

Arkansas State University

Physical Therapist Assistant

2012-2013 Student Handbook

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

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Dear Students:

Welcome, PTA Class of 2013, to the Arkansas State University Physical Therapist Assistant (PTA) Program. We are glad you're here.

You are entering the professional phase of your PTA training, and for most or all of you, it will be the most challenging thing that you have done so far in your academic career. Your future patients, colleagues, and employers will expect a lot from you and so will we. Unlike most of your previous education, you will be asked to demonstrate not only academic competence, but also psychomotor (hands-on) and affective (behavioral) competence as well. You will need to demonstrate your readiness and willingness to work interactively with colleagues, faculty members, patients, and a host of others. You will need to demonstrate a commitment to yourself, your program, your future profession, and the public that you serve. Please do your best and be your best on a regular basis. Along the way you will experience a multitude of feelings and emotions. You will have highs and lows, victories and failures. But in the end, the success that you will achieve will open a door to a whole new world for you, a world in which you can use your talents and abilities to significantly improve the lives of those with whom you come in contact. It is a great privilege and responsibility to live a life of service to others. Treasure and respect the opportunity.

Excellence requires, minimally, the following things: vision, motivation, commitment, effort, endurance, and help. You must envision the professional that you desire to be. You must have the motivation and commitment to become that professional, and you must be willing to put forth the continual effort to be that professional. You must be able to endure mistakes and failures, seeing them not as fatal flaws of character, but as learning tools leading you to bigger successes. Finally, you will need the help of like-minded individuals, others committed to the same excellence to which you have committed yourself. Your colleagues and the faculty will be there to help you along the way, and will require your help as well. Everyone needs help eventually. Wise people ask for help when they need it, and gracious people provide help when asked. Be both wise and gracious.

You will learn many new things during the course of this year. To begin that learning process, it is important to understand the framework in which that learning will take place. This handbook and the accompanying orientation process will help to familiarize you with the resources, requirements, and expectations of the PTA Program. The wise use of this information will increase your chances of successfully becoming a licensed physical therapist assistant. We wish you the very best as you start this journey. We are committed to your excellence and your success.

Sincerely,

The PTA Program Faculty

Introduction

The purpose of this handbook is to introduce you to the Physical Therapist Assistant Program at ASU. This document contains policies and procedures for academic and clinical experiences that are designed to enhance your learning. These policies and procedures are congruent with and, in some cases, in addition to those contained in other University publications such as the ASU Student Handbook and the ASU Undergraduate Bulletin. Policies and procedures are subject to change at any time during your course of study. When a change is necessary, students will receive both notification and explanation for the change(s). Students are accountable for acting according to these policies as well as published University policies. Deviation from these and other published policies may be considered grounds for dismissal from the program.

Accreditation Status of the ASU PTA Program

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education, the sole accrediting agency of US physical therapy program (Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA, 22314, Telephone: 703-706-3245).

ASU Non-Discrimination Policy

Arkansas State University is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, disability or other unlawful factors in employment practices.

Mission of Arkansas State University

Arkansas State University educates leaders, enhances intellectual growth, and enriches lives.

Mission of the College of Nursing and Health Professions

The primary mission of the College of Nursing and Health Professions is to provide quality education to students, graduates and health care providers in a variety of health disciplines. Recognizing its unique position in the lower Mississippi Delta region, the College provides educational programs that are designed to promote lifelong learning based on the expressed needs of its varied constituencies. The College assesses the attainment of this mission in terms of the contributions its graduates make to health care in the Delta region and beyond.

Mission of the Arkansas State University Physical Therapy Department

The mission of the Programs in Physical Therapy at Arkansas State University is...

To EDUCATE physical therapy practitioners

To ENHANCE the growth of the physical therapy profession

To ENRICH the lives of patients, colleagues, and communities

Philosophy of the Arkansas State University Physical Therapist Assistant Program

The faculty members of the PTA Program believe strongly in the old adage that “if a job is worth doing, it is worth doing right”. The pursuit of excellence, then, is a major driving force in the life of the Program. Excellence refers to a constant desire to do one’s best and to be better tomorrow than one is today. Excellence is not a state of perfection in which an individual commits no sin or mistake. Quite the contrary, errors, or more importantly what we learn from our errors, are powerful learning tools. New PTA students often struggle with these concepts through no fault of their own. Typical education strives to meet minimum performance standards and gives more credence to successes than to failures, as if learning could only be achieved by being correct all the time. When minimum performance is expected of students, that is usually what they will produce. When students are scared to fail, they will not risk success. We work to foster excellence by setting high educational, clinical and professional standards for students and then holding them to these high standards. We also work to create an environment where students eventually achieve success because they cease to fear failure and begin instead to view it as a means by which to achieve the success that they desire.

Core Values of the Arkansas State University Physical Therapist Assistant Program

The faculty members of the PTA Program embrace the professional core values set forth by the American Physical Therapy Association and strive continually to model these values. Graduates of the Program are expected to demonstrate a commitment to these core values.

- **Accountability** - Accountability is active acceptance of the responsibility for the diverse roles, obligations, and actions of the physical therapist assistant including self-regulation and other behaviors that positively influence patient/client outcomes, the profession and the health needs of society.
- **Altruism** - Altruism is the primary regard for or devotion to the interest of patients/clients, thus assuming the fiduciary responsibility of placing the needs of the patient/client ahead of the physical therapist assistant’s self interest.
- **Compassion / Caring** - Compassion is the desire to identify with or sense something of another’s experience; a precursor of caring. Caring is the concern, empathy, and consideration for the needs and values of others.
- **Excellence** - Excellence is physical therapy practice that consistently uses current knowledge and theory while understanding personal limits, integrates judgment and the patient/client perspective, embraces advancement, challenges mediocrity, and works toward development of new knowledge.
- **Integrity** - Integrity is steadfast adherence to high ethical principles or professional standards; truthfulness, fairness, doing what you say you will do, and “speaking forth” about why you do what you do.
- **Professional Duty** - Professional duty is the commitment to meeting one’s obligations to provide effective physical therapy services to patients/clients, to serve the profession, and to positively influence the health of society.
- **Social Responsibility** - Social responsibility is the promotion of a mutual trust between the profession and the larger public that necessitates responding to societal needs for health and wellness.

The “Ideal” Physical Therapist Assistant Graduate:

The PTA Program Advisory Committee is a community group composed of clinicians, employers and human resource managers. When asked to describe what an “ideal” PTA graduate should look like, the group responded by saying that this graduate should:

- Possess the knowledge and skills necessary to function safely, efficiently and effectively as an entry-level physical therapist assistant.
- Be aware of the legal, ethical, educational and professional regulations that determine the scope of practice of physical therapy and perform physical therapy duties within that scope of practice.
- Demonstrate observable behaviors that indicate a commitment to physical therapy core values.

Curriculum Organization

The PTA curriculum is organized according to the Program Mission, Philosophy, Core Values and Goals. The curriculum provides a set of learning experiences and opportunities that enable students to achieve Expected Student Outcomes. The Expected Student Outcomes (ESOs) are the knowledge, skills, and behaviors that the PTA graduate should possess. Course objectives and teaching / learning strategies are selected to ensure that the ESOs are achieved. Students are actively encouraged to question faculty members about the relevance of any assignments or learning experiences to the ESOs.

Expected Student Outcomes:

Graduates of the ASU PTA Program should possess the following qualities:

- **Communication**
 - Communicate verbally and nonverbally (including in writing) with those diverse groups of people with whom a physical therapist assistant has routine contact and assess the outcome of such communication in order to determine and improve its overall effectiveness.
- **Individual and Cultural Differences**
 - Demonstrate an awareness of the existence of individual and cultural differences, an understanding of the impact of individual and cultural differences on health care delivery, and the ability to alter one’s actions appropriately in response to identified individual and cultural differences.
- **Behavior and Conduct**
 - Demonstrate behaviors that indicate an awareness, understanding and acceptance of the physical therapist assistant’s roles and responsibilities in the profession of physical therapy.
- **Plan of Care**
 - Competently administer physical therapy plans of care under the direction and supervision of a licensed physical therapist.
- **Education**
 - Effectively design, implement and assess programs of instruction intended to accomplish pre-established goals for patients, family members, caregivers, other healthcare providers, or members of the public.
- **Administration**
 - Demonstrate awareness and understanding of the physical therapist assistant’s role in a health care organization and a commitment to fulfill that role.

- **Social Responsibility**
 - Demonstrate awareness and understanding of a physical therapist assistant’s obligation to promote and protect the profession of physical therapy and the health care needs of the public and a commitment to fulfill that obligation.
- **Career Development**
 - Assess one’s current level of career development, identify needs and opportunities to meet those needs, establish goals and monitor progress toward those goals, and direct learning efforts leading to the accomplishment of those goals.

Goals of the Arkansas State University Physical Therapist Assistant Program

Based on the definition of the “Ideal” Physical Therapist Assistant Graduate and the missions of the university, college and program, the PTA Program seeks to achieve the following goals:

1. Produce graduates who possess the knowledge and skills necessary to function safely, efficiently and effectively as entry-level physical therapist assistants.
2. Produce graduates who are aware of the legal, ethical, educational, and professional regulations that determine the scope of practice of physical therapy and perform physical therapy duties within that scope of practice.
3. Produce graduates who demonstrate observable behaviors that indicate a commitment to physical therapy core values.
4. Produce graduates who possess the capabilities to be self-directed clinicians and lifelong learners.

Program Statistics (current year)

Acceptance Rate (PTA Class of 2013)	27% (30/111)
Matriculation Rate (PTA Class of 2012)	97% (29/30)
Graduation Rate (PTA Class of 2012)	97% (29/30)
Licensure Pass Rate (last 3-years)	93% (69/74)
Employment Rate: (last 3-years)	100% (69/69)

Curriculum Plan

Complete course information can be found in the current edition of the ASU Undergraduate Bulletin. PTA courses must be taken in sequence and on a full-time basis. At times courses will be offered in modular fashion and will not meet according to the traditional University Schedule of Classes that is published prior to registration each semester. Students may also be obliged to meet in the evening or weekends either on or off campus for special learning experiences. PTA students are expected to be flexible once they begin PTA courses. The program will make every effort to avoid sudden changes and to provide students with sufficient notice to enable them to respond appropriately.

