June 5, 2012

Dear DPT Student:

Welcome to the Doctor in Physical Therapy Program.

This student manual is a useful tool providing you with pertinent information not only as you begin the DPT program but as you progress through to graduation. You will see the UML online graduate school catalog is referenced often. It can be found at: http://www.uml.edu/catalog/graduate/default.htm

Please note in registering for courses, each student assumes full responsibility for knowledge of and compliance with the definitions, regulations, and procedures for the University, as set forth in the University online Graduate School Catalog. Moreover, in accepting admission to the University, each student assumes responsibility for knowledge of and compliance with the definitions, regulations, and procedures of the University pertaining to his or her student status as set forth in the appropriate UML publications. This student manual is the publication for students in the DPT program in the School of Health and Environment.

The university utilizes a web-based self-service application know as ISIS - Intercampus Student Information System. Additional information can be found at: http://www.uml.edu/it/isis/

As a UML/DPT student you are required to keep your address current in ISIS and know your academic standing at the end of each semester.

The faculty and staff of the Physical Therapy Department look forward to working with you during your time in our program.

Sincerely,

Sean Collins
Sean Collins, PT, ScD
Chairperson, Department of Physical Therapy
# Table of Contents

I. DOCTOR OF PHYSICAL THERAPY PROGRAM .........................................4
   A. Program Mission ...................................................................................... 4
   B. Program Philosophy ................................................................................ 4
   C. Expected Student Outcomes .................................................................... 5
   D. Physical Therapy Course Descriptions .................................................... 8
   E. CURRICULUM: Doctor in Physical Therapy (DPT) .................................. 15

II. ACADEMIC POLICIES ............................................................................. 16
   A. Advising ....................................................................................................... 16
   B. Attendance .................................................................................................. 16
   C. Grading Policy ............................................................................................ 16
   D. Make-up Policy .......................................................................................... 17
   E. Academic Standing ..................................................................................... 17
   F. Leave of Absence ....................................................................................... 23
   G. Honors and Awards ................................................................................. 23
   H. Right of Access to Student Records ......................................................... 24

III. GENERAL INFORMATION ..................................................................... 27
   A. Faculty / Staff Offices ............................................................................... 27
   B. P.T. Bulletin Board / P.T. Web Board / Facebook ..................................... 28
   C. Use of P.T. Facilities .................................................................................. 28
   D. Laboratory Guidelines .............................................................................. 29
   E. Financial Aid/Teaching Assistantships ...................................................... 31
   F. Counseling Center and Career Services .................................................. 31
   G. Computer Laboratory Information ........................................................... 32
H. O'Leary Library (South Campus) ................................................................. 36
I. South Campus Bookstore ........................................................................ 36
J. Shuttle Bus Service ................................................................................... 36
K. Transportation Services ......................................................................... 36
L. Parking ................................................................................................... 37
M. Miscellaneous ......................................................................................... 37

VI. PROFESSIONAL ACTIVITIES ................................................................. 38

V. CLINICAL EDUCATION ........................................................................... 39
A. General Policies ....................................................................................... 39
B. Criminal Offender Record Information (CORI) ..................................... 42
C. Emergency Policy .................................................................................... 43
D. Clinical Education Attendance Policy .................................................... 44
E. Health Status Requirements .................................................................... 44
F. New England Consortium of Academic Coordinators of Clinical Education ...................................................... 48
     (NEC-ACCE) .......................................................................................... 48
G. Student Data Form (NEC-ACCE) ............................................................. 50
H. Clinical Education Fieldwork Experiences ............................................ 50
I. Full Time Clinical Education Experiences .............................................. 52
J. Site Selection: Full Time Clinical Education Experiences ..................... 52
K. Evaluation of Clinical Performance ....................................................... 53
L. Resolving Problems in the Clinical Setting ............................................ 54
M. Evaluation of the Clinical Experience .................................................. 55
N. Recommended Reading for Clinical Education .................................... 55
VII. Appendices
   A. Honor Code.
   B. Process of Notification and Adjudication.
   C. Generic Abilities.
   D. Critical Incident Form.
   E. Technical Standards.
   F. Sample Clinical Affiliation Agreement.
   G. Student Data Form.
   H. Evaluation of Fieldwork Experience.
   I. Student evaluation of Fieldwork Experience.
   J. In-service Form.
   K. Scoring Rubric.
   L. Anecdotal Record.
   M. Critical Incident Report.
   N. APTA Student Evaluation of the Clinical Experience.
   O. Required Book List.
   P. Bloodborne Pathogen Exposure Control Policies.
I. Doctor of Physical Therapy Program

A. Program Mission

The mission of the Department of Physical Therapy is to promote human health and development through:

1. Teaching of theory and practice of physical therapy in classroom and community-based settings by preparing graduates to practice their profession with knowledge, competence, and respect for human well-being.
2. Scholarship in the discovery, application and dissemination of knowledge in physical therapy and health.
3. Public service in partnership with local, regional, and national organizations advancing prevention-based strategies in health.

B. Program Philosophy

The faculty of the Department of Physical Therapy believes that individuals have intrinsic worth and a right to optimal health and function. Function is defined as those activities identified by an individual as essential to support physical, social, and psychological well being and to create a personal sense of meaningful living.

Physical therapists provide services to patients/clients with impairments, functional limitations, disabilities, or changes in physical function and health status resulting from injury, disease, or other causes. Physical therapists also can prevent the development of impairment, functional limitation, or disability by identifying disablement risk factors and by buffering the disablement process through prevention and wellness strategies.

The physical therapist is professionally educated in a program that synthesizes graduate study with undergraduate knowledge, and experiential learning. The graduate of the Doctor of Physical Therapy program is prepared to function as an ethical and competent practitioner who uses effective clinical decision making and psychomotor skills to provide services to patients/clients. The five elements of patient/client management include examination, evaluation, diagnosis, prognosis, and intervention. The graduate also is prepared to interact and practice in collaboration with a variety of health professionals,
provide prevention and wellness services, consult, educate, and engage in critical inquiry. Finally, the graduate is prepared to direct and supervise physical therapy services, including support personnel.

Graduates are expected to assume a leadership role in health care and to practice autonomously and cooperatively in a variety of practice settings such as: hospitals, rehabilitation centers, extended care facilities, schools, sports medicine clinics, community health and private practices, and industrial or workplace settings.

The faculty believes that students are active participants in the educational process. As potential professionals, the relationship between students and faculty is one in which there is mutual respect, understanding, and interchange of ideas. The faculty, as experienced professionals, is resource persons, mentors, and role models for the developing professional. The faculty view themselves as facilitators of the learning process. Students are expected to demonstrate commitment to learning as the basis for continued personal and professional growth, effective interpersonal and communication skills, problem-solving and critical thinking skills, and appropriate professional conduct. Effective use of time and resources, feedback, and stress management strategies are also important components of the behaviors of the successful student.

C. Expected Student Outcomes

The Graduate of the Doctor of Physical Therapy Program at the University of Massachusetts Lowell will be prepared to:

1. Exhibit attributes, characteristics and behaviors of entry level generic abilities (Appendix C) including:
   a. commitment to learning
   b. interpersonal skills
   c. communication skills
   d. effective use of time and resources
   e. use of constructive feedback
f. problem-solving

g. professionalism

h. responsibility

i. critical thinking

j. stress management

2. Practice physical therapy in a safe, effective, ethical, autonomous, reflective, culturally sensitive and legal manner.

a. Synthesize knowledge from the pure and applied sciences, sociology, psychology, and human values with the professional knowledge, theory and psychomotor skills of physical therapy practice.

b. Perform an initial examination, including patient/client history, relevant systems review, tests and measures.

c. Perform an evaluation based on the information gathered from the examination.

d. Determine a physical therapy diagnosis based on the evaluation, and select the appropriate practice pattern.

e. Determine a prognosis or prediction of the optimal level of improvement in function and amount of time needed to reach that level.

f. Determine an appropriate plan of care, including goals and outcomes, and interventions that include skilled interaction with the patient/client, and various physical therapy procedures and techniques to produce changes in the condition consistent with the diagnosis and prognosis.

g. Provide appropriate case management including communication, coordination of care, discharge planning, and documentation of all elements of patient/client management.

h. Provide appropriate patient/client-related instruction.

i. Provide appropriate consultation services, rendering expert professional or expert opinion or advice, applying highly specialized knowledge and skills to identify problems.

j. Recommend solutions, or produce a specified outcome.
3. Apply the principles of the scientific method and evidence based practice to read and interpret professional literature; participate in, plan, and conduct research; evaluate outcomes; assess new concepts and technologies.

4. Provide skilled planning, direction, organization, and effective management of human technical, environmental, and financial resources.

5. Provide effective direction and supervision of personnel essential to the provision of high quality physical therapy.

6. Provide effective prevention and wellness activities, screening, and the promotion of positive health behavior.

7. Advocate effectively for patient/clients and facilitate necessary change within the health care delivery systems to assure quality health care.

8. Demonstrate commitment to personal and professional development.

9. Successfully complete all courses and the following capstone projects:
   a. research project and presentation
   b. community service project
   c. comprehensive case and design projects.

10. Pass the National Physical Therapy Examination.
D. Physical Therapy Course Descriptions

Year 1 Fall Semester

34.601 Clinical Anatomy (3 cr)
Clinical Anatomy is a study of the structures of the human body, utilizing lectures, demonstrations and A.V. materials. It is a foundation course for physical therapy procedure courses.

34.603 Clinical Anatomy Laboratory (1 cr)
Clinical Anatomy Laboratory is a visualization of the structures of the human body utilizing laboratory dissection of prospected parts and human cadavers. The laboratory also incorporates the recognition of underlying structures using surface anatomy and palpation of body and soft tissues.

34.605 Physical Therapy Interventions I Lecture (3 cr)
This course introduces the student to the principles of patient evaluation and treatment utilizing case studies to integrate didactic information into practical clinical situations. The appropriate use of evaluation procedures and the rationale for safe and effective use of treatment procedures are emphasized. Topics include: principles of biomechanical analysis, body mechanics, principles of goniometry and muscle testing, patient positioning and transfers, gait training and activities of daily living with assistive devices, wheelchair prescription and mobility, isolation/sterile technique, wound care, monitoring vital signs, heat and cold modalities, aquatic therapy, and evaluation of normal gait.

34.607 Physical Therapy Interventions I Laboratory (1 cr)
This laboratory course develops the psychomotor skills necessary to apply the didactic knowledge presented in the Physical Therapy Interventions I Lecture to clinical situations. The safe and effective performance of various evaluation and treatment techniques is emphasized. Topics include: patient interviewing; isolation/sterile techniques; wound care and bandaging; monitoring vital signs; patient positioning and bed mobility; transfers; gait training and activities of daily living with assistive devices; wheelchair mobility; massage/soft tissue mobilization/lymph edema management; heat and cold modalities; gait analysis; goniometry and strength testing; postural analysis and anthropometry.

