I. CLINICAL EDUCATION SEQUENCE AND OUTCOMES

A. DESCRIPTION: Clinical education is the portion of the student’s professional education involving practice and application of classroom knowledge and skills to on-the-job responsibilities. Clinical education is an integral part of the academic curriculum. Clinical experiences take place at affiliating clinical education sites with the help of clinical educators who volunteer their time. Clinical experiences occur both during and upon conclusion of the didactic portion of the curriculum. Students enrolled in a professional curriculum are not merely taking courses, but are internalizing the role of the professional. The core program faculty is responsible for ensuring that students demonstrate appropriate clinical and professional skills to attend clinical rotations. Special examinations may be required to ensure that a student is meeting performance criteria prior to clinical experience(s).

B. EXPERIENCES: Clinical experiences are designed to include active participation in the planning and delivery of patient care; interaction with patients, families, health care providers, and support staff; participation in administrative or research activities; preparation of written reports; and personal assessment of performance. Students are enrolled in five clinical rotations (clinical practica) during the course of the DPT program. Students are required to successfully complete (as defined in each course syllabus) each of the five assigned clinical practicum courses in succession.

C. SEQUENCE: Sequencing and length of clinical experiences within the DPT curriculum is as follows:

<table>
<thead>
<tr>
<th>Clinical Practicum</th>
<th>Length</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>5 weeks</td>
<td>2nd Fall Semester</td>
</tr>
<tr>
<td>II</td>
<td>8 weeks</td>
<td>3rd Fall Semester</td>
</tr>
<tr>
<td>III</td>
<td>10 weeks</td>
<td>3rd Spring Semester</td>
</tr>
<tr>
<td>IV</td>
<td>10 weeks</td>
<td>3rd Spring Semester</td>
</tr>
<tr>
<td>V</td>
<td>10 weeks</td>
<td>3rd Summer Semester</td>
</tr>
</tbody>
</table>

D. OUTCOMES: Clinical experiences are designed to allow the student to practice didactic and clinical skills in a variety of practice environments. Completion of clinical rotations in each of the required practice settings – acute, inpatient rehabilitation, outpatient – provides students with a range of opportunities to prepare them for clinical practice. Students are expected to progress from novice to entry-level performance over the course of the assigned clinical rotations. The timing and sequencing of clinical experiences has been established to promote integration of didactic learning along a progressive continuum leading to entry-level practice of clinical skills.

II. CLINICAL EDUCATION STRUCTURE

A. GLOSSARY

1. Clinical Education Site (Facility): The PT Program has contracts with approximately 200 clinical education sites located both in and outside of Arkansas. These affiliating sites
provide a variety of clinical experiences in several different settings including but not limited to acute care hospitals, rehabilitation hospitals, private clinics, public organizations, corporate facilities, nursing homes, and home health. Experiences occur in settings including inpatient, outpatient, rehab, sub-acute, acute, recuperative care, sports, pediatrics, schools, orthopedics, geriatrics, and other specialty areas. Information about clinical sites is made available to students and includes details such as patient population, staff therapists, learning experiences available, etc. The DCE considers current sites and new sites using criteria found in Attachment 1: Clinical Site Criteria Form.

2. **Director of Clinical Education (DCE):** The DCE is an individual, employed by the educational institution, whose primary concern is relating the student’s clinical education to the curriculum. The DCE plans and coordinates the individual student’s program of clinical experience, known as the clinical Practicum and clinical internship. The DCE is also responsible for communicating with and educating all Clinical Faculty in matters related to clinical education. Clinical Faculty and students are provided with contact information for the DCE and Assistant DCE to be used during clinical rotations. The DCE, in association with the academic and clinical faculty, plans, coordinates, administers, and evaluates the clinical education process. The Administrative Clinical and Services Coordinator assists the DCE with the database, clinical agreements, and student records. The DCE is Dr. Misty Booth (501-450-5543 or mbooth@uca.edu) and the Administrative Clinical and Services Coordinator is Stacey Stephens (501-450-5549 or staceys@uca.edu).

3. **Assistant Director of Clinical Education:** The Assistant DCE is responsible for making decisions related to clinical education that are urgent in nature in the event the DCE is not available for contact. The Assistant Director of Clinical Education is Dr. Twala Maresh (510-450-5598 or twalam@uca.edu).

4. **Center Coordinator of Clinical Education (CCCE):** The CCCE is an individual at each clinical education site who coordinates and arranges the clinical education for the student. Together, the CCCE and DCE coordinate student affiliations. The CCCE provides updated facility information. The CCCE also is responsible for assigning each student a Clinical Instructor(s) (CI) and assuring that appropriate supervision is available at all times for the student involved in patient care. The CCCE may also serve as a CI. The CCCE will also: provide an orientation to new students, provide a student handbook on site for students regarding policies, procedures, and etc., of the facility, serve as a resource for the student, mediate between the CI and student as needed, and provide information to students in the program about the clinical education experiences available.

5. **Clinical Instructor (CI):** The CI is a licensed physical therapist with at least one year of clinical practice who is assigned by the CCCE to be responsible for the instruction and supervision of the student(s) in the clinical education setting. The CI is to provide a quality
learning experience for students in the areas of patient care, administration, and research as determined by availability and the student objectives. The CI provides a written and oral evaluation of the student’s performance as requested by the DCE. The student also provides the clinical instructor with an evaluation whereby the student provides feedback regarding instruction and learning experiences received. A CI may supervise two students at a time, which is referred to as the 2:1 model. A student may be supervised by more than one CI in a clinical setting.

6. **Clinical Agreement:** The responsibilities of UCA, the Department of Physical Therapy, the DCE, the Facility and its staff, as well as the student, related to Clinical Education, are clearly defined in the Clinical Agreement (i.e. contract) between the SCHOOL and FACILITY. A FACILITY cannot be used unless an executed clinical agreement is on file. The responsibilities of the student will be defined in this handbook and clinical education course syllabi. The student is obligated to comply with all policies and procedures and requirements of the facility as outlined in the contract for each facility to which the student is assigned. The student is responsible for reviewing the facility’s agreement in advance of a clinical rotation at the facility.

7. **Clinic Advisory Committee:** The Clinic Advisory Committee serves to advise faculty on clinical education policy, initiatives, and programming. The committee is composed of the Director of Clinical Education (DCE), the Assistant Director of Clinical Education, the Administrative Clinical and Services Coordinator, and three clinicians appointed by the DCE, as well as one representative from each student class. Student members are appointed by the DCE during their first fall semester and continue to serve while enrolled in the program. Communication occurs either electronically through e-mail or through regular mailings, to discuss clinical education issues and provide recommendations to the DCE, who in turn takes these recommendations to the faculty as a whole.

8. **Clinical Education E-Library:** An electronic copy of pertinent documents for clinical education and clinical education sites is available for students in a Clinical Education E-Library. The materials are housed in MyUCA under Groups in a restricted membership group called “DPT Students”. Each student will need to join the group to have access to the e-library. Instructions for joining will be provided to the class at the beginning of the program.

### B. HEALTH INFORMATION MANAGEMENT

1. **CHART OF REQUIRED STUDENT CLEARANCES**

<table>
<thead>
<tr>
<th>Required Student Clearance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Background check</strong></td>
<td>Completed by student prior to CE1; additional checks if required by clinical facility</td>
</tr>
<tr>
<td><strong>Blood borne Pathogens Training</strong></td>
<td>Years 1 and 2</td>
</tr>
</tbody>
</table>
SECTION F: CLINICAL EDUCATION

Child or Adult Abuse Registry Check  Completed by student if required by clinical facility
CPR Certification, Healthcare Provider  Current during Years 2 and 3
Drug Screen  Completed by student if required by clinical facility
Hepatitis B Vaccine  Waiver required in lieu
HIPAA Training  Year 1
Immunizations  MMR (2 dose); remainder as required by clinical facility
OSHA Training  Years 1 and 2
Professional Liability Insurance (Group Policy)  Provided by School, renewed July 1 each year
Professional Liability Insurance (Individual Policy)  Purchased by the Student, one-year policy, if required by clinical facility
Personal Health Insurance  Current upon entrance through graduation
TB Skin Test, 12 month  Current upon entrance through graduation; updated annually or as requested by clinical facility

A summary sheet for each student with the dates for each of the above required student clearances will be provided to the CCCE/CI in the clinical instructor packet prior to each clinical education rotation. Copies of the above items are kept in the office of the Director of Clinical Education. Clinical sites are provided with a copy of specific documents upon request.

