeled as "Human Tissue Only") that is separate from the regular (e.g. paper, gloves) container.
7. Parts of cadavers are never to be removed from the laboratory. To do so is illegal and unprofessional.
8. While dissecting, be careful not to drop tissue on the floor. Clean up any spills or dropped tissue thoroughly and promptly.
9. Keep the dissecting table clear of debris. Wipe it clean at the end of the dissection.
10. Models, specimens, etc. are not to be removed from the laboratory without the permission of the instructor.
11. Professional behavior is mandatory in the lab.
12. Photographing or recording is not allowed in the lab.
13. Both the outside and inside doors of the laboratory must remain closed at all times.
14. Handle scalpels and other sharp instruments with care. Used scalpel blades are to be placed in special containers.
15. If you cut or otherwise injure yourself, notify the instructor immediately. You should check with Student Health Services or your physician after a cut or other wound that breaks the skin.
16. Always wash your hands and remove lab coats before leaving the lab after dissection.
17. Watch for mold. Give your cadaver a complete check before the study. Report any signs of mold to the instructor as soon as it is discovered.
18. Never remove the identification tag from the cadaver.
19. Never leave the wooden wedges or blocks on the cadaver tables. They must be removed, cleaned and dried as you would your dissection tools.

Teratogenic Substances

The faculty of the physical therapy program will design learning experiences and lab procedures, which minimize exposure to teratogenic substances. Exposure to teratogenic substances because of performing requirements for classes in this curriculum is highly unlikely. There is a measurable risk of exposure while working in the Gross Anatomy laboratory. A-State's

environmental health and safety information can be located at <http://www.Astate.edu/a/ehs/>. The cadavers used in Gross Anatomy have been injected with certain chemicals for their preservation. The Safety Data Sheets (SDS) is in the laboratory and the Physical Therapy office. Carolina's wetting solution is the primary chemical used for cadaver preservation (<https://www.carolina.com/teacher-resources/Document/msds-carolinas-wetting-solution/tr-msds-carolinas-wetting-solution.tr>). More information on chemical agents used can be found at <https://www.Astate.edu/a/ehs/chemical-lab-safety/>. Working in the gross anatomy laboratory has negligible risks if appropriate precautions are taken. **Students with respiratory problems and pregnant women should consult their doctor before taking gross anatomy. Contact lenses can absorb chemical vapors in the air; therefore, contact lenses should not be worn in the laboratory without vapor proof goggles.** All students should report any problems with eye or respiratory irritation to their laboratory instructor. All students must wear a laboratory coat while in the laboratory. Students performing the day's dissection must wear dissecting gloves. Goggles are optional but recommended during dissection. Goggles are required with any use of power equipment. Students with latex allergies and sensitivity should inform the course instructor (See Latex Allergies)

Students must complete a laboratory informed consent form ([Appendix L](#)) acknowledging possible risks associated with participating in the gross anatomy lab. Such incidence may include but are not limited to sharp object injury, adverse reaction to direct contact of chemical solutions, etc. Embalming fluid soaked into the lab coat can irritate skin as well as increase the vapor exposure in the laboratory. Laboratory coats should be cleaned every couple of weeks, or more often when heavily soiled. Students with dirty lab coats will not be allowed to work in the laboratory if the instructor believes the coat to be a health risk.

Latex Allergies / Sensitivities

Some students have previously demonstrated an allergic reaction to the use of latex. The signs include burning, itching and swelling of the exposed part. This can be an emergency situation; however, it is extremely rare. If a suspected allergy is demonstrated, the student should immediately notify the supervising faculty member.

It is the student's responsibility to notify in advance to the faculty member supervising the learning experience that the student is allergic to latex. This substance is commonly used in protective gloves in learning situations found in the anatomy laboratory or during wound care. Latex free gloves will be provided by the department upon written request from the student after documented cases of latex allergies or negative reactions.

Practice of Procedures

The practice of physical therapy includes the use of various physical agents, massage techniques, manual techniques, transfer, elevation and ambulation activities, therapeutic exercise and the use of different types of equipment. Students are expected to perform these procedures on each other under faculty supervision in the laboratory and later in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant ([Appendix K](#)).

At times, a medical reason may preclude the student from participating. The student is responsible for informing the course instructor of any condition that might affect participation in the laboratory experience. On rare occasions, while learning a physical therapy technique, the recipient of the technique may experience pain or discomfort. If this happens, the student should inform the course instructor. The course instructor will determine if medical attention is necessary. If necessary, the student will be referred to a medical provider for follow up. Students may not perform physical therapy treatments other than those required for class, lab, or clinic except under the above-stated supervision.

CPR Certification

Prior to beginning clinical education students are required to present evidence of current valid CPR certification. This may be done by presenting a card along with a photocopy of it to the Director of Clinical Education. The photocopy is placed in the student clinical file under their class organization on Canvas. Students who have expired CPR certification will not be allowed to participate in clinical education activities, which may lead to program dismissal.

Clinical students (EMT, Paramedic, Nursing, Physical Therapy, etc.) are **required** to complete an American Heart Association (AHA) BLS Course.

Please use this site to locate an American Heart Association course near you <https://cpr.heart.org/en/course-catalog-search>.

*There are several other websites and agencies that provide CPR training, but they are not authorized under the American Heart Association or the American Red Cross. CPR cards or certificates from any agency other than AHA will **NOT** be accepted. Classes that are *Online Only* will **NOT** be accepted.*

Child Maltreatment Reporter Training

All students must complete the child maltreatment reporter training prior to graduation. This is a state-mandated requirement for degree programs at institutions of higher education for professions that are required to be a child maltreatment mandated. This training will be completed in PT 8653 Neuromuscular II. A copy of the completed training will be kept in the student's academic file.

Physical Examination and Immunizations

All students are required to present proof of immunization as described in the [A-State Graduate Bulletin](#) and additional immunization and skin testing as described by the Director of Clinical Education. Documentation of immunization and tests include:

1. Rubeola (measles) and rubella (German measles) - State Statute;
2. Mumps and varicella (chicken pox) - required by most clinical affiliates;
3. Hepatitis B - required by most clinical affiliates - this immunization series requires 5 months to complete and should be started immediately if not already begun.
4. TB skin test - required each year (available at the Student Health Center). Students with positive results will receive further instructions ([Appendix E](#)).

Students are required to have a current physical examination (within one year) prior to all clinical education assignments. The required form is in [Appendix C](#). Some clinical sites may have more extensive immunizations and/or physical requirements. The additional requirements must be met before the student is allowed to practice at that facility.

Health and Liability Insurance

Students must show verification of health insurance and personal liability (malpractice) coverage. Failure to have this coverage will bar students from clinical sites for clinical education, which would result in dismissal from the program. Proof of liability and health insurance must be completed by the first day of the first semester and must remain current throughout the program. The University offers each student the opportunity to purchase an accident and hospitalization insurance policy as part of a group consisting of A-State students and students enrolled in other universities across the state. Health insurance is required during clinical educational experiences.

TB Mask Fitting

Students are required to be fitted for a TB mask. The College of Nursing and Health Professions offers this service to the students at a minimal cost (\$20). This typically occurs during the first few weeks of the fall or spring semester ([Appendix D](#)).

Communicable and Infectious Disease Policies

All students receive appropriate education and training in dealing with blood-borne pathogens (Standard Precautions) as part of their clinical laboratory courses. In addition, the College has adopted additional policies and procedures, which may be found in the [Appendix E](#).

Substance Abuse Policies

The College has developed detailed substance abuse policies that are additional to those already in place at the university level. These policies may be found in the [Appendix M](#). Additionally, some clinical sites require a drug screen prior to coming to their facility. It is the student's responsibility to pay for this service.

Clinical Background Checks / Drug Screens

A criminal background check and/or drug screen is required prior to admission to the program. It is the student's responsibility to pay for this service. Background checks must be renewed annually and will be required prior to clinical education. Many clinical facilities will require that the student complete a different background screen at their facility. Information is located on the PT website (<http://www.Astate.edu/college/conhp/departments/physical-therapy/student-resources/>). Students must read and sign the CNHP Criminal Background policy located in [Appendix B](#).

Students with criminal backgrounds may be denied admissions to the program. Furthermore, students admitted to the program may not be able to complete clinical education coursework required by the DPT program or meet the criteria for professional licensure. If a student has a criminal record, it is the responsibility of the student to inquire with the respective state board of physical therapy, in which the student plans to apply for licensure, as to whether a criminal record may limit the student's ability to obtain licensure as a physical therapist or practice in certain settings.

Student Acknowledgment and Waiver Forms

Students must read and sign the waiver and release forms included in [Appendix N](#) of this document by the end of their orientation. No student will be allowed to proceed until these forms have been signed and returned to the program.

Student Field Trip Participation

Students must read and sign the waiver and release forms prior to attending off campus activities. form can be obtained from the Administrative Specialist in the PT Department Office. [This](#) The completed form will be kept in the student academic file.

Student Travel

Students receiving state funds (i.e., graduate school, departmental or college scholarships) to travel to conferences or on official university business must abide by state travel policies. In order to receive reimbursement for travel expenses, students must provide itemized receipts to the Administrative Specialist in the physical therapy office for processing within **7 days** of returning from the trip.

Arkansas state law requires that all lodging receipts have:

- 1) the traveler's name,
- 2) an itemized statement (number of nights, nightly room rate, etc.)
- 3) a zero balance

Daily lodging and associated taxes are all that can be claimed for lodging reimbursements. Other lodging charges such as movie rentals, room service, etc. will not be reimbursed. Students traveling as a group may sometimes have the option of renting a house to save money; however, each student must present a receipt in their own name with a zero-balance showing their portion was paid in full. Receipts cannot be reimbursed if one student pays for the lodging of other students. Each traveler must have their own receipt in their name- NO EXCEPTIONS!!

Typically, food is not reimbursed during travel. In special cases in which meals are reimbursed, the receipt must show what food and beverages were ordered. A credit card receipt without the actual food/beverage listed will not be reimbursed. Alcoholic beverages are not reimbursable. Tips are reimbursable only up to 15%. Taxi and shuttle receipts are reimbursable, excluding the tips.