34.609 Medical Surgical Conditions (Pathology) (3 cr)
This course presents an introduction to the study of diseases commonly seen in people with conditions treated by physical therapists. Mechanisms of cell growth, response to injury, and cell death are reviewed.

34.639 Medical Surgical Conditions (Orthopedics) (3 cr)
Medical Surgical Conditions (Orthopedics) presents topics related to the pathology and medical-surgical treatment of musculoskeletal disorders.

34.611 Professional Issues and Clinical Practice in Physical Therapy (3 cr)
This course will be divided into two sections. The first course section will provide an overview of physical therapy as a profession. Student Generic Abilities will be introduced as they apply to classroom instruction and clinical practice. The APTA (American Physical Therapy Association) Standards of Practice, Code of Ethics, disciplinary Process, The Scope of Physical Therapy Practice and The Massachusetts Practice Act will be discussed.

The second course section will emphasize the development of effective teaching and learning strategies as it applies to physical therapy in the clinical setting. Discussions and exercises will center on the concepts of motivation and compliance in learning, learning/teaching styles, documentation, designing measurable goals, clinical teaching methods/techniques and tools, the art of effective communication, reinforcement strategies, principles of evaluation and giving effective feedback.
Emphasis is placed on creating a climate that encourages learning. A teaching experience will be planned, implemented and evaluated by each student group.

**Winter Intersession**

34.501 Pharmacology (3 cr)  
This course provides an introduction to the chemistry, biochemistry, and physiological action of various pharmaceuticals. Fundamental concepts will be stressed and will include a discussion of drug receptors, drug receptor interactions, pharmacokinetics, enzyme induction, drug metabolism, drug safety and effectiveness and idiosyncratic reactions. Several major groups of drugs will be studied. Articles from current literature will be discussed.

**Year 1 Spring Semester**

34.602 Neuroscience: Anatomy (3 cr)  
Neuroscience anatomy presents the structural features of the central nervous system as they relate to problems encountered in clinical neurology.

34.604 Neuroscience: Physiology and Neurology (3 cr)  
Neuroscience presents the principles of neurophysiology, neurology, and motor control as related to the practice of physical therapy. Topics in neurophysiology include: conduction and transmission of the nerve impulse, neuromuscular synaptic transmission and skeletal muscle contraction, muscle tone and spinal reflexes, the neurophysiology of sensation and movement, and the transmission of pain. Neurological conditions will be integrated with these various neurophysiological topics through the use of case studies and will include: peripheral nerve injuries, neuromuscular conditions, and diseases/conditions of the central nervous system. An introduction to the major theories of motor control and their application to physical therapy examination and intervention will be discussed through problem solving and case studies.

34.606 Neuroscience Laboratory (1 cr)  
Neuroscience laboratory includes the study of the anatomy and function of the human brain, spinal cord, peripheral and autonomic nervous systems through prosection, audiovisual resources and experimental procedures. The gross anatomy of the human brain and spinal cord will be visualized using prosections of human specimens, models, and slides. Experimental procedures include electromyographic recording of muscle action potentials, evaluation of reflex function in normals, assessment of sensory and cerebellar mechanisms, and testing cranial nerve function. To help synthesize the course content each student will present a neuropathology case study.

34.608 Musculoskeletal Physical Therapy I Lecture (3 cr)  
This course is the first of a three-course series which explores physical therapy management of musculoskeletal dysfunction. In this first course, general models for physical therapy intervention will be presented. The evaluation, treatment and prevention of pathological conditions affecting the musculoskeletal system of the lower extremity will be emphasized. Normal function will be included as a basis for recognizing and therapeutically resolving dysfunction of skeletal and joint structures, muscles and soft tissues. A problem-solving approach to resolve impairments, contributing to functional limitations and disabilities, will be stressed.

34.610 Musculoskeletal Physical Therapy I Laboratory (1 cr)  
This laboratory course develops the psychomotor skills to allow clinical application of didactic knowledge gained in Musculoskeletal Physical Therapy I Lecture.
34.612 Cardiopulmonary Physical Therapy (3 cr)
Cardiopulmonary Physical Therapy provides instruction in a variety of pathological cardiopulmonary conditions encountered by physical therapists. The course emphasizes examination, evaluation and interventions employed by the physical therapist in dealing with these conditions. Students will be expected to integrate and synthesize information from related courses in a variety of cardiopulmonary problem solving experiences.

34.614 Cardiopulmonary Physical Therapy Laboratory (1 cr)
Cardiopulmonary Physical Therapy laboratory is taken concurrently with Cardiopulmonary Physical Therapy 34.612. The Laboratory experiences are designed to provide an opportunity to practice examination, evaluation, and interventions discussed in lecture and demonstrate psychomotor proficiency in each procedure. The course emphasizes procedures employed by the physical therapist in dealing with cardiopulmonary conditions. In addition, students will be expected to integrate and synthesize information from related courses in a variety of cardiopulmonary problem solving experiences.

34.615 Clinical Education Seminar I (1 cr)
This course is the first in a series of two one-credit weekly seminars. The class will explore professional issues, various forms of effective communication in the clinical setting, person first language, various clinical education models, and management of the clinical education experience. Clinical Education Fieldwork I is a one-week experience embedded within the seminar course. Various settings are appropriate for the Fieldwork placements. This Fieldwork experience is designed to be primarily an observational experience with some hands on with documentation, basic gait training. Successful completion of Fieldwork 1 experience is necessary to receive a satisfactory grade in 34.615.

34.616 Research Methods in Physical Therapy (3 cr)
This course presents the role of research in the development and critical analysis of physical therapy clinical practice. Students are guided through the process of clinical scientific research including the following content areas: problem and hypothesis identification, review and analysis of scientific literature, methods of hypothesis testing, data collection and analysis, and interpretation and presentation of research results. Students work in small groups to develop and present a full research proposal.

First Summer

34.650 Clinical Education Experience I (Summer 1st year) (3 cr)
A eight week full time clinical experience designed to integrate basic physical therapy evaluative and treatment procedures with an emphasis on the musculoskeletal and cardiopulmonary systems. Students are directly supervised by qualified physical therapists in general acute facilities and outpatient settings.

Year 2 Fall Semester

34.617 Neurological Physical Therapy I (3 cr) This course is the first of two courses dealing with the physical therapy management of adult patients/clients with neurological dysfunction. Concepts, practical applications, and strategies based on theories of motor skill development, motor control, and motor learning will be discussed. A variety of neurological conditions with different levels of impairments, functional limitations and disabilities will be examined. Emphasis is on the development of clinical decision making skills using a problem solving approach. Practice is fostered in the development of appropriate plans of care. Concurrent laboratory sessions emphasize the development of specific assessment and intervention skills.
34.619  Neurological Physical Therapy I Lab (1 cr)
This laboratory course must be taken concurrently with Neurological Physical Therapy I, 34.617. Emphasis is on the development of problem solving and psychomotor skills necessary for successful management of the patient/client with neurological dysfunction. Videotapes and patient demonstrations are used to develop skills in examination, evaluation, and clinical decision making. Peer practice is used to promote the development of psychomotor skills in advanced therapeutic exercise and functional training. Problem solving in the application of interventions for different levels of impairments, functional limitations, and disabilities is stressed.

34.621  Musculoskeletal Physical Therapy II Lecture (3 cr)
This course is the second of a three-course series which focuses on physical therapy management, and summarizes medical and surgical management of musculoskeletal dysfunction. Treatment of the ankle and foot will be included as a continuation of the first course. The evaluation, treatment and prevention of pathological conditions affecting the upper extremity will be emphasized. Normal function will be included as a basis for recognizing and therapeutically resolving dysfunction of skeletal and joint structures, muscular and soft tissues. A problem-solving approach to resolve impairments, which contribute to functional limitations and disabilities, will be stressed.

34.623  Musculoskeletal Physical Therapy II Lab (1 cr)
This laboratory course develops the psychomotor skills to allow clinical application of didactic knowledge gained in Musculoskeletal Physical Therapy II Lecture.

34.625  Physical Therapy Interventions II Lecture (3 cr)
This course is a study of advanced physical therapy procedures which utilize electrophysics and electrophysiology in evaluating and treating a variety of physical impairments. The course will emphasize theories and techniques used in electrodiagnosis, electromyography, functional electrical stimulation, iontophoresis, transcutaneous electrical stimulation, biofeedback, laser and therapeutic electrical currents, including light and radar waves.

34.627  Physical Therapy Interventions II Laboratory (1 cr)
This course is a practical application of theories and principles presented in 34.625, Physical Therapy Interventions II Lecture.

34.631  Pediatric Physical Therapy Lecture (3 cr)
This course focuses on the development of the individual from conception through adolescence within the context of the individual's family and cultural background. Emphasis will be on the examination, evaluation, diagnosis and formulation of a physical therapy plan of care for infants, children and adolescents with problems of the CNS and neuromusculoskeletal systems. The framework for these processes will be based upon principles of sensorimotor development, neurophysiology, motor control, motor learning, family dynamics, the hypothesis-oriented algorithm for clinical decision making, the disability model of the NCMRR, and the concept of reflective practice. Throughout the course the student will have the opportunity to integrate the course material and synthesize appropriate plans of care using case studies.

34.633  Pediatric Physical Therapy: Laboratory/Clinic (1 cr)
Through classroom and clinical laboratory experiences, the student will be given the opportunity to gain introductory level skill in the examination, evaluation, intervention, and development of a physical therapy plan of care for infants, children, and adolescents who have disabling problems requiring physical therapy intervention.
Year 2 Spring Semester

34.620  Neurological Physical Therapy II Lecture (3 cr)
This course is the second of two courses dealing with physical therapy management of adult patients with neurological dysfunction. Concepts, practical applications, and strategies based on theories of motor skill development, motor control, and motor learning will be discussed. A variety of neurological conditions with differing levels of impairments, functional limitations, and disabilities will be examined. Emphasis is on the development of clinical decision making skills using a problem-solving approach. Practice is offered in the development of appropriate plans of care. Concurrent laboratory sessions emphasize the development of assessment and intervention skills.

34.622  Neurological Physical Therapy II Lab (1 cr)
This course is the second of two lab courses dealing with physical therapy management of adult patients with neurological dysfunction. Videotapes and patient demonstrations will be used to promote clinical decision making skills in examination and evaluation of patients with neurological dysfunction. Classroom laboratory experiences (peer practice) will be used to provide the student with the opportunity to gain mastery of psychomotor skills in advanced therapeutic exercise. Problem solving in the application of interventions for different levels of impairments, functional limitations, and disabilities will be stressed.