2. REQUIRED RECORDS: Students are required to maintain the following records throughout the PT Program. Each is responsible for providing and/or renewing each health record as necessary in order to comply with either the school or clinical facility’s policy.

a. Personal Health Insurance: All physical therapy students must hold personal health insurance. The coverage must at minimum include accident and injury. This coverage will be required for both academic activities and clinical education activities. The requirement is a Department of Physical Therapy policy and often a Clinical Education Site policy. Many facilities require students to carry personal health insurance for emergency medical care, hospitalization and/or healthcare during the clinical experience. Proof of the policy (copy of card) needs to be submitted to DCE at the beginning of the academic program and maintained throughout the program. The student is responsible for providing updated information to the DCE in the event of any changes in coverage.

b. Hepatitis B Vaccine or Waiver: Students will be educated regarding the OSHA Standard on Blood-borne Pathogens as well as information from the Centers of Disease Control (CDC) regarding universal precautions and risk factors for contracting Hepatitis B as a healthcare worker. Students are required to sign an affidavit which states that they have received the information. The student must provide evidence that the vaccination has
been started, completed, or declined. A form will be provided. Information concerning the vaccination and universal precautions will be provided by the DCE. Although the Hepatitis B vaccine is not provided by the School or Facility, students are encouraged to receive the vaccine which is offered at a nominal fee by the university Student Health Center.

c. **TB Skin Test:** Each student is responsible for submitting up-to-date documentation of TB skin testing, as well as renewing and providing proof of retesting to the Administrative Clinical and Services Coordinator. Department policy requires that students must provide documentation of a TB skin test with negative results in the last 12 months prior to beginning the program. Students must update their TB skin test annually. Students without history or proof of negative TB testing will need to complete 2 step TB testing whether an individual facility requires it or not. This requirement is due to the national concern regarding the increased incidence of TB. Proof (photocopy) of a negative skin test must be submitted to the Administrative Clinical and Services Coordinator no later than 12 months following the last test or by deadlines provided by the DCE. Some facilities may require a negative test more frequently than once a year (i.e. every three months, etc.). A TB skin test may need to be performed sooner than the traditional one-year time frame in order to meet facility requirements. Students will abide by facility policies to prepare for a clinical experience. Also, the Clinical Instructor Packet will be prepared in advance of the clinical and students may need to renew their TB skin test sooner than one year. The Clinical Education office will retain a copy of the negative test or proof of clear chest x-ray, and clinical sites will be informed of the student’s status at least one month in advance of the clinical experience.

d. **Immunization Records:** By the first week of classes in the DPT Program, students will supply the Department of Physical Therapy with a copy of their complete immunization record. If new or additional immunizations are received, then corresponding documentation should be submitted. Many clinical education sites, hospitals in particular, require such documentation prior to student clinical experiences. Some clinical education sites may require a variety of documentation or even titer tests regarding immunizations. Fees associated with immunizations or titer tests will be at the student’s expense. Students are responsible for submitting copies of vaccination records to the Administrative Clinical and Services Coordinator.

e. **Criminal Background Check(s):** A Criminal Background Check (“CBC”) must be completed by each student prior to the second Fall semester of the UCA DPT program. Specific guidelines including CBC inclusion criteria and available agencies or vendors will be provided to students by the DCE during mandatory clinical education meetings. Students failing to comply with CBC requirements will not be allowed to attend clinical rotations.
The student is responsible for the cost of the mandatory CBC, as well as any fees for additional background checks required by clinical sites. Some clinical education sites may require additional criminal record checks such as a Child Maltreatment Registry Check, Adult Maltreatment Registry Check, or other exclusion database checks. Each student must sign a waiver form allowing the findings of criminal records checks to be reviewed by the DCE, as well as designated personnel at clinical facilities to which the student is assigned.

Adverse findings on a Criminal Background Check may limit or prohibit a student from participation in clinical experiences depending on the offense and clinical site requirements. Any criminal record reported on a student’s CBC, as well as any additional charges or convictions occurring after the mandatory CBC will be shared with the departmental Academic Progress Committee, as well as the Center Coordinators of Clinical Education or designated clinical instructor(s) at the student’s assigned clinical sites. Results of each student’s CBC also will be available to each student’s assigned clinical sites upon request. The clinical site may refuse to accept the student after being informed of the results of the CBC as performed by the reporting agency selected by the student or a reporting agency designated by the site. If an assigned clinical site refuses to accept a student based on CBC results, the DCE will attempt to obtain another affiliation in a similar type of clinical setting for the student. However, alternate placement is not guaranteed. Inability to secure clinical placements due to adverse findings on the CBC will result in the inability of the student to successfully complete clinical education requirements within the program which will result in dismissal from the program.

Following notification of positive results on a CBC, the Academic Progress Committee will determine whether the results of the CBC are indicative of a need to disclose information to protect the safety of other students, faculty, staff and patients/clients participating in class-related activities. The Academic Progress Committee will determine with whom to share information and will forward recommendations to the Department Chair for approval prior to dissemination.

Following the initial CBC, students are responsible for informing the DCE of any additional criminal charges or convictions occurring while the student is enrolled in the UCA DPT program. Failure to disclose additional charges or convictions constitutes unprofessional behavior and will be reported to the Academic Progress Committee. Corrective action for failure to disclose additional criminal charges or convictions may range from remediation to dismissal from the program.

Individual state physical therapy licensing boards may deny, suspend, or revoke a license
or may deny an individual’s request to sit for a licensure examination if an applicant has a criminal history of a felony or other serious crime. Successful completion of the UCA DPT program does not guarantee licensure, the ability to sit for a licensure examination, or employment.

f. Maintaining Records for Clinical Education: Students are responsible for providing documentation of each of the previously listed requirements to the Clinical Education Office. Students should have copies of these health records with them during clinical internships in the event the facility needs to view them. Students are responsible for any other requirements such as a physical, proof of chicken pox immunization (varicella), measles immunization, or other health records as requested by the facility. The Administrative Clinical and Services Coordinator will maintain records for students related to clinical education. Students who do not provide required documentation will not be allowed to begin clinical rotations.

The DCE may request documentation of updated, required health records and/or CPR certification before students leave for extended off-campus internships CE III, IV, and V. A deadline for materials will be announced. Such requests may be necessary to ensure continuity of clinical rotations.

3. REQUIRED TRAINING: Students will complete the following trainings:

   a. OSHA Blood-borne Pathogens and Universal Precautions Training: Students will complete training on OSHA blood-borne pathogens transmission and universal precautions. Upon completion students will sign a statement indicating they have received such training. The training will be required before the student can begin the first clinical internship. OSHA training will be completed one additional time.

   b. HIPAA Training: Students are expected to comply with the Health Information Portability Accountability Act of 1996. Students will complete training on HIPAA guidelines and requirements related to protecting personal health information. Upon completion students will sign a statement indicating they have received such training.

   c. CPR Certification: Cardiopulmonary resuscitation (CPR) certification (up-to-date within two years) is required for all PT students prior to and during all clinical internships. Students are responsible for obtaining and maintaining specified CPR certification. The certification should be by the American Heart Association (Healthcare Provider Course or equivalent, which includes 1 man, 2 man, infant, and AED training). Each student shall provide a copy of certification to the DCE by June of their 1st summer semester and is responsible for renewing certification prior to expiration. A copy of certification will be kept in the clinical education office files. The CCCE of the assigned clinical education site will be informed of each student’s status regarding CPR. Students without current
CPR certification will not be allowed to attend clinical experiences. Students for whom CPR certification will expire while on a clinical rotation should make arrangements to update CPR certification prior to beginning the clinical experience.

d. **First Aid Certification:** Each student will complete First Aid Certification if it is required by the clinical site to which they are ASSIGNED for a clinical internship. Many pediatric facilities require first aid certification. Students will read about this requirement in the Clinical Site Information Form and comply with the requirement if it is necessary.

C. RESPONSIBILITIES

1. **SCHOOL**
   
a. **Master List of Clinical Education Sites:** The Master List includes all clinical education sites with a current clinical agreement on file. The information on the list includes site name, mailing address, phone numbers and CCCE. The contact information in the master list is frequently updated. A clinical site may be removed from the list at the discretion of the clinical site or the DCE. A clinical site may be FLAGGED while administrative paperwork is in progress or INACTIVE if there has not been any communication or activity in the last three to five years. An affiliation with a clinical site may be CANCELLED by either party.

   b. **Clinical Site E-File:** An E-file maintained by the school for each clinical education site is available in the Clinical Education E-Library at MyUCA under Group titled DPT Students - access MyUCA from [www.uca.edu](http://www.uca.edu). Important information contained in each clinical site file may include a clinical agreement (if not the standard), a Clinical Site Information Form (CSIF), clinical date commitment forms, maps/directions, housing information, special requirements, and past student evaluations of clinical experiences. The clinical education site is invited to provide any additional information that may benefit the student.

   c. **Professional Liability Insurance:** UCA provides a professional liability policy that covers each student during all clinical internship courses at no cost to the student ($2,000,000 at each occurrence and $5,000,000 aggregate). The policy is renewed by the university at the beginning of each fiscal year on the first day of July. Proof of the policy is provided to clinical sites upon request. The student should inform the DCE if one is needed. Professional liability coverage does not include personal health/medical coverage. In some instances, students will need to purchase an individual professional liability insurance policy when required by the clinical facility.

   d. **Name Badges:** Students are required to wear their UCA PT name badge daily during each clinical affiliation. A substitute should be made and worn in the event it is
misplaced until the student is able to obtain a replacement.

e. **Clinical Agreement Review:** Each clinical agreement must follow University Board Policy 416 ([http://uca.edu/board/files/2010/11/416.pdf](http://uca.edu/board/files/2010/11/416.pdf)) regarding contract procedures. The clinical agreement with each clinical education site will be reviewed by UCA’s General Counsel prior to university signature and then periodically and/or prior to expiration.