Additional information for student travel is found on the travel office website: <http://wt-dc-prod.Astate.edu/dotAsset/721b9ec8-5f0d-4c9b-a993-afc6df9a983b.pdf>

STUDENT ORGANIZATIONS

The Physical Therapy Student Association (PTSA) is the student organization designed to promote the profession of physical therapy, support the A-State programs in physical therapy and provide charitable service to the community. Membership is encouraged and applications can be obtained from the main office of physical therapy. Students are expected to bear the cost of social events, travel to meetings and other activities unless some other source of funding is developed.

Students are encouraged to join the American Physical Therapy Association (APTA) that is the professional organization for therapists and assistants. Membership includes subscription to periodicals titled Physical Therapy, PT Bulletin and PT Magazine. These periodicals are often used for reading assignments by faculty. Membership in the state and local PT organizations are included in the national dues. Membership forms for APTA are available from the Department Chair and the Department Chair's signature is required for validation of student status.

FACILITY PROTOCOLS

Exterior Doors

Under normal circumstances the building is locked unless a scheduled activity is taking place. The "front" doors on the second floor are unlocked between 7 AM and the time of the last scheduled activity in the building in the evening. These doors may also be unlocked on a weekend if a class is scheduled. The rear door on Driver Street and the South door on the first floor are normally unlocked between the hours of 8 AM and 5 PM. The South door may remain unlocked if an activity is scheduled on the first floor outside of normal business hours. The interior door at the South entrance should be unlocked at all times.

DPT students may study in designated areas (i.e., student lounge, room 117, 118, 120) after normal business hours ONLY if a faculty member or graduate student (GA) is in the building. Students are ONLY allowed to practice practical skills that have been covered in class. The administrative assistant will lock the doors at the end of the day, and students are responsible for making sure that all doors are shut and locked when leaving the building. If, for some reason, a door was not locked, the student is responsible for contacting campus security to secure the facility. For safety reasons, students should leave the building as a group. Should a student leave alone, it is advisable that the student contact Campus Security for an escort (870-972-2093).

For the purpose of studying on weekends, the student should arrange for the building to be opened and occupied by a graduate assistant and/or faculty member. The graduate student and/or faculty member is responsible for locking the doors when leaving the building.

Vending Area

All students and staff in the building share this space. Please set a good example for other students by caring for this space. Please remember that there are classrooms and offices nearby and be considerate by not making unnecessary noise. Temporary storage of food in the refrigerator in the student lounge may be allowed unless the privilege is abused.

Smoking Policy

Arkansas State University is a smoke-free campus.

Classrooms

Most DPT classes will be scheduled in CNHP 110, 111, 117, 118, 119, 120, Smith 119/122, and in Reynolds 155, 157, 177. All classrooms are locked when not scheduled for use. This unfortunate necessity is due to theft. If you see any such suspicious activity at any time, please bring it to the attention of a faculty member, staff member or the A-State campus police.

Main Office - Room 102

This space is occupied by administrative staff or student workers and is not to be used as a social gathering place except under unusual circumstances since it is a work area. The computers and telephones in the main office are not intended for student use. Only in emergencies may students access telephones in the main office.

PT Conference Room - Room 103

This room within the office suite is used on a regular basis for committee meetings scheduled by the physical therapy program. It is sometimes used for small social gatherings as well. The Conference Room contains several periodicals and books that belong to the program and to individual faculty members. This space may be used as a meeting space by students with permission and may also be used for small group meetings between faculty and students.

Faculty Offices - Rooms CNHP 104-109 and Eugene Smith Educational Building

Normally, students are expected to gain permission to proceed into the interior office space from whoever is on duty in room 102 for offices on the first floor. The Smith Building offices are accessible from the 1st floor of the Smith Building

PT Laboratory Suite - Rooms CNHP 110-120 / Smith 119/122

Under normal circumstances this area is not accessible to the general population of the building. The sign indicating access to authorized personnel only includes DPT students, faculty and staff. The only other people who have unlimited access to this area are the Dean and workers from the physical plant. If you see anyone in this area who you do not recognize, you should ask them who they are and why they are there or, if you are not comfortable doing that, report their presence to a faculty or staff member.

Locker Rooms/Student Lounge- CNHP 115 & Smith Hall

The student lounge (CNHP 115) is available to all DPT students. Internet access and TV are available without charge to the student.

Lockers are available in the student lounge (CNHP 115) and in Smith Hall (1st floor). Students are required to provide their own locks and to select a particular locker for use each semester. At the present time there is no charge for the use of a locker but students must report to clerical staff the number of the locker they are using and must use this same locker for the entire semester. Students need a locker because most lab classes will require a change of clothes and also require the storage of purses, wallets, any jewelry that must come off, etc. during labs. Specific dress requirements are found in individual course syllabi. Please remember to remove the lock from your locker at the end of your academic program.

Laboratories

Laboratories are available in the College of Nursing and Health Professions Building, the Eugene Smith Building and the Donald W. Reynolds Center for Health Sciences. It is expected that program development will dictate specific uses for different spaces. Please note that no one is to enter the Gross Anatomy Lab unless a DPT faculty member or GA is on site.

It is expected that students will use these areas and the equipment with care and attention to safety concerns. Students need to adhere to the specific directions of faculty involved. To supplement clinical learning skills, students are expected to regularly participate in "open" lab periods.

Telephones are in 120 for use in an emergency or for internal communication between the labs and the main office. Cell phones may be used in emergency situations.

Students are expected to assist the faculty as required to clean and secure the labs at the end of a scheduled class period. Such cleaning may include the processing of laundry and linens, and the cleaning of equipment used during the lab similar to procedures that are required in any clinical setting at the end of patient treatment procedures. In some cases, students may be required to provide their own consumable supplies if they wish to practice some procedures outside of normal lab hours.

It is never appropriate for visitors to be present in any laboratory unless special arrangements have been made with the Department Chair and the faculty involved.

Disaster Evacuation

An evacuation plan for various disasters (fire, tornado, earthquake) is posted on bulletin boards on each floor of the CNHP and in the basement of the Smith Building. Stairs are to be used to exit. Alarm bells and fire extinguishers (maintained by the Physical Plant) are located on each floor.

Inclement Weather Policy

If the University is open, classes will meet as scheduled. Should the university open late, students should attend the class that would normally be scheduled at the time that the university opens.

A-State Emergency Procedures

Students can receive A-State's emergency information via text message. For A-State's emergency information please log into MyCampus (<https://my.Astate.edu>) and click on 'Emergency Alert' to register.

A-State Environmental Health and Safety Department

Students and faculty will report incidents (injury, exposure to communicable and infectious disease, hazardous waste, etc.) to the Department Chair using the incident report form ([Appendix O](#)). The department chair will make a copy of the incident report and send the original form to the Dean of the College of Nursing and Health Professions. The Environmental Health and Safety department may be contacted when necessary (<http://www.Astate.edu/ehs>).

CLINICAL EDUCATION POLICIES AND PROCEDURES

The following *Clinical Education Policies and Procedures* are provided to all clinical affiliates. The various forms referenced are contained in the *DPT Student Handbook* appendices. Students should familiarize themselves with and complete the forms found in the Clinical Checklist ([Appendix U](#)). The Director of Clinical Education, DCE, gives specific instructions to students prior to any clinical education assignment. Other specific requirements are contained in the course syllabi for clinical education courses. These are provided to students at the appropriate times.

Clinical education is a crucial part of the DPT educational program. The DCE matches students to each clinical rotation based upon location availability, site conflicts of interest, student areas of interest, and student clinical readiness. Faculty (individually and collectively) will assess student clinical readiness prior to Clinical Education I and II in the Spring and again prior to Clinical Education IV in the Fall. The DCE will facilitate each faculty to complete an electronic assessment of every student in each of 3 areas: cognitive, psychomotor, and affective. The individual faculty results will be combined and shared during a faculty meeting. The results for each student will be discussed to ensure consistency of final assessment in each of the 3 areas. The data used for the cognitive area includes quiz and exam grades, data for psychomotor area includes performance during lab sessions, skills checks and lab practical exams, and data for professional behaviors includes any documented critical incidences of professional behaviors or reoccurring safety violations as well as the self and peer assessments of the professional behaviors tool. The collective faculty will use this data to make a formal decision for clinical readiness. If a student is identified as not ready for the clinic, he/she will be prevented from participating in any clinical experience until the deficit is adequately remediated. Faculty will contribute feedback to the DCE for student's readiness for clinical education using the lighting system ([Appendix P](#)). The DCE will use his/her professional judgment and feedback from faculty to determine clinical placement. Depending on the timing of the completion of the remediation, the student may have an extended or delayed clinical experience possibly resulting in a delayed graduation. If the deficit cannot be corrected, the student will be dismissed from the program as he/she will be unable to continue further.

The clinical education experience simulates actual clinical practice, and each clinical educational experience is a full-time, work-type experience. Students practice those skills that they have acquired in the didactic portion of the PT educational program. Students are generally not required to practice skills that they have not been taught unless the on-site supervisor teaches new skills to the student. In this case, the clinician assumes the responsibility for the student's performance.

PT students have five clinical experiences. Clinical experiences will include three 5-week (or one 5-week and one 10-week), two 8-week clinical rotations for a total of 1050 hours/30 weeks. Students admitted into the Doctor of Physical Therapy Program are required to spend substantial time in clinical education experiences that are not on campus and may not be located in the immediate area. Students admitted into the program must be willing to temporarily relocate, as

needed, to the clinical site assigned to them by the DCE. All costs of clinical education are the student's responsibility. Clinical assignments are determined by each student's educational needs and by availability of facilities.

Clinical sites are assigned by the DCE. Students will provide the DCE with their location availability, site conflicts of interest, and topic areas of interest to assist the DCE with clinical site placement. Sites are assigned by the DCE according to availability, the students' particular needs at any given time, and other variables that are often unpredictable. Given the large number of students that require clinical assignments, it is not possible to place many in or around the northeast Arkansas area. Sites may be located at some distance from the campus, both within the State of Arkansas and elsewhere in the U.S. Attendance at clinical education is mandatory and students may not progress in the program if clinical performance is unsatisfactory. Online surveys of all clinical center information are available from the DCE upon request.