34.626  Geriatric Physical Therapy (3 cr)
This course will focus on the special needs of the elderly and on the physical therapy management of the geriatric client. The physical changes associated with normal aging as well as pathological changes will be discussed and analyzed. Program planning will stress holistic consideration of the rehabilitative, cognitive/behavioral, and psychosocial needs of the elderly. (Re)Evaluation including functional evaluation, treatment planning (and treatment plan evaluation), treatment cost effectiveness, documentation, and reimbursement issues will be analyzed as they relate to the physical therapy management of the geriatric client.

34.628  Musculoskeletal Physical Therapy III Lecture (3 cr)
This course provides the second-year physical therapy student with an introduction to physical therapy evaluation and management of dysfunction of the cervical, thoracic and lumbar spine, ribcage, and pelvis. The development of evaluation strategies, documentation skills, organized clinical decision making, and effective patient management techniques will be emphasized. Discussions and exercises will focus on developing patient diagnoses, functional problems lists, long and short term goals, and treatment strategies. Critical thinking/problem solving strategies will be incorporated into all aspects of patient management. Emphasis will be on creating a climate that encourages learning.

34.630  Musculoskeletal Physical Therapy III Lab (1 cr)
This laboratory course provides the student the opportunity to apply the didactic knowledge gained in the Musculoskeletal Physical Therapy II Lecture through a problem solving approach. Additionally, specific evaluation and functional management techniques for the spine and pelvis will be demonstrated by instructors and practiced by students.

34.645  PT Interventions III Lecture (3 cr)
This course introduces the second year physical therapy student to various topics related to specialized physical therapy management of patients. Topics include, but are not restricted to: lower extremity prosthetic and orthotic management, upper extremity orthotic fabrication, inhibitive casting techniques, introduction to ergonomic principles, ergonomic design of seating systems and workstations, wheelchair seating systems, cumulative trauma disorders, work site analysis, functional capacity evaluation, lumbar
stabilization exercises, aquatic therapy the acute care environment, burn care management, post-
mastectomy management, and infection control and standard precaution policies.

34.647 PT Interventions III Laboratory (1 cr)
This laboratory course develops the psychomotor skills necessary to apply the didactic knowledge presented in the PT Interventions III Lecture to clinical situations. The safe and effective performance of various evaluation and treatment techniques are emphasized. Topics include but are not restricted to: management of the lower extremity amputee, prosthetic gait analysis, fabrication of upper extremity orthotics, inhibitive casting techniques, selection and implementation of ergonomic analysis techniques, lumbar stabilization techniques, and aquatic therapy techniques.

34.635 Clinical Education Seminar II (spring) (1 cr)
This course is the second in a series of two one credit weekly seminars. The class will continue to explore professional issues and application of didactic material in the clinical setting. Clinical education will be examined from the perspective of career development and physical therapy board preparation.

34.644 Clinical Education Field Work II (1 cr)
A two week fieldwork experience designed to provide students more exposure to a variety of clinical settings. Students will have a range experiences from observational to more hands on experiences, based on the facility.

Second Summer

34.652 Clinical Education Experience II (summer 2nd year) (3 cr)
An eight week full time experience which promotes the development of an autonomous professional through the synthesis and utilization of advanced academic theory in evaluation and treatment. Students are expected to use sound scientific rationale and a problem solving approach in all aspects of patient care. Students are allowed to explore areas of interest in a variety of settings.

Year 3 Fall Semester

34.637 Clinical Reasoning I (3 cr)
This course will focus on the development of clinical reasoning skills with an emphasis on evidenced-based research and examination of classification systems. Each student will be asked to conduct research associated with an unfolding case study, determine pathology based on a clinical picture including medical diagnostic test results, evaluate clinical data presented in video and written formats, select tests and measurements, formulate impairments and functional limitations, develop a physical therapy diagnosis, and plan of care. At predetermined intervals, students will be asked to compare and contrast their clinical reasoning with that of an expert clinician. Additional content will include the impact of practice issues, extra and intra-individual factors, and communication skills on patient management.

34.642 Health Care Issues in Physical Therapy (2 cr)
This course provides an overview of the operation of physical therapy services within the structure of the United States health care system. The course will emphasize a macro approach concerning issues and trends related to the delivery of health care and their implications for the management of physical therapy services. Students will be asked to evaluate case studies to determine the impact of managed care organizations, Medicare, Medicaid, private insurance companies, technology on health care systems, of health policy and the effect on health care, health disparities and the various outcomes in quality of health, and the growing number of uninsured individuals on the procurement of physical therapy services across many clinical settings.
34.653  Clinical Education Experience III (Fall 3rd year) (3 cr)
Full time eight week clinical experience designed to promote socialization into the profession of physical therapy. Students are expected to function as independently as possible using the problem solving process as a basis for all clinical decision making. Communication, coordination and consultation with other members of the health care team and responsibility for total client management is emphasized. Settings in pediatrics, neurological rehabilitation, outpatient orthopedics and acute care facilities are appropriate for this experience.

34.xxx TBD (ccr)

**Year 3 Spring Semester**

34.640  Clinical Reasoning II (3 cr)
This course explores the concept of expertise in physical therapy practice including its meaning, development, and relationship to clinical decision making and professional development. Differential diagnosis, evidence based practice, and reflective, relationship based practice will also be emphasized. Students will develop a personal professional development plan including a Mission Statement incorporating personal and professional values and goals as a path to achieving expertise. A Pharmacology Primer power point will be presented to allow for review of the basics of pharmacology.

34.641  Business Skills in Physical Therapy (2 cr)
This course provides an overview of the operation of physical therapy services within the structure of the United States health care system. The course will emphasize a micro view exploring the function and interaction of the physical therapist within the health care organization. Key issues will include facilities design and clinic organization, personnel management, budgeting, and operations management. Related topics will include: marketing, quality improvement, and ethical issues related to the code of ethics and standards of practice.

34.648  Service Learning in Physical Therapy (1 cr)
A one credit course, which meets over a seven week period. This course is designed to serve as a service learning experience in the final year for doctoral physical therapy students. The course is designed to enhance the academic learning in the areas of professional development. Simultaneously there is relevant and meaningful service in the community that benefits the stakeholders of the experience. The service learning experience will prepare students for active civic participation in a diverse society. The course will have a seminar component and an independent service learning component. Through the use of readings, discussion, reflection and presentations students will gain an understanding “what it means to “build the capacity of a community “and develop the competency skills of an entry level physical therapy practitioner.

34.654  Clinical Education Experience IV (Spring, 3rd year) (3 cr)
The final full time eight week clinical experience designed to promote socialization into the profession of physical therapy. Students are expected to function as independently as possible using the problem solving process as a basis for all clinical decision making. Communication, coordination and consultation with other members of the health care team and responsibility for total client management is emphasized. Settings in pediatrics, neurological rehabilitation, outpatient orthopedics and acute care facilities are appropriate for this experience. Experiences may include more than one rotation at a given facility.
E. CURRICULUM: Doctor in Physical Therapy (DPT)

CLASS OF 2015 FORWARD

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.601</td>
<td>Clinical Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>34.603</td>
<td>Anatomy Lab</td>
<td>1</td>
</tr>
<tr>
<td>34.605</td>
<td>PT Interventions I Lec</td>
<td>3</td>
</tr>
<tr>
<td>34.607</td>
<td>PT Interventions I Lab</td>
<td>1</td>
</tr>
<tr>
<td>34.609</td>
<td>Med/Surg Pathology</td>
<td>3</td>
</tr>
<tr>
<td>34.611</td>
<td>Prof. Issues &amp; Clin. Practice</td>
<td>3</td>
</tr>
<tr>
<td>34.613</td>
<td>Med/Surg Orthopedics</td>
<td>3</td>
</tr>
<tr>
<td>34.615</td>
<td>Clinical Ed. Seminar &amp; Clin Ed. Fieldwork I (1 week)</td>
<td>19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Intersession</th>
<th>First Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.501 Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>34.650 Clinical Education Experience I (8 weeks, 3 credits)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.617</td>
<td>Neurological PT I Lec</td>
<td>3</td>
</tr>
<tr>
<td>34.619</td>
<td>Neurological PT I Lab</td>
<td>1</td>
</tr>
<tr>
<td>34.621</td>
<td>Musculoskeletal PT II Lec</td>
<td>3</td>
</tr>
<tr>
<td>34.623</td>
<td>Musculoskeletal PT II Lab</td>
<td>1</td>
</tr>
<tr>
<td>34.625</td>
<td>PT Interventions II Lec</td>
<td>3</td>
</tr>
<tr>
<td>34.627</td>
<td>PT Interventions II Lab</td>
<td>1</td>
</tr>
<tr>
<td>34.631</td>
<td>Pediatric PT Lec</td>
<td>3</td>
</tr>
<tr>
<td>34.633</td>
<td>Pediatric PT Lab</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Summer</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.652 Clinical Education Experience II (8 weeks, 3 credits)</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>34.637 Clinical Reasoning I</td>
<td>3</td>
</tr>
<tr>
<td>34.642 Health Care Issues</td>
<td>2</td>
</tr>
<tr>
<td>34.xxx TBD</td>
<td>3</td>
</tr>
<tr>
<td>34.653 Clinical Ed. Experience III</td>
<td>3</td>
</tr>
<tr>
<td>(8 weeks)</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Spring Semester</td>
</tr>
<tr>
<td>34.640 Clinical Reasoning II</td>
<td>3</td>
</tr>
<tr>
<td>34.641 Business Skills in PT</td>
<td>2</td>
</tr>
<tr>
<td>34.648 Service Learning in PT</td>
<td>1</td>
</tr>
<tr>
<td>34.654 Clinical Ed. Experience IV</td>
<td>3</td>
</tr>
<tr>
<td>(8 weeks)</td>
<td>9</td>
</tr>
</tbody>
</table>

Total credits: 95 credits
Clinical Education: 35 weeks

Updated: 6/2012
II. Academic Policies

A. Advising

Each student is assigned to an advisor at the beginning of the program. The responsibilities of the advisor are as follows: (1) to be accessible to students seeking academic and/or professional guidance; (2) to respond to requests from students when personal or academic problems arise. Faculty office hours are posted outside of offices. The responsibilities of the student are to seek out faculty for such meetings.

B. Attendance

Attendance is mandatory for all classes. Unexcused absences or unprofessional behavior may result in course grade reduction. Individual faculty requirements are outlined in their course syllabus. Students are encouraged to notify the instructor about any potential conflicts between their religious observance and course due dates/examinations. Students should inform the course instructor in writing of the day(s) when they will be absent. This should be done as early as possible in the semester and always prior to the day(s) the student will be absent for religious reasons. Students who are observing a religious holiday are excused from class that day, but will be responsible for the work missed. Students must speak with the instructor before the scheduled class.