2. **CLINICAL SITE/CCCE**

   The clinical education site will designate one member of the professional physical therapy staff as the CCCE and notify the school if the CCCE is replaced. The responsibilities of the CCCE are to:

   a. Ensure each CI has had one year clinical experience prior to serving as a CI.
   b. Provide regularly updated information about the facility. The CI will formally evaluate the student’s performance at mid-term and final.
   c. Provide a student handbook for policies and procedures of the clinical site.
   d. Provide an orientation to the facility for each student prior to patient care. The CI will provide appropriate supervision for each student. Students are trainees, not employees, and are not to replace facility staff.
   e. Provide quality learning experiences in the areas of patient care, research, and administration.
   f. Request any additional student records other than TB skin test, Hepatitis B vaccine, (such as MMR, physical exam, etc..) from the student or DCE.
   g. Provide a Clinical Site Information Form (CSIF) for their clinical education site. The CSIF provides students with detailed information about the site such as type and number of patients, work hours, housing information, and student instructions. Also, the CSIF contains contact information, directions, dress code and more. The CCCE is asked to update the CSIF every two years or when significant changes occur. Students are responsible for verifying information regarding requirements prior to the clinical rotation. UCA utilizes CSIF Web to help manage and keep track of clinical sites. Clinical sites are asked to complete the CSIF online at [https://csifweb.amsapps.com](https://csifweb.amsapps.com). Once the CSIF is completed, all schools that have purchased CSIF Web have access to the facility’s CSIF. See Attachment 2: CSIF Web Invitation for further instructions.
   h. Return the annual commitment form for student placement offers. On March 1 of each year, the DCE sends a commitment form to each clinical site. The commitment form provides the exact date of each clinical rotation for the following calendar year and a request for clinical affiliation slots that the site can provide. This allows the clinical site to indicate when they are interested in hosting a UCA physical therapy student. A list is prepared from this information and then provided to students. Clinical dates are only considered for one calendar year in advance.
i. Abide by the Family Educational Rights And Privacy Act (FERPA). Each Clinical Site will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) by agreeing not to disclose information about the student or from the student’s educational records provided by the SCHOOL, to a third party without the student’s consent. The clinical site further agrees to use student information only for the purposes for which it is requested. The CI and CCCE agree not to discuss the student’s performance with a third party unless consent is obtained from the student.

3. CLINICAL INSTRUCTOR
   a. Clinical Performance Instrument (CPI): Students are evaluated regarding applications of clinical skills and professional behaviors in the clinic using the Clinical Performance Instrument (CPI). The web-based instrument developed by the American Physical Therapy Association requires completion of a training module. Clinical instructors and students are provided with information to allow access to the web-based CPI. Information from the completed CPI or instructor’s evaluation is used to ensure the student’s readiness for practice. Instructions for accessing the web-based CPI and the one-time training are provided in Attachment 3: PT CPI Web 2.0 Instructions for a CI (APTA) and Attachment 4: PT CPI Quick Click Guide (APTA).

   b. Clinical Site’s objectives: It is recommended that the CCCE and CI of each clinical education site prepare learning objectives for students to meet during their affiliation. Students will be informed of any specific site objectives during orientation at their assigned clinical education site. Not every clinical site will provide these objectives. The student will work toward meeting objectives for those sites which do utilize their own.

   c. Expectations and Responsibilities for Clinical Instructors and CCCES
      i. The FACILITY provides an active, stimulating environment for the student and has a staff, which practices ethically and legally, and which is committed to the principles of equal opportunity and affirmative action.
      ii. The student accomplishes pre-planned objectives specified by the clinical faculty, the academic faculty, and the student.
      iii. Learning experiences are designed to provide opportunities for enhancing cognitive, psychomotor, and affective skills in the areas of patient care, administration, supervision, teaching, and research.
      iv. The student explores areas of special interest in addition to acquiring entry-level skills and determines compatibility with certain areas of practice and certain practice sites.
      v. The FACILITY obtains growth and development through preparation for student learners and through knowledge and skills brought by the students, and determines
compatibility of certain students with the FACILITY.

d. **Complications During A Clinical, When a Problem Occurs:** The DCE should be notified of any problems occurring during clinical the affiliation. Documentation is kept by the DCE regarding any clinical situation. Documentation will occur concerning current or potential future problems during a clinical experience based on discussion with the DCE and the CCCE, CI, or student. If a problem arises in the clinic, the student and the CCCE or CI should first attempt to seek a solution to the problem. Either way, the DCE should be kept informed of the situation, and if necessary, will become involved in the plan of action to resolve the problem (See Attachment 5: Action Plan). The student may feel the need to discuss the problem with the DCE, due to an uncomfortable situation or problem of a delicate nature. In this case, the student and the DCE should discuss the situation first, and then determine the next plan of action. However, the DCE has a responsibility to the facility to discuss the matter with the CCCE, CI, or appropriate representative as necessary to resolve any issues related to clinical education.

e. **Student Dismissal:** The DCE or CI, with cooperation of the CCCE, may request that the student be withdrawn from the clinical education experience, or other action taken, when mutual objectives cannot be met. If a student is requesting to be withdrawn, the request should be initiated by the student through the DCE. The request will be considered and the decision will be based on the reason for the request. The CCCE and DCE will confer regarding the circumstances and outcome of any request for withdrawal or dismissal.

4. **STUDENT**

a. **Health Risks and Universal Precautions:** Certain health risks exist in providing physical therapy intervention, such as contracting infectious diseases, or injuring one’s self while working in the healthcare environment. Clinical education will require contact with patients in a variety of atmospheres. All students will spend time in acute care hospitals, rehabilitation centers, and outpatient clinics, and possibly in home health, skilled nursing facilities and pediatric environments. Students will be expected to follow all safety policies and procedures at all times. Each facility will provide information pertinent to their setting regarding health risks and safety. Students also will be informed and expected to follow precautions for preventing transmission of blood-borne pathogens. Minimum guidelines have been determined by the UCA PT Department to ensure safety. However, clinical sites may have additional guidelines that must be followed as well. Clinical sites also may have specific protocols for students regarding communicable diseases that they may have or contract during the clinical experience. Students receive training regarding health risks and universal precautions via OSHA training.
b. **Clinical Education Costs:** Students should be aware of the possible costs related to clinical education in addition to regular university tuition, fees, and books. Various costs may be incurred by the student such as: criminal background checks, drug screens, varicella titer, miscellaneous photocopy expenses, immunizations, CPR certification, personal health insurance, travel expenses, phone calls, housing accommodations, postage, uniforms, lab coat, and other materials as necessary. Clinical experiences are not for pay. Some clinical sites may offer a stipend (a monetary sum to support the student’s education experience), however, any stipend provided by a clinical site is subject to change or withdrawal with or without notice. Change in the site policy regarding stipends between student assignment and start date for the rotation is not grounds for reassignment.

c. **Clinical Site E-File:** Students are responsible for reviewing the site file upon notification of placement in order to familiarize themselves with the facility and any special requirements to be completed prior to clinical rotations. Delay in meeting facility requirements may impact clinical experience start/completion dates. The clinical education E-Library is located in MyUCA Groups *DPT Students and* provides information about each clinical education site as well as forms and documents needed for clinical education and the DPT Program. Students will be instructed (and provided instructions) to join the group in order to access clinical education material.

d. **Clinical Experience Evaluation:** The Acadaware Portal provides a Midterm Evaluation and Final Evaluation survey for students to complete during clinical education experiences. Each student is required to evaluate each clinical experience both at midterm and final using this tool. Information obtained from the evaluations is used by the DCE for program, facility, and clinical instructor assessment and development.

e. **Clinical Education Meetings:** Meetings are scheduled periodically during the semester for dissemination of information related to clinical education. Attendance at clinical education meetings is mandatory. Tardiness or absences without an acceptable reason and proper notification are considered unprofessional behavior.

f. **Blackboard courses for Clinical Education:** Students will be enrolled in a Clinical Education on-line course via Blackboard during clinical rotations to receive policies and procedures, communicate with the DCE, receive and post assignments, be informed of important dates, and access resource information. Class meetings will be scheduled as necessary. Students should regularly check information pertaining to clinical education via Blackboard during each clinical rotation for announcements and information related to assignments.

g. **Email Communications:** The DCE will communicate with students using the student
list-serve. The email feature of Blackboard may be used as well regarding clinical education issues and topics pertaining to clinical experiences when students are on clinical rotations. Students are asked to check their email routinely.

h. **Student’s Objectives:** Each student will review the learning experiences available at assigned clinical education sites in order to prepare written objectives that will be used to guide clinical experiences for themselves and their clinical instructor(s). These objectives will be discussed by the DCE in advance so that each student can successfully prepare written objectives that will be forwarded to the Clinical Instructor. The due dates for these objectives for each clinical rotation will be set by the DCE. Students will write objectives prior to attending the clinical experience and will update these objectives at midterm of the clinical experience. Students also will self-assess and identify opportunities to practice skills during clinical experiences utilizing **Attachment 6: Minimum Required Skills of Physical Therapist Graduates at Entry-level (APTA)**.