ASU Physical Therapist Assistant Program – Professional Coursework

10-Week Summer (12 credit hours)

PTA 2116 Patient Care Fundamentals (6 credit hours-150 contact hours)

PTA 2126 Movement Science (6 credit hours-150 contact hours)

Fall (14 credit hours)

PTA 2213 Musculoskeletal PT (3 credit hours-84 contact hours)

PTA 2223 Physical Agents and Massage (3 credit hours-84 contact hours)

PTA 2233 Neuromuscular PT I (3 credit hours-84 contact hours)

PTA 2263 Pathophysiological Conditions (3 credit hours-84 contact hours)

PTA 2252 Clinical Education I (2 credit hours-200 contact hours)

Spring (12 credit hours)

PTA 2303 Neuromuscular PT II (3 credit hours-75 contact hours)

PTA 2323 Seminar (3 credit hours-75 contact hours)

PTA 2333 Clinical Education II (3 credit hours-200 contact hours)

PTA 2343 Clinical Education III (3 credit hours-240 contact hours)

Total for Professional Coursework = 38 credit hours (1426 contact hours)

Estimated Costs for the Physical Therapist Assistant Program - Professional Coursework
(Does not include housing and clinical education costs)

Total for AR Resident – \$12,400*

The following information has been prepared to assist you in planning for your physical therapist assistant education. The information below is only an estimate* of the overall program cost and is subject to change.

- **Tuition / Fees** – Estimate is based on current ASU tuition / fee schedule located at <http://studentaccounts.astate.edu/tuition.html>. Undergraduate students in the College of Nursing and Health Professions pay an additional 10% tuition. Cost per credit hour is \$170.00.

Semester	Credit Hours	Cost per Credit Hour + Fees	Term Fees	Semester Subtotal
Summer	12	\$247.80	5.00	\$2978.60
Fall	14	\$247.80	35.00	\$3500.00
Spring	12	\$247.80	35.00	\$3008.60
Graduation			45.00	\$45.00
Total				\$9532.20

- **Books** – A list of the books used in the program can be found on page 11. Estimated cost for books is **\$887**.
- **Supplies**
 - **Required Lab Equipment – approximately \$90** - Students are required to purchase several pieces of equipment for use during the program. These items can be purchased separately at local medical suppliers or a local vendor will package a complete student kit for purchase. It is the responsibility of the student to acquire the needed supplies. Specifically, at this time each student is required to have the following:
 - Gait Belt
 - Goniometers – 6” & 12”
 - Tape Measure
 - Blood Pressure Cuff
 - Stethoscope
 - *Bandage Scissors
 - *Reflex Hammer
 - *Pen light
 - *Pocket CPR Mask
 - *Watch that shows seconds (vital signs)
 - **Name Tags & Uniforms – approximately \$180** – An ASU PTA name tag will be provided to you at no cost. White lab coats (\$40) may be required at some facilities. The PTA program does have a dress code. See page 13 for dress requirements. Students will need one pair of appropriate shoes and two clinical dress uniforms (**at least one of which must be khakis and an ASU polo shirt**).
- **Physical Examinations and Immunizations – approximately \$389** - Clinical affiliation agreements require specific immunizations and an annual physical examination. Costs for these procedures vary; however, the ASU Student Health Center charges \$35 for a physical examination; Hepatitis B series (3 x \$55) \$165; TB skin tests \$10, Influenza vaccine \$25, MMR (mumps, measles, rubella) (\$57 x 2) \$114; proof of chicken pox, chicken pox vaccine or titer will also be required (\$20). TB mask fitting is \$20 and will be performed on campus during the Fall semester

- CPR Certification: American Heart Association Healthcare Provider Status is required. Certification is required prior to the first clinical experience. **\$35**. CNHP makes this available each fall semester.
- Drug Screens and Criminal Background Checks: Some clinical sites may require a criminal background check and/or a drug screen prior to the first day in the clinic. The costs associated with these are variable. The clinical contract will specify if either or both are required.
- Professional Liability Insurance: Malpractice insurance is required while you are in school. The cost is approximately **\$36.75** per year. (www.hpsso.com)
- Health Insurance: Clinical sites require students to have health insurance. The university offers each student the opportunity to purchase an accident and hospitalization insurance policy as part of a group consisting of ASU students and students enrolled in other universities across the state. Membership in the group is voluntary. Currently the individual policy is **\$670** per year; family policies are also available. Application forms are available through the ASU Student Health Center.
- American Physical Therapy Association (APTA) Membership: APTA membership is strongly recommended at a cost of **\$80** per year.
- Clinical Education: You will be required to participate in three separate clinical internships during the program. You are responsible for living expenses, transportation, and tuition while on clinical rotations. The total number of weeks that you will be away from the campus is 16.
- Living arrangements and transportation: You are responsible for your own living arrangements and transportation. There are residence halls on campus and apartments located on and off campus.
- Field trips and conferences: Various field trips will be held throughout the curriculum to support concepts taught in class. Students will have opportunities to participate in APTA conferences. Fundraising for the annual APTA conference will occur as an activity of the Physical Therapy Student Association, but the student is responsible for the costs not met through fundraising.
- Lockers are provided free of charge to students on a first come, first served basis. Students must supply their own lock. The cost for lock removal is \$10 (if keys are lost or combination forgotten).
- Licensure Examination Fees - **\$500**. After graduation, students must sit for and pass a national licensure examination as well as a state jurisprudence exam in order to practice as a physical therapist assistant.

PTA Program Book List

Title	Estimated Cost
Summer	
Minor and Minor. <i>Patient Care Skills</i> (6 th edition). Prentice Hall, 2010. ISBN: 978-0-13-208234-1	\$82.32
Erickson. <i>Documentation Basics</i> (2 nd edition). SLACK, 2012. ISBN: 978-1-61711-008-5	\$48.95
Sandstrom. <i>Health Services: Policy and Systems for Therapists</i> (2 nd edition). Prentice Hall, 2009. ISBN: 978-0-13-514652-1	\$64.60
Lippert. <i>Clinical Kinesiology and Anatomy</i> (5 th edition). FA Davis, 2011. ISBN: 978-0-8036-2363-7	\$46.95*
Lippert. <i>Lab Manual for Clinical Kinesiology and Anatomy</i> (3 rd edition). FA Davis, 2011. ISBN: 978-0-8036-2390-3	\$36.95*
Lippert. <i>Kinesiology Flash Cards</i> (3 rd edition). FA Davis, 2011. ISBN: 978-0-8036-2548-8	\$32.95*(optional)
Reese and Bandy. <i>Joint Range of Motion & Muscle Length Testing</i> (2 nd edition). Elsevier, 2010. ISBN: 1-4160-5884-2	\$64.95
Reese. <i>Muscle and Sensory Testing</i> (3 rd edition). Elsevier, 2011. ISBN: 978-1-4377-1611-5	\$79.95
Konin. <i>Special Tests for Orthopedic Examination</i> (3 rd edition). Slack, 2006. ISBN: 1-55642-741-7	\$47.95
Summer Subtotal (does not include sales tax)	\$472.62
Fall	
Lescher. <i>Pathology for the PTA</i> . FA Davis, 2009. ISBN: 978-0-8036-0786-6	\$63.95
Shankman. <i>Fundamental Orthopedic Management for the PTA</i> (3 rd Edition). Mosby, 2011. ISBN: 978-0-323-05669-4	\$50.95
Hayes. <i>Manual for Physical Agents</i> (6 th edition). Prentice Hall, 2012. ISBN: 0136072151	\$77.20
Martin and Kessler. <i>Neurologic Interventions for Physical Therapy</i> (2 nd edition). Elsevier, 2007. ISBN: 978-0-7216-0427-5	\$72.95
Giles. <i>PTAExam: The Complete Study Guide</i> . Scorebuilders, 2012. ISBN: 978-1-890989-29-3	\$75.00**
Fall Subtotal (does not include sales tax)	\$340.05
Spring	
No Additional Books	\$0.00
Total Estimate	\$812.67

*Can be purchased as a set for a reduced price from publisher's website.

**Can be purchased for \$60 if order of 20+ or more

ADVISING

Each PTA class is assigned a faculty member who will serve as your advisor during your time in the program. A student's advisor is available by appointment to assist the student with any academic or personal issues that might arise. Students are urged to access their advisor for answers to their questions rather than get advice from other students. Experience has shown that student-generated advice, although given with the best of intentions, is often in error. If a student has a problem that is not becoming resolved or a question that is not being satisfactorily answered, the student may refer such problems and questions to the Chair of the Physical Therapy Department for further assistance.

In the College of Nursing and Health Professions students are subject to mandatory advising. To complete enrollment for a term, students must meet with their advisor unless directed to do otherwise.

EXPECTED PROFESSIONAL BEHAVIORS

Academic Integrity

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

Students are also required to be aware of and practice according to the Arkansas Physical Therapy Act (www.arptb.org) and the APTA Standards of Ethical Conduct for the Physical Therapist Assistant (www.apta.org). Once students graduate and become licensed therapist assistants, they will be expected to abide by these documents.

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

Attendance and Punctuality

Due to the intensive nature of the PTA Program, regular attendance in class, laboratory, and clinical experiences is critical to your success and is required.

If a student will be late or absent, the student must notify the relevant faculty member using the contact information on the front of the course syllabus in a timely fashion, prior to the absence or tardiness if possible. Repeated problems with attendance and punctuality can and will result in a student being dismissed from the program. Students should manage their personal affairs to avoid such problems.

Absences should not exceed more than 6 clock hours per semester. Students will not be allowed to make up missed work. It is the student's responsibility to obtain covered material from classmates. Should extenuating circumstances occur (illness, hospitalization, etc), notify the course instructor immediately.

"Open Door" Policy

The door to class will remain open until five minutes after a class session begins. Students may enter class when the door is open. If the door is closed, the student should wait until the door is open to join the class. We will usually take a 5-10 minute break per hour of class. Excessive tardiness / absences may result in corrective action including dismissal from the program.

Class Preparation

The PTA faculty members are strongly committed to delivering the highest quality education possible. To achieve this outcome, the faculty will be prepared for class, make clear and relevant assignments, be available to assist the student and answer questions, and be open to the student's questions, comments and suggestions.

In return, we expect the student to come to class prepared to learn. Proper preparation includes, but is not limited to, being dressed appropriately, having the right equipment for class, and having completed any required reading and assignments necessary to allow full class participation.

Appropriate Dress and Personal Appearance

PTA students are required to adhere to certain personal standards for their own safety and comfort and for that of the patient. Personal hygiene, grooming and appearance should be maintained at the highest level and should not interfere with patient care and classroom learning experiences. Proper dress and hygiene are considered part of proper class preparation. **Students who are not properly prepared for class may be asked to leave and return when they are prepared.**

Appropriate dress is broken into clinical dress, lab dress and visitor dress.