C. Grading Policy

Students will be informed in each course of the methods to be used to evaluate their performances. The following scale is used in all physical therapy courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>97-100</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-96</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-82</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-76</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>&lt; 2.0</td>
<td>&lt; 73</td>
<td></td>
</tr>
</tbody>
</table>
D. Make-up Policy

If a student is unable to attend an examination, the student must provide the instructor with a valid reason for the absence PRIOR to the examination. Students must take the responsibility for arranging a make-up exam with the instructor within 1 week following a missed examination.

If a grade of F is received on any practical examination, a student must take a reexamination. Only one reexamination (per failed practical examination) will be given. The maximum grade on the reexamination will be a C or 73. Prior to the reexamination, the student should make an appointment with the instructor to identify deficiencies and when possible to identify strategies to correct the situation. The importance of practical examinations is such that failure of a practical examination after two attempts will result in failure of the respective course.

E. Academic Standing

Each university student is subject to two sets of academic regulations those of the University as a whole (see the online Graduate School Catalog http://www.uml.edu/catalog/graduate/policies/default.htm) and the academic rules of the college and program in which he or she is enrolled.

In registering for courses, each student assumes full responsibility for knowledge of and compliance with the definitions, regulations, and procedures for the University, as set forth in the University online Graduate School Catalog. Moreover, in accepting admission to the University, each student assumes responsibility for knowledge of and compliance with the definitions, regulations, and procedures of the University pertaining to his or her student status as set forth in the appropriate UML publications.

Students who have questions about the interpretation or application of University academic policy should consult the dean of their college or the Vice Provost for Graduate Education.

The academic rules for the Physical Therapy Department are presented below.
1. Academic Warning and Dismissal

Continuation in the DPT program necessitates achieving an overall average of B (3.0 GPA) or better. Grades below B must be offset with higher grades in other courses. Grades below C (2.0) are not acceptable. No more than 9 credits below 3.0 may be counted toward the DPT degree (grades of B-, C+, or C). At the end of the semester letters of notification are mailed to students with an academic standing of either warning or dismissal. Students are required to be aware of their academic standing at the end of each semester and to maintain current addresses in ISIS. The Department Professional Review Committee is made up of members of the physical therapy faculty and meets to decide whether to recommend loss of degree candidacy (dismissal from the program) or continuance in the program on probation with a plan to correct deficiencies.

a. Academic Warning

Any student whose semester grade point average (GPA) falls below 3.0 or receives nine (9) credits of grades of B-, C+, or C will automatically receive a warning notice. The student is required to meet with the graduate coordinator or his/her advisor within 30 days of receipt of the warning notice and develop an academic plan to correct the deficiencies.

b. Dismissal

A student will be dismissed from the program if s/he receives (1) more than nine credits of grades below 3.0 (B-, C+, or C), (2) a grade below C in a professional course, or (3) an Unsatisfactory grade (U) on a Clinical Education Experience. All grades less than C are recorded as F according to the UMass Graduate Grading Scheme. Any student whose semester GPA is below 3.0 for a third time and whose cumulative GPA is below 3.0 will automatically be dismissed from the graduate program and the University.

2. Appeals Process

The student has the right to appeal for reinstatement in the form of a written petition to the Department Professional Review Committee. The formal appeal should be submitted in writing to the Chairperson of the Department no later than the date specified in the letter of notification. The
Department Professional Review Committee shall convene and discuss the appeal. Reinstatement will be considered if the student provides a detailed justification and academic plan concerning how s/he will correct the deficiency.

The Department Professional Review Committee, by a majority vote, shall render a decision and notify the appropriate parties in writing of the rationale for the decision and provide a summary of the facts which the committee considered in reaching its decision. The plan attached to the petition must be approved by the Chairperson.

If reinstatement is recommended, the student will be placed on probation. Terms of the probation will be specified in a letter to the student. The student must satisfy these requirements in order to continue in the program. Students who are dismissed from the program after having been reinstated and placed on probation may not petition again for reinstatement.

3. Academic Probation

Any student whose semester GPA falls below 3.0 for a second time or who has been readmitted following a successful appeal for dismissal from the program will be placed on probation. The Professional Review Committee will meet to determine the terms of the probation which are specified in a letter to the student. The student must satisfy all probation requirements in order to continue in the program. Students may be asked to repeat courses with unsatisfactory grades, maintain grades of B or better, and audit professional courses prior to being allowed on Clinical Education Experiences. Graduate Students can petition to have one grade replaced. Students may be placed on probation only once. Failure to meet the terms of probation will result in dismissal from the program.

4. Non-Academic Dismissals and Appeals

All students in the School of Health and Environment must demonstrate a level of professionalism and a state of emotional and physical health that will enable them to provide safe, competent practice. Students may be dismissed for non-academic reasons including:

a. Improper conduct or criminal behavior; failed CORI check;

b. Failure to meet Generic Abilities or Technical Standards;
c. Honor Code violation: academic dishonesty, cheating, plagiarism;

d. Issues of emotional and/or physical health that cannot be reasonably accommodated and would impact the safety of patients in the clinical setting

An individual dismissed for non-academic reasons may be required to present statements of physical and/or mental health from appropriate physicians or psychiatrist who are fully licensed. On the basis of a review of such statements, the Department Professional Review Committee will determine if the individual will be reinstated or denied continuance in the program.

If the decision of the Department Professional Review Committee is not satisfactory to the student, the student may forward the appeal to the college dean within two weeks of the decision of the Department Professional Review Committee. A College Committee will be convened to discuss and render a decision of the appeal in accordance with the University Appeals Process Regarding Academic (Non-Misconduct) Issues

http://www.uml.edu/catalog/graduate/policies/University_Appeals_Process_Regarding_Academic.htm

5. Unsatisfactory Clinical Education Experience

A student will receive a warning if there are issues or concerns about the student’s developing Generic Abilities or if performance is unsafe or unacceptable in any one area on the Clinical Performance Instrument (full-time Clinical Educational Experiences) or Clinical Fieldwork Performance Evaluation (Clinical Education Fieldwork Experiences). Grades for full-time Clinical Education Experiences (8 week experiences) are given as Satisfactory (S)/ pass or Unsatisfactory (U)/ fail. If a student receives an Unsatisfactory grade, s/he will be dismissed from the program. The student has the right to appeal for reinstatement in the form of a written petition to the Professional Review Committee. See the Appeals Process described above.

Grades for Clinical Education Fieldwork Experiences (1-week and 2-week experiences) are given as Satisfactory (S)/ pass or Unsatisfactory (U)/ fail. If a student receives an Unsatisfactory grade, s/he will be placed on probation. Terms of the probation will be specified in a letter that includes
requirements for retaking the Clinical Education Fieldwork Experience. If the student fails the fieldwork experience a second time, s/he will be dismissed from the program with no right to appeal.

6. Incomplete Grades

A grade of Incomplete (INC) is a temporary notation which is assigned for incomplete work in courses when the records of students justify the expectation that they will obtain a passing grade but for emergency reasons they have been absent from the final course evaluation. Any missed final examination or other final course evaluation requires a student explanation within 48 hours. Students have until the end of the following semester to complete their work. If the incomplete grade is received in a professional course that is a prerequisite to the following semester’s course, the incomplete grade must be cleared prior to the commencement of the following course. Students may not proceed to their Clinical Education Experience until the incomplete grade is cleared.

7. Academic Dishonesty and Prohibited Academic Practice and Behavior

The following definitions are provided for the information of all students and constitute official notice of prohibited academic practice and behavior as taken from the online Graduate School Catalog at: http://www.uml.edu/catalog/graduate/policies/academic_dishonesty.htm

Academic dishonesty includes but is not limited to:

Cheating - use, or attempted use, of trickery, artifice, deception, breach of confidence, fraud, or misrepresentation of one's academic work. Submission of the same work in its entirety for credit in two courses without obtaining the permission of the instructors constitutes cheating.

Further defined cheating is:

- misrepresenting academic work which has been done by another as one’s own efforts – whether such misrepresentation has been accomplished with or without the permission of the other individual;
- utilization of prohibited assistance (whether in the nature of a person or a resource) in the performance of assignments and examinations;
• copying of another person’s work or the giving or receiving of information or answers by any means of communication during an examination;
• utilization of the services of a commercial term paper company;
• the unauthorized or fraudulent acquisition and/or use of another’s academic property.

Fabrication - falsification or invention of any information or citation in any academic exercise.

Plagiarism - representing the words or ideas of another as one's own work in any academic exercise.

Further defined plagiarism is:
• direct quotation or word-for-word copying of all or part of the work of another without identification or acknowledgment of the quoted work;
• extensive use of acknowledged quotation from the work of others which is joined together by a few words or lines of one’s own text;
• an unacknowledged abbreviated restatement of someone else’s analysis or conclusion, however skillfully paraphrased.

Facilitating dishonesty - helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, misrepresenting oneself, or allowing others to represent as their own one's papers, reports, or academic works.

8. Non-Academic Misconduct

Improper conduct or behavior of graduate students is subject to the University of Massachusetts Lowell Student Conduct Code and Judicial Process. Copies of this document may be obtained from the Dean of Students Office.

9. Physical Therapy Department Honor Code

All students are expected to adhere to the department Honor Code (Appendix A) which states: I agree to adhere to the honor code of the Physical Therapy Department throughout my tenure in the Physical Therapy program. I understand I am responsible for complying with professional standards of behavior. I understand prohibited practice and behaviors to be defined as cheating, lying, or plagiarizing.
The preservation of integrity in the academic process is an exercise of professional judgment. The Honor Code requires I will not only adhere to all ethical practices, but I shall report to the Department observable behaviors in other students that violate the Honor Code.

The process for notification and adjudication of episodes of academic dishonesty is discussed in Appendix B.

F. Leave of Absence

In extenuating circumstances, the student can petition the Department Professional Review Committee for a one year leave of absence. The leave of absence request must be requested in writing and must include the reason for the request. If a leave of absence is approved, return to the program is on a space-available basis. Leave of absences will only be granted one time throughout the program.

G. Honors and Awards

At graduation, the following awards are bestowed:

1. **Physical Therapy Award of Excellence**

   This award is given annually to the student(s) of the graduating class who demonstrated superior academic and clinical achievement. The decision is based on:
   a. Cumulative GPA and
   b. Combined recommendations of the clinical and academic faculty who have been familiar with the student’s clinical performance.

2. **Dean's Award**

   The Dean’s Award of the School of Health and Environment are given annually to the student who distinguishes himself or herself academically and demonstrates qualities of leadership.