Cancellation and Changes to Clinical Sites

Occasionally, a site that was selected by a student and confirmed for availability will cancel due to variables outside of the control of the program. If a site cancels, the student is immediately notified by the DCE of the cancellation. Every attempt is made by the DCE to offer a comparable site to the student to replace the canceled site. These placements are made from sites that were offered but were not selected by other students or additional sites can be contacted to fill the vacancy.

Costs of Clinical Education

Students are required to pay tuition for clinical education as well as all other associated costs. These costs include but are not limited to physical examinations, health insurance, drug screens, background checks, transportation, room and board, and uniforms (if required). Students may have to continue to maintain their permanent living arrangements as well as temporary quarters at the clinical site. It is the student's responsibility to secure their own housing if needed. Costs are the responsibility of the student. During off-campus educational experiences, any costs related to emergency services are the responsibility of the student. All costs related to clinical education are the responsibility of the student and discussed elsewhere in this handbook and during orientation.

Supervision of Clinical Education

Physical therapy students participating in clinical education are required to practice under the supervision of a licensed physical therapist with a minimum of one year's experience. The DCE is always available for consultation by telephone, email, teleconference, or site visit. The DCE will perform either an onsite visit, phone consultation, or email communication with all CIs while students are on clinical rotations.

Attendance Policy of Clinical Education

Each student will be required to record their attendance and submit time sheets weekly. The student will only ask the CI to sign a timesheet if the student fails to clock in or out. Each student is allowed one excused absence per clinical education experience. An excused absence is considered a personal illness, illness of an immediate family member, death of a family member, or an absence that is arranged prior to the event with the clinical facility (e.g. doctor's appointment). The CI and DCE must be notified prior to their absence. In case of illness, the student will notify the CI and DCE at the beginning of the workday. If this is not done, the absence will be considered unexcused. All clinical time beyond one excused absence will be made up unless extenuating circumstances present. For an extenuating circumstance that requires more than one day absence from the clinic, the DCE will communicate with the student and CI to determine a remediation plan. This make-up time will be at the discretion of the clinical facility and DCE. The inability to make-up time missed will result in a delay in the student's progression in the program. Tardiness, unexcused absences, or abuse of excused

absences will not be tolerated. Any unexcused absence or reoccurrence of tardiness will be addressed by the DCE and Department Chair.

Pre-Clinical Requirements

Students who have not given the DCE the health immunizations and/or other required documents (release forms), or who have not completed the required pre-clinical sessions will not be allowed to participate in their clinical education experience ([Appendix Q](#)). In addition, students must complete HIPAA compliance forms ([Appendix R](#)) and the student confidentiality form ([Appendix S](#)). Sites may require additional information such as background check and drug screens. The student is responsible for completing all specific site requirements prior to beginning the clinical rotation. Drug screens showing positive results for prohibited substances will most likely prevent a student from beginning the clinical education experience at the scheduled facility. The clinical education facility's drug screening policy supersedes the CNHP policy, and the student must comply with the facility's policy. In such instances where the student is prevented from beginning or attending, the clinical experience, their progression through the program and graduation from the program will be delayed. The Director of Clinical Education will attempt to locate an alternative clinical site but is under no obligation or time limit to do so. Prior to the DCE attempting to locate an alternative clinical site, the student must obtain a drug screen that is negative for all prohibited substances.

The Program Faculty will review affective, cognitive and psychomotor skills of each student prior to a student beginning a clinical rotation. Should a student not meet the expected requirements, a formal learning contract will be completed with specific guidelines for progression.

Clinical Problems

If a problem arises during the clinical education experience, the student should make every attempt possible to communicate concerns regarding the experience to the clinical instructor. If this does not resolve the situation, the DCE should be contacted. At this time, the DCE will counsel the student on what action needs to take place next. The DCE may then contact the clinical site and request that a learning plan be instituted. The DCE has the authority to modify the learning plan as needed.

Clinical Remediation

When the CI, student, or DCE becomes aware of a discrepancy between performance expectations and the actual performance of the student, in any domain, a plan for remediation is put into place. The goal is to address the issue directly and as early as possible to reach resolution and minimize consequences. Once the CI, student, and DCE are aware of the issue, the process for remediation can be implemented. If the situation is not complex, a clarification of expectations by the CI and DCE may be all that is necessary. However, the next step is to draw up a learning contract to be reviewed and signed by the CI, student and DCE. Regular

communication will be established with all parties involved and a site visit will be scheduled as necessary. In most instances, collaborative effort creates a more conducive learning environment, and the student is able to meet performance expectations. Options to extend the clinic may be required for the student to meet expectations, time constraints of the academic program may limit ability to make up clinicals. If the student fails to meet the expectations, he/she may receive a failing grade or an incomplete. It is the role of the Program Chair and the DCE to determine if the student should be afforded another opportunity to make-up the clinical experience, add additional time, or be assigned a failing grade. Failure to obtain a passing grade during clinical will result in dismissal from the program.

COVID-19 and Clinical Education

The Clinical Education site will provide the student with information on required personal protective equipment (PPE). Students must follow all the rules, regulations and requirements set forth by the Clinical Education site for the use of PPE as well as all other work site rules. If, at any time, the student feels unsafe, the student may leave the Clinical Education site. However, the student's academic progress may be impacted.

Participating in clinical education involves a variety of risks, including exposure to bodily fluids, and COVID-19 in particular, poses risks including upper-respiratory illness, hospitalization, and loss of life. The University cannot make any guarantees regarding whether a student will contract the COVID-19 virus during clinical education.

While Arkansas State University encourages students to get the vaccination for COVID-19, Arkansas State University does not require proof of vaccination for COVID-19 for students to receive educational services. However, many student activities may involve travel to other non-campus locations or participation in programs governed by rules that are not imposed by Arkansas State University. For example, these may include participating in clinical rotations at off campus health care sites or participation in athletic events governed by conference rules. Students need to be aware that in addition to other requirements that may be imposed on them, these activities may require that students present proof that they are vaccinated against COVID-19 in order to participate.

Failure to comply with any site requirement may result in delay of program progression or graduation. The program is not obliged to find alternative placement sites due to a student's failure to follow site requirements.

The DCE will schedule alternative learning experiences that enhance professional development when necessary. All students must complete the Student Placement Acknowledgment ([Appendix T](#)).

RESPONSIBILITIES OF THE UNIVERSITY, CLINICAL AFFILIATES AND STUDENTS

Responsibilities of the University (Director of Clinical Education - DCE)

- A. Provide clinical education sites with the following:
 - 1. Pre-clinical Forms as required by both parties
 - i. Clinical education contract to CEO
 - ii. Addendum to Clinical Education Agreement
 - iii. CSIF as required by accrediting body
 - 2. Information Sheets
 - i. Course Objectives & Grading Criteria
 - ii. Clinical Education Policies and Procedures
 - iii. Other relevant materials
 - 3. Individual Student Forms
 - i. Student information
 - ii. Health information and physical examination form (on request)
 - iii. Clinical Site Orientation Checklist
 - iv. Clinical Experience and Clinical Instruction evaluation tool
 - v. Evaluation of Student Performance

- B. Arrange and conduct orientation visit at prospective clinical education sites to:
 - 1. Survey Facility
 - 2. Meet with Appropriate Staff Members
 - 3. Discuss All Policies, Procedures and Curriculum

- C. Conduct orientation sessions with first-year students prior to first clinical education experience in order to review course syllabus and all aspects of this phase of the program including behavioral objectives and content of the clinical education evaluation form. Additional sessions will be conducted prior to the second and third and prior to the fourth and fifth clinical education experiences.

- D. Provide student access to information about clinical sites.

- E. Schedule and conduct meetings with the students following clinical education I-V.

- F. Make appropriate student assignments as far in advance as possible prior to the beginning of each clinical education experience.

- G. Arrange a schedule for university faculty to visit or teleconference with students and their clinical instructors if needed during each clinical education experience; discuss student's present status with student and clinical instructor; and counsel students regarding clinical behavioral problems. Review student evaluation of the clinic and the clinic's evaluation of the student.

- H. Promote effective communication between students and clinical faculty.
- I. Correct and review written assignments with students
- J. Schedule and conduct a joint meeting with first and second-year students each spring to discuss clinical education.
- K. Conduct a meeting of clinical instructors on campus at least once each year and work to develop programs for professional development for clinical educators.
- L. Conduct a yearly review of course syllabus, various clinical forms, clinical policies and procedures and make necessary revisions.
- M. Review all student files to ensure that each student complies with the requirements to have a current physical examination, proof of health and liability insurance, TB skin test, TB mask fitting, proof of immunization, hepatitis B vaccination and CPR certification.
- N. Conduct appropriate HIPAA education programs and assess student competence prior to first clinical education experience.

Responsibilities of the Clinical Affiliate and Staff

- A. Complete the following forms for the University: Clinical Education contract (CEO), Addendum to Clinical Education Agreement and CSIF. Inform the University of any changes in staff responsible for students.
- B. Provide students with a complete orientation to the facility including a tour of the institution and PT department, introduction to staff, introduction to policies and procedures, discussion of the role of a PT student at the facility and the expectations for students during the clinical education experience.
- C. Review annually the A-State Clinical Education Policies and Procedures.
- D. Provide students with the facility's policies/procedures regarding patients' rights.
- E. Be aware of the student's experience level by reviewing the information provided related to the student's progression in the academic program and prior clinical experiences. This information, in addition to the information contained in the Student Information Form, is designed to be helpful in planning a meaningful customized learning experience.
- F. With the student, develop learning objectives for the clinical experience.
- G. Supervise students appropriately for their level of clinical education and experience. Discuss and demonstrate treatments and procedures students may be unfamiliar with to

broaden the learning experience, including allowing students "hands-on" experience as soon as possible.