Clinical dress is required in class and when the student is not engaged in lab activities. Students have 2 clinical dress options: (1) Khaki slacks and a polo shirt or (2) scrubs. Shoes should be closed-toe, closed-heel, and rubber-soled.

Lab dress is required in all laboratory class sessions. Many of the procedures we practice require access to skin and visualization of muscles and muscle groups in all parts of the body and appropriate attire is required accordingly. Part of what we learn to do is to provide this access while preserving the modesty and dignity of the patient. When the student is the patient this same principle applies. Lab dress consists of: (1) gym shorts and a decent T-shirt. Ladies should wear a bathing suit top underneath their shirts. Shoes should be closed-toe, closed heel, rubber-soled shoes. Students going outside of the lab area should dress appropriately for the public.

Visitor dress is required when a guest speaker is present or when the student will be traveling off campus representing ASU and the Department of Physical Therapy. Visitor dress consists of: slacks, an ASU polo shirt (or a dress shirt where appropriate) and closed-toe, closed heel, rubber-soled shoes (or dress shoes where appropriate).

Visible body piercings, other than small earrings, are not acceptable at any time.

Clinical Education Dress Code

During clinical affiliations, students should abide by the dress code of the clinical site. Students should wear their ASU name tag at all times in the clinic.

ACADEMIC STANDARDS

Assignments

Each faculty member establishes assignments and the deadlines for their completion. Deadlines may be contained in a course syllabus or communicated orally in class when appropriate. The faculty member may alter deadlines when conditions warrant such a change. Students are expected to comply with deadlines unless unusual circumstances occur (an emergency or illness severe enough to temporarily disable a student). At that time, alternate arrangements must be made with the faculty member.

Most faculty will not accept a late assignment or will assess a penalty for assignments, papers, projects, etc. that are submitted after the stated deadline. If this is the case the penalty will be stated in the course syllabus or communicated in class. If a crisis arises in a student's life such as the above-stated emergency or illness, a faculty member may be willing to allow a grace period if notified prior to the deadline.

Students are urged to make photocopies or electronic copies of all assignments completed to provide a backup mechanism for a "lost paper" contingency. Computer crashes and email malfunctions will rarely be acceptable reasons for failure to complete an assignment.

Students are expected to participate in all assignments stipulated in course syllabi. Exceptions may be made under unusual circumstances if the faculty member involved agrees such an exception should be made. An example of an exception of this type would be not requiring a student to submit to a certain laboratory class procedure if the student has a condition that contraindicates the particular procedure. Such conditions could include open or healing lesions, other types of temporary injuries, pregnancy, etc. In the case of a permanent disability that interferes with the expected participation in an assignment, the faculty member involved will attempt to modify the assignment in such a way that will allow the student to participate appropriately. Any specific disability concerns should be directed to:

ASU Disability Services
Room 2181, Student Union
P.O. Box 360
State University, AR 72467
(870) 972-3964
(870) 972-3458 TDD

Examinations

All examinations are to be taken at the time scheduled by the faculty member. If an emergency or severe illness causes a student to miss an examination, the student should notify the faculty member before the examination is to be given. If prior arrangements are not made, the student forfeits the right to earn a grade for that examination. The faculty is not obligated to provide late or make-up examinations.

Grading Policies

Grading policies are determined for each course by the responsible faculty member in accordance with University and program standards and are contained in the course syllabi.

If a student receives an Incomplete grade, it is imperative that the student take the necessary steps to remove this grade as soon as possible. In most cases, an "I" grade will prevent a student from progressing to the next semester or term unless the program approves alternative arrangements. This policy supersedes the general University policy for incomplete grades.

Grades are not given out over the phone, by email, or by the clerical staff. The student may obtain his / her grades from the university by scheduling an appointment with the faculty member or by viewing grades after they have been posted on the internet website. University policies for issuing course grades will be followed unless otherwise specified by the faculty member in the class syllabus.

Appeal of Grades, Other Decisions or Requests for Exceptions

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

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

Progression

In order to progress in the professional curriculum, students must:

1. Receive a grade of C (75%) or better in all PTA courses, meet or exceed the program's professional standards, and meet all of the requirements listed in the Undergraduate Bulletin.
2. Maintain academic integrity and professional behavior in the classroom, laboratory, any clinical sites visited, and in the community when representing the program.
3. Maintain the standards of affiliating clinical sites.

If a student receives a grade of less than C (75%) in any PTA course or fails a Clinical Education course, he or she will not be allowed to progress to the next term in the PTA Program. In the PTA Program, any grade less than C (75%) is considered failing.

Graduation Requirements

Complete graduation requirements and the procedure to be followed are fully explained in the University Undergraduate Bulletin. Please discuss these procedures with an advisor for further explanation.

Dismissal

A student could be dismissed from the PTA Program if, in the judgment of the Core Program Faculty, any of the following conditions exist:

1. Academic deficiency
2. Demonstrated lack of aptitude for physical therapy
3. Failure to exhibit behavior of:
 - a. Integrity
 - b. Dependability and accountability
 - c. Concern for human and societal need
4. Clinical physical therapy performance that jeopardizes patient safety

5. Physical or emotional condition of a nature that affects, or is affected by, one's performance in physical therapy
6. Failure to conform to the legal and ethical standards of the physical therapy profession as stated in the Arkansas Practice Act and the APTA Standards of Ethical Conduct for the PTA (www.apta.org)
7. Excessive absences / tardiness in class and in the clinic

Readmission

Removal of a student from the PTA Program usually occurs for one of the following reasons:

1. Dismissal
 - a. Student fails to meet affective, cognitive, or psychomotor standards of the program.
2. Withdrawal
 - a. Student withdraws in good standing for significant personal reasons (major injury or illness, death of an immediate family member, pregnancy / labor delivery). Note: Students with these issues or the potential for these issues should realistically consider the likelihood of these events interfering with their progress through the program prior to starting the program.

Students dismissed from the program will be allowed to reapply to the Physical Therapist Assistant program. These students will be required to meet with the Program Faculty prior to reapplying. These students must provide evidence to the faculty that appropriate remediation of the deficits for which they were dismissed has occurred. Approval of the Program Faculty will be required in order for the dismissed student to be allowed to submit an application for readmission. For dismissed students, readmission to the Physical Therapist Assistant Program is on a competitive basis with all others in the applicant pool at that time. Should these students be readmitted to the PTA Program, they will be required to demonstrate competency for re-entry into that semester. These students should be aware that financial aid may not be available for previously completed courses. Students dismissed a second time for cognitive, psychomotor, or affective deficits will not be allowed to reapply to the ASU PTA Program.

Students who withdraw in good standing will be dealt with according to their specific circumstances. These students may petition for readmission in the next year. These students will be required to meet with the Program Faculty and provide evidence that the problem(s) that resulted in their withdrawal have been successfully resolved. Approval of the faculty will be required for these students to return to the program. These students will not have to go through the competitive admissions process again provided that they return to the program in the year immediately after the year in which they withdrew. Students who wait longer than this will be required to complete the competitive admissions process. Readmitted students will be required to demonstrate, to the satisfaction of the program faculty, mastery of previously learned information, skills and abilities. Failure to accomplish this will require the student to demonstrate competency for re-entry into that semester. These students should be aware that financial aid may not be available for previously completed courses.

The faculty members realize that no policy can adequately address every possible situation and circumstance that might arise. The guiding principle in all dealings with students will be an attempt to achieve a solution that is as beneficial as possible to both the student and the program and that maintains the integrity of the program. Should a case deviate significantly from the ones described in this policy, the faculty members and the Chair of the Physical Therapy Department will rely on their experience and judgment, and if necessary the experience and judgment of others according to the chain of command, in order to reach an appropriate solution.

National Physical Therapy Exam (NPTE) Preparation

In preparation of the NPTE, all students will register for and take the PEAT exam (NPTE prep exam) during the spring semester of the PTA Program. The first exam will be administered during the 5th week of that semester. The students will have the following 30 days in which to take the remaining exam. Areas in need of improvement will be addressed with each student on an individual basis to improve first attempt licensure examination success.

COMPLAINTS

Arkansas State University, the College of Nursing & Health Professions, and the Physical Therapy Department have specific processes in place for the handling of grievances. These processes (or portions thereof), and the situations in which they apply, are detailed in the ASU Student Handbook, the ASU Faculty Handbook, the CNHP Faculty/Staff Handbook, the PT/PTA Student Handbooks and the Physical Therapy Programs Policy and Procedure manual. Formal complaints from a member of the university community shall be handled by these procedures where applicable. However, the faculty realizes that from time to time complaints may arise that are not formal grievances or to which the above-mentioned procedures do not apply. Examples of such situations include things like informal complaints about a student, staff member or faculty member, or complaints from outside the university community (e.g., prospective students, clinical instructors, hospital personnel, patients, employers of graduates, health care institutions, etc.) concerning a person or persons associated with the Physical Therapy Department. These will also be handled in a process that seeks to produce resolutions which are equitable for all involved, maintain the academic integrity of the program, and result in improved relations and operations relative to the program.

For formal complaints that are not addressed by the policies listed in the documents above, the following processes shall be used:

1. The person(s) lodging a formal complaint will be asked to submit the complaint in writing to the Chair of the Physical Therapy Department.
2. The Chair [or appointed representative(s)] will investigate, collect information, propose solutions, and notify the appropriate parties of the findings and the course of action taken.
3. The Physical Therapy Curriculum Committee will review complaints regarding curriculum and instructional design.
4. The Physical Therapy Admissions Committee will review complaints regarding admissions policies and procedures.
5. Complaints lodged against the Physical Therapy Department involving litigation or potential litigation will be referred to the CNHP Dean's office who will inform the Provost and legal counsel.

For informal or minor complaints, the following processes shall be used:

1. Student has complaint regarding another student:
 - a. Student should first attempt to settle the matter with the other student in a prompt and professional manner.
 - b. If satisfactory resolution of the issue cannot be achieved, the issue should be brought to the attention of the faculty advisor who will attempt to help resolve the issue.