3. **Award for Clinical Excellence in Physical Therapy**

   Clinical Excellence Awards are given annually to students who have demonstrated outstanding clinical achievement throughout clinical education experiences. Decisions are based on performance as defined by Clinical Performance Instruments, recommendations of the students' clinical instructors (CIs),
Center Coordinators (CCCEs), the Academic Coordinator of Clinical Education (DCE), and other faculty members who may have been in contact with the student and clinical site during clinical experiences.

H. Right of Access to Student Records

The Family Rights and Privacy Act of 1974 grants any student currently in attendance, or to any former student, the right of access to inspect or review his or her educational files, records, or data. Students who wish to inspect their records must file a Right of Access form with the office or department in which the desired record is kept. Right of Access forms are available in the Registrar’s Office. Within ten days of receipt of the Right of Access form, the office or department will notify the student as to the date, time, and location when the desired record will be available for inspection.

The file of each student must contain a record of all non-University affiliated individuals or organizations requesting access to it, plus statements which specify the legitimate educational purposes for which access was requested. The record of access may be released only to University personnel or to state or federal officials as a means of auditing the reporting of access to student records.

Information or records concerning individual students may not be released to any individual or agency without written permission of the student. Any request for such information received without such written notice will not be honored and will be returned with a request for a written release by the student.

Educational records may be released without permission to the following individuals or agencies under the following specific conditions:

1. personnel of the University, i.e., faculty, administrators, or staff for legitimate educational purposes only;
2. officials of other institutions in which the student is enrolled, provided that the student is notified of the release;
3. federal or state officials in connection with the audit and evaluation of programs funded by the federal or state governments or in connection with the enforcement of legal requirements
which relate to such programs or in connection with the student’s application for or receipt of financial aid;

4. state and local officials pursuant to any state statute adopted prior to November 19, 1974;

5. organizations conducting studies for the purpose of developing predictive tests, administering student aid programs, and improving instruction;

6. accrediting organizations in order to carry out their accrediting functions;

7. parents who claim the student as a dependent on their IRS statement; and

8. when necessary in an emergency, to protect the health, safety or welfare of the student or others, to persons who are in a position to deal with the emergency.

The following data is considered informational in nature and may be released, without permission of the student, at the discretion of the University: name, city/town of residence, University mail box #, date of birth, previous educational institution(s) attended, major field of study, dates of attendance, awards & honors received, degrees conferred, past and present participation in officially recognized sports & activities and height & weight of athletic team members.

The University maintains the following general records on students:

<table>
<thead>
<tr>
<th>Admission File</th>
<th>Permanent Academic Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Office</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>Dugan Hall, South Campus</td>
<td>Dugan Hall, South Campus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Aid Records</th>
<th>Account and Payment Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Office</td>
<td>Business Office</td>
</tr>
<tr>
<td>Dugan Hall, South Campus</td>
<td>Dugan Hall, South Campus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Records</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Services Office</td>
<td></td>
</tr>
<tr>
<td>McGauvran Building, South Campus</td>
<td></td>
</tr>
</tbody>
</table>

In addition, the Physical Therapy Department maintains Clinical Education files in the DCE’s office in Weed Hall and general academic files in the School of Health and Environment Service Center, Weed Hall (Room 103).
Any student who believes that his or her records are inaccurate or misleading may request a hearing with the Dean of Students to discuss the contents of such records. Additional information on procedures or policies relating to University compliance with the Family Rights and Privacy Act can be obtained from the Office of Student Affairs or the Registrar’s Office.
III. General Information

A. Faculty / Staff Offices
To contact, either e-mail or leave a voicemail. Faculty office hours are posted each semester.

The following faculty have offices in Weed Hall:
Dr. Sean Collins, Department Chairperson, Associate Professor, Weed 202
Sean_Collins@uml.edu  978-934-4375

Dr. Danielle Day, Assistant Professor, Weed 210B
Danielle_Day@uml.edu  978-934-4483

Dr. Gerald Dybel, Associate Professor, Weed 220
Gerald_Dybel@uml.edu  978-934-4410

Dr. Michele Fox, Associate Director of Clinical Education & Lecturer, Weed 322A
Michele_Fox@uml.edu  978-934-4766

Dr. Keith Hallbourg, Director of Clinical Education & Graduate Coordinator, Weed 322B
Keith_Hallbourg@uml.edu  978-934-4402

Dr. Linda Kahn-D'Angelo, Professor, Weed 214
Linda_Kahndangelo@uml.edu  978-934-4411

Dr. JoAnn Moriarty-Baron, Lecturer, Weed 210A
JoAnn_Moriartybaron@uml.edu  978-934-4412

Dr. Connie Seymour, Associate Professor, Weed 224
Connie_Seymour@uml.edu  978-934-4434

Dr. Joyce White, Associate Professor, Weed 208
Joyce_White@uml.edu  978-934-4414

Dr. Bruce Young, Associate Professor, Weed 210C
Bruce_Young@uml.edu  978-934-4413

The following faculty have offices in O'Leary Library:

Dr. Cynthia Ferrara, Associate Professor, O'Leary 312
Cynthia_Ferrara@uml.edu  978-934-4399

Dr. Erika Lewis, Associate Professor, O'Leary 311
Erika_Lewis@uml.edu  978-934-4405

Dr. Deirdra Murphy, Associate Professor, O’Leary 310
Deirdra_Murphy@uml.edu  978-934-4533

Department Staff
Ann Bratton, Program Administrator, Weed 210D
Ann_Bratton@uml.edu  978-934-3114

Dale Pevey, Coordinator of Laboratory Resources, Weed 104
Dale_Pevey@uml.edu  978-934-4491
General Physical Therapy Department Information

Students and faculty are expected to maintain unconditional positive regard for each other in all interactions. Students will make appointments with faculty and DCE to discuss issues confidentially. Students will resolve conflict in an appropriate fashion by discussing the situation first with the faculty member involved, with follow-up as needed to the Department Chair. Students will be prompt and on time for class in appropriate attire. Cell phone use is not permitted during class or clinical education experience. Students are expected to notify faculty and DCE of absences in a timely fashion in.

Students must use their UMass Lowell email accounts and address for communication with faculty and DCE. Students are expected to check email periodically for information and updates.

Students are required to maintain current contact information in ISIS - Intercampus Student Information Systems including current postal address, phone number, and the name of a contact individual in case of an emergency. ISIS can be found at:

http://www.uml.edu/it/isis/default.html

B. P.T. Bulletin Board / P.T. Web Board / Facebook

Bulletin boards are located throughout Weed Hall for announcements, and items of interest. Physical Therapy Clinical information is sent to students electronically but may also be posted on bulletin boards.

Individual program courses using a web page will have electronic email, discussion boards and real-time chat capabilities to facilitate communication between the faculty member and the students enrolled in the course.

Additional announcements can also be found on the department’s Facebook account at http://www.facebook.com/pages/Lowell-MA/UMass-Lowell-Physical-Therapy

C. Use of P.T. Facilities

Classrooms are in Weed Hall and should be maintained in good condition. Smoking is not permitted in Weed Hall. Laboratory hours (including open hours) are posted outside each room. Keys
may be obtained (1) from the Coordinator of the School of Health and Environment Laboratory Resources, Mr. Dale Pevey (Room 104, 7:30-4:00, M-F).

All laboratory schedules are on file in the P.T. Department and are accessible via the department’s web site. When not in regular use, classroom space (P.T. laboratories) may be utilized by students for extra study and review or research and data collection. The Department of Physical Therapy has lab space available in Weed 304, 306, 310, 312, and 316. These labs are available to faculty and DPT students. The Physical Therapy Labs can be accessed reserved thru the department web site at http://www.uml.edu/college/she/PT/default.html and by submitting a Lab Reservation form. The Program Administrator manages the calendar and sends a confirmation e-mail to confirm reservations.

D. Laboratory Guidelines

Students should be appropriately dressed for lab activity: for men, gym shorts and, for women, gym shorts and a halter top (or top of a 2 piece bathing suit) are required. Cover-ups such as shirts and sweat suits may be worn over the required attire for comfort. Low heeled rubber soled shoes are required. Long hair must be tied or pinned back. No hats/caps are allowed. Jewelry, which poses a safety hazard, must be removed (i.e. dangling earrings, multiple bracelets, rings, & necklaces). Fingernails should be sufficiently trimmed so as not to cause discomfort to a simulated patient during lab sessions. A professional atmosphere should be maintained in the lab. Subjects should be properly draped and positioned. Dignity of subjects should be respected, and comfort and safety always provided.

Students are required to purchase equipment prior to PT Interventions I in the first semester of the physical therapy program. The equipment listed below will be utilized in subsequent laboratories and throughout their clinical education experiences. The equipment can be purchased at any medical supply company. The required list includes:

**Equipment Description**

- 12” Goniometer
- 6” Goniometer
- Retractable Tape Measure
- Gait Belt Posey
- Reflex Hammer

**Laboratory Guidelines**

Students are expected to:

1. Take personal responsibility for the care and maintenance of labs and all equipment.
2. Leave sinks and surrounding areas as clean as possible.
3. All equipment should be cleaned prior to and after use.
4. Return equipment and furniture to appropriate places after each use.
5. Get written permission form an instructor to remove any equipment or supplies from the building.
6. Tape a “Do Not Use” note on any equipment that appears broken or is not functioning properly and submit written information concerning the problem to an instructor.
7. Place linen (sheets, towels, and pillowcases) must be folded and returned to the storage area. Linen should be placed in the appropriate container when soiled.
8. Not wear shoes on any equipment, which contacts human skin i.e. plinths, exercise mats, tilt table.
9. Aseptically clean the whirlpool before and after each use.

**Laboratory Safety Procedures**

1. Hands should be washed prior to and at the completion of laboratory work.
2. Room is to be occupied by a minimum of two students at all times.
3. Students are not to use equipment without prior authorization and instruction of a faculty member.
4. Do not leave treatment area while equipment is in use.
5. All equipment should be unplugged when not in use with the exception of that so marked.
6. Recheck all gauges before using equipment.
7. Check the wiring and the plug of all electrical equipment before use.
8. Dry hands before any contact with electrical equipment.
9. Safety stops must be checked prior to use of the tilt table or traction unit.
E. Financial Aid/Teaching Assistantships

Scholarships and Financial Aid

The Financial Aid Office is responsible for administering and coordinating funds from federal, state, private, and University sources (see http://www.uml.edu/financialaid/). The office is located in the Dugan Hall, South Campus (978-934-4220).

Teaching Assistantships

A limited number of teaching assistantships may become available for qualified full-time students. The department chair notifies students if there any openings.

F. Counseling Center and Career Services

1. Counseling Center

This Center offers individual and group counseling to assist students who have concerns in vocational, personal, and educational areas. Counseling services are available free of charge and with the complete assurance that any concern discussed will be held in strictest confidence. The center is located on the 3rd floor of the McGauvran Student Union Building, South Campus, (978-934-4331).