- H. Provide special experiences such as attendance at conferences, clinics, surgery, etc. if possible.
- I. Discuss the student's performance with him/her on each clinic day providing on-going pertinent and timely feedback. Confer weekly with students to update progress toward goals.
- J. Each affiliate should ensure that the CI and the student mutually understand the criteria for obtaining a passing grade for a student's particular clinical education level at that particular facility.
- K. Notify the University if the facility is a "one-person" department, if the absence of the therapist necessitates rescheduling of a student's clinical time.
- L. Notify the DCE if a student's overall performance is unsatisfactory prior to the midterm so that the program can generate the appropriate warnings and an opportunity for students to correct performance.
- M. Complete progress report at midterm and final. Meet with students to review the midterm evaluation and the final evaluation including the final suggested grade prior to submitting forms to the University. Document student performance with specific comments where appropriate.
- N. Review the *Clinical Experience and Clinical Instruction* after the clinical experience for future consideration in working with students. It is recommended that the site maintain a copy of this form for its records.
- O. Attend meetings on campus periodically, at which CIs from participating facilities meet with the faculty to discuss the program and to participate in a clinical education in-service activity.
- P. Submit an evaluation of the PT program at Arkansas State University.
- Q. Annually assess the facility's clinical education program. Notify the DCE of any clinical education development needs that the facility may have so that the DCE may assist the facility.
- R. Notify the DCE of any facility changes that may affect the quality of the clinical experience as soon as possible. Examples of changes include inadequate staff, staff not prepared or willing to be a CI for the time frame the student is assigned, and/or any other

situation that you believe would affect the student's clinical experience in a negative manner.

Responsibilities of the Students

- A. Attend Pre-Clinical Sessions given by the DCE and the Department Chair describing teaching and learning during the clinical education experience.
- B. Complete all clinical requirements and maintain updates as needed on the date assigned by the DCE. ([Appendix U](#))
- C. Be aware of the contents of the course syllabus for Clinical Education and the Clinical Education Policies and Procedures regarding student responsibilities.
- D. Provide own transportation to and from the clinical education site.
- E. Complete the student information sheet and return it to the DCE by email one month prior to the beginning of each clinical education experience.
- F. Make telephone contact with CCCE to arrange the first day in the clinic.
- G. Arrive at the clinic 10 minutes prior to assigned time. Wear a watch and bring a pen.
- H. Dress appropriately for clinical education according to the particular institution's policy. Wear student name tag unless directed to do otherwise by the CI.
- I. First day, meet with CI to develop goals for clinical experience.
- J. Weekly, confer with CI concerning progress toward goals.
- K. Midterm, complete self-assessment; meet with CI to discuss midterm evaluation
- L. Final, complete self-assessment; complete evaluation of clinical site (*Clinical Experience and Clinical Instruction* evaluation tool); meet with CI to discuss final progress report and *Clinical Experience and Clinical Instruction* evaluation tool.
- M. Effectively utilize PT CPI for self-assessment.
- N. Telephone and/or email CI and DCE to report an absence prior to expected arrival time.
- O. Arrange make-ups with DCE and CI for any absences more than one day.
- P. Maximize the learning experience by asking appropriate questions and being alert to all aspects of clinical education.

- Q. Refrain from attempting unfamiliar procedures. When in doubt, the student should always ask for assistance, because the patient's safety and comfort are the primary considerations.
- R. Attend designated conferences with DCE, usually at the midpoint and at the end of clinical education experiences.
- S. Complete an evaluation of the DCE and the clinical experience.
- T. Obtain prior written approval from the University and any involved affiliate before publishing any material related to the clinical education experience.
- U. Satisfactory Progress in Clinical Education
- V. Students are required to secure their own housing prior to clinical education experiences which are out of the area.
- W. Students are required to complete all assignments during their clinical education experience (see Clinical Assignments).
- X. Students should not contact a clinical site without prior approval from the DCE. Contacting a site without the permission of the DCE may result in dismissal from the program.

Satisfactory Progress in Clinical Education

Failure to meet the clinical education requirements may result in the student receiving a failing grade for the clinical course. Students are evaluated based on *quality of care, supervision/guidance required, consistency of performance, complexity of tasks/environment and efficiency of performance as set forth in the Clinical Performance Instrument (CPI)*. Should the Clinical Instructor (CI) have concerns in any area, the student may be required to remediate to correct identified deficiencies. Failure to observe certain "critical behaviors" ([Appendix V](#)) may result in immediate dismissal from the clinical site and possible dismissal from the program. In all cases, failure to perform at a level deemed appropriate by the CI will compel him or her to contact the DCE. The DCE is then informed of specific areas of concern. The CI, the DCE, and the student collaboratively work to develop a plan, which will enable the student to succeed if at all possible. Please refer to the course syllabi for specific grading policies.

If the student receives a failing grade for a Clinical Education course, that student will be dismissed from the program. A student who has identified deficits, but who in the opinion of the DCE and faculty would likely succeed if given additional clinical time, may be assigned a grade of "Incomplete". If the student receives a grade of "Incomplete", the DCE/Program will take the following steps. After identification of specific areas for academic

remediation, the student enters remediation with specific faculty until mutually agreed upon objectives and goals are met. If successful, the student may be assigned another clinical rotation. If the student is successful, he/she may continue with the program sequence. The student may, however, experience a delay in program completion if extensive remediation is necessary. Options to extend the clinic may be required for the student to meet expectations, time constraints of the academic program may limit ability to make up clinicals. If the student fails to meet the expectations, he/she may receive a failing grade or an incomplete. Failure to obtain a passing grade during clinical will result in dismissal from the program.

Clinical Assignments

While on each clinical education experience, students are given clinical assignments. These assignments are conducted electronically over email and on Canvas. A grading rubric is provided to the student prior to leaving for the clinical education experience, which clearly outlines the expectations of each assignment. These assignments are implemented to further their learning experience while on their clinical education experience. Failure to submit assignments by their due dates could result in a grade of incomplete. An incomplete may delay progression in the program.

APPENDIX

Appendix A	Technical Abilities and Skills
Appendix B	Criminal Background Check
Appendix C	Health Information and Medical History Form
Appendix D	Verification of TB Mask Fitting
Appendix E	Infection Control (TB Skin Testing)
Appendix F	College Student Academic Honor Code
Appendix G	Student Conference Form
Appendix H	Educational Release Forms (FERPA)
Appendix I	Intra-Departmental
Appendix J	Video/Photo Consent Form and Release to Publish
Appendix K	Treatment Consent Form
Appendix L	Laboratory Experiences Informed Consent
Appendix M	Substance Abuse Policy
Appendix N	Waiver and Verification Form
Appendix O	Incident Form
Appendix P	Lighting System for Clinical Education
Appendix Q	Student Information and Release Forms
Appendix R	HIPAA Compliance Form
Appendix S	Student Confidentiality Form
Appendix T	Student Placement Acknowledgement
Appendix U	Clinical Checklist
Appendix V	Clinical Education Clinical Behaviors

Appendix A- Technical Abilities and Skills
Arkansas State University
College of Nursing & Health Professions
Department of Physical Therapy

Essential Requirements & Functions for Admission & Retention

The essential requirements identify the minimum technical standards required for admission, retention, and graduation of students. Graduates are expected to be qualified to enter the field of Physical Therapy. It is, therefore, the responsibility of the student with disabilities to request those accommodations that he/she feels they are reasonable and are needed to execute the essential requirements. Requirements for accommodations must be fully documented.

I certify that I have read and understand the Arkansas State University Physical Therapy Program's Technical Skills and Abilities Essential Requirements for admission and retention.

_____ I can meet the Physical Therapy Program's Technical Abilities and Skills

_____ I can meet the Physical Therapy Program's Technical Abilities and Skills with reasonable accommodations. I require:

_____ I cannot meet the Physical Therapy Program's Technical Abilities and Skills

Student Signature

Print Name

Date

Appendix B- Criminal Background Check

Arkansas State University College of Nursing and Health Professions requires background checks for students admitted to professional programs. In addition, prior to clinical rotations, each student must update their criminal background check on an annual basis to ensure compliance with agreements between the College and Clinical Facilities.

Students who fail to submit to a background check or to allow the Clinical facilities access to the report will be ineligible for clinical placement. Those who do not pass the background check are afforded the opportunity to explain the circumstances surrounding the situation and if the final determination is that the student is ineligible for clinical placement he/she will be given the opportunity to withdraw from the Program. Attendance in clinical practice is mandatory for successful completion of all of the Nursing or Health Professions Program.

The criminal background check will include but is not limited to: ID Search Plus; Criminal Background; Sex Offender Search; Abuse Registry; OIG Medicare Sanctioned List;

Situations in which a student does not receive a satisfactory background check will be reviewed by the Clinical Facility on a case-by-case basis. Convictions involving the following crimes, but not limited to these crimes, may serve to disqualify a student from participating in the mandatory clinical learning experiences.

- Any felony, whether listed below or not
- Crimes involving drugs, including but not limited to unlawful possession or distribution
- Crimes of physical violence to include any type of abuse (child, spousal, or of the elderly), abduction such as kidnapping, manslaughter, murder, robbery, sexual crimes, possession of a restricted fire arm or any related weapons offenses, assault and battery
- Conviction of a misdemeanor related to abuse, neglect or exploitation

A private company approved to perform Criminal Background Checks will conduct the background check. The cost of the background check will be borne by the student and is \$92. The process for completing a background check is located on the DPT website under Student Resources: <http://www.Astate.edu/college/conhp/departments/physical-therapy/student-resources/>

Upon completion, the results of the background screening will be sent to you via email that will apprise you of the findings as well as your final score of:

- Red: Convictions or Discrepancy Found
- Yellow: Possible Discrepancy Found
- Green: No Convictions or Discrepancies Found

If any information is found that would negatively affect your eligibility for clinical placement in the program, you will be given an opportunity to challenge the information through the Adverse Action process associated with Verified Credentials. The clinical site will receive the information concerning any reports that are yellow or red and will determine your eligibility to participate in the clinical experience based on their criteria.