- c. If satisfactory resolution of the issue cannot be achieved, further intervention by the chain of command will be utilized to try and resolve the issue. If no resolution is possible, the student may need to utilize the formal grievance system.
2. Student has complaint regarding faculty member:
 - a. Student should make appointment to meet with faculty member and discuss matter in a courteous manner. Student is expected to have a prepared presentation of the issue in question.
 - b. Faculty member will hear student complaint and consider its merit in an open-minded fashion.
 - c. Faculty and student will seek to resolve the issue together.
 - i. Should it become impossible for faculty and student to resolve issue, an appointment will be made to discuss the matter with the Department Chair.
 - ii. Program Chair will attempt to mediate the problem. He/she will facilitate a resolution that follows the policies and procedures of the program, while protecting the rights and concerns of both parties.
 - iii. If the program chair's mediation efforts do not lead to resolution, the Dean of the College will be consulted by the program director and become involved in the mediation.
 - iv. If no resolution is possible the grievance system will be used.
 3. Faculty has complaint regarding student action/behavior.
 - a. Faculty will schedule a meeting with this student and explain nature of complaint.
 - b. Faculty will attempt to develop a supportive relationship to work with student to solve problem.
 - i. Should this attempt not prove effective:
 1. Faculty and student will meet together with the Program Chair to discuss problem.
 2. Program Chair will assist the faculty and student in developing plan/action to resolve the problem.
 3. Several resources exist on the campus, including the Dean of the College, to assist in the formation of the plan. Publications such as the University Student Handbook outline the parameters of acceptable student behavior. The Dean of Students may also be consulted for advice and mediation.

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

4. All other persons who have a complaint regarding program or personnel.
 - a. Matter is referred to Program Chair who will develop a plan to address the complaint.
 - i. Should this process not resolve the complaint, the issue will be referred to the Dean for resolution. In the case of all formal complaints, the party (or parties) handling the complaint for the Physical Therapy Department shall produce a written report detailing the problem, the course(s) of action taken and the subsequent outcomes. A copy of this report will be kept on file in the office of the Physical Therapy Department.

RISK MANAGEMENT

CPR Certification

Prior to beginning clinical education, students are required to present evidence of current valid **American Heart Association Health Care Provider** CPR certification. This may be done by presenting a card or a photocopy of it to the program secretary or to the Director of Clinical Education. The photocopy is placed in the student's file. Students who have expired CPR certification will not be allowed to participate in clinical education activities, which may lead to dismissal from the program.

Physical Examination and Immunizations

All students are required to present proof of immunization as described in the University Undergraduate Bulletin and additional immunization and skin testing as described in that publication in the section denoting College of Nursing and Health Professions requirements. Documentation of immunization and tests include:

1. Rubeola (measles), and rubella (German measles) - State Statute;
2. Mumps and varicella (chicken pox) - required by most clinical affiliates;
3. Hepatitis B - required by most clinical affiliates - this immunization series requires 5 months to complete and should be started immediately if not already begun. Costs vary by location;
4. TB skin test - required each year (available at the Student Health Center). Students with positive results will receive further instructions.
5. Chicken Pox Titer – if student does not have proof of varicella vaccination, the student will have to have a chicken pox titer.

All students are required to complete a physical examination prior to their first clinical education assignments. Most clinical affiliates will insist that this examination be no more than one year old. With prudent scheduling students can avoid having to comply with the requirement more than one time during their enrollment in the program. The required form is located in the Appendices.

Health and Liability Insurance

Students must show verification of health insurance and personal liability (malpractice) coverage. Failure to have this coverage will bar students from clinical sites for clinical education, which may result in dismissal from the program. During the orientation session, the faculty will assist the student to identify specific liability insurance coverage and health insurance options.

Communicable and Infectious Disease Policies

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

Substance Abuse Policies

The College has developed detailed substance abuse policies that are additional to those already in place at the university level. These policies may be found in Appendix H.

Child Maltreatment Reporter Training

All students must complete the child maltreatment reporter training prior to graduation. This is a state mandated requirement for degree programs at institutions of higher education for professions that are required to be a child maltreatment mandated. This training will be completed in PTA 2323.

Student Acknowledgment and Waiver Forms

Students must read and sign the waiver and release forms included at the end of this document by the first day of summer classes. No student will be allowed to proceed until these forms have been signed and returned to the program. Students under the age of 18 will need to have their signature witnessed by a parent or guardian or other appropriate person.

FACILITY PROTOCOLS

Exterior Doors

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

Vending Area

All students and staff in the building share this space. Please set a good example for other students by caring for this space. Please remember that there are classrooms and offices nearby and be considerate by not making unnecessary noise. A refrigerator is located in the student lounge.

Smoking Policy

Arkansas State University is a smoke-free campus.

Classrooms

All classrooms are locked when not scheduled for use. This unfortunate necessity is due to recurrent episodes of theft. If you see any such suspicious activity at any time please bring it to the attention of a faculty member, staff member, or the ASU campus police (870-972-2093).

Main Office - Room 102

This space is occupied by the clerical staff or student workers and is not to be used as a social gathering place except under unusual circumstances since it is a work area. The computers and telephones in the main office are not intended for student use. Telephones may be accessed by students in emergencies only. There is a public telephone located on the second floor.

PT Conference Room - Room 103

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

Faculty Offices - Rooms ES 106, ES 111, ES 112, ES 123

The PTA program faculty has an open door policy. Office hours will be posted outside the door. However, you are welcome anytime we are available.

Student Lounge-Nursing & Health Professions Building

The student lounge is a place for students to relax and / or work on assignments. The lounge contains two computer systems, printer, furniture, cable TV, a refrigerator, a microwave and a limited number of lockers. Students are required to provide their own locks and to select a particular locker for use each semester. At the present time there is no charge for the use of a locker but students must report to clerical staff the number of the locker they are using and must use this same locker for the entire semester. Students need a locker because the majority of lab classes will require a change of clothes and also require the storage of purses, wallets, any jewelry that must come off, etc. during labs. Please remember to remove the lock from your locker at the end of your academic program. Otherwise the student will be charged for the cost of lock removal.

Student Study Lounge- Reynolds Building

The student study lounges are available for use to students who would prefer a quiet environment in which to study. These rooms can also be used for group study or group projects.

PT Laboratory Suite - Rooms 117-120 and Locker Rooms

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

Laboratories

There are four rooms that are currently designated as physical therapy laboratories (Room 117-120). Please note that no one is to enter the Gross Anatomy Lab (Room 119) unless accompanied by a faculty member or by other special arrangement. It is expected that students will use these areas and the equipment contained within with care and with attention to safety concerns. Students need to adhere to the specific directions of the faculty member(s) involved.

There are telephones located in most classrooms for use in an emergency or for communication between the labs and the main office.

Students are expected to assist the faculty as required to clean and secure the labs at the end of a scheduled class period. Such cleaning may include the processing of laundry and linens and the cleaning of equipment used during the lab similar to procedures that are required in any clinical setting at the end

of patient treatment procedures. In some cases students may be required to provide their own consumable supplies if they wish to practice some procedures outside of normal lab hours.

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

Practice of Procedures

The practice of physical therapy includes (but is not limited to) the use of various physical agents, massage techniques, manual techniques, transfers, ambulation activities, therapeutic exercise and the use of different types of equipment. Students are expected to perform these procedures on each other under faculty supervision in the laboratory and later on in a clinical setting under the supervision of a licensed physical therapist or physical therapist assistant.

Students may not perform physical therapy treatments other than those required for class, lab, or clinic except under the above-stated supervision. Students should never engage in such practice without being fully aware of any contraindications to the procedure being practiced and ascertaining that no such contraindications exist in the subject being practiced upon.

Federal regulations and personal safety concerns require no gum chewing, food or drink in the gross anatomy laboratory.

Building Security After Hours

PTA students may study in designated areas (i.e., student lounges, classrooms, labs) before or after normal business hours only when a faculty member or graduate assistant is present in the building. The graduate assistants will rotate so that appropriate supervision is provided each day until approximately 8:00 pm, if possible. Students are **ONLY** allowed to practice practical skills that have been covered in class. Faculty and graduate assistants must be available to answer any questions or provide any assistance necessary to the students. The department secretary will lock the doors at the end of the day, and students, faculty, and/or graduate assistants are responsible for making sure that all doors are shut and locked when leaving the building. For safety reasons, students should leave the building as a group. Should a student leave alone, it is advisable that the student contact Campus Security for an escort.

Gross Anatomy Lab

The cadavers used in Gross Anatomy have been injected with certain chemicals for their preservation. A complete list of these chemicals is located in the laboratory. The two chemicals of particular concern are formaldehyde and phenol. Formaldehyde is a suspected carcinogen and phenol can cause nerve damage when absorbed through the skin. Working in the gross anatomy laboratory has negligible risks if appropriate precautions are taken. **Students with respiratory problems and pregnant women should consult their doctor before taking gross anatomy. Contact lenses can absorb chemical vapors in the air; therefore contact lenses should not be worn in the laboratory without vapor proof goggles.** All students should report any problems with eye or respiratory irritation to their instructor. All students must wear a laboratory coat while in the laboratory. Students must wear protective gloves when handling cadavers, specimens or laboratory materials. Embalming fluid soaked into your lab coat can irritate your skin as well as increase the vapor exposure in the laboratory.

Lab Safety Tips:

- Always wear protective gloves while handling specimens.
- Always wear protective eyewear while handling specimens.
- Always wear lab coat with long sleeves when handling specimens.
- Remove contact lens before handling prepared specimens, or wear appropriate goggles.
- Be especially cautious when using sharp instruments for dissection.
- Report any injury occurring in the lab to the instructor immediately.
- Emergency body and eye wash stations are located in the lab and should be immediately used if contamination occurs.

EMERGENCIES

ASU Emergency and Safety Information

Emergency Numbers (calling from campus; if off campus dial 972-last 4 digits):

University Police – 2093
 Emergencies – 9-911
 Student Health Center - 2054

Detailed emergency and safety information can be accessed on-line at the ASU Occupation Safety web page at <http://safety.astate.edu/>. Material Safety Data Sheets are contained in a 3-ring binder in Room 119 and 120 and also in the PT main office. These sheets contain safety information about any chemicals used in the Department.

Personal Injury or Incident

The faculty, staff, and students of the physical therapy department will report any incident or injury that occurs on the premises.

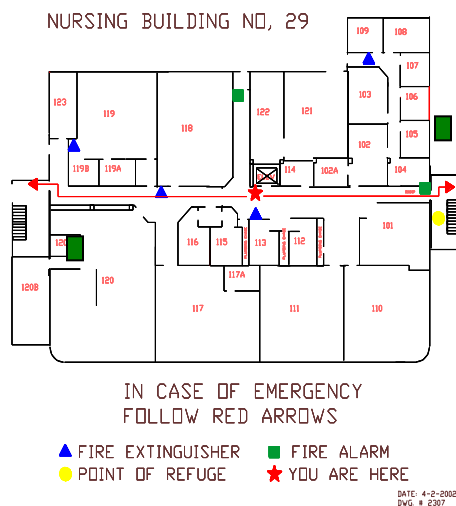
1. If a non-emergency incident or injury requires medical attention, the injured person will be taken to Student Health Services for medical care.
2. If an emergency transpires, the rapid response medical system will be activated (call 9-911). Appropriate first aid will be delivered until emergency medical personnel arrive.
3. A written incident report will be completed by the person injured if possible. If this is not possible, the first responder will complete the report (Incident Form is located in Appendix K of the ASU PTA Student Handbook and in the CNHP Faculty and Staff Handbook, Appendix C).
4. The incident report will be sent to the Office of the Dean of CNHP.