2. Career Services

This office provides assistance with dissemination of vocational information and career interviewing services. A basic resource library in the office provides occupational information, industrial literature, graduate school information, and self-help career aids. Students can establish and maintain an up-to-date file of personal records, a resume, letters of recommendation, and other supportive documentation. Copies of student credentials are sent to prospective employers upon their request or at the request of the student.

Activities conducted by Career Services include the following: letter writing clinics, resume writing clinics, salary negotiations, travel-business etiquette success seminar, full and part time job placement, graduate placement, and guest speaking services. Students are encouraged to avail themselves of these
services early on in their graduate school career. These services are also available to alumni. They are located in Southwick 200 (978-934-2355) and on the web at http://career.uml.edu

G. Computer Laboratory Information

The School of Health and Environment (SHE) has three computer laboratories available for DPT students. These labs are open between the hours of 8:30 AM – 9 PM Monday through Thursday, and 8:30 AM – 6 PM on Fridays. The labs are not open on weekends, holidays, or weather related closings. A student must have a valid ID card to use the computer lab resources.

The SHE Computer Network Administrator, Matt Gordon is available for assistance. His office is located in Weed 216B or you can contact Matt at 978-934-4465 or via email Matthew_Gordon@uml.edu.

These labs are also used for classes throughout the school year. Any scheduled class will take precedence over an “open” lab period. All class use of the labs will be posted outside the door of each lab.

1. **Weed 212**
   This lab consists of 24 Dell workstations and one teaching station. There is also a print station consisting of one Dell computer and a HP LaserJet 4200 Series Printer in the front of the room. These machines contain the standard Microsoft Office Suite as well as Adobe Acrobat, SPSS, and the nursing program specific software such as NCLEX 3550 and the MediSims. They also contain the browsers and other software needed to complete home work and online class work. In addition, this room contains the ArcGIS software.

2. **Weed 216**
   This lab consists of 17 Dell workstations and one teaching station. There is also a print station consisting of one Dell computer and a HP LaserJet 4200 Series Printer in the front of the room. These machines contain the standard Microsoft Office Suite as well as Adobe Acrobat, SPSS, and the nursing program specific software such as NCLEX 3550 and the MediSims. They also contain the browsers and other software needed to complete home work and online class work.
3. **Kitson 200B**

This lab consists of 6 Dell workstations and is primarily for the use of Work Environment students. These machines contain the standard Microsoft Office Suite as well as Adobe Acrobat, SPSS, but also have many other statistical packages installed on them. Also installed is the ArcGIS software and the browsers and other software need to complete homework and online class work.

The usage of these Laboratories and their resources is governed by the procedures and rules outlined in the UMass Lowell School of Health and Environment Acceptable Use Policy (following page). Failure to comply with these policies will result in the loss of SHE computer lab privileges.
School of Health and Environment Acceptable Use Policy

In order to make available the limited amount of resources to the most students, several policies have been put in place to govern use of the computer labs in the School of Health and Environment (SHE). Most policies have been addressed in the University of Massachusetts at Lowell Computer Network Usage Policy. This document adds additional specific policies regarding the use of SHE computer lab equipment and resources.

Violation of these policies and procedures could result in loss of lab use privileges.

Workstations

There are 3 computer labs designated for use by the School of Health and Environment students: Weed 212, Weed 216 and Kitson 200B.

These systems are to be used **only** by students currently enrolled in a School of Health and Environment program. You may not move or attempt to move any piece of equipment. If equipment needs repair, you are to make it known to the lab staff. You are not to change the setup of any computer in the lab. The computers have been setup to accommodate the vast majority of the students. If you need a specific change, please contact the lab staff.

Unauthorized use

It is the responsibility of the users to ensure that they make sure that they are indeed enrolled in a program in the School of Health and Environment. You may be asked to show your ID and have your name checked against a master roster at any time by the lab staff. You will be asked to leave the lab if you are not on the master roster.

You may **not** use the lab resources to gain unauthorized access to other UML or non-UML computer systems. This also includes but is not limited to “password cracking”, “spamming”, “hacking” or “denial of service attacks”.

Printer usage

Only SHE enrolled students will be able to print in the computer labs. Each student will be given a password to use the print stations. When clicking “Print” on your job, you will be prompted for your username and password to print. It is the responsibility of the user to keep this account and password secret. Users who give out their printing username/password to other individuals will have their access to printing privilege revoked. If you do not know the username and password, please see a lab staff member.
and he/she will check your name and ID against the master roster. If your name does not appear on that roster, it is the user’s responsibility to have that corrected.

If there is a problem with the printer, please do not try to fix it yourself. Please tell a member of the lab staff and the issue will be corrected as soon as possible.

**Eating and Drinking and Cleanliness**

There is absolutely no eating, drinking or smoking in the labs. Food and drink may not be brought into the labs, including unopened items. Failure to comply with this policy will result in the loss of lab privileges.

It is the responsibility of the user to keep his/her work area clean. Please take any refuse with you when you leave.

**Game Playing**

Game playing is not permitted in the labs at any time unless specific authorization of the lab staff has been granted. There are limited resources and these need to be available for others who have been assigned homework using the specific software installed in the labs.
H. O'Leary Library (South Campus)

The O'Leary Library is located on Wilder Street, opposite Weed Hall on the quadrangle. Students should consult with the library staff for operating hours each semester. O'Leary Library has instructions, brochures, and orientation sessions concerning the use of the library. University Library Services are described on their website: http://library.uml.edu/home/

I. South Campus Bookstore

The south campus bookstore is located in the south campus-dining hall. Students may purchase books with cash, check, credit card, or book vouchers from the financial aid office. A list of required texts for Physical Therapy courses is located at the end of this manual in Appendix O.

J. Shuttle Bus Service

A shuttle bus operates continuously between north and south campus between the hours of 7:15 a.m. and 11:00 p.m. For additional information see http://www.uml.edu/student-services/Transportation_Services/

K. Transportation Services

Transportation services are available for students from 6:00 p.m. to 1:00 a.m. Monday thru Friday and from 12:00 p.m. to 1:00 a.m. on Saturday and Sunday. Additional information is available at 978-934-2222 or online at http://www.uml.edu/student-services/Transportation_Services/
I. Parking

Parking stickers are mandatory and are available in the Access Services in South Campus Dining Hall. Students may park in the Riverview Lot on Broadway Street. Additional information is available at http://www.uml.edu/access-services/parking.html.

M. Miscellaneous

Other general information about the University of Massachusetts Lowell (associations, programming, other curricula, etc.) may be found in the Student Handbook or on the University Website. http://www.uml.edu/
VI. Professional Activities

Membership in the American Physical Therapy Association (APTA) and Massachusetts APTA chapter is required. Student members will receive a minimum of 3 publications: Physical Therapy, PT Magazine, and Progress Report. The PT Bulletin is available online. Students are eligible to attend all national and state meetings. Students are also eligible for scholarship assistance from the National organization. Yearly proof of membership is required and must be submitted to the Department Chair by September of each academic year the student is enrolled.

On campus, students may become involved in the Physical Therapy Club and/or the Graduate Student Organization. Announcements are made at the beginning of the year regarding each of these groups.
V. Clinical Education

"Clinical Education in physical therapy is the process by which the student is given the opportunity to learn to apply knowledge, develop attitudes, and practice skills in a clinical setting." (Dickinson, R., Dervitz, HL, Meida, HM. Handbook for Physical Therapy Teachers, New York, APTA, 1967)

The Clinical Education component of the DPT in PT curriculum is composed of:

a. Two clinical education fieldwork experiences, one week in the spring semester of year one, and two weeks in the spring semester of year two.

b. Four, eight-week experiences, one during the summer after the first year, one during the summer after the second year, fall of the third year, spring of the third year.

A. General Policies

1. The clinical education component of the Physical Therapy curriculum is directed by the Director of Clinical Education (DCE). In addition to identifying and developing new clinical sites, coordinating and implementing the matching process of students to clinical facilities, it is the DCE's responsibility to act as the liaison between the Department of Physical Therapy and all affiliated Clinical Education Centers. The Center Coordinator of Clinical Education (CCCE.) is responsible for managing the clinical education program within each facility and for monitoring those persons directly responsible for student supervision i.e., the Clinical Instructors (CIs).

2. All Clinical Education Centers sign a Clinical Education Contractual Agreement with UMass Lowell, Appendix F. This Agreement describes the rights and the responsibilities of each party in the clinical education process. Agreements must be in place prior to a student beginning an affiliation at the facility. The contractual agreement is a legal and binding document.

3. Students may take an active role in the identification of potential Clinical Education Sites. This is especially true for out-of-state placements. An appointment should be made with the DCE to discuss the possibility of establishing a clinical education relationship with the facility and to determine a course of action. Students should not contact a facility to establish a clinical education. The DCE will contact the facility. Finalizing of a Clinical Education Center can be time consuming. For this reason, it is required the student identification of a potential clinical education site, as described above, be initiated during the fall semester prior to the year of anticipated attendance.
4. **All costs** related to clinical education are the student's responsibility, e.g. housing, transportation, meals, and other living expenses. Some clinical education sites offer free or subsidized housing. Some sites provide a list of available community housing while many other clinical sites assume no responsibility for student housing. It is required that you have your own method of reliable transportation. It is expected students be willing to drive up to 90 minutes, to/from their place of residence, for local clinical experiences.

**Note:** Full-time clinical education experiences i.e., 34.650, 34.652, 34.653 and 34.654 are considered courses for which you will receive credit. Students must register through and pay tuition to the Continuing Studies Corporate Education (CSCE) for Clinical Education 34.650 and 34.652 since these courses occur during the summer months. Students will register through and pay tuition to the Graduate School for 34.653 and 34.654. Malpractice insurance and credit will not be given for the clinical experience if you are not registered prior to the affiliation.

Costs of Clinical Education Experiences, in 2008, were as follows:

- **34.650** - 4 contact hours at $465 per hour + registration fee = $1860.00 through CSCE.
- **34.652** - 4 contact hours at $465 per hour + registration fee = $1860.00 through CSCE.
- **34.653** - 3 credit hours at Graduate School fee schedule.
- **34.654** - 3 credit hours at Graduate School fee schedule.
  Continuing Education will charge a late fee of $50.00 for students who register after the deadline established in the catalogue. Fees usually increase at the end of the Spring semester. Registration can be done by mail, telephone, fax, or walk-in registration during the times listed in the catalogue.

- **ISIS (Inter-campus Student Information System) Web-based self service system.**
  
  [http://isis.uml.edu](http://isis.uml.edu)

Summer rates are the same for In State Tuition and Out of State. Fall rates apply to In State Tuition Costs. Please refer to the Account Information Handbook for further breakdown of costs.