**Arkansas State University
College of Nursing & Health Professions
Criminal Background Check**

Student name: _____

I understand that criminal background checks may occur as part of my professional education at A-State. Evidence of a previous charge or conviction of a felony/misdemeanor on my record may affect my progress in this program. While the faculty cannot realistically determine whether this will have any future impact on my ability to work in my profession, I do understand that the following issues could arise during my time as a student or as a graduate of the program.

1. Certain rotation sites could deny me access for rotation.
2. Hospitals or other health care institutions could refuse to allow me access for a clinical experience.
3. The above two issues could make it impossible for me to complete the clinical portion of my education and therefore not graduate.
4. Upon graduation, a state licensing agency could refuse to grant me a license.
5. As a licensed professional, certain health care institutions could refuse to grant me privileges.
6. There could be other, unforeseen, impacts of this incident on my ability to practice as a professional.

Student signature: _____ Date: _____

Appendix C- Health Information & Medical History Form

Complete and return to:
Department of Physical Therapy, College of Nursing and Health Professions
Arkansas State University, PO Box 910, Jonesboro, AR 72467

Full Name (Print) _____

DOB: _____ Male Female Do not wish to identify

Address: _____

City _____, State _____ Zip Code _____ Phone Number _____

Name of Emergency Contact: _____

Emergency Contact Address: _____

City _____, State _____ Zip Code _____ Phone Number _____

Do you have medical insurance? Yes

No

Please check if you have ever had:

- Arthritis
- Broken bones/ fractures Osteoporosis
- Blood disorders Circulation/vascular problems
- Heart problems
- High blood pressure
- Lung problems
- Stroke
- Diabetes/high blood sugar
- Low blood sugar/ hypoglycemia
- Head injury
- Multiple sclerosis
- Muscular dystrophy
- Parkinson disease
- Seizures/epilepsy
- Allergies
- Developmental or growth problems
- Thyroid problems

Within the past year, have you had any of the following symptoms? (Check all that apply)

- Chest pain
- Heart palpitations
- Cough
- Hoarseness
- Shortness of breath
- Dizziness or blackouts
- Coordination problems
- Weakness in arms or legs
- Loss of balance
- Difficulty walking
- Joint pain or swelling
- Pain at night
- Difficulty sleeping
- Loss of appetite
- Nausea/vomiting
- Difficulty swallowing

<input type="checkbox"/> Cancer <input type="checkbox"/> Infectious disease (eg, tuberculosis, hepatitis) <input type="checkbox"/> Kidney problems <input type="checkbox"/> Repeated infections <input type="checkbox"/> Ulcers/stomach problems <input type="checkbox"/> Skin diseases <input type="checkbox"/> Depression	<input type="checkbox"/> Bowel problems <input type="checkbox"/> Weight loss/gain <input type="checkbox"/> Urinary problems <input type="checkbox"/> Fever/chills/sweats <input type="checkbox"/> Headaches <input type="checkbox"/> Hearing problems <input type="checkbox"/> Vision problems <input type="checkbox"/> Other: _____
---	---

IMMUNIZATIONS COMPLETED			DATE OF LAST INJECTION	HAVE ANY OF YOUR RELATIVES EVER HAD ANY OF THE FOLLOWING?			RELATIONSHIP
	Y	N			Y	N	
Hepatitis B (set of 3)				Tuberculosis			
Tetanus				Diabetes			
Diphtheria				Kidney Disease			
Smallpox				Heart Disease			
Mumps				Arthritis			
Rubella				Stomach Disease			
Polio				Asthma, Hay Fever			
Typhoid				Epilepsy, Convulsions			
Other				Other			

	Y	N
A. Has your physical activity been restricted during the past 5 years? (Give reasons and duration)		
B. Have you had difficulty with school, studies, or teachers? (Give Details)		
C. Have you received treatment or counseling for a nervous or emotional condition or personality or character disorder?		
D. Have you had any illness or injury or been hospitalized other than already noted? (Give details)		
E. Have you consulted or been treated by clinics, physicians, healers, or other practitioners within the past 5 years? (Other than routine exams)		
F. Have you been rejected from or discharged from military service because of physical, emotional or other reasons? (If so, give reasons)		
G. Do you have any questions in regard to your health, family history, or other concerns that you would like to discuss now with a member of the staff of the Health Service?		

Student Signature: _____ Date: _____

HEALTH INFORMATION FORM

To the examining physician: please provide the information requested below. Be advised that this information is necessary in order for the students to attend mandatory clinical education experiences in various clinical settings. All students sign an authorization that allows health professions programs to share health information with clinical affiliates. The information below will be used for that purpose only.

Full Name (Print) _____

DOB: _____ Male Female Do not wish to identify

Height: _____ Weight: _____

Are there abnormalities of any of the systems listed below?	YES	NO	Describe fully all abnormalities. Use additional sheet is necessary
1. Head, Ears, Nose, or Throat			
2. Respiratory			
3. Cardiovascular			
4. Gastrointestinal			
5. Hernia			
6. Eyes			
7. Genitourinary			
8. Musculoskeletal			
9. Metabolic/Endocrine			
10. Neuropsychiatric			
11. Skin			
Is there loss or seriously impaired function of any paired organ			

HEALTH INFORMATION FORM

Are there any restrictions on physical activity indicated by your examination?

Yes No

Is the student on any maintenance medication? Please state specifically.

I do further confirm that on this date I found this individual to be free from health impairment that would be of potential risk to patients or personnel.

To the best of my knowledge and based on the findings of a complete physical examination and medical history, on the date noted below, I found no evidence of any habituation or addiction to depressants, stimulants, narcotics, alcohol, or other drugs or substances which might alter the individual's behavior.

Name of Physician/ Nurse Practitioner (Printed): _____

Signature of Physician / Nurse Practitioner: _____

Date: _____

Appendix D- Verification of TB Mask Fitting

This is to verify that the undersigned was fitted for a TB mask. It is understood that students who are assigned to provide services for clients with active tuberculosis are to wear the TB mask when providing direct patient care.

Mask Size: _____

Student's Name (Printed)

Student's Signature

Location fitted

Date fitted

Appendix E- Certificate of Tuberculosis / Hepatitis A & B

**Arkansas State University
College of Nursing and Health Professions
CERTIFICATE OF TUBERCULOSIS (TB) EXAMINATION:**

The Mantoux Tuberculin skin test (PPD) must have been given within 12 months prior to the first day of the fall term. The examination must include the date of administration and reading of the PPD, the measurement in millimeters of the induration (raised skin reaction), and the signature or stamp of the provider or clinic. If the transverse diameter of induration is 10 mm or greater, a chest x-ray (within 12 months prior to the first day of the fall term) is also required to exclude communicable TB. Faculty/students with a past positive PPD (documented as stated above), may have a chest x-ray without a repeat skin test.

TB skin test:

Date Given: ____/____/____

Date Read: ____/____/____

Millimeter of Induration: _____

Name or Stamp of Provider/Clinic: _____ Phone: _____

Signature: _____ Date: _____

Chest X-Ray (if skin test is positive):

Date Taken: ____/____/____

Results: _____

Drugs given:

_____ INH _____ RIF _____ PZA _____ EMB

Other: _____

Date Started: ____/____/____ Date Completed: ____/____/____

TB Status: _____ Infected _____ Active

Date TB Status Established: ____/____/____

Name and Address of Service Provider:

Provider's Signature _____

Provider's Phone Number: _____

Comments:

Department of Physical Therapy
Arkansas State University

Hepatitis A/B Vaccine

I have been instructed in the benefits of receiving the hepatitis A/B vaccine and agree to take responsibility to ensure that I receive the hepatitis A/B vaccine. I understand that it is my responsibility to pay for the cost of the vaccinations.

_____ Student _____ Date

_____ Program

(The student must submit documentation of receiving the vaccination series when performed for their clinical file)

.....
I have already been immunized with the complete hepatitis A/B vaccine series by _____ on _____,

_____, and _____.

(The student must submit proof of vaccination series for their clinical file)

Or

I am considered immune because of a past blood test for antibodies to hepatitis A/B virus.

_____ Student _____ Date

(The student must submit proof of their immunity for their clinical file)

.....
I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis A/B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis A/B vaccine, at my own expense. However, I decline hepatitis A/B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis A/B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis A/B vaccine, I can receive the vaccine series at my own expense.

Student

Witness

Date

Date

Appendix F- College Student Academic Honor Code
(Rev. Aug 12, 2019)

Each student admitted to a professional program in the College of Nursing and Health Professions is charged with the responsibility of honorable academic conduct. A student is assumed to be honorable until his/her actions prove otherwise. An academic honor offense is defined as an act of lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism or facilitating academic dishonesty of others. Formal procedures exist for violations of the academic honor code.

As a student in a health program, it is fundamental that you act in an honorable and virtuous way so that a community of trust is established among members of the college and your clients. Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community. As you live an honorable life, you will find that you cannot live without it.

All students in this college are bound by the Honor Code and all are needed to make it work. The atmosphere of trust and integrity that is created by an honor system enables the student to know his/her word will be taken as true, to compete fairly in the classroom and to keep what is rightfully his/hers. The system functions best when all members of the college not only take responsibility for their own actions, but hold their peers to the same standards.

As a student admitted to a health professions program, you must agree to live by and support the basic principles of honesty – no lying, cheating or stealing; be accountable for your actions; and share information about honor offenses. If you are not prepared to accept these responsibilities, you should select a program outside this college.

I have read the explanation of the College Student Code of Honor. I understand that as an admitted student in one of the programs in the college, I have accepted the pledge of honesty and will be expected to meet the standards as set forward.

Signature _____ Date _____

Note: Keep a copy of this page for your file. Submit the original to your advisor to be placed in your advising folder.

**PROCEDURES FOR
COLLEGE STUDENT ACADEMIC HONOR CODE**

ACADEMIC MISCONDUCT

Arkansas State University promotes academic integrity and professional ethics among all members of the A-State academic community. Violations of this policy are considered as serious misconduct and may result in severe penalties, up to and including expulsion from Arkansas State University. A student deemed to have engaged in academic misconduct may not avoid academic sanctions by withdrawing from a class, a program, or the University. Students that participate in the Honors College and/or Athletics program(s) are subject to dismissal from those programs in addition to the penalties set forth below. The respective program(s) will be notified of any offense. Colleges and Departments may add to these prohibitions and standards applicable to all students in order to enforce academic integrity and professional ethics to meet their special needs for a specific degree program.