i. **Prior to clinical experiences students are expected to:**
   1) Read and follow all policies of the Clinical Education Section of the DPT Student Handbook.
   2) Read the UCA Clinical Agreement and Facility Agreement if applicable.
   3) Attend Clinical Education Meetings.
   4) Submit all paperwork requested by the DCE in a timely manner.
   5) Maintain current health records at all times as required by the program including providing a copy to the DCE.
   6) Inform the DCE of changes in health status, health records, last name, address, phone number, and e-mail, etc., pertinent to clinical education.
   7) Maintain professionalism with the DCE and classmates in all clinical education activities.
   8) Refer to the Clinical Education Section of the DPT Student Handbook prior to seeking help from the DCE.
   9) Seek clarification and explanation from the DCE on all policies and procedures pertaining to clinical education as needed.
   10) Research clinical education sites prior to site selection and prepare for all clinical education site selections and assignments.
   11) Utilize the process outlined in the DPT Student Handbook for special requests as a formal process.
   12) Submit any item for consideration by the DCE according to prescribed deadlines.
   13) Refrain from contacting a clinical site without approval of the DCE.
   14) Contact the assigned clinical site in advance of an assigned affiliation to discuss the upcoming affiliation.
   15) Read the state practice act for states in which the student will participate in clinical rotations.
j. **During clinical experiences students are responsible for:**

1) Performing with high standards in accordance with the American Physical Therapy Code of Ethics and appropriate state laws.
2) Participating in the clinical education experience utilizing a proactive approach to opportunities for clinical learning.
3) Conforming to rules and regulations of the facility.
4) Being prompt and regular in attendance. If absent, the student will notify the CCCE and/or CI and the DCE. The student is responsible for initiating plans for make-up work.
5) Assuming financial responsibility for any illness or injury incurred during the clinical education period.
6) Maintaining records (i.e. TB skin test, etc.) as required by the UCA PT Department and the Clinical Facility.
7) Respecting and maintaining confidentiality of patient records, clinical facility information, classmates, and colleagues.
8) Providing a written evaluation of the clinical experience to the the UCA PT Department and the Facility.
9) Presenting a professional appearance in accordance with dress code policies described in the Clinical Education Section of the DPT Student Handbook.
10) Completing all requirements and assignments outlined in the course syllabus for each clinical experience.
11) Informing patients of their student status during all patient encounters and being aware of the patient’s right to decline participation in clinical education.

k. **Clinic Attendance / Tardiness:** Attendance by the student during the clinical experience should occur as if the student is reporting to work. A student should call the CCCE/CI as early as possible if the student cannot be at the facility for any reason or if the student will be late for any reason. (Call prior to the time that you are expected if possible). If more than one day is missed, the student is expected to make arrangements to make up the time. Repeated absences or tardiness for any reason are considered unprofessional, and the DCE should be notified. Students are not allotted any personal days during clinical rotations and should not request time off to attend to any personal matter without arranging make-up time. Students should not plan activities that would interfere with attendance on a clinical rotation.

l. **Clinic Dress Code:** During clinical internships and contact with patients on-campus, the student should wear the following clinic attire: UCA PT name badge, long pants (not denim) and shirt with collar (not sleeveless) or solid color scrubs along with socks and shoes that are closed-toe and rubber soled. Furthermore, there should be minimal perfume/cologne, no excessive or dangly jewelry, no facial piercing(s), no visible tattoos,
and no unusual hair color (i.e. blue, green, or pink, etc.). Long hair should be out of the way during treatment procedures. Nails should be kept short. Students should check clothing fit to ensure that the midriff, underclothing, cleavage and gluteal regions will be not be exposed, particularly when performing activities (i.e. reaching, bending, and stooping). Students are expected to maintain professional appearance and observe this dress code during all clinical experiences and patient contact on campus. Gum chewing during treatment procedures is distracting and considered unprofessional. If the clinical facility has a more strict dress code, then the student should abide by it during clinical experiences. Clinical sites will normally inform students of the dress code of the facility. Students should maintain professional appearance and follow the facility’s dress code if one is indicated. Capri pants, shorts, open-toed shoes and t-shirts are not considered professional attire and are not allowed.

m. Abiding By Facility’s Rules And Regulations: As stated in the Clinical Agreement between the SCHOOL and the FACILITY, and in the PT Student manual, students are obligated to conform to the rules, regulations, policies, and procedures of the FACILITY at all times. Students should review any information provided on the CSIF and commitment forms prior to selecting a site. Students should review facility rules, policies, and procedures with the CI at each affiliation.

n. Legal & Ethical Questions: A student must abide by pertinent state and federal laws, even if the facility chooses to do otherwise. Such a site is not a clinical environment suitable for students. All facilities should have the "Rules and Regulations" available at the facility. Students should notify the DCE immediately if he/she identifies clinical situations in which legal or ethical questions are present or a clear violation is being observed. While state law may indicate the minimum standards of supervision, the University of Central Arkansas Physical Therapy Program abides by the American Physical Therapy Association standards of supervision, safety, and professional conduct.

o. Discontinuing/Postponing a Clinical: Students are required to follow established time frames/dates for assigned clinical practica within the DPT curriculum except in cases where illness or extenuating circumstances prevent completion. Should a student be unable to begin as scheduled or complete a clinical experience within the allotted time, postponement will be at the discretion of the DCE with input from the assigned clinical site/clinical faculty. A student needing to request alternate timing in clinical placement(s) due to medical reasons or other extenuating circumstances must submit a written request to the DCE. A student who is unable to complete the clinical education sequence as assigned is not guaranteed a specific time line for completion of clinical practica. Failure to successfully complete a clinical practicum for any reason will result in a grade of NC (see Clinical Education grading policy). If a clinical site requests removal of a student from the clinical site during the clinical practicum for reasons of safety
concerns or inappropriate professional behavior, the student will receive a grade of NC.

D. CLINICAL INSTRUCTOR PRIVILEGES

1. **Library Privileges:** In appreciation for the clinical opportunities provided for students in the UCA DPT program, each CI is eligible for UCA library privileges. A form is included in each student’s packet for CIs to request UCA library privileges. Forms for CIs wishing to request library privileges should be completed and returned to the DCE via mail or fax (501) 450-5822. A request form is also provided in Attachment 7: UCA Library Privileges.

2. **In-Service Presentations:** The Director of Clinical Education or other faculty may provide in-service presentations on site at clinical education sites (when mutually convenient) for clinical instructor development.

3. **Clinical Instructor Presentations and Training:** The Department of Physical Therapy will host free clinical instructor workshops at the university periodically for clinical instructor development. Such courses will provide continuing education for those clinicians serving as clinical instructors. Additionally, the Department of Physical Therapy will host the APTA Credentialed Clinical Instructor Program each year and the Advanced Credentialed Clinical Instructor Program periodically.

E. CLINICAL INSTRUCTOR DEVELOPMENT

- Credentialed Clinical Instructor Program (CCIP)
- Individual skill development with the DCE
- Periodic clinical education workshops hosted by School
- Resources including APTA’s CI and CCCE self assessment
- Site visits by DCE or UCA Faculty
- Informative updates and announcements about current and upcoming clinical education opportunities (continuing education, etc.)
- Updates of Central ACCE Consortium activities and programs

III. PROCEDURE FOR ASSIGNING STUDENTS TO CLINICAL EXPERIENCES

Students will be assigned to five different clinical experiences in a variety of settings including at least one that is outside of Arkansas. Guidelines for selecting a variety of sites will be provided by the DCE. Of the final four rotations, students will complete at least one each of inpatient acute, inpatient rehabilitation and outpatient. Each clinical site is surveyed on March 1 regarding the upcoming year’s clinical rotations. The School follows up with the names of students assigned. See Attachment 8: Sample Commitment Form / Letters to Sites and time frame illustrated below:

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Site Selection Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Sites are sent a Commitment Form with rotations available</td>
</tr>
</tbody>
</table>
## A. Site Selection:

Prior to site selection, students are given a list of sites that have committed to a space for the upcoming clinical practicums (selection list). Students will meet with the DCE to discuss clinical assignments. Following the meeting, students will provide the DCE with a prepared, ranked list of their top choices or “preferences” for each clinical practicum as requested by the DCE. The number of preferences required (approximately 10) will be specified by the DCE. If the student fails to provide the DCE with a ranked list with the specified number of preferences by the deadline, then that student’s assignment may be made by the DCE. Student preferences will be considered in the selection process; however, consideration will also be given to optimizing use of available clinical sites. In the event a student does not match with a preference list selection, the DCE will assign an alternative placement with input from the student.