5. Clinical placements are determined irrespective of a student’s personal commitments, e.g. employment, family responsibilities, etc. Furthermore, limiting your clinical education experiences based upon geography may greatly impact the quality of the clinical experience. The above criteria are considered **only** after all high priority placements have been made and
only if you have not been placed in any of your selected facilities (see Student Selection of Full-time Clinical Sites).

6. **ALL** students are expected to travel, out of the area, to complete the clinical education component of the DPT program. Whenever possible, students will be matched to one of their preferred clinical sites. However, it is important to remember, the commitments of the University of Massachusetts Lowell, Department of Physical Therapy supersede any individual student agenda.

7. Over the course of the four, 8-week, clinical education experiences, students are compelled to complete clinical experiences in both the out-patient and in-patient settings. This requirement is consistent with the program’s goal of graduating clinicians who are considered generalists of physical therapy practice. Additionally, the diversified experience will expose students to the continuum of care as well as serve as a valuable resource in preparing for the licensure examination.

8. While attending their clinical education experiences, students are required to complete weekly logging/journaling of personal clinical goals, various clinical activities, and overall progress via an on-line web course/blackboard.

9. It is the department’s policy to visit every clinical site during each clinical education experience. However, when a personal site visit is not logistically possible, a phone (conference call) visit will be conducted. Clinical site visits usually occur some time after the midterm evaluation has been completed and involve discussions with you, your CI, and the CCCE if necessary or appropriate. The DCE and other faculty members conduct the clinical site visits. Students are notified of who will be visiting (or calling) prior to the start of the affiliation and are encouraged to call the DCE if they identify problems or concerns that should be addresses immediately.

All students are required to contact the DCE during the first week of **all** clinical education experiences and provide the following information.

*Student Name:__________________________________________*

*Facility Name:__________________________________________*
Clinical Instructor (CI): ____________________________________ CI 2: __________________________

Location of clinical rotation (complete address, satellite, floor)

__________________________________________________________

CI contact info (phone and/or email address): ____________________________

Work schedule (Hours): ____________________________________________

First impressions? ________________________________________________

10. Prior to each full time clinical experience, a clinical packet is mailed to each Clinical Education Center. All of the forms and documents that will be needed on the upcoming affiliation are included in this packet, namely:
   a. Course syllabus
   b. Student Data Form
   c. Student's Evaluation of a Clinical Education Experience
   d. Student's Health Records.

11. Upon completion of a clinical experience, other than a personal thank you, all student contact with the clinical education site should cease.

B. Criminal Offender Record Information (CORI)

Massachusetts passed the Criminal Offender Record Information (CORI) act in 1996. According to the CORI Act, Massachusetts General Laws chapter 6 sections 167-178, agencies have the right to require a criminal record check on any student affiliating at their institution. Some clinical education experiences and some state licensing boards require a CORI check. Each individual institution must first be certified by the Criminal History Systems Board to request this information. When a student is assigned to a facility that requires a check, a form will be given to the student by the DCE. This form must be filled out and mailed to the agency. All confidential information will be kept by designated persons at the agency, and the University will not have access to the information.

In addition to individual clinical site requests, ALL students entering the Doctor of Physical Therapy program will be required to submit to a CORI check at the time of graduate student orientation.

If a student fails the record check, he/she will be notified of their results. Failure to pass a CORI check may jeopardize continued matriculation in the program, clinical education placements, and state licensure. Final determination of a failed CORI check will be made by the School of Health and Environment’s Professional Review Committee. Any fee imposed to the university may be assessed to
the student. Since CORI information is maintained by the agency and not the university, a new CORI check may be required for each affiliation. Processing of the CORI may take up to six weeks. Therefore, it is imperative that the paperwork be completed on the day of the clinical assignment. Several state licensing boards for physical therapy also require a CORI check prior to obtaining licensure.

C. Emergency Policy

In the event of a medical emergency involving a UMass Lowell student, please follow this procedure. Take all necessary action to deal with the emergency in a timely manner:

1. Contact the Department of Physical Therapy at UML.
   a. Phone: (978) 934-4517. Please identify that this is an Emergency situation. The secretary will connect you to the DCE, the Department Chairperson, or the Dean of the School of Health and Environment.
   b. Have ready:
      - Student name
      - Hospital name
      - Hospital phone number
      - Nature of emergency
      - Contact person
   c. The University will contact “the person to notify in case on an emergency.”

2. Exposure to Bloodborne Pathogens (Appendix P) while on Practicum
   a. All students are expected to follow Universal Precautions. In the event of exposure to bloodborne pathogens, the student will follow these procedures.
   b. Follow the specific agency policies for reporting, testing, treatment AND Then Report To:
      - UML Student Health Services, Nancy Quattrocchi, Director, 978.934.4492 for reporting and referral for testing and treatment if not provided by the agency.
      - The Health Services will provide a confidential medical evaluation and follow-up. Students need not share the details of the incident with anyone except the Director of Student Health Services. It is the exposed student’s option to participate in the testing and treatment.

3. Should arrangements need to be made to withdraw the student from the affiliation and/or conclude the affiliation at a later date; each case will be handled on an individual basis. A
written record of communication between parties and of any decisions made will be made available to all parties, by the University.

D. Clinical Education Attendance Policy

Clinical affiliations are full-time clinical experiences and students are expected to be in attendance during hours specified by the clinical education facility. Students are expected to comply with the facility's work schedule, not the University calendar.

Makeup of 1-2 days missed due to illness will be at the discretion of the student's clinical supervisor. If necessary, missed days can be made up at the end of the affiliation, on weekends or as extra hours during a regular workday. This should not be interpreted to mean that students are given, or allowed, 1-2 days off per affiliation. The University does not allow students who are participating in full-time clinical experiences to request time off for interviews, University holidays or to attend to personal business (excluding emergencies) or personal vacations. Students must discuss snow policies with their individual instructors for the Clinical Education Fieldwork. If the University is closed, you cannot assume that your day in the clinic will be canceled.

In the event of an extended absence (3 or more days) the student, the Clinical Instructor and the Director of Clinical Education will negotiate each case on an individual basis and a written record of decisions made will be distributed to all parties.

Students are encouraged to notify the instructor about any potential conflicts between their religious observance and clinical education commitments. Students should inform the DCE in writing of the day(s) when they will be absent. This should be done as early as possible in the semester and always prior to the day(s) the student will be absent for religious reasons. Students who are observing a religious holiday are excused from their clinical education experience, but will be responsible for the work missed.

E. Health Status Requirements

The University of Massachusetts Lowell, Department of Physical contractually obligated to provide each of our clinical partners with evidence that you are physically capable of full participation in the clinical education experience. In recent years, as a result of infection control requirements, this has come to include proof of your immunization. In 2011 new state immunization requirements for health professions students with patient contact were released. A summary of these requirements is listed in the table below.
NOTE TO STUDENTS:
The following immunization requirements take effect with the beginning of the Fall 2011 semester. UML’s University Health Services are able to provide MMR, Hepatitis B, and Tdap vaccines at Student Health Services by appointment for $15. However, varicella or meningococcal vaccines are not currently offered.

Summary of Changes to 105 CMR 220.000 Immunizations Required Before Admission to School

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Revised Content, effective in the Fall of 2011</th>
<th>Groups Impacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definitions</td>
<td>Revisions to “Certificate of Immunization” –see below</td>
<td>All students</td>
</tr>
<tr>
<td></td>
<td>Revision to “Preschool” (indicating new name of regulating agency) –see below</td>
<td></td>
</tr>
</tbody>
</table>
| Immunization Requirements | 2 doses MMR vaccine required | • kindergarten  
                          | • 7th Grade  
                          | • full-time college freshman  
                          | • college health science students |
|                | 2 doses varicella vaccine required | • kindergarten  
                          | • 7th Grade  
                          | • full-time college freshman  
                          | • college health science students |
|                | 1 dose Tdap vaccine required | • 7th Grade  
                          | • full-time college freshman  
                          | • college health science students |
| Proof of Immunity | Birth in the US before 1957 sufficient proof of immunity to measles, mumps and rubella (does not apply to health science students) | All college students (except health science students) |
|                | Birth in the US before 1980 is sufficient proof of immunity to chickenpox (does not apply to health science students) | All college students (except health science students) |

a) **MMR**: Beginning September 1, 2011, 2 doses of live measles, mumps and rubella vaccine will be required for all full-time freshmen, and full- and part-time undergraduate and graduate students in a health science program who may be in contact with patients (these doses must be given at least four weeks apart beginning at or after 12 months of age). Beginning on September 1, 2015, this requirement will apply to all postsecondary students.

b) **Varicella**: Beginning on September 1, 2011, 2 doses of live varicella vaccine will be required for full-time freshmen, and all full- and part-time undergraduate and graduate students in a health science program who may be in contact with patients.
(these 2 doses must be given at least four weeks apart beginning at or after 12 months of age). Beginning on September 1, 2015, this requirement shall apply to all postsecondary students.

c) **Tdap:** Beginning on September 1, 2011, a single dose of Tdap will be required for full-time freshmen, and full- and part-time undergraduate and graduate students in a health science program who may be in contact with patients if it has been more than five years since the last dose of Td. If it has been less than 5 years since the last dose of Td, Tdap will not be required, but may be administered according to the judgment of a physician, nurse practitioner or physician assistant. Beginning on September 1, 2015, this requirement shall apply to all postsecondary students.

d) **Proof of Immunity Satisfies Requirement:** New alternative proofs of immunization have been added to clarify that the requirements of 105 CMR 220.600 shall not apply where:

i. in the case of measles, mumps and rubella, the student presents laboratory evidence of immunity. Those born in the United States before 1957 can be considered immune to measles, mumps and rubella, with the exception of all full- and part-time students in a health science program who may be in contact with patients.

ii. in the case of varicella, the student presents laboratory evidence of immunity; or a statement signed by a physician, nurse practitioner, physician assistant, or designee that the student has a reliable history of chickenpox disease; a self reported history of disease verified by a physician, nurse practitioner or physician assistant; or is born in the United States before 1980, with the exception of all full- and part-time students in a health science program who may be in contact with patients.

**Important Note:** Students may be required to obtain and submit additional medical/immunization requirements depending on the specific needs of individual clinical sites. For example, the Department of Physical Therapy requires Physical examinations to be completed within 1 year. However, many clinical sites require more frequent updates, e.g. within 6 months.

1. **Physical examinations** are to be completed within 1 year of each clinical experience.
2. **Mantoux tests** are to be administered within the minimum of 1 year of each clinical experience. (Those hospitals that require this to be done within 3-6 months of the clinical experience will be handled on an individual basis). **Note:** The Tine Test is not acceptable. A PPD is acceptable, and for some hospitals, required. This is not offered
4. Students are required to obtain immunization for Hepatitis B. This is a series of three injections followed by a titer to give proof of immunity. Students are responsible for the cost of immunization. Some insurance carriers have covered the cost in the past due to
the nature of students' exposure in the clinic. All enrolled students may obtain the series free of charge at the Student Health Services on South Campus. You must call for an appointment (978) 934-4491. Time frame for injections: Injection 2 one month after first injection; Injection 3 six months after first injection; Titre for proof on immunity 6 months after 3rd injection.