For the purposes of these definitions, an assignment includes any task assigned as a course requirement or program requirement. Assignments include but are not limited to papers, projects, homework, and exams.

A. PLAGIARISM

Plagiarism is the act of taking, using, and/or presenting the idea(s), work(s), and/or writing(s) of another as one's own. Plagiarism includes, but is not limited to:

1. Submitting as one's own theme, paper, report, computer program, presentation, creative work, or scholarly work of any nature belonging to, or written or created by another.
 - a. To avoid plagiarism, give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
 - b. If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g., footnote, endnote, bibliographical reference).
 - c. Research for an assignment, as well as the complete assignment, must be the work of the person seeking academic credit for the course.

B. CHEATING/UNAPPROVED COLLABORATION

Cheating is an act of dishonesty with the intent of obtaining and/or using information in a fraudulent or unauthorized manner. Examples of cheating include, but are not limited to:

1. Observing and/or copying from another student's assignment.
2. Giving or receiving assistance during an examination period. This includes providing specific answers to subsequent examinees and/or dispensing or receiving information that would allow the student to have an unfair advantage in the examination over students who did not possess such information.
3. Using class notes, outlines, and/or other unauthorized information during an examination.
4. Using, buying, selling, stealing, transporting, or soliciting, in part or in whole, the contents of an assignment when such action is not authorized by the instructor of the class.

5. Using for credit in a subsequent class an assignment written for credit in a previous class without the knowledge and permission of the instructor of the subsequent class. This includes when a student is repeating a course for credit.
6. Impersonating or attempting to impersonate another person or permitting or requesting another person to impersonate you for the purpose of taking an examination or completing other assignments.
7. Unauthorized collaborating during an examination, lab, or any course requirement with any other person by giving or receiving information without specific permission from the instructor.
8. Altering grades or official records.
9. Falsifying or signing another person's name on any academically related University form or document.
10. Sabotaging or interfering with the academic progress of others.
11. Submitting altered, fraudulent, or falsified data, course, degree program requirements, including but not limited to honor's thesis; doctoral dissertation; qualifying exam; dissertation defense, and University records/forms.

PROCEDURE FOR HANDLING ACADEMIC MISCONDUCT CHARGES

Step One: Any faculty member or University official who suspects an act of academic misconduct occurred for which they deem sanction appropriate, must report this information, along with a recommended sanction, directly to the Office of Academic Affairs via the Academic Misconduct Report Form within five (5) business days of becoming aware of the act. Academic Affairs will consult with the student's academic department and review any prior academic misconduct the student was found responsible for, to determine in consultation with the academic department if administrative-level sanctions should be added and which sanction is appropriate. No sanction will go into effect until a finding of responsibility is made.

Step Two: Within five (5) business days of receipt of the academic misconduct referral, Academic Affairs will notify the student through official University channels of the alleged offense and related sanction(s). This notification will include instructions for preparing for a hearing, should the student disagree with the allegation. The notification will also include educational materials about avoiding future academic misconduct (For example, University-level citation and documentation expectations). Additionally, an academic misconduct meeting between the student and an Academic Affairs representative will be arranged to apprise the student of the allegation and related sanction(s). The student will accept or deny responsibility at this time. Students who do not respond to the notification will be deemed to have waived their denial of the alleged act and any objection to the related sanction(s). A student who accepts responsibility will be found responsible and the related sanctions will be imposed.

Step Three: Within five (5) business days of receipt of the meeting with Academic Affairs, a student disagreeing with the allegation must submit their request, in writing to Academic Affairs, for an academic misconduct hearing before the University Academic Integrity Committee (UAIC), along with any written material the student would like the Committee to

consider. The UAIC is a shared governance committee which will consist of three faculty members, two undergraduates, and one graduate student from each academic college. The Associate Vice Chancellor for Academic Services and the Graduate Dean will serve as Ex Officio members. The convening committee for academic misconduct hearings is three faculty members and one student. For cases involving academic misconduct of a graduate student, the student representative will be a graduate student. The UAIC only determines whether the student is responsible and does not determine the sanction. The sanction imposed upon a finding of responsibility is determined in Step One and presented to the student in Step Two.

Step Four: Within five (5) business days of receipt of the written request for Committee hearing, the case goes to the University Academic Integrity Committee for determination of responsibility.

Step Five: Within three (3) business days of receipt of the Committee's determination, a student disagreeing with the hearing outcome may appeal in writing to the Provost. If the student does not appeal within the applicable timeframe, the Office of Academic Affairs will notify the involved parties, and the sanction(s) related to the academic misconduct the student was found responsible for will be imposed by the appropriate party.

Step Six: Within three (3) business days of the Provost's receipt of the written appeal, the Provost will make a final determination based upon the written appeal and all documents related to the allegation and hearing. The Office of Academic Affairs will notify all parties involved of the determination. If the finding of responsibility stands, the sanction(s) related to the academic misconduct the student was found responsible for will be imposed by the appropriate party.

All cases of academic misconduct will be housed within Academic Affairs. Prior offenses will be considered when determining the sanction(s).

Sanctions for Academic Misconduct

No sanction, including removal from class, may be imposed prior to a finding of responsibility. Acts of behavioral misconduct are not covered by this section and should be reported to the Office of Student Conduct.

Academic Misconduct that occurs in clinical, field, and internship sites is subject to sanctions established by the respective program. These sanctions may or may not be included in the list below.

Course-level sanctions for Academic Misconduct can be imposed by the faculty member or instructor who discovered the Academic Misconduct upon a finding of responsibility (see Procedure for Handling Academic Misconduct Charges).

The following course-level sanctions may be imposed by the instructor for academic misconduct:

- Completion of Educational Module
- A reduction of grade for assignment;
- An alternative assignment;
- A failing grade on the assignment;
- Rewriting or repeat performance of assignment; and, or
- A failing grade for the class;

In addition, the following administrative-level sanctions may be imposed for Academic Misconduct upon a finding of responsibility based on the seriousness and/or prior acts of academic misconduct of the respective student. Administrative-level sanctions are determined by the student's academic department in consultation with Academic Affairs:

- Completion of education modules;
- A failing grade for the course;
- Removal from the course;
- Dismissal from a particular program;
- Suspension from a particular program for one semester or more;
- Suspension from the University for one semester;
- Expulsion from the University; and/or
- Other appropriate sanctions as warranted by the specific acts of the student.

Appendix G- Student Conference Record

Student: (Name here)

Date: (Date here)

Re: (Purpose of meeting here)

Possible Topics:

1. Courses (Content, instructors, grades, special problems)
2. Directed Experience (Assignments, instruction, classroom/clinic behavior)
3. Specific Problems
4. Students strengths and weaknesses
5. Student's Input
6. Faculty Input
7. Conclusions / Comments

(eliminate non-applicable sections and enter data under applicable section)

Student / Date

Faculty / Date

Appendix H- Educational Records Release Form

Arkansas State University
College of Nursing & Health Professions
Department of Physical Therapy

Student's authorization to disclose information in education records pursuant to Family Educational Rights and Privacy Act (FERPA) of 1974, as amended

I, _____, hereby authorize Arkansas State University to disclose the following information, documents, etc., contained in my education record:

(specify)

to

(person or organization to whom authorization is given)

for the purpose of

(state purpose for which information may be disclosed)

Student Signature

Print Name

Date

Appendix I- Intra-Departmental Information Release Form
Department of Physical Therapy
Student Consent to Place Photo and Personal Information On-line

Student Consent to Circulate Photo and Personal Information to Faculty & Classmates

I give the A-State Department of Physical Therapy permission to place my name, photograph, email address, and hometown on the department's hard drive and email it to my class cohort. I understand that this information will be used for purposes of communication between my classmates and the faculty. My signature below indicates that I have read and agree with the information in this paragraph.

Student Name (print): _____

Email Address: _____

Hometown: _____

Student Signature: _____

Date: _____

Appendix J- Video / Photo Consent Form and Release to Publish

Department of Physical Therapy
PO Box 910 State University, AR 72467
Office: (870) 972-3591 Fax: (870) 972-3652

Both the Department of Physical Therapy and Arkansas State University (A-State) are frequently involved in professional, research, and community activities that require visual images to effectively communicate with various audiences.

The Department of Physical Therapy and A-State desire your participation in such professional and community activities through the use of your photograph or video image. You are being asked to allow your image to be included in a document that may be published and disseminated to a wide audience for the purposes of research, teaching, or publicity.

You are under no obligation to give consent and permission to use your image. By signing this document at the indicated location below, you are consenting to the use of your image and affirming the way in which your image will be used has been explained and all your questions and concerns to that end have been resolved. Your signature indicates that you are freely giving the Department of Physical Therapy and A-State the right to include your image. Be assured that no names will be associated with any photographs and / or video images.

I, _____, give permission for photographs and/or video images to be taken and used as described above.

Name (Please Print) Date

Signature (Parent/Guardian if minor) Date

Client File# (if applicable): _____

Appendix K- Treatment Consent Form

I hereby give my consent and authorization to receive physical therapy services as provided through the Arkansas State University Physical Therapy Department. I understand that student physical therapists or student physical therapist assistants under the supervision of a licensed physical therapist may provide the services through the A-State PT Department. I also acknowledge that the physical therapy services provided through this department are primarily intended for research and to enhance student learning and are not intended to take the place of traditional outpatient physical therapy services. I recognize that my consent to participate is voluntary and release the attending students and their instructional staff, Arkansas State University, and the State of Arkansas from all claims, which may arise from my participation.

I hereby acknowledge that students conduct case reports and other research related to patient care activities and that in this process, outcomes data related to my physical therapy treatment may be analyzed. The results of the case report or other research endeavors may also be published. In the event of publication, all data will be reported anonymously, and patients will not be identified by name. Other patient related data will be reported only if it is essential to the description of the research. I hereby voluntarily agree that my data may be used in a study submitted for publication.