Inclement Weather Policy

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

Disaster Evacuation

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



STUDENT ORGANIZATIONS

Physical Therapy Student Association

The Physical Therapy Student Association (PTSA) is a fun and exciting organization of students who are interested in the physical therapy profession. Social activities as well as service activities are strong components of this organization. Participation allows you to get to know the students, faculty and staff of the ASU Physical Therapy Department. We encourage all students that are interested in physical therapy to join the PTSA and become involved in our many activities. Activities include: American Heart Association Heart Walk, Homecoming festivities, banquets and various service projects. Service to the community is an essential part of being a health care professional. Start now and reap the benefits of being involved in an outstanding student organization.

American Physical Therapy Association

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

BASIS DISASTER LIFE SUPPORT

Students are expected to complete the Basic Disaster Life Support course prior to graduation. This course is offered through Blackboard and is taken during the second year of the DPT program. Failure to complete this online course will preclude a student from graduating.

CLINICAL EDUCATION POLICIES AND PROCEDURES

The following Clinical Education Policies and Procedures are provided to all clinical affiliates. The various forms referenced are contained in the PTA Student Handbook Appendices. Students should familiarize themselves with these forms. The Director of Clinical Education, DCE, gives specific instructions to students prior to any clinical affiliation assignment. Other specific requirements are contained in the course syllabi for clinical education courses. These are provided to students and affiliates at the appropriate times.

Clinical education is a crucial part of any PTA educational program. It is conducted differently than is clinical education for most other practice professions. Students are sent, usually individually, to various clinical sites to practice physical therapy procedures and patient care under the supervision of a licensed PT or PTA. Student performance in clinical education is evaluated by both the clinical and academic faculty as well as self evaluation.

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

PTA students have three clinical education experiences. The first occurs during the fall semester of the program. This experience is five weeks long and may be scheduled at either an acute care or outpatient orthopedic facility. The student is placed into a setting in which they have been best prepared for academically. The final two affiliations are five and six weeks, respectively, in length and occur during the last eleven weeks of the program. The student is required to experience a variety of clinical settings during their three clinical educational experiences including, but not limited to a rehabilitation facility, an acute care facility, a skilled nursing facility, a pediatric facility, or an outpatient facility.

Clinical sites are assigned by a lottery system with approval by the DCE. Students may request specific assignments but the final decision rests with the DCE. Sites are selected according to their availability, the students' particular needs at any given time, and other variables that are often unpredictable. Given that a large number of students require clinical assignments, it may not be possible to place many in or around northeast Arkansas. Therefore, students are not guaranteed a local clinical site. Sites may be located at some distance from the campus, both within the State of Arkansas and elsewhere in the U.S. or abroad. Attendance at clinical education is mandatory, and students may not progress in the programs if clinical performance is unsatisfactory. Information about each facility is contained in the Clinical Site Information Forms (CSIFs) and are available to each student in a database maintained by the DCE.

Cost of Clinical Education

Students are required to pay tuition for clinical education as well as all other associated costs. These costs include transportation, room and board, uniforms (if required), etc. Students may have to continue to maintain their permanent living arrangements as well as temporary quarters at the clinical site. It is the student's responsibility to secure their own housing if needed. Costs are the responsibility of the student. A few facilities provide housing free of charge. The requirements for physical examinations, immunizations, and certification are also required and discussed further elsewhere in this handbook and during orientation. Certain facilities have other requirements such as background checks and drug screens. These requirements may cost additional money. To assure that all requirements of the facility are met, it is the student's responsibility to contact the clinical site prior to the beginning of the affiliation. Access to and responsibility for the cost of emergency services during any clinical education experience is the responsibility of the student.

Supervision of Clinical Education

PTA students participating in clinical education practice under the supervision of a licensed PT and / or PTA. The DCE is always available for consultation by telephone. If a student problem arises, the DCE will make every attempt to perform an on-site visit. To defray the cost of onsite visits for every student, various methods of telecommunication (telephone, skype, etc) will be utilized to provide support to both the CI and the students. The DCE will make contact with both the student and CI during every clinical affiliation.

Attendance Policy of Clinical Education

Attendance at clinical education is mandatory. Each student is allowed one excused absence per rotation. An excused absence is considered a personal illness, illness of an immediate family member, death of a family member, or an absence that is arranged prior to the event with the clinical facility (e.g. doctors appointment). The CI and DCE must be notified to excuse an absence. In case of illness, the student will notify the CI and DCE at the beginning of the workday. If this is not done the absence will be considered unexcused. All clinical time beyond one excused absence will be made up. This make-up time will be at the discretion of the clinical facility and the DCE. The inability to make-up time missed will result in a delay in the student's progression in the program. Tardiness and/or unexcused absences will not be tolerated. Any unexcused absence or reoccurrence of tardiness will result in a failing grade.

Clinical Hold Policy

Students who have not obtained CPR certification, health immunizations and/or other required documents, or who have not completed the required pre-clinical sessions will be placed on clinical hold. This means that the student will not be allowed to attend their clinical education experience until they have completed aforementioned requirements.

Clinical Problems

If a problem arises during the affiliation, the student should make every attempt possible to communicate concerns regarding their experience to their clinical instructor. If the attempts made lead to no resolution, the DCE should then be contacted. At this time, the DCE will counsel the student on what action needs to take place next. The DCE may then contact the clinical site and request that a learning plan be developed. Once all steps have been taken and all outlets have been exhausted, the student may possibly be removed from the situation.

Responsibilities of the University, Clinical Affiliates and Students

RESPONSIBILITIES OF THE UNIVERSITY (Director of Clinical Education - DCE)

Responsibilities of the DCE are to provide the clinical affiliation site with the following information:

1. Pre-clinical Forms as required by both parties
 - a. Affiliation contract to CEO
 - b. Addendum to Affiliation Agreement
 - c. CSIF as required by accrediting body
2. Information Sheets
 - a. Course Objectives & Grading Criteria

- b. Clinical Education Policies and Procedures
 - c. Other relevant materials
3. Individual Student Forms
 - a. Student information
 - b. Health information and physical examination form (on request)
 - c. SECEE (Student Evaluation of Clinical Education Experience)
 - d. Evaluation of Student Performance

The DCE will arrange and conduct orientation visit at prospective clinical affiliation to:

1. Survey Facility
2. Meet with Appropriate Staff Members
3. Discuss All Policies, Procedures and Curriculum

The DCE will conduct an orientation session with the PTA students prior to their first clinical affiliation rotation in order to review the course syllabus and all aspects of this phase of the program including behavioral objectives and content of the clinical education evaluation form. During the session students will be provided information about available clinical sites. Appropriate assignments to clinical sites will be made as far in advance as possible prior to the beginning of each clinical affiliation.

During the student's clinical rotation, the DCE will:

1. Arrange a schedule for University faculty to visit/contact students at least once during each clinical affiliation; discuss student's present status with students and clinical instructor; and counsel students regarding clinical behavioral problems. Review student evaluation of clinic and the clinic's evaluation of the student.
2. Promote effective communication between students and clinical faculty.
3. Correct and review written assignments with students.
4. Conduct a meeting of clinical instructor's on campus at least once each year and work to develop programs for professional development for clinical educators.
5. Conduct a yearly review of course syllabus, various clinical forms, clinical policies and procedures and make necessary revisions.
6. Review all student files to insure that each student complies with the requirements to have a current physical examination, proof of insurance, and CPR certification.
7. Conduct appropriate HIPAA education program and assess student competence prior to first affiliation.

RESPONSIBILITIES OF THE CLINICAL AFFILIATE AND STAFF

The clinical affiliate and staff will complete the following forms for the University:

1. Affiliation contract (CEO)
2. Addendum to Affiliation Agreement
3. Clinical Site Informational Form (CSIF)

The clinical affiliate should inform the DCE of any staff changes (CIs) who are directly responsible for students. The clinical affiliate will provide students with a complete orientation to the facility including a tour of the institution and PT department, introduction to staff, introduction to policies and procedures, discussion of the role of a PTA student at the facility and the expectations for students during the affiliation. The following procedures should be implemented for clinical affiliates:

1. Review annually the ASU Clinical Education Policies and Procedures.
2. Provide students with the facility's policies/procedures regarding patients' rights.
3. Be aware of student's amount of experience at any previous clinical affiliation by reviewing the "PTA CPI". This information, in addition to the information contained in the Student Information Form, is designed to be helpful in planning a meaningful customized learning experience.
4. With the student, develop learning objectives for the clinical experience.
5. Supervise students who have been assigned appropriately for their level of clinical education and experience. Discuss and demonstrate treatments and procedures students may be unfamiliar with to broaden the learning experience, including allowing students "hands-on" experience as soon as possible.
6. Provide special experiences such as attendance at conferences, clinics, surgery, etc. if possible.
7. Discuss student's performance with him/her on each clinic day providing on-going pertinent and timely feedback. Confer weekly with student to update progress toward goals.
8. Each affiliate should ensure that they and students mutually understand the criteria for obtaining a passing grade for a student's particular clinical education level at that particular facility.
9. Notify the DCE, if the facility is a "one-person" department, if the absence of the therapist necessitates rescheduling of a student's clinical time.
10. Notify the DCE if a student's overall performance is unsatisfactory prior to the midterm so that the program can generate the appropriate warnings.
11. Complete progress report at midterm and final. Meet with student to review the midterm evaluation with students and the final evaluation including the final suggested grade with students prior to submitting forms to the University. Document student performance with specific comments where appropriate.
12. Review the SECEE after the clinical experience for future consideration in working with students. It is recommended that the site maintain a copy of this form for its records.
13. Attend meetings on campus periodically, at which CIs from participating facilities meet with the faculty to discuss the program and to participate in continuing education.
14. Annually assess the facility's clinical education program. Notify the DCE of any clinical education development needs that the facility may have so that the DCE may assist the facility.