Students have the privilege and responsibility of researching potential clinical education sites for clinical experiences and providing their preferences to the DCE for assignment. Students should utilize information provided in site e-files available on MyUCA Groups, the Acadaware Portal, discussion with DCE, and web information, if available, to make informed decisions regarding development of preference lists. *Final decisions regarding student clinical placement rest with the DCE.*

### 1. Clinical Site Selection Meetings:

Students will meet with the DCE in person, and will receive information via email, prior to each clinical assignment period. After receiving information related to the upcoming clinical site selection, the student will submit a ranked list of top preferences for each clinical rotation. The DCE will specify the number of top preferences to be provided. If a student fails to attend clinical education meetings or submit preferences during the required time period, the DCE will make the student assignments without the student’s input.

### 2. Required Clinical Rotation Out-of-State:

Each student is required to complete at least one of the five clinical internships out-of-state. The facility must be an affiliating facility, and the student will be allowed input regarding which rotation and which clinical facility is their preference for assignment. Students may attend more than one rotation out-of-state depending on availability of clinical sites and student preference.

### 3. Clinical Site Information and Resources:

Several methods exist for finding information about the facilities that affiliate with the UCA Department of Physical Therapy. All students are REQUIRED TO READ THE INFORMATION available about a facility before choosing that
facility as a possible experience. The e-file may contain important information about housing, stipend, work hours, special requirements, and more. Each clinical education site will provide pertinent information about their facility and learning opportunities. While the e-file is regularly updated, each student is responsible for clarifying with the CCCE or Clinical Instructor that all prerequisites have been met. Failure to meet prerequisites may result in a delayed start date and make-up of time missed for a clinical experience. Please note the following about clinical education materials:

a. **Acadaware Portal** – Clinical sites are listed in the Acadaware Portal along with contact information, location, type of clinical opportunities, and past student evaluations of experiences. Students can research clinical sites using the Acadaware Portal.

b. **Facility/Site E-File** – An electronic file for each Facility/Site can be found in MyUCA Groups. Each e-file contains student evaluations of clinical experiences, Facility Clinical Agreements, and other information provided by the clinical site. Students are responsible for reading and adhering to facility requirements listed in the e-files. Students should pay particular attention to the Clinical Site Information Form (CSIF), the current commitment form and previous student site evaluations. Failure to comply with requirements may result in the student being unable to attend a clinical rotation.

c. **Clinical Site Information Form (CSIF)** - The CSIF can be found in the Facility E-file. Students should review each CSIF prior to listing a site in preferences for site selection. The CSIF provides general and specific information concerning the site, the experiences available, policies, expectations, and expertise of instructors. It might also contain optional information about the facility such as maps, pictures, and/or brochures. Students should note the date of the CSIF in case the material has become out-dated. Students are responsible for reading and adhering to any requirements listed in the CSIF.

d. **Commitment Forms** - A Commitment Form is requested annually from each clinical education site so that the site may indicate if a clinical experience slot is available for a particular date. The DCE will add clinical slot offers to the Acadware Portal during the site selection prepare the site selection lists from the commitment forms received.

e. **New clinical site information** will be kept in a new/developing file until the facility officially becomes an affiliation, or until an e-file is made available for viewing on MyUCA Groups. See the DCE for any questions concerning a new/developing site.

4. **Policy For Student Requests Regarding a New Clinical Site**
A new site is defined as a physical therapy clinic or department with which UCA currently does not contract and which is not on the Master List. In order to complete a new contract
in a timely manner and insure a safe, appropriate clinical experience for our students, the following policies govern the process of establishing new clinical sites: Requests will only be accepted by November 1 of each year for the following year’s site selection process. A student can only submit one (1) new site request at a time. If the new clinical site is not approved, the DCE will determine if another request can be submitted. All requests must be submitted as early as possible. No late requests will be accepted. A student inquiring about a new clinical affiliation site should submit the name, location, and phone number of the facility to the DCE using the form for Establishing a New Clinical Education Site available in the MyUCA Groups Clinical Education e-file for forms. Approval of a new site request resides with the DCE and is based on but not limited to the reputation of the facility, availability, interest in future assignments, mutually agreed upon contract, and clinical instruction experience. Students may submit a request for development of a new clinical site for Clinical Rotations II, III, IV, or V. The establishment of only one new site is allowed per student.

Students are not to contact clinical sites to discuss the possibility of a rotation unless approval is obtained from the DCE. Direct or indirect (through friends or family members) contact with clinical sites or associated personnel to discuss the possibility of a rotation, without DCE knowledge and approval, violates program policy and is subject to disciplinary action.

5. Procedure For Establishing A New Clinical Site: To pursue a new clinical education site, students will submit a written request to the DCE within the required time frame with the name and address of the facility, as well as preferred rotations, using the form for Establishing a New Clinical Education Site available in the MyUCA Groups Clinical Education e-file for forms. The DCE will approve or deny the request to establish a new clinical site based upon the clinical opportunities it can provide future PT students, the type of facility, location, etc., all of which will be based on the needs of the program at that time. The process involves correspondence between the DCE, the Administrative Clinical and Services Coordinator, and the facility to complete the necessary paperwork that must be approved and signed by both parties involved. The approval process can be complicated and very time consuming, especially if legal counsel is involved. Additionally, the DCE considers criteria found in Attachment 1: Clinical Site Criteria Form when developing a new site. The student should periodically check with the DCE concerning the status of the new clinical site. The DCE may or may not have time to repeatedly contact a site concerning their intentions to affiliate or not. The student will be asked to be patient during the process. The student will be informed as soon as possible if the affiliation is not going to work for them. The student may be requested to assist in the process of inquiring about the possibility of a rotation, but should be aware that the DCE will need to approve any student action in this regard prior to the student making any contact.
6. **Clinical Inquiry (about possible student slot):** Students may submit a Clinical Inquiry (in writing using the Clinical Inquiry form available on the MyUCA Groups e-file of clinical education forms) to the DCE about a site that is on the Master List but has not submitted a commitment form. Students are NOT to contact a clinical site to inquire about a clinical experience. Clinical inquiries are processed on a first-come, first-serve basis and are at the discretion of the DCE. The DCE will establish a deadline for submitting inquiries and a deadline for resolution of inquiries.

7. **Clinical Site Preference Lists:** Clinical site preference lists are ranked lists of preferred sites for clinical placement that students provide to the DCE during the selection process to indicate sites at which they would like to experience clinical rotations. Students will be assigned to a different clinical site for each clinical rotation to provide a variety of clinical experiences and prepare the student for entry-level practice. Students should carefully consider their choices before indicating their preferences to the DCE. The DCE will suggest to students particular types of clinical experiences in order to help them achieve a variety. Each student is required to complete at least one of the five clinical internships out-of-state. Students are required to complete at least one rotation each in acute care, rehabilitation, and out-patient settings on Clinical II, III, IV, or V. Students should consider sites characteristics including geographical location, life span, and specialization based on personal and course objectives to ensure a broad overall clinical experience. The final decision for an assignment rests with the DCE and/or Department Chairperson. The student is allowed to provide input through providing preferences to the DCE, but the final assignment decision resides with the DCE.

B. **CLINICAL ASSIGNMENT:** Once the final clinical site assignments are made, changes by students are not allowed. The site will be notified in writing of the upcoming clinical assignment making it official. The clinical site assigned is where the student will “likely” be assigned, however circumstances may necessitate a change in site assignment by the DCE. Final authority for clinical site placement rests with the DCE and Department Chairperson. The need to make a change in an assignment of clinical site by the DCE could be based on a variety of reasons. Some examples include a special circumstance concerning a previous clinical experience, the terms and conditions of probation or suspension, or the need to focus on specific goals or special skills as determined by the DCE in conjunction with the faculty.

C. **CLINICAL EDUCATION APPEALS:** Students may appeal a clinical education decision by submitting a written request to the Department Chairperson. The Department Chairperson will make a decision based on the merits of the request or forward the request to the Academic Progress Committee, which is a standing committee made up of appointed PT faculty and peer-elected students.

D. **SPECIAL REQUEST:** A student shall follow the formal process in place for any request for exceptions to clinical education policies by submitting a Special Request. Special requests concerning clinical
education must be submitted to the DCE in writing. The DCE will make a decision based on the merits of the request or forward the request to the Academic Progress Committee (APC), which is a standing committee made up of appointed PT faculty and peer-elected students.

E. **CLINICAL ASSIGNMENT REQUEST FOR CHANGE:** Once a student has been assigned to a clinical site, the student will not be allowed to change his/her clinical site assignment, unless exceptional circumstances develop that warrant a change. A student wishing to request a change must prepare a written SPECIAL REQUEST for the DCE and Academic Progress Committee and submit it to the DCE. The resulting decision will be based on all the information provided. Situations like weddings, vacation, employment opportunities, and circumstances that existed before the clinical site was selected, do not warrant the DCE changing the assignment. However, special family situations, medical motivations, and other unavoidable situations will be taken into consideration upon request.

F. **CLINICAL ASSIGNMENT CANCELLATION BY SCHOOL OR SITE:** Sometimes a clinical site/facility is unable to take a student as planned due to a variety of reasons including staffing changes. In the event of cancellation by the facility, the student will be notified by the DCE. If an equitable alternative placement is available, the DCE may place the student at the alternate site and will inform the student. If no equitable site is available, the student will be required to submit alternative choices for the DCE to pursue. If approved, then the student will be assigned to the facility. In order to prepare choices, students will utilize a list of potential alternative sites which will be provided by the DCE. Students should thoughtfully choose an alternative. Students should not contact any site to inquire about possible placement. Preferences for placement will be taken into consideration, but the final decision for assignment will be made by the DCE.