Date _____

Patient's Name

Patient's Signature

Signature of Witness over 18 years of age

Appendix L- Laboratory Experiences Informed Consent

DEPARTMENT OF PHYSICAL THERAPY
Arkansas State University
Laboratory Experiences Informed Consent

During the laboratory sessions of this program, you will participate in various physical therapy techniques as both the person receiving the technique and performing the technique. Each type of participation provides valuable learning for you as a student.

I understand that I will participate in these experiences unless there is a medical reason that precludes your participation. You are responsible for informing the course instructors of any condition that you have that might affect your participation. For example, if the technique used is designed to increase shoulder flexibility and you have a history of shoulder hypermobility, instability, or other injury, please inform the instructors of your condition. At that time, a decision will be made as to your involvement in the lab.

On rare occasions, while learning a physical therapy technique, the recipient of the technique may experience pain or discomfort. If this happens, please inform the course instructor. A decision will be made as to whether or not medical attention is necessary. If necessary, you will be referred to a medical provider for follow-up.

Physical contact during laboratory sessions related to particular evaluation and treatment techniques should be expected. Contact will occur between students and between students and faculty. As in the clinic, exposure of body parts are often required for evaluation and delivery of interventions. If physical contact or exposure poses a problem for you at any time, please discuss with the course instructor.

I, _____, understand the above information and recognize that it is my responsibility to inform the course instructor of any known medical/health reason or any objection to lab proceedings which may preclude my participation as either a provider or recipient of physical therapy techniques taught in the curriculum.

Signature

Date

Appendix M- Substance Abuse Policy
Substance Abuse Policy
College of Nursing and Health Professions
Arkansas State University

POLICY

The College of Nursing and Health Professions recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of a health occupation. Within each profession there are codes and standards for conduct by which all members of the profession are expected to function. Thus, when engaged in educational activities whether on campus or in the clinical setting health professionals are expected to be free from the abusive influence of chemical substances/drugs¹. When students are under the influence of drugs and alcohol, they present a threat to patients, other students and the employees and visitors of clinical facilities. It is the responsibility of the student to report any medication/s taken which would adversely affect her/his ability to perform safely in class or clinic. Written documentation will be required for verification of medications taken and will be placed in the student's file. As a condition of admittance and retention in any professional program in the Arkansas State University College of Nursing and Health Professions all students must sign a SUBSTANCE ABUSE COMPLIANCE CONTRACT agreeing to adhere to the Substance Abuse Policy & Procedures when conducting any activity associated with their educational program. As the contract notes, it is inclusive of testing for substances and appropriate release of that information.

PROCEDURES

1. If a faculty member or supervisor observes a student demonstrating behavioral changes giving probable cause to believe the student is under the influence of drugs or alcohol while performing course activities, the student will immediately be asked to submit to body fluid testing for substances at a lab designated by the College of Nursing and Health Professions who have identified procedures for collection (see attached). The cost of the test will be borne by the student. Refusal to submit for testing warrants immediate program dismissal.

¹ The generic meaning of the term "drug" is broadly defined as any chemical substance which affects living systems. For the purposes of this policy, substance and/or drug abuse are used interchangeably and defined as socially unacceptable use of drugs or other chemical substances for non-therapeutic purposes. The substance alcohol (ethanol), by its properties and actions, is a drug and is used as such in this policy. Drugs prescribed by a physician licensed to practice medicine and surgery, as long as the drug is taken in accordance with the provider's instructions and do not impair the student's ability to perform his/her duties, are exempt from this policy.

Reference:

Reiss, B. & Melick M. (1987). *Pharmacological Aspects of Nursing Care* (2nd Ed.). Albany, NY: Delmar Publishers, pp. 2, 627, 631-633.

At the time the specimen is released to the testing lab, the student will sign a release statement requesting that the test results be sent to the Dean's Office, College of Nursing and Health Professions, and to the student. If the results are negative, no further action will be taken and the student will only be allowed to make up work missed. If the results are positive (and substantiated by a second or confirmation test), the student will be dismissed from the professional program. Laboratory results will be disclosed to individuals whose duties necessitate review of the test results and confidentiality will be adhered to as stringently as possible.

2. This policy applies only to a student exhibiting behavior creating probable cause to believe drug or alcohol abuse is present. A student may be removed from the clinical environment or educational program for any prohibited behaviors as set out in the university or program handbooks, rules and regulations, whether or not related to substance abuse.
3. Readmission of the student to the program is contingent upon the following conditions:
 - a. Formal application for readmission to the program.
 - b. Meeting specific program admission criteria as noted in the A-State Graduate Bulletin.
 - c. Clinical space availability.
 - d. Documentation that a prescribed treatment program has been completed by the student related to the drug/alcohol condition. The documentation is to be submitted to the Dean's Office, College of Nursing and Health Professions by the designated treatment facility.
 - e. Follow-up program as suggested by the treatment facility that may include, but is not limited to, one or more relapse prevention procedures. The follow-up program will be individual specific and written as part of a contractual agreement with the student.
4. Arkansas State University may be required by state or national regulatory boards to submit information regarding a student's substance abuse history when he/she applies to take the examination for licensure. There is no guarantee that these boards will allow individuals with a substance abuse history to take the examination. Each case is judged individually by each board.
5. Students will be required to abide by individual institutional policies relating to substance abuse in clinical agencies to which they are assigned.

BEHAVIORAL CHANGES ASSOCIATED WITH DRUG ABUSE

The College of Nursing and Health Professions has developed the following list of behaviors that are not all inclusive but, when observed, can be used as indices to identify an individual who at the moment of observation could be under the influence of a "drug" (see the Substance Abuse Policy for definition of the term "drug" and for the mechanisms to operationalize the policy). The College of Nursing and Health Professions is guided by behavioral descriptors that are stated in the latest edition of Diagnostic & Statistical Manual of Mental Disorders.

* Observation of any of these behaviors will result in dismissal from the learning environment (clinical or classroom).

Attention Deficit/Cognitive Impairment

ataxia

tremors, especially of the hands

- * slowed response time in a familiar skill
- * diminished from the usual in coordination/dexterity

Social Impairment

- * inappropriate verbal remarks (subjects/words/expletives)
- * inappropriate behaviors or those beyond the societal norm such as:
 - angry outbursts/unrestrained agitation
 - crying that cannot be explained
 - euphoria
 - paranoia
 - hallucinations
- * behaviors that are markedly changed from that individual such as
 - introversion
 - extroversion
 - sullen/irritable
 - giddy
 - defensiveness

Somatic Manifestations/Discomforts

- * odor of alcohol on breath
- nausea/vomiting/thirst
- frequent trips to bathroom/complaint of urinary frequency or diarrhea
- hiccoughs
- reddened sclera (bloodshot eyes)
- pupil changes/drooping eyelids
- complain of blurred vision or inability to focus

Speech/Communication Impairment

- * slurred (thick tongue)

- * rapid/choppy communication pattern
- * incoherent speech

BEHAVIORAL PATTERNS ASSOCIATED WITH SUBSTANCE ABUSE

The following is a list of behavioral patterns that may surface when drugs have been abused. While these patterns have many causes, thorough assessment and detailed documentation is needed over a period of time to determine if there is any relationship to drug abuse. Patterns of behavior to observe and validate are:

- repeated tardiness
- frequent absenteeism
- numerous and chronic somatic complaints (colds/GI problems/lack of sleep/weight loss/sluggishness/low energy)
- untidy personal appearance or deterioration in quality of grooming
- lack of attention to hygiene (hair, nails, skin, oral)
- multiple crises in personal life
- avoidance/lack of eye contact
- isolation/lack of peer support
- repeated excuses for below standard performance
- forgetfulness with appointments/assignments
- slowed response time in familiar activities
- behavior shifts/mood swings
- lack of trust and suspicious of the motives of others
- needle tracks on body surface
- behaviors surrounding the administration of narcotics:
 - frequent need to waste "unused" medications
 - recording the administration of larger doses than ordered
 - unauthorized possession of the narcotic key
 - unsupervised entry into narcotic cabinet
 - volunteering to be in situations to gain greater access to narcotics
 - taking frequent breaks/numerous occasions when whereabouts unknown

CRITERIA FOR URINE DRUG SCREENS

NOTICE: PROVIDE LAB WITH THIS CRITERIA

ANY DRUG SCREENS SUBMITTED TO ARKANSAS STATE UNIVERSITY, COLLEGE OF NURSING AND HEALTH PROFESSIONS SHALL HAVE MET THE FOLLOWING CRITERIA:

1. Specimen collection is witnessed.
2. BASIC 10-PANEL* DRUG SCREEN INCLUDING ALCOHOL, MEPERIDINE AND DRUG OF CHOICE (SEE #7).
3. Laboratory must be CLIA1 approved.
4. Confirmation of positive results is done by GCMS2. If a specimen must be sent to another laboratory for confirmation, the chain of custody is maintained.
5. Report, in addition to results, will include:
 - a. Chain of custody;
 - b. Drug history;
 - c. List of drugs screened;
 - d. Confirmation of method used; and
 - e. Specific gravity.
6. The laboratory will retain negative specimens for a minimum of two (2) weeks and positive specimens for a minimum of one (1) year.

***10-PANEL INCLUDES:**

Amphetamines	Benzodiazepines
Cannabinoids	Cocaine
Opiates	PCP
Barbiturates	Methadone
Methaqualone	Propoxyphene

7. THE DRUG SCREEN SHALL TEST FOR THE FOLLOWING:

Amphetamines	Methaqualone
Barbiturates	Phencyclidine
Benzodiazepines	Propoxyphene
Cannabinoids (delta 9-THC)	Alcohol
Cocaine	Meperidine
Opiates	Drug of choice
Methadone	

DRUG SCREENS WHICH DO NOT TEST FOR THE ABOVE WILL BE CONSIDERED NON-COMPLIANT WITH THE ORDER.

1Clinical Laboratory Improvement Act: Set of Federal Regulations which clinical labs must meet for certification.