15. Notify the DCE of any facility changes that may affect the quality of the clinical experience as soon as possible. Examples of changes include inadequate staff, staff not prepared or willing to be a CI for the time frame the student is assigned, and / or any other situation that you believe would affect the student's clinical experience in a negative.
16. The delineation of responsibility for patient care lies with the student under direct supervision of a licensed physical therapist and/or physical therapist assistant employed by the clinical affiliate.

RESPONSIBILITIES OF THE STUDENTS

The students will attend a Teaching and Learning Seminar given by the DCE describing teaching and learning during the clinical education experience. The students must complete all clinical requirements and maintain updates as needed prior to the first day of the clinical experience. All students must be aware of the contents of the course syllabus for Clinical Education and the Clinical Education Policies and Procedures regarding student responsibilities. Students are responsible for providing their own transportation to and from the clinical affiliation site. Prior to beginning their clinical education, the student will:

1. be educated on how to effectively utilize PTA CPI for self-assessment.
 2. make telephone contact with CCCE to arrange for first day in clinic.
 3. arrive at clinic 10 minutes prior to assigned time.
 4. dress appropriately for affiliation according to the particular institution's policy.
- Wear student nametag unless directed to do otherwise by the CI.

In order to maximize the student's learning experience, each student should ask appropriate questions and being alert to all aspects of clinical education. Students must not attempt to carry out a procedure that is unfamiliar. When in doubt, the student should ask for assistance to ensure patient's safety and comfort.

If a student must be absent during a clinical rotation, the student must telephone the CI and DCE to report an absence prior to the expected arrival time AND make arrangements for making up the absence.

On the first day of clinical education, the student will meet with CI to develop goals for the clinical experience. Each week, thereafter, the student will confer with the CI concerning progress toward the student's goals. At midterm, the student will complete a self-assessment and meet with CI to discuss midterm evaluation and will electronically sign the midterm evaluation of the PTA CPI in order for the DCE to review. The students must attend designated conferences with DCE, usually at the midpoint and upon return to campus.

At the end of the clinical education, the student will:

1. complete self assessment.
2. complete evaluation of clinical site (SECEE).
3. meet with CI to discuss final progress report and SECEE.
4. electronically sign the final report of the PTA CPI.

5. meet with DCE as directed.
6. mail the original SECEE to DCE.
7. complete an evaluation of the program to provide feedback to University faculty.
8. complete and return to the University any follow-up surveys or questionnaires received after graduation.
9. obtain prior written approval from the University and any involved affiliate before publishing any material related to the clinical education experience.
10. provide the program with current address and current employment status immediately after graduation and thereafter as changes occur so that the University file will be updated and continuously accurate.

SATISFACTORY PROGRESS IN CLINICAL EDUCATION

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

**Appendix A
Clinical Check List**

Name:

ID#:

- _____ Report of Health Evaluation Form or Proof of Physical Examination
- _____ Report of Medical History (Appendix B)
- _____ Proof of immunization
- _____ Rubeola (measles)
- _____ Rubella (German measles)
- _____ Mumps
- _____ Chicken Pox (varicella) or Chicken Pox Titer
- _____ Hepatitis B (Appendix E)
- _____ TB Test (expiration date _____)
- _____ Student Information and Release Information (Appendix F)
- _____ Waiver and Verification Form (Appendix G)
- _____ Substance Abuse Compliance Contract (Appendix H)
- _____ TB Mask Fitting (Appendix I)
- _____ HIPAA Compliance Contract (Appendix M)
- _____ Clinical Education Critical Behaviors (Appendix N)
- _____ Copy of CPR Certification (expiration date _____)
- _____ Copy of Health Insurance
- _____ Copy of Professional Liability Insurance (expiration date _____)

All information is due at the beginning of the Fall Semester. All items should be brought at the same time to the DCE. Make 4 copies of each item: 1 for the DCE and 1 for each clinical site (3). Keep all original documents in your possession in a safe place.

Appendix B

REPORT OF HEALTH EVALUATION

TO THE EXAMINING LICENSED HEALTH CARE PROVIDER: Please review the student's history and complete the form below. Please comment on all negative answers. The information supplied will not affect the student's admissions status: it will be used only as a background for providing necessary health care. Please return this to the Director of Clinical Education to be kept in your program file.

Last Name: _____ First Name: _____ MI: _____

Sex: M / F _____ Blood Pressure: _____

Height: _____ Weight: _____ BMI: _____

Vision: Right 20/ _____ Left 20/ _____

Tuberculin Skin Test: Positive / Negative _____ Date of Skin Test: _____

Any Known Allergies: _____

Are there any abnormalities in the following systems? Describe fully on an additional sheet if necessary.

	Yes	No
Head, Ears, Nose, and Throat		
Respiratory		
Cardiovascular		
Gastrointestinal		
Hernia		
Eyes		
Genitourinary		
Musculoskeletal		
Metabolic/Endocrine		
Neuropsychiatry		
Skin		

Urinalysis (if indicated)	
• Sugar	
• Albumin	
• Micro	
Blood Test (if indicated)	
• Hematocrit	
• Hemoglobin	
Other Lab Tests (if indicated)	

Recommendations for physical activity (PE, Intramurals, ROTC)

Unlimited / Limited Explain:

Do you have any recommendations regarding the care of this student?

Yes / No Explain:

Is the patient now under treatment for any medical or emotional condition?

Yes / No Explain:

Physician's Signature:

Print Name:

Date:

Appendix C

College of Nursing & Health Professions:

CELL PHONES AND ELECTRONIC DEVICES

Cell phones, beepers, and other electronic devices (includes telephone accessories) may not be visible or audible in the classroom. If your phone rings during class, you will be asked to leave and not return. Family emergency calls can be routed through the departmental office. Using devices to cheat on tests and papers is a violation of the Honor Code.

Cell phones are not allowed in the clinical setting. Use of any Personal Digital Assistants (PDAs) to store/enter any type of patient information is a violation of the Healthcare Information Portability Accessibility Act of 1996 (HIPAA). PDAs' /cell phones may be used as a student resource, essentially as a textbook or calculator, at the discretion of the clinical faculty member.

Taking of photographs in the clinical settings is strictly prohibited.

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

(adopted Fall 2010 CNHP Executive Council)

Appendix D

ARKANSAS STATE UNIVERSITY COLLEGE OF NURSING AND HEALTH PROFESSIONS

POLICY/PROCEDURE GUIDELINES FOR INFECTION CONTROL

INTRODUCTION

The policy guidelines herein are of a general nature and deal with HIV-related infections as well as other blood borne pathogens. They apply to all students/faculty in the College of Nursing and Health Professions (CNHP). Due to differences in the various programs, individual CNHP programs may have specific rules and/or guidelines that are modifications of those in the general policy; however, the specific policies of the various programs will be consistent in their intent with the guidelines noted herein. This policy shall be reviewed annually and modified as necessary based on the current information from the CDC and OSHA.

ADMISSIONS

The HIV/HBV (Human Immunodeficiency Virus/ Hepatitis B Virus) status of an applicant should not enter into the application process. Applicants applying for healthcare programs should, however, be informed that certain diseases may necessitate either a modification of their program, or in the extreme may necessitate their dismissal from a program if they cannot perform procedures and/or tasks that are considered essential to their educational experience.

RETENTION

If it is determined that a student is sero-positive for HIV/HBV or is clinically manifesting symptoms of either disease process, that student should receive counseling about personal health care concerns and about interaction with others, especially clients. The student should be counseled by a designated faculty member in his/her respective program. The function of the designated faculty member is to counsel the student as to whether the program of education should be modified, another educational program considered, or in the extreme, whether the student should be dismissed from a program because of the inability to perform procedures and/or tasks crucial to the educational program. When considering the possibility of modifying clinical experiences or whether to dismiss, the designated faculty member will request that the Infection Control Committee convene to consider the specific student situation.

INFECTION CONTROL COMMITTEE

The Infection Control Committee will be comprised of three representatives from each of the programs in the College of Nursing and Health Professions. The dean will be charged with appointing faculty to serve on this committee after consultation with chairs or directors of the various programs. Once the committee is established, a chair shall be elected by the members. In addition, a community member who is an expert in infectious disease will be designated as a consultant to the committee.

The committee shall function to consider the specific student/faculty situations outlined in the HIV/HBV Guidelines. In addition, this committee will function to review the HIV/HBV Guidelines on an annual basis. The committee will coordinate annual instruction on Standard Precautions for the faculty. This committee will also serve the programs by making recommendations for infection control policy that may impact both the student and faculty populations. Information regarding such policy will be included in the various programs' Student Handbook and the CNHP Faculty/Staff Handbook.

When the Infection Control Committee convenes to consider specific student/faculty situations, a timely response is in order. Individuals will be provided a letter outlining the committee recommendations within a one-week period after convening. During this time period the student/faculty person shall not engage in direct client contact. Should an individual wish to appeal the decision of the committee, the established University Grievance process should be followed (See ASU Student/Faculty Handbooks).

COUNSELING

It is the responsibility of the programs to provide counseling to a student/faculty member who is determined to be sero-positive for HIV/HBV or who manifests symptoms of either disease process. The counselor interaction with the student/faculty member should be reported to the Infection Control Committee only when the person's health status necessitates a modification in the clinical program or dismissal. It will be the responsibility of the counselor to verify that the student is aware of options for testing, counseling and health care. In addition, the counselor will verify that the student has been provided with specific information that relates to client contact.

The following information is provided in order to refer students when necessary to outside agencies for assistance and follow-up. This information should be reviewed and updated annually.

HIV Infection Services provided by ASU Student Health Center:

Students at Arkansas State University who desire HIV testing may obtain this service free at the Student Health Center. The Center encourages appointments but will accept students on a walk-in basis. Pre- and post-test counseling is provided by certified CDC counselors. Specimens are sent to the Craighead County Public Health Department for testing.

The Student Health Center has developed a media library (videos, pamphlets) for persons coming in with questions about HIV infection. The Center is located at 333B S. Stadium next to the football stadium and adjacent to the First Care Clinic and the Sports Medicine Clinic and can be reached at ext. 2054.

Services offered by the Public Health Department

The Craighead County Public Health Department is open from 8:00 a.m. until 3:30 p.m. for testing. The department offers pre- and post-test counseling as well as HIV testing. The cost of the service is \$3.00 that pays the record maintenance fee. The Public Health Department can be contacted by calling 933-4585. Offices are located in the Arkansas Services Center on McClellan Drive.

An individual who desires testing should allow about one hour for the procedure because pre-counseling is extensive.