G. **ACADEMIC PROBATION/ SUSPENSION:** The Standards of Academic Performance are outlined in the DPT Student Handbook concerning academic probation and suspension. A DPT student must maintain a semester grade point average of 3.0 and cumulative GPA for all required course work within the curriculum to be eligible for enrollment in the clinical education practicum courses. A student will not be allowed to begin ANY clinical experience while on academic probation or if suspended from the program.

H. **CLINICAL EDUCATION FOR A STUDENT PLACED ON ACADEMIC PROBATION:** A student will not be allowed to begin ANY clinical experience while on academic probation or if suspended from the program. Each student must achieve grades for all coursework in the second fall semester (prior to Clinical Practicum I) that equate to a semester GPA of 3.0 or greater, as well as a cumulative GPA of 3.0 or greater to be eligible to attend Clinical Practicum I. If the student should encounter academic difficulty (academic probation) that precludes participation in the Clinical Education I Practicum (CE1) at the scheduled time in the curriculum, the student will be required to follow an alternate plan for completion of the DPT program as outlined below:
i. Students unable to attend CE I due to academic probation will follow an individualized course for clinical education. CE I for those students will occur during the third fall semester if the student is no longer on academic probation. Assignment to all clinical education sites (CE I – CE V) will be made by the DCE as clinics will need to agree to alternate timing for rotations.

ii. These students will continue in the curriculum with the exception of participation in CEI as long as their GPA meets program requirements.

iii. Academic faculty will be notified of students on academic probation in order to allow faculty to be aware of the need for increased supervision during clinical contact (patients in the classroom setting or assignments completed in the clinic)

iv. In order to provide directed opportunities for continued clinical and academic development during the second Fall semester, when the student would have gone to CEI, the student will participate in an individual learning experience under the supervision of the DCE. In addition to assignments which will be individualized to student needs, the student will perform clinical observation at a facility to be assigned by the DCE. The student will not have physical patient contact during observation hours.

v. Clinical faculty will be notified of the student’s academic history and progress prior to placement for clinical rotations and observation hours.

IV. STUDENT PREPARATION FOR CLINICAL EXPERIENCES

A. PT CPI WEB TRAINING: Each student will complete an on-line training module regarding the Physical Therapist Clinical Performance Instrument (CPI) described on page 28-29 of this handbook. The DCE will instruct students to complete the training module prior to the first clinical rotation. Each clinical instructor must also complete the training prior to utilizing the PT CPI Web. Instructions for students and clinical instructors can be found in Attachment 3: PT CPI Web 2.0 Instructions for a CI (APTA) and Attachment 4: PT CPI Quick Click Guide (APTA).

B. MINIMUM REQUIRED SKILLS OF PHYSICAL THERAPIST GRADUATES AT ENTRY-LEVEL: Each student will use the Minimum Required Skills of Physical Therapist Graduates at Entry-level to self-assess opportunities across clinical experiences. Students may utilize the information when preparing written learning objectives for specific clinical education opportunities. A copy of the document is available in Attachment 6: Minimum Required Skills of Physical Therapist Graduates at Entry-level (APTA). The DCE will inform students of any additional applications of the document required for clinical education through assignments on Blackboard.

C. LEARNING OBJECTIVES: During the clinical experience the student will be able to:

1. Develop and demonstrate professional behaviors while interacting with others utilizing good communication skills, appropriate attitude, safety, and legal/ethical guidelines consistent with an early clinical experience.
2. Perform the Clinical Performance Instrument criteria 1-18 in the designated practice area.
3. Carry out patient care and treatment programs as determined by the supervising physical therapist.
4. Identify those tests and measures and interventions related to the designated physical therapy practice patterns accomplished during the clinical experience.
5. Comply with all policies and procedures regarding clinical education in this handbook.
6. Utilize the Clinical Performance Instrument as an accurate assessment of clinical skills performed during the clinical experience at mid-term and final.
7. Evaluate personal performance during the clinical experience.

D. HOUSING ACCOMMODATIONS: The student is responsible for contacting the facility regarding housing accommodations available before the selection process if the availability of housing is essential to the student’s assignment. Permission to contact a site where a student has not been assigned must be obtained from the DCE prior to contacting the site. A facility may indicate that housing is available in their paperwork, but situations may change, and the DCE may not be notified. Housing availability can be on a first-come, first-serve basis. It is important that the facility is notified as early as possible (generally 6 months or more prior to the rotation) if a student intends to take advantage of opportunities offered by the facility. If housing was offered and the student DOES want it, then the student is responsible for making arrangements with the facility; otherwise, the facility will not know that the student wants to use the available housing. Students may contact sites regarding housing options as soon as the student is notified of the placement, or with the permission of the DCE prior to placement. If the student plans to use the facility housing, the student is responsible for requesting facility contact information from the Administrative Clinical and Services Coordinator immediately following notification of assignment. Students should be aware that free housing may require shared accommodations.

Housing Cancellation: If housing was provided by the facility, but then canceled after the student was assigned, the student can choose to be re-assigned to another facility. The student will not be allowed to be re-assigned because housing is no longer provided by the facility if the student neglected to confirm housing availability in a timely manner or if the student originally planned to provide his/her own housing.

Housing Problems: If the student feels that the conditions of any housing provided by a facility are substandard, such as unsanitary, hazardous, etc., then the student should discuss his/her concerns with the CCCE or housing coordinator. If the problem is not resolved, then the student should contact the DCE.

E. CLINICAL INSTRUCTOR PACKET: A clinical instructor packet is sent to the facility at least four weeks prior to the clinical date, and includes information prepared by the student and DCE. Information will be requested by the DCE from the student following site assignments to prepare the clinical
instructor’s packet. This information must be submitted in a timely manner according to the deadline given. The packet contains instructions for the CI, contact information for the school and student, health records verification, grading criteria for the CPI, and additional assignment instructions.

F. CONTACTING THE CLINICAL EDUCATION SITE: Once assigned to a clinical education site, the student will contact the CCCE or CI at the facility in person, by phone, or by email at least four weeks prior to the scheduled start date. At this time, the student will discuss arrangements for the first day, holidays, dress code, lunch arrangements, or any other questions about the affiliation. Upon arrival, the CCCE or CI will orient the student to the facility and policies and procedures. A policy for supervision is provided to clinical instructors and students prior to each rotation and is a part of the clinical agreement. A student SHOULD NOT contact a clinical site unless they have been assigned to the site or they receive permission from the DCE.

V. POLICIES AND PROCEDURES DURING CLINICAL EXPERIENCES

A. AFTER HOURS SITUATIONS: If a problem occurs after office hours and is urgent in nature, then the student should contact the DCE at home or by cell phone (Reminders and Contact Information list). In the event the DCE cannot be reached at home or by cell phone, then the student should contact first the Assistant DCE and then if necessary the Department Chairperson at home. Do not call the assistant DCE or department chairperson unless absolutely necessary and the situation cannot wait. Refer to Attachment 9: Reminders and Contact Sheet for pertinent phone numbers and policies.

B. AVENUE FOR EXPRESSING CONCERNS REGARDING CLINICAL EDUCATION: Clinical faculty or students with concerns regarding clinical education should bring those concerns to the attention of the DCE. Concerns regarding the DCE should be submitted to the Department Chairperson.

C. CLINICAL SUPERVISION: Student physical therapists, when participating as a part of a physical therapist professional curriculum and when acting in accordance with APTA policy and applicable state laws and regulations, are qualified to provide services only under the direction and direct supervision of the physical therapist, who is responsible for patient/client management. Direct supervision means the physical therapist is physically present and immediately available for direction and supervision. The physical therapist will have direct contact with the patient during each visit. Direct contact is defined in the Guide to Physical Therapist Practice as all encounters with a patient/client in a 24-hour period. A licensed physical therapist must be on premises for the student to engage in patient contact. Telecommunication does not meet the requirement of direct supervision. The supervising physical therapist is responsible for ensuring that appropriate supervision is provided to meet any additional facility requirements pertaining to a specific practice setting. In addition, a description of supervision for students treating patients with Medicare can be found in Attachment 10: Implementing MDS 3.0 for PT Students (APTA) and Attachment 11: Student Supervision Chart (APTA). Each of these appendices may be updated by the APTA to reflect
D. **PATIENT NOTIFICATION OF STUDENT STATUS:** Students are required to identify themselves as a physical therapist student during all patient encounters. Students are required to provide a verbal notification as well as wear their UCA student name badge at all times. Students should be aware that the patient has the right to decline care provided by a physical therapist student.

E. **CLINIC WORK SCHEDULE:** While at an affiliation, the student should follow the facility work schedule unless assigned different hours by the CCCE or CI. The student will not be expected to work when the facility is closed. The student will be expected to work weekends, holidays, etc., if asked to do so. Holidays should be discussed well in advance with the clinical instructor to avoid any confusion or miscommunication. The student and instructor should have a mutually agreed upon schedule established. While rotations are generally based around a forty-hour work week schedule, students should be aware that individual clinic hours vary. The student should never try to negotiate special hours with the facility before discussing his/her situation with the DCE. The DCE will determine if the situation warrants a special arrangement.