2Gas Chromatography Mass Spectrometry

Adopted from Arkansas State Board of Nursing, January 1997.

Appendix N- Waiver and Verification Form

Please read and initial each statement in the space provided, sign at the bottom and return it to the department secretary by the end of orientation.

_____ 1. I understand that students will be expected to apply physical therapy modalities and perform treatment skills on each other in laboratory courses that are part of the PT curriculum. I understand the risks and am willing to participate in these activities. This agreement is voluntary and by signing I acknowledge this fact. I further understand that this is not a binding contract, and I reserve the right to change my decision at a later date. I acknowledge, however, that rescinding this decision may have a negative effect on my progress in the program.

_____ 2. I acknowledge that I have received a current copy of the A-State DPT Student Handbook provided by the Physical Therapy programs on _____(date).

_____ 3. I further acknowledge that I have read and understand the contents of the A-State DPT Student Handbook and I agree to abide by the rules and regulations contained therein.

_____ 4. I hereby voluntarily agree to have photographs/videos taken of myself to be used for educational and marketing purposes. I understand there will be no financial remuneration involved and stipulate that the reproductions be used only for the sole purpose of education or marketing.

_____ 5. I acknowledge that the DPT faculty conducts ongoing research for program assessment. In that process, admissions data as well as data collected during the program (Professional Behaviors Assessment measurement, grade point average, GRE scores, PEAT scores, ScoreBuilders, ExamSoft) and after graduation (licensing examination scores) will be analyzed. The results of the analysis may be published. In the event of publication, all data will be reported in aggregate and individual students will not be identified. I hereby voluntarily agree that my data may be used in a study submitted for publication.

(Signature)

(Date)

Make sure you have initialed all blanks and signed in the space provided

Appendix O- Incident Report
College of Health Professions

Date: _____

Time: _____

Location: _____
(On Campus/Off Campus)

Student: _____

SS#: _____

CLINICAL LABORATORY SCIENCES

COMMUNICATION DISORDERS

NURSING

PHYSICAL THERAPY

RADIOLOGIC SCIENCES

SOCIAL WORK

Description of Incident (Name all persons involved):

Witnesses of the Incident:

Action taken (notification of/by whom):

Review/Comments:

Student

Date

Faculty

Date

Follow-up:

If more space is necessary, use additional pages or back of sheet.

Two copies (one copy in student file; one in Departmental Office file).

Appendix P- Lighting System for Clinical Education

PT Class of 2022 JB- Affective CE I

	Student is cleared for clinical with no reservation.	There is reservation about this student attending the clinic. Supporting evidence must be provided. Student will be met with prior to going to clinic.	Student should NOT be allowed to go to the clinic. Supporting evidence must be provided. Student will be met with prior to the next determined step.
Student Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Appendix Q- Student Information and Release Form

Name: _____

Current Local Address: _____

Local Phone Number: _____ Email: _____

Health Insurance Information

Health Insurance Carrier: _____

Identification #: _____

Emergency Contact Information

Name: _____ Relationship: _____

Address: _____

Telephone # _____ Cell Phone # _____

Personal Liability Insurance Information

Provider Name: _____

Effective Dates: _____

Release of Information

I understand that health insurance; physical examination; CPR and liability insurance information may be required by clinical facilities to which I am assigned as part of the PT curriculum. I hereby authorize release of this information as necessary for this purpose only.

Signature: _____ Date: _____

Appendix R- HIPAA Compliance Contract
Arkansas State University
College of Nursing and Health Professions
HIPAA Compliance Contract

I, _____, have read the information provided to me concerning the Health Insurance Portability and Accountability Act (HIPAA) and understand its intention. As a student in a professional health program, I agree to comply with the requirements of HIPAA.

I understand that during clinical experiences, I will have access to protected personal health information (PHI as defined by HIPAA) of individuals and agree to:

- a) Only use or disclose PHI as permitted Clinical Service under HIPAA statute(s);
- b) Use appropriate available safeguards to prevent misuse of PHI;
- c) Make PHI available to individuals as set forth under the HIPAA statute(s);
- d) Return or destroy all PHI upon termination of a clinical assignment; and
- e) Report any improper disclosure of PHI within ten days of discovery to my Clinical Instructor and / or the Director of Clinical Education.

Student 's Name

Student's Signature

Date

For Student File

Appendix S- Student Confidentiality Contract

Arkansas State University
College of Nursing & Health Professions
Department of Physical Therapy

STUDENT CONFIDENTIALITY CONTRACT

The confidentiality of patients admitted to contracted clinical agencies of the College of Nursing & Health Professions at Arkansas State University is protected by state and federal laws as well as treatment center policy and ethical consideration. Any student who breeches this confidentiality is subject to immediate termination from the clinical rotation. Such disclosure is also subject to applicable laws and regulations. All information regarding patients is considered confidential. This includes the following:

- A. The fact that the individual is a patient at a contracted clinical agency.
- B. The patient's name, address, employer, etc.
- C. The nature of the patient's illness or reason for admission to the treatment center.

Students are not allowed to discuss patients with individuals in the community and are not allowed to discuss patients in patient/public areas within the treatment center. Prior to the start of the clinical rotation, each student will review this confidentiality policy.

I, _____, understand the information presented to me regarding patient confidentiality and acknowledge that I will assume legal responsibility for any breach I may make. I also understand that if I breach confidentiality in any way I will be immediately terminated from my clinical course at Arkansas State University.

Student Signature

Print Name

Date

Appendix T- Student Placement Acknowledgment

Arkansas State University
Physical Therapy Program
COVID-19 Education

Placement Site: _____

Anticipated Placement Dates: _____

By signing below, I agree to the following:

- I wish to accept the above-described on-site placement at a non-Arkansas State University site in connection with my Arkansas State University course of study.
- I understand there are risks associated with on-site placement during the COVID-19 pandemic, and I agree to accept such risks.
- I understand that I may decline the above-mentioned placement and the range of options available to me if I am not comfortable being placed at this time has been explained to me.
- I agree to follow any requirements for clearance at the site (e.g. testing, screenings, etc.), as well as any guidance provided by the site and/or Arkansas State University regarding safety precautions when returning home from the site.
- **I understand that vaccinations may be required by clinical sites.** Failure to comply with any site requirement may result in delay of program progression or graduation. The program is not obliged to find alternative placement sites due to a student's failure to follow site requirements.
- I have had the opportunity to ask any questions I have about the above-described placement and have been given an Arkansas State University contact if I have any future questions and/or concerns about my placement.
- I have read ACAPT's Guidelines and Guidance on participation in clinical education experience.
- I have received and reviewed all the information below from the Arkansas State Doctor of Physical Therapy Program. I have continuous access to this information, and I understand that I am responsible to know, follow and work within these guidelines cited above, as well as other federal, state, and local rules, regulations and/or guidelines while enrolled in the Arkansas State Doctor of Physical Therapy Program. I understand that CDC, federal, state and local rules, regulations and/or guidelines may change, and that it is my responsibility to remain apprised of what is current during my entire enrollment in the Doctor of Physical Therapy Program.

Student Name (Print)

Signature of Student

Date:

Appendix U- Clinical Checklist

Name: _____ ID#: _____

- _____ Medical History Form ([Appendix C](#))
- _____ Proof of Physical Examination ([Appendix C](#))
 - _____ 1st year
 - _____ 2nd year
- _____ TB Mask Fitting ([Appendix D](#))
- _____ Proof of immunization
 - _____ Rubeola (measles) _____ Mumps
 - _____ Rubella (German measles) _____ Chicken Pox (varicella)
 - _____ TB Test _____ Hepatitis B ([Appendix E](#))
 - _____ 1st year _____ Certificate of TB Exam ([Appendix E](#))
 - _____ 2nd year
- _____ Substance Abuse Contract ([Appendix M](#))
- _____ Waiver and Verification Form ([Appendix N](#))
- _____ Student Information and Release Information ([Appendix Q](#))
- _____ HIPAA Statement ([Appendix R](#))
- _____ Student Confidentiality ([Appendix S](#))
- _____ Student Placement Acknowledgement ([Appendix T](#))
- _____ Critical Behaviors ([Appendix V](#))
- _____ Copy of Health Insurance
- _____ Copy of CPR Certification (expiration date _____)
- _____ Copy of Professional Liability Insurance
 - _____ 1st year
 - _____ 2nd year

All information is due by the date assigned by the DCE. All items should be brought to the DCE at the same time.

Appendix V- Clinical Education Critical Behaviors

Below are examples of “critical behaviors”. Failure of the student to exhibit certain "critical behaviors" may result in immediate dismissal from the clinical site and possible dismissal from the program.

- A. Conducts all patient care activities with respect for the patient’s rights.
- B. Follows clinical and administrative policies and procedures of the facility.
- C. Accepts responsibility for patient care, recommends referral and/or discharge when necessary.
- D. Manages personal affairs in a manner that does not interfere with professional responsibilities.
- E. Respects the rights of those in authority to make decisions and complies with those decisions.
- F. Provides a safe environment to prevent injury.
- G. Provides appropriate levels of supervision for patients.
- H. Ask for assistance when unable to handle patients independently.
- I. Becomes familiar with the risk management policy of the facility.
- J. Demonstrate awareness of risk management issues, which may have legal ramifications.
- K. Uses time constructively in the clinical setting for learning opportunities.
- L. Seeks opportunities to gain knowledge.
- M. Evaluates own performance.
- N. Requests opportunities and/or patients to provide needed learning experiences.

Signature: _____

Date: _____

HANDBOOK SIGNATURE PAGE

I have received, read and understand all policies as stated in the DPT Student Handbook.

Signature

Date

As part of the professional degree program, I will be required to enroll in clinical/field courses at various sites and locations prior to my graduation. My signature on this form acknowledges that I understand I will not be financially compensated for these field or clinical courses by either Arkansas State University or the entity, who operates the site and location, where these field or clinical courses will take place.

Signature

Date

*This form and all forms that require a signature within the DPT Student Handbook should be submitted in **Canvas** within one week of orientation.*