Services offered by Northeast Arkansas Regional AIDS Network (NARAN)

This organization offers free confidential testing. Pre- and post-counseling is provided by certified counselors. They also provide direct care services to those persons who need them, including financial counseling. NARAN is also a network agency for persons living with AIDS. A referral can be made by contacting the office at 931-4HIV (4448). The office is located at 1000 S. Caraway in Jonesboro.

Services offered by Regional Aids Interfaith Network (RAIN)

Chapters of this organization do exist here in Northeast Arkansas. The program coordinator is Rev. Ed Pruitt, chaplain at Methodist Hospital in Jonesboro. This group provides spiritual and social support for the person with HIV infection and family members.

Other

The American Red Cross office now advertises the Arkansas HIV/AIDS Network. The office can be reached at 935-2437 and is located at 701 S. Union in Jonesboro. The group is funded by the C.D.C. whose primary goal is to provide HIV education to Arkansans. However, the Red Cross will provide information to those who call.

The counselor should not neglect to refer the student/faculty member to his/her private physician for guidance.

Students and faculty outside of Craighead County should seek specific referral information from the Chair of the Infection Control Committee or from a faculty member designated as counselor at the distant sites.

GUIDELINES FOR HIV/HBV STUDENTS/FACULTY IN THE LABORATORY/CLINICAL SETTING

Note: This policy assumes that the HIV/HBV infected student/faculty member has been identified and is currently a member of a program.

In accordance with sections 503 and 504 of the Rehabilitation Act of 1973, schools must provide equal treatment to persons who have contracted the HIV/HBV virus. Furthermore, schools may not discriminate against any individual based on the perception that he/she is infected.

TRANSMISSION INFORMATION

All CNHP students and faculty will employ Standard Precautions while in the clinical setting. CNHP students will receive instruction and annual evaluation regarding transmission of blood-borne pathogens and the use of Standard Precautions. The Infection Control Committee will coordinate instruction on Standard Precautions for faculty on an annual basis. It will be the responsibility of faculty members to document annual instruction through the Infection Control Committee.

POLICY

Students, faculty, and staff with HIV/HBV should be allowed equal access, as long as their medical condition permits, to university facilities or campus activities, including participation in clinical experiences or other academic and social activities offered by the university.

All confidential medical information is protected by statute and any unauthorized disclosure may create legal liability. The duty of the health care providers to protect this confidentiality is superseded by the necessity to protect others in very specific circumstances.

An infected student/faculty who is symptomatic may be excluded from providing direct client care, determined on a CASE-BY-CASE basis by the Infection Control Committee. In addition, should an individual sero-convert and express concern regarding clinical practice, the committee will convene to review the case.

Any student who has a positive history of HIV/HBV probably should not participate as a source partner in on-campus laboratories for procedures involving needle sticks or other forms of vascular access. For criteria related to laboratory participation, see the specific program handbook.

EXPOSURE (Laboratory and Clinical)

Students and faculty in the College of Nursing and Health Professions may be exposed to blood borne pathogens such as HIV and HBV. In the clinical and classroom laboratory settings, students/faculty are expected to utilize Standard Precautions, hand washing and protective clothing/gear to prevent contact with blood and other potentially infectious materials.

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from one's duties as a CNHP student or faculty member. An exposure incident involving a student/faculty member in the CNHP while in a clinical facility or campus laboratory is treated in a similar manner to any type of accident occurring within the agency.

Laboratory Post-HIV/HBV Exposure Protocol

Should a student or faculty member be exposed to HIV/HBV in an on-campus laboratory setting, the following post-exposure protocol is recommended:

1. The student will notify the faculty member supervising the learning experience. If the exposed individual is a faculty member, he/she will notify the chairperson of the specific program in the CNHP.
2. As soon as possible following the exposure, the college incident form will be completed by the faculty member/student.
3. The exposed individual will be referred to the Student Health Center for evaluation if the event occurs during operating hours. If the exposure occurs when the Health Center is closed, the faculty member will determine the individual's primary care options and refer the person to those resources.
4. It is recommended that both individual and source be tested for HIV and HBV when an exposure occurs. Testing will be conducted at the individual's expense.
5. It is recommended that post-exposure prophylaxis of those involved be directed by the individual's primary care providers at the individual's expense.
6. If there is a delay in reporting an exposure incident, it is recommended that the same protocol be followed.

Clinical Post HIV/HBV Exposure Protocol

If a student/faculty member is exposed to blood or other potentially infectious materials in the clinical environment, this protocol is to be followed.

1. The student will notify the clinical faculty. If the exposed individual is a faculty member, s/he will notify the chairperson of the specific program at the CNHP.
2. The student, clinical faculty or chairperson will notify the supervisor of the area where the exposure occurred. Thereafter, post-exposure protocols for the clinical institution will be followed.
3. The infection control staff member/epidemiologist of the clinical facility will be notified of the exposure immediately by the student or if possible by the clinical faculty member. If a faculty member has been exposed, this individual will notify the infection control staff/epidemiologist.
4. As soon as possible following a report of an exposure incident the clinical faculty and infection control staff/epidemiologist should provide the student with counseling about an immediate confidential medical evaluation and follow-up at the student's expense. In some instances the clinical facility may cover costs of treatment and testing as would be done for an employee. In the case of a faculty member's exposure, the individual is expected to communicate directly with the infection control staff/epidemiologist. The medical evaluation and follow-up should include, at a minimum, the following requirements:
 - a) Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
 - b) Identification and documentation of the source individual unless the clinical facility staff establishes that the identification is infeasible or prohibited by state or local law.
 - (1) The source individual's blood shall be tested as soon as possible after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the clinical facility shall establish that the source individual's consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood shall be tested and the results documented.
 - (2) When the source individual is already known to be infected with HIV or HBV, testing for the source individual's HIV or HBV status need not be repeated.
 - (3) Results of the source individual's testing shall be made available to the exposed individual who should also be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
 - c) The exposed student/faculty member's blood should be tested as soon as possible after consent is obtained. Agencies that provide testing for HIV include:
 Northeast Arkansas Regional AIDS Network (NARAN) (931-4HIV), the
 Craighead County Public Health Department (933-4585), and the ASU Student Health Center (972-2054).
 Additionally, the exposed individual has the option of utilizing their private physician for confidential testing.
 - d) It is suggested that post-exposure prophylaxis be managed by the student/faculty member's personal healthcare provider.
 - e. A copy of the OSHA Blood-borne Pathogens Standard (29 CFR 1910-1030) is accessible in this document (attached).

Appendix E
Physical Therapy Programs
Arkansas State University

Hepatitis B Vaccine

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

_____ Student _____ Date
_____ Program

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

.....

I have already been immunized with the complete hepatitis B vaccine series by

_____ on _____,
_____, and _____.

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

OR

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

_____ Student _____ Date

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

.....

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

Student

Witness

Date

Date

Appendix F

**Arkansas State University
Programs in Physical Therapy
Student Information Sheet**

Name:

Email Address:

Mailing Address:

Phone Number:

My primary goals for this clinical experience are as follows:

- 1.
- 2.
- 3.

Previous physical therapy clinical education experiences:

(Type of facility and a brief description of the activities performed.)

- 1.
- 2.

Appendix G

WAIVER AND VERIFICATION FORM

Please read and sign the statements below and return to the program secretary by the end of Orientation.

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

(Signature)

(Date)

2. I, _____, acknowledge that I have received a current copy of the ASU PTA Student Handbook provided by the Physical Therapy programs on _____(date).

I further acknowledge that I have read and understand the contents of the ASU PTA Student Handbook and I agree to abide by the rules and regulations contained therein.

(Signature)

(Date)

3. In accordance with the Americans with Disabilities Act, I, _____,

(check one item below):

_____ require no special accommodations to complete the program in which I am enrolled, or
_____ require the following special accommodations to complete the program in which I am enrolled.

(Signature)

(Date)

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

(Signature)

(Date)

Make sure you have provided all required signatures

Appendix H

SUBSTANCE ABUSE POLICY & PROCEDURES

College of Nursing and Health Professions
Arkansas State University

POLICY

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

PROCEDURES

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

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

2. This policy applies only to a student exhibiting behavior creating probable cause to believe drug or alcohol abuse is present. A student may be removed from the clinical environment or educational program for any prohibited behaviors as set out in the university or program handbooks, rules and regulations, whether or not related to substance abuse.
3. Readmission of the student to the program is contingent upon the following conditions:
 - a. Formal application for readmission to the program.
 - b. Meeting specific program admission criteria as noted in the Undergraduate/ Graduate Bulletin
 - c. Clinical space availability.

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

Reference:

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

- d. Documentation that a prescribed treatment program has been completed by the student related to the drug/alcohol condition. The documentation is to be submitted to the Dean's Office, College of Nursing and Health Professions by the designated treatment facility.
 - e. Follow-up program as suggested by the treatment facility that may include, but is not limited to, one or more relapse prevention procedures. The follow-up program will be individual specific and written as part of a contractual agreement with the student.
4. Arkansas State University may be required by state or national regulatory boards to submit information regarding a student's substance abuse history when he/she applies to take the examination for licensure. There is no guarantee that these boards will allow individuals with a substance abuse history to take the examination. Each case is judged individually by each board.
5. Students will be required to abide by individual institutional policies relating to substance abuse in clinical agencies to which they are assigned.

SUBSTANCE ABUSE COMPLIANCE CONTRACT
COLLEGE OF NURSING AND HEALTH PROFESSIONS
ARKANSAS STATE UNIVERSITY

I, _____, have read the Board of Trustee approved Substance Abuse Policy & Procedures of the Arkansas State University College of Nursing and Health Professions and agree, as a student in the professional health program, to comply with all aspects of the policy as written, including testing for substance abuse and appropriate release of that information. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.

Student's Name (please print)

Student's Signature

Date

For Student File

BEHAVIORAL CHANGES ASSOCIATED WITH DRUG ABUSE

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

Attention Deficit/Cognitive Impairment

- ataxia
- tremors, especially of the hands
 - slowed response time in a familiar skill
 - diminished from the usual in coordination/dexterity

Social Impairment

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

Somatic Manifestations/Discomforts

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

Speech/Communication Impairment

- slurred (thick tongue)
- rapid/choppy communication pattern
- incoherent speech

BEHAVIORAL PATTERNS ASSOCIATED WITH SUBSTANCE ABUSE

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

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

CRITERIA FOR URINE DRUG SCREENS

NOTICE: PROVIDE LAB WITH THIS CRITERIA

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

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

*10-PANEL INCLUDES:

Amphetamines	Benzodiazepines
Cannabinoids	Cocaine
Opiates	PCP
Barbiturates	Methadone
Methaqualone	Propoxyphene

8. THE DRUG SCREEN SHALL TEST FOR THE FOLLOWING: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Opiates, Methadone, Methaqualone, Phenycyclidine, Propoxyphene, Alcohol, Meperidine, drug of choice.