F. **CONFIDENTIALITY:** Students are required to uphold patient and facility confidentiality at all times during and after any clinical experience. Confidentiality also must be upheld for all written assignments such as a case report, presentation, etc. Students are prohibited from posting any patient information on any social media. Students should use discretion if posting any information related to activities in the clinic and are expected to exhibit courtesy and respect for instructors, staff and other students in any form of communication. Copies of patient’s charts, for example, are not necessary for case reports or other papers and will not be permitted. Students must comply with HIPPA (Health Insurance Portability and Accountability Act of 1996) regarding Protected Health Information.

G. **STUDENT USE OF FACILITY INFORMATION:** Facility materials accessed on-site should be considered proprietary. Students must obtain permission for use of any such materials outside of the facility and beyond the clinical rotation (i.e. patient protocols, patient surveys, exercise programs, etc.).

H. **DRUG TESTING:** Drug screening may be required either during or prior to beginning a clinical rotation. Students assigned to a clinical site which requires the verification of a negative drug screen prior to the start of a clinical experience must complete drug tests according to clinical site requirements within time frames designated by each site. Students are responsible for contacting the clinical site (CCCE or human resources personnel) to verify the type of drug screen required and making arrangements to complete the appropriate drug screen within designated time frames. Students are responsible for the cost of the drug screen unless the site provides the drug screen at no cost to the student. Information regarding facility policies is available in the facility/site e-file in the Clinical Education Library on My UCA Groups. Students should verify information when contacting the clinical site prior to a clinical rotation as facility policies are subject to change.
I. **DRUG TEST, PROCEDURE FOR STUDENT FAILING:** In order to meet the needs of students while meeting obligations to clinical facilities, the Department of Physical Therapy at the University of Central Arkansas has the following policy related to controlled substance abuse. If a student tests positive for controlled substances upon receiving a drug test/drug screen required by (prior to or during) a clinical rotation, the student’s clinical rotation will immediately be suspended. A student for whom a clinical rotation has been suspended due to a positive drug screen will receive a grade of NC (see Clinical Education grading policy) for the rotation except under the following circumstances:

1) Physician validation of prescribed use for the identified controlled substance(s) is provided in writing to the Director of Clinical Education.

2) Validation of a false positive drug screen through repeat testing.

In the event controlled substances identified on a drug screen are not prescribed substances for which physician validation is provided, the scheduled clinical rotation will be discontinued and the student will be given a grade of NC for the rotation. The student will be required to return to campus to meet with the DCE and the student’s faculty advisor. The DCE will provide the student with information regarding substance abuse education provided through the UCA Wellness Center in accordance with standard UCA policy. The student will be required to attend professional counseling.

Continuation in the clinical education sequence and the DPT Program for a student receiving a grade of NC due to positive drug screen results will be contingent upon approval by the collective faculty. Potential consequences may include delayed graduation or dismissal from the program. The student will be required to provide proof of attendance for both professional counseling sessions and the substance abuse education provided through the UCA Wellness Center in order to participate in any subsequently scheduled clinical rotations/activities. The student will be required to provide proof of compliance with counseling center recommendations including completion of recommended sessions to be eligible for consideration of continuation in the clinical education sequence. In the event continuation in the clinical education sequence is approved, the student will be required to complete any additional stipulations identified as necessary by the collective faculty (including, but not limited to additional substance abuse training/counseling and/or additional safety checks prior to returning to the clinic) to ensure student readiness for clinical participation.

If the student is allowed to continue the clinical sequence in the program, the student must complete a negative drug test and provide results to the DCE before the student can return to a clinical setting. The student may be required to provide results of additional random drug screens to the DCE as part of the stipulations from the collective faculty for continuing the clinical education sequence. The student will also be required to complete any site specific drug testing requirements for assigned clinical sites. Any expenses incurred for additional drug screening/testing are the responsibility of the student unless drug testing expenses are routinely covered by an assigned clinical facility. Any appeal or grievance concerning this issue will be handled according to the established student appeal process.
J. **EMERGENCY SERVICES:** Each clinical education site will orient students to policies regarding emergency services available. Clinical sites offer emergency services if necessary but are under no obligation to pay for services rendered to the student. According to the UCA Clinical Agreement, students will be responsible for any costs incurred for medical services while in a clinical facility. Students are required to maintain and provide proof of individual medical insurance coverage. Information concerning emergency services is available in the Clinical Site Information Form as well. Incidents occurring when the student is in the clinic should be reported to the CCCE and the DCE.

K. **HOLIDAYS AND BREAKS:** Please note that the schedule for the DPT program will require clinical experiences during some times that the university is closed. Clinical experiences will overlap some holidays and/or breaks observed by the university. Student class schedules for each semester will provide dates of classes and breaks. Students will be provided with the dates for clinical experiences for the following calendar year by midterm of the Spring Semester. (For example, by midterm of 2015 students will be given the clinical education dates for the year 2016).

L. **MAKE-UP POLICY:** In the event of multiple sick days, the clinical instructor and DCE will discuss requirements for make-up time. Students are allowed one sick day per rotation.

M. **NAME BADGE:** Each student will be responsible for wearing their UCA PT name badge daily during all clinical experiences. This is required for the professional liability coverage and the clinic dress code. The name badge will be ordered at the beginning of the program. Students must replace the name badge if it is lost or their name changes.

N. **REQUIRED CLINICAL ROTATION OUT-OF-STATE:** Each student is required to complete one of the five clinical experiences out-of-state. The facility must be an affiliating facility. The student may indicate which rotation and which clinical facility is their preference for assignment, but as with all clinical assignments, the final decision for placement rests with the DCE. All students are required to follow this policy. More than one out-of-state rotation may be assigned if necessary to meet requirements for at least one rotation of acute, inpatient rehab and outpatient rotations.

O. **TRAVEL:** Occasionally, a student may have to travel a great distance (more than eight hours) from one clinical experience to the next; therefore, a student may need some designated travel time. The student should not ask for more than one travel day total, and if the student has already missed more than a day in the clinic, arrangements should be made ahead of time to compensate for missing a day for travel. Students should not request travel time unless the time is needed (more than eight hours travel time) to allow the student to arrive at a new location to access housing, etc., at a subsequent rotation. Students assigned to clinical sites requiring more than 8 hours travel time between the site and UCA or the next assigned site may be allowed a travel day at the end of the rotation.

P. **USE OF CELL PHONES/ELECTRONIC MEDIA:** During all clinical learning experiences, students are expected to exhibit courtesy and respect for instructors, staff, other students, and patients. Student use
of a cell phone or electronic media for personal reasons during times of patient contact or when receiving clinical instruction constitutes unprofessional behavior. Students are expected to refrain from using cell phones and other electronic devices for personal use while on clinical rotations except at designated break times and in non-public areas. Students should refrain from accessing social media while in the clinic. Students should not post information related to patients (written or photographic) on any social media. Students are required to abide by clinical site policy pertaining to photographs.

Q. USE OF HUMAN SUBJECTS: Informed consent and confidentiality is required for use of human subjects for education purposes. Students should seek and abide by the human subjects policy and procedure for individual facilities as well the Internal Review Board (IRB) policies of the university.

VI. STUDENT PERFORMANCE EXPECTATIONS AND REQUIREMENTS

A. COURSE STRUCTURE: A quality assessment system evaluates the student’s cognitive, psychomotor, and affective behaviors while incorporating multiple sources of information to determine a student’s readiness to practice physical therapy. Sources of information may include student clinical performance evaluations, classroom performance evaluations, the student’s self-assessment, peer assessments, and patient assessments. The Director of Clinical Education (DCE) may use these sources, as provided by academic faculty, clinical faculty, students, and others, to help determine appropriate course of action concerning a student’s clinical education. While the CI evaluates the student in the clinic, the DCE is ultimately responsible for assigning the student’s final grade for the course. Discussion of the final grade should begin with the DCE.

1. Course Syllabus: Each course syllabus will define the course objectives, course requirements, grading system, grading scale, and assignments for each course in clinical education. A syllabus will be provided to the student. In addition, meetings will be held to discuss the course and requirements regarding each rotation.

2. Course Sequence: Students will complete five clinical practicums at various clinical education sites for a total of forty-three weeks to gather a wide variety of learning experiences and meet course objectives. Requirements for type of setting will be discussed prior to each clinical site selection. Students are required to complete one rotation in acute care, one in long-term rehabilitation, and one in an outpatient setting. One out of state rotation is required as well. Dates for clinical rotations are selected in January of the year prior. Students are discouraged from selecting clinical sites where they have been employed.