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

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

²Gas Chromatography Mass Spectrometry

Adopted from Arkansas State Board of Nursing, January 1997.

ARKANSAS STATE UNIVERSITY
 COLLEGE OF NURSING AND HEALTH PROFESSIONS
 SUBSTANCE ABUSE POLICY AND PROCEDURES
 Waiver of Release of Medical Information

I, _____, am a professional health student at Arkansas State University and have previously received, read and understand the College of Nursing and Health Professions' Substance Abuse Policy & Procedures.

I hereby consent to having a sample of my body fluid collected on this _____ day of _____, 20____, according to the terms set forth in the policy for the purpose of testing for identified substances at my own expense.

I understand that a positive test result will require a subsequent confirmation test. If that result remains positive, it will affect my status in the professional program. I understand that if I am taking any medications that would adversely affect the results of the test, that I should disclose those immediately. Written medical documentation from my physician will be required by me for verification of those medication/s taken.

I authorize the release of test results related to the screening or testing of my blood/urine specimen to the Dean, College of Nursing and Health Professions at Arkansas State University, and to myself. I understand that my body fluid specimen will be sent to _____ for actual testing.

I hereby release Arkansas State University, its Board of Trustees, officers, employees, and agents from legal responsibility or liability arising from such a test, including but not limited to, the testing procedure, analysis, the accuracy of the analysis, or the disclosure of the results.

 Student's signature

 Witness

 Date

Appendix I
Verification of TB Mask Fitting

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

Mask Size: _____

Student's Name (Printed)

Student's Signature

Location fitted

Date fitted

Appendix J

Latex Allergies & Sensitivity

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

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

Appendix K

COLLEGE OF NURSING AND HEALTH PROFESSIONS
Incident Report Form

Date: _____

Time: _____

Location: _____
(On Campus/Off Campus)

Student: _____ ASU#: _____

Description of Incident (Name all persons involved):

Witnesses of the Incident:

Action taken (notification of/by whom):

Review/Comments:

Does this need review by the Infection Control Committee? Yes No

Student Signature

Date

Faculty Signature

Date

Follow-up:

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

Appendix L

ARKANSAS STATE UNIVERSITY
COLLEGE OF NURSING AND HEALTH PROFESSIONS
COLLEGE CODE OF HONOR

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

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

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

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

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

Signature: _____

Date: _____

PROCEDURES FOR COLLEGE STUDENT CODE OF HONOR

The College Student Code of Honor exists in addition to the University Code of Conduct and the Academic Integrity Policy found in the Student Handbook. An honor offense by the college code is defined as an act of lying, cheating or stealing. These terms are defined as follows:

Lying - a false statement (written or oral) made with the deliberate intent to deceive; something intended to or serving to convey a false impression.

Cheating - to practice fraud or deceit; academic fraud is a form of cheating and includes such things as plagiarism (including Internet resources), false citation, false data and submission of the same work to fulfill academic requirements in multiple classes.

Stealing - to take the property of others without permission or right; to take ideas, credits, words without right or acknowledgement; to accept credit for another's work.

These honor code violations apply whether they are performed individually or in groups. They apply to didactic, laboratory and clinical experiences of the program as well as in situations where you are representing your program/college.

PROCEDURES:

If a student is aware of an honor offense, the student should report that offense to their ethics committee representative. The representative will accompany the student to the faculty member, program director or chair's office OR will direct the student to the faculty member of the class in question, the program director or the department chair. An investigation will result.

If there is evidence to bring forward, the student will be notified, in writing, of the specific charges, who the hearing body will be and the time and place of the hearing. Such notification will be delivered at least two working days in advance of the hearing. The date of the hearing, if possible, must be set within 10 working days from the date of notification to the student.

The College Code of Ethics Committee will hear the case. The Ethics Committee will be selected each fall and will be comprised of six CNHP student representatives and two CNHP faculty appointed by the dean. A committee of alternate representatives will be selected by the Dean to include six (6) students and two (2) faculty members*. Actions by the Ethics Committee may include: 1) dismissal of the case, 2) sanction the student, 3) refer the case to the Dean of Students, Student Affairs. Disciplinary sanctions by the committee may include educative, reprimand, restrictions and restitution. The committee does not have the authority to suspend or expel the student. However, the committee may forward the case to the faculty member or director/chair with a recommendation of suspension or program dismissal. The Dean of Students, or designee, will educate the committee and their alternates on the hearing process and sanctions in the fall semester of each year.

Student rights in this committee process are outlined in the ASU Student Handbook under the caption "Disciplinary Hearings". The student is entitled to one appeal rendered by the Associate Dean for Judicial Affairs. The process for appeal is found in the section on "Appeal Process."

*On our distance campuses, one student will be designated as an ethics representative.

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

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

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

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

 Student's Name

 Student's Signature

 Date

For Student File

Appendix N
Clinical Education
Critical Behaviors

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

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

Student Signature

Date

Appendix O
ASU Programs in Physical Therapy
Student Consent to Place Photo and Personal Information On-line

I give the ASU Programs in Physical Therapy permission to place my name, photograph, email address, and hometown on the program web site (<http://pt.astate.edu/>). I understand that this information will be used for purposes of communication between classmates, the faculty, potential employers, others, and myself as well as to aid in recruitment efforts. I will not hold the ASU Programs in Physical Therapy liable for misuse of this information by parties unaffiliated with the ASU Programs in Physical Therapy (e.g., spamming, harassment, etc.). My signature below indicates that I have read and agree to the information in this paragraph.

Student Name (print): _____

Email Address: _____

Hometown: _____

Student Signature: _____

Date: _____

Appendix P
Student Conference Record

Student: (Name here)

Date: (Date here)

Re: (Purpose of meeting here)

Possible Topics:

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

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

Student / Date

Faculty / Date

Appendix Q

Language for health professions students engaging in clinical rotations:

STUDENT REPRESENTATION OF ASU WHILE ENGAGED IN CLINICAL EDUCATION

I hereby confirm that I am being assigned to _____, the “Institution,” for the purpose of participating in clinical training and experience required as a part of my course of study at Arkansas State University, the “University.” I recognize and agree that I am not the agent or employee of the University for any purposes whatsoever during my clinical studies at the Institution. I further acknowledge and confirm that I am a student only and have no authority to act on behalf of the University in any capacity.

Student Signature

Date

Witness Signature

Date

Appendix R

Professional Behavior Expectations

The PT Specific Generic Abilities are the fundamental behavioral expectations of all students and faculty in the ASU PT Department. In addition, the ASU School of Nursing and College of Health Professions Honor Code (Appendix L) outlines specific expectations of academic honesty and the APTA Code of Ethics outlines ethical practice standards for physical therapy practitioners.

PT Specific Generic Abilities

The PT Specific Generic Abilities have been adopted by the Arkansas State University Department of Physical Therapy faculty as an essential component of the program and are considered necessary for successful fulfillment of the requirements of the program. The process of becoming an effective physical therapist involves attaining competency in cognitive knowledge, psychomotor skills and professional behavior. Each aspect of this triad is equally important for the student to develop as s/he progresses through professional physical therapy education. The ten physical therapy-specific generic abilities define the professional behavior expected of Arkansas State University Physical Therapy graduates. The ten generic abilities include commitment to learning, interpersonal skills, communication skills, effective use of time and resources, use of constructive feedback, problem-solving, professionalism, responsibility, critical thinking, and stress management.

Appropriate levels of behavior are expected in all courses and required for successful completion of each component of the curriculum. To facilitate the development of competency in the ten generic abilities, the instructors will provide, when necessary, opportunities to practice, and provide formal and informal feedback to the student throughout the semester. The student will be responsible for ongoing self-assessment and for seeking feedback from faculty and fellow students as well as for responding to faculty recommendations for remedial action related to the PT specific generic abilities in any given course.

Appendix S

Department of Physical Therapy Arkansas State University

Voluntary Consent Form

I hereby acknowledge 1) that I am participating voluntarily and of my own free will in a classroom demonstration for physical therapy/physical therapist assistant students or that I am participating as a volunteer subject for physical therapy demonstration and/or laboratory practice under the supervision of the instructional staff; 2) that the instructional staff have informed me of the procedures which may be used and provided me with an opportunity to ask questions about these procedures; 3) that I have not been forced or coerced to participate in this demonstration and/or laboratory practice; and 4) that I understand that I may withdraw at any time.

I hereby voluntarily consent to participate in physical therapy classroom demonstrations and/or laboratory practice and with knowledge and understanding do release the attending students and their instructional staff, Arkansas State University, and the State of Arkansas from any and all claims which may arise from my participation.

Date

Signature of Volunteer
(Signature of parent/legal guardian)

Signature of Witness over 18 years of age

I hereby voluntarily agree to have photographs/videos taken of my person to be used for instructional purposes only. I understand there will be no financial remuneration involved and stipulate that the reproductions be used only for the sole purpose of education.

Date

Signature of Volunteer
(Signature of parent/legal guardian)

Signature of Witness over 18 years of age

Appendix T
Department of Physical Therapy
Informal Complaint Form
Arkansas State University

Date:	
Student Name: (legal name)	
Student ID #:	
Phone #: (cell or campus)	
ASU Email:	
Problem:	
Solution:	

Appendix U

Department of Physical Therapy Arkansas State University

Child Maltreatment Reporter Training Student Verification of Training Form

Act 703 of 2007 (Arkansas Code Annotated § 6-61-133) states that for each degree program at an institution of higher learning in this state that is a prerequisite for licensure or certification in a profession in which the professional is a child maltreatment mandated reporter under the Child Maltreatment Act, the Arkansas Department of Higher Education shall coordinate with all institutions to ensure that before receiving a degree, each graduate receives training in 1) recognizing the signs and symptoms of child abuse and neglect; 2) the legal requirements of the Child Maltreatment Act and the duties of mandated reporters under the act; and 3) methods for managing disclosures regarding child victims.

Student Name (please print)

Student ID Number

Student Signature

Date

Advisor Signature

Date

I have been trained in 1) recognizing the signs and symptoms of child abuse and neglect; 2) the legal requirements of the Child Maltreatment Act and the duties of mandated reporters under the act; and 3) methods for managing disclosures regarding child victims.

Student Name (please print)

Student ID Number

Student Signature

Date

Advisor Signature or Designated School Official Signature

Date

Date of Child Maltreatment Reporter Training _____