3. Clock Hours/Credit Hours: The Department of Physical Therapy makes every effort to adhere to UCA policies regarding the clock hour/credit hour ratio. A professional curriculum leading to eligibility to take examinations for licensure may require contact hours in excess of the usual ratio for determining credit hours. The DPT Program may include both didactic
and clinical experiences that exceed the usual requirements. The student will be given a schedule each semester which reflects the hours required for each course. A student will be expected to complete each clinical based on the hours required by that facility, not based on the credit hours for the particular clinical education course. The DPT program includes 43 weeks of internship or approximately 1,720 hours.

B. CLINICAL EDUCATION PRACTICUM GRADING POLICY

1. A DPT student must have a cumulative and semester grade point average of 3.0 or greater for all course work within the DPT curriculum to be eligible for enrollment in the clinical education practicum courses. Students may be enrolled in both a clinical practicum course and academic courses, or in consecutive clinical practicum courses, during a semester. Clinical education practica provide students with supervised clinical experiences at assigned clinical education sites where students are expected to demonstrate progressive application of clinical knowledge and skills. Students are expected to demonstrate knowledge and skills commensurate with entry level physical therapist practice by the conclusion of the final clinical practicum. Students are provided with defined performance expectations in each clinical practicum course syllabus.

2. The final grade for each clinical practicum course is determined by the Director of Clinical Education. Students enrolled in clinical practicum courses will receive a grade reflective of performance in assigned clinical settings, completion of any additional assignments indicated in course syllabi in each clinical course, and completion of supplemental assignments when deemed necessary by the DCE. Students are required to successfully complete as defined in each course syllabus each of the five assigned clinical practicum courses in succession. Possible grades for a clinical practicum include Progressive Enrollment (PR), No Credit (NC) and Credit (CR). Grades of PR/NC/CR will not be factored in calculations of GPA.

3. Students demonstrating satisfactory performance and adherence to program policies along the continuum of clinical experiences will be assigned a grade of PR (Progressive Enrollment) (i.e. PR will be assigned following successful completion of CE I – IV) until all courses are completed satisfactorily at which time students will receive a grade of CR (Credit) upon the successful completion of CE V. Students may be required to complete supplemental assignments during an assigned clinical site experience as deemed necessary by the DCE in order for the student to achieve required performance levels to achieve grades of PR (Progressive Enrollment) and CR (Credit). Students enrolled in the DPT program must successfully complete all clinical practica culminating in a terminal grade of CR at the conclusion of CE V to meet program requirements for clinical education.

4. Students failing to meet expectations as specified in any clinical education course syllabus
will be assigned a grade of NC (No Credit) or may be required to complete additional clinical hours at an assigned clinical site. A student receiving a grade of NC may be allowed to repeat a clinical practicum one time during the program if approved by the Academic Progress Committee. A student receiving a grade of NC for more than one assigned clinical experience will be dismissed from the DPT program.

5. Potential ramifications of failure to meet course objectives and requirements as outlined include the following:
   a. **Repeat of a Clinical Practicum:** A student receiving a grade of NC may, upon approval of the Academic Progress Committee, repeat one clinical practicum. The Academic Progress Committee will take into consideration the student’s academic and clinical performance history in conjunction with DCE recommendations to determine whether the student will be allowed to repeat the rotation. Any repeated clinical practicum must be repeated in its entirety and must be a repeat of the same type of clinical experience for which the student received the grade of NC. The student will be required to re-enroll in the course (Clinical Practicum I, II, etc...) for which the student received a grade of NC, and demonstrate successful completion of the course with achievement of a grade of PR before progressing to the next clinical practicum in the clinical education sequence or achieving a grade of CR on the final clinical experience. No guarantee for timing of placement or physical location will be provided as the placement will be dependent upon clinical site availability.

   b. **Extension of a Clinical Experience:** The DCE may determine, based on input from the clinical faculty and the student's performance evaluation, that additional clinical time is warranted in order to provide the student opportunity to successfully meet course expectations. The DCE may arrange for a limited extension of the clinical experience (no greater than two weeks) at the same clinical or alternate clinical site. Students who have previously received a grade of NC in a clinical practicum will not be eligible for an extension. If the student is not able to meet predetermined expectations by the conclusion of the extension, then the student will be required to repeat the clinical practicum in its entirety (at the same clinical or alternate clinical site) and Guidelines for Repeat of a Clinical Practicum described in Section F: VI. B. 5. will be employed.

6. Timing of a repeated clinical practicum or a clinical practicum extension will be implemented to allow the student to continue other DPT coursework without interruption, but may require alternate timing of subsequent clinical placements. Clinical placements will be assigned at the discretion of the DCE in coordination with clinical facilities. Timing of subsequent clinical placements will depend on availability of sites (no guarantee for time or location). Students repeating a clinical rotation will not be given preference for placement over students following the usual sequence of placements.
7. Failure to complete all clinical courses within the established schedule may result in delay of degree posting following completion of the DPT program. Most state licensing boards (including Arkansas) require a transcript with the degree posted prior to issuing a physical therapy license. Students meeting course requirements after deadlines for degree posting within a semester may not have their degree posted until the end of the subsequent semester (i.e., students who meet requirements after deadlines for August posting may not have degrees posted until December).

8. Students will be assigned a grade for each clinical practicum that is indicative of performance according to the following applications within the DPT curriculum:

   a. **PR (Progressive Enrollment):** Designates that a student is satisfactorily progressing and is meeting expectations to allow continued enrollment in clinical practica in the DPT program; Students must achieve a grade of PR for each clinical practicum to be eligible for enrollment in the next clinical practicum within the required sequence.

   b. **NC (No Credit):** Designates unsuccessful completion of an assigned clinical practicum; Students receiving this grade will not receive credit for the course. Students failing to meet performance expectations at any point in the required clinical education sequence will receive a grade of NC.

   c. **CR (Credit):** Designates successful completion of all clinical practica (Clinical Education Practica I-V); Students will be awarded this grade at the completion of CE V following successful completion of each of the assigned clinical practica in succession. Students must achieve a grade of CR on the final clinical practicum to fulfill clinical education requirements in the DPT program.

C. **PHYSICAL THERAPIST CLINICAL PERFORMANCE INSTRUMENT (CPI):** The APTA’s Clinical Performance Instrument (CPI) (June 2006) describes the skills a newly graduated physical therapist needs in order to engage in safe and effective clinical practice. Eighteen performance criteria are evaluated to determine the student’s level of preparedness for clinical practice. The CPI includes instructions for use, a glossary, and appendices with examples. It is a tool designed and tested by the American Physical Therapy Association. The student and clinical faculty will use the CPI to assess performance in the clinic. Information concerning the purpose of the CPI and how to use it before, during, and after the clinical experience will be discussed by the DCE and described in each course syllabus.

1. **PT CPI Web:** The web-based version of the CPI will be made available by the DCE to each CI and student prior to the clinical assignment. The completed CPI will be submitted electronically by both the student and the CI via PT CPI Web at final of the first clinical rotation and at both mid-term and final of rotations II-V. See Attachment 3: PT CPI Web 2.0 Instructions for a CI (APTA) and Attachment 4: PT CPI Quick Click Guide (APTA) for information regarding training for the PT CPI Web.
2. Grading using the CPI: A student’s performance during a course in clinical education will be assessed/measured by the clinical instructor using the CPI at mid-term and final of each affiliation. The student will be responsible for completing other assignments outlined in course syllab. A grade will then be assigned by the DCE based upon the grading system defined in the corresponding syllabus. Specific deadlines will be given for the date of submission. Prompt completion of paperwork is important in order to assess the student’s performance and record the student's grades for that course according to university deadlines.

3. Student Self-Assessment: The student will also use the CPI to complete a self-assessment. The self-assessment counts toward the course grade and is to be completed during each clinical at mid-term and final. It will be submitted to and graded by the DCE at the conclusion of each clinical experience. More information will be provided in the corresponding course syllabus for each affiliation.

D. OTHER ASSIGNMENTS DURING CLINICAL INTERNSHIPS: Clinical Education also may include other assignments while in the clinic. Such assignments may include, but are not limited to, in-service presentations and administrative assignments. These will be discussed at various points in the curriculum. An in-service is a presentation to the staff on a particular topic and serves as a mechanism for continuing education. An in-service or other project may be required by a facility in addition to the in-service or other assignments required by the School. The facility may assign a student the topic to present or may request that the student pick a topic.

E. STUDENT EVALUATION OF CLINICAL EXPERIENCES: Students will evaluate their clinical experience and clinical instruction as a part of the clinical education practicum course. Information from the evaluation will provide feedback for the DCE, school, facility, clinical instructor, and other students regarding the affiliation. This information will be considered during planning and development of clinical education experiences. A copy of the evaluation will be shared with the clinical instructor to provide feedback regarding instruction.

F. FAILURE TO SUCCESSFULLY COMPLETE A CLINICAL PRACTICUM: A Clinical Practicum is treated just as any other course in the DPT curriculum. Clinical practica must be completed in their entirety (i.e. 10 weeks). Consequences for failure to successfully complete a clinical education course are defined in Section F. VI. B. 4 of this Handbook and in individual clinical Practica course syllabi. A formal evaluation of the student by the clinical instructor is requested at mid-term and at final of each clinical education course via the CPI. The DCE assigns the student’s grade based on the documentation received from the CI, their comments, and the grading system.