5. Some hospitals are now requiring proof of immunity to chicken pox (varicella). Please consult the hospital file to see if your affiliation requires this additional information. Students are responsible for the cost of a titre, which can be administered at Health Services.

6. Deadlines for health form submission will be announced.
F. New England Consortium of Academic Coordinators of Clinical Education (NEC-ACCE)

A few of the documents contained in this Manual, specifically the Student Data Form and the Student’s Evaluation of a Clinical Experience are products of the New England Consortium. Since you will likely hear references to the New England Consortium, it would be beneficial for you to have some background information i.e., What is it? and What does it do?

The New England Consortium of Academic Coordinators of Clinical Education has been in existence since late 1984. It is comprised of the Academic Coordinators from all of the entry-level physical therapy programs in New England. Those programs are:

- Boston University
- Northeastern University
- Simmons College
- Springfield College
- University of Vermont
- University of Connecticut
- Quinnipiac College
- University of Rhode Island
- MGH Institute
- University of Hartford
- University of Massachusetts Lowell
- Husson College
- Sacred Heart University
- American International College
- University of New England
- Franklin Pierce College
The primary goals of the Consortium are three-fold. First, it is interested in promoting clinical faculty development. This means training those clinicians who will be supervising you on your affiliations. Trained instructors from the New England Consortium instruct clinicians in workshops to credential them as certified clinical instructors. Once or twice a year the Consortium sponsors a free Clinical Faculty Institute to thank clinicians for their role in supervising students. Secondly, the Consortium is interested in promoting and conducting research efforts in clinical education. Third, we coordinate the use of common evaluation tools and uniform mailing dates for clinical education material. As a result, all schools in the Consortium now mail their requests for student slots on March 1 with a return date of April 30, for the following calendar year. In this way, the Center Coordinator can more easily plan how many students from which University they are able to accommodate. The Consortium also developed a common Student Data Form for Consortium schools to accompany the new APTA Clinical Performance Instrument.
G. **Student Data Form (NEC-ACCE)**

The Student Data Form, Appendix G, serves three main purposes. First, it is a means of notifying the Clinical Education Center about emergency and medical/ liability insurance information. Second, it provides you with the opportunity to describe the way you like to learn and to assess your exposure to, and competence in, a variety of content areas. Third, it provides your Clinical Instructor(s) with a detailed account of your perceived strengths and weaknesses, prior to your arrival.

H. **Clinical Education Fieldwork Experiences**

Clinical Education Fieldwork Experiences are designed to give students early, but brief exposures to the practice environments of physical therapy. "Such integration promotes the thorough and efficient organization of learning experiences. It facilitates the transfer of conceptual knowledge and comprehension to the professional reality of application, synthesis and problem solving. Without such an integrative framework, learning results in discrete and unrelated episodes of little immediate value to the student or future worth to the clinical practitioner. Those who are conscious of the relationships between essential concepts and their application can readily adapt to future change within their profession." (Scanlon, CL *Integrating Didactic and Clinical Education*, in Clinical Education for Allied Health Professionals, Mosby, 1978)

"Integrated Clinical Experience is defined as the component of clinical education in which classroom theory and associated clinical experiences are drawn together in the same time frame. In this way, students have an opportunity to obtain a clearer picture of how the various parts blend into a whole and how those parts blend in different ways in different settings into an acceptable procedure or total operation. This interpretation of the integration concept is valid and necessary to the learning process." (Pierce, PJ and Eichenwald, SA *Integrating Didactic and Clinical Education*, in Clinical Education for Allied Health Professionals, Mosby, 1978)

In the entry-level DPT program at the University of Massachusetts Lowell, we have modified the Clinical Education Fieldwork Experience. The Clinical Education Fieldwork Experience component of the DPT curriculum will consist of a one-week full-time experience in their second semester. There will be a two week Clinical Education Fieldwork Experience at the beginning of their fourth semester.
Clinical Education Fieldwork I: (spring semester, year one)

The first Clinical Education Fieldwork Experience occurs during week eight (8) of the spring semester of year one. Observation opportunities are appropriate. However, the expectation is that students will be active participants in the health care system by the end of this week. Clinical Education Centers that provide opportunities for history taking, development of a problem list, implementation of basic modalities and gait training, ADL and basic evaluation and treatment techniques for the musculoskeletal and cardiopulmonary systems are appropriate.

Clinical Education Fieldwork II: 34.644 (spring semester, year two)

The second Clinical Education Fieldwork Experience occurs during the last week of winter break and the first week of the spring semester in the second academic year. Clinical Education Centers that reinforce prior academic and clinical learning continue to be appropriate for this short term exposure. Students are now academically prepared to use physical agents and modalities and to apply neurological evaluative and treatment techniques in the adult and pediatric populations.

1. Placement

Each Clinical Education Fieldwork Experience should be different from the other. Students may elect to go to two different facilities which would ensure a variety in the types of patients seen. It would also be possible however, for a student to complete two different experiences within the same setting i.e., outpatient then inpatient.

Clinical Education Fieldwork Experiences are considered part of the student's professional preparation and are not paid positions. Students will not be allowed to select facilities in which they are employed.

2. Site Selection

The DCE will be responsible for providing a list of participating clinical education centers to each student. The list will include the type of facility, the location how many students the facility can accept during this time block. Information on most of the centers is available in the in student file cabinets on the third floor. Information generally includes a fact sheet about the center and evaluations of the center that were completed by previous students. You are encouraged to review the available information on each site you may be interested in, prior to making your selection.

Clinical Fieldwork placements will be determined via lottery system. Upon completion, a comprehensive list of clinical placements will be distributed to all class members. Students are responsible for contacting the facility, making the proper introductions and making all of the necessary arrangements with the CCCE. To include identifying your personal goals for the experience and cooperatively developing objectives that can be met based on the resources of the facility.
3. Evaluation

Clinical Education Fieldwork Experience I is associated with a one credit education seminar course, 34.615, for grading and credit purposes at the university. Clinical Education Fieldwork Experience II, 34.644, is a free standing one credit course. The Clinical Instructor has the opportunity to address areas of strengths and weakness on a brief evaluation instrument, Appendix H. The completed evaluations are returned to the DCE at the completion of the Fieldwork Experience. The DCE will review the evaluations and determine the grade that the student receives for the Clinical Education Fieldwork Experience. The completed evaluations will be kept on file in the DCE’s office at the university.

Students will also be required to complete a brief evaluation of their experience, Appendix I. This evaluation should be shared with the clinical instructor and returned to the DCE upon completion of the experience.

I. Full Time Clinical Education Experiences

Four, full-time (8-week), Clinical Education Experiences will occur as follows:

- Clinical Education Experience I: summer following the first academic year.
- Clinical Education Experience II: summer following the second academic year.
- Clinical Education Experience III: fall semester of third academic year
- Clinical Education Experience IV: spring semester of third academic year.

The specific dates of a given clinical experience may be altered, at the request of a prospective clinical site, in order to accommodate the experience. Students are required to complete an in-service/ case-study/ special project during each of their full-time (8-week) clinical education experiences, Appendix J. Students may not attend a clinical site with which they have had any of the following relationships:

- Volunteered for extended periods of time.
- Currently or formerly employed.
- Have any type of financial/contractual/tuition reimbursement arrangement with facility or parent corporation. It is the student’s responsibility to make these situations known prior to clinical placement. Failure to do so will be considered an ethical violation.

J. Site Selection: Full Time Clinical Education Experiences

1. A list of available clinical sites for the full-time clinical experiences will be distributed to students. In addition to the name and location, the list will indicate the anticipated setting, number of student slots, and potential housing.
2. Information is available on most of our clinical facilities. In general, this includes a clinical site information form as well as evaluations of the facility submitted by previous students. You are strongly encouraged to take advantage of this information prior to making your final selections. Files are located on the third floor of Weed.

3. A Site Selection Form will be distributed to all students. Students are required to list their top five (5) choices, in order of preference, as well as provide a brief rationale for each selection. The deadline for submission of the Site Selection Forms will be announced. **Students who submit forms after the deadline will be considered last in the placement process.**

4. Matching of students to clinical sites is the responsibility of the DCE. Whenever possible, as many students as possible will be assigned one of their 5 choices. However, given the finite number of clinical sites and the need for each student to complete a clinical experience in each of the primary practice areas clinical placements are not guaranteed.

5. Upon completion of the matching process, a comprehensive list of clinical placements will be distributed to all class members. Additionally, each prospective clinical facility is notified of the match and provided pertinent student information, e.g. name, address, phone, etc. **Students are required to contact their prospective clinical facility at least one month prior to the start date of your clinical.**

6. Students **must** be registered for their clinical affiliation **prior** to the first day of the clinical experience. Failure to register for a clinical experience will result in suspension of the experience.

**K. Evaluation of Clinical Performance**

As of January 1999, all New England Consortium schools have adopted the APTA Clinical Performance Instrument (CPI) for evaluation of all entry-level physical therapy students on affiliations. In the spring of 2009, the University of Massachusetts Lowell, Department of Physical Therapy adopted the revised (18-item) CPI. The revised CPI is designed to be completed electronically/on-line via the internet: [www.ptcpiweb.org](http://www.ptcpiweb.org)

The criteria contained within this document reflect **standards of entry level competence** in physical therapy. Your performance will be measured against these standards on each of your four full-time clinical education experiences. That is to say, this document will remain unchanged over your four affiliations. However, as you progress from Clinical Education I to Clinical Education IV, and as your academic knowledge and clinical skill increase, so do our performance expectations. It may be helpful to view your clinical education experiences as being on a continuum, so that each clinical affiliation will demand a higher level of performance. Please note, that by grading performance against entry-level skill, it is not realistic to expect that a student will achieve scores of all **Entry-Level Performance** on their first clinical experience. Included here is a current example of the scoring requirements for
passing on all four clinical affiliations. These scores are subject to change following further evaluation of the affiliations.

Criteria 1-4, & 7 are considered “Red Flag” items. Given their foundational and fundamental nature to being a competent Physical Therapist, in particular, and a professional in general students are expected to achieve scores that are nearer Entry-Level Performance for these items.

GRADING OF CLINICAL EDUCATION EXPERIENCES:

The Clinical Performance Instrument grading rubric, Appendix K, is similar to that used throughout the New England Consortium. The combination of all CPI performance indicators and qualitative comments are ultimately converted to either an "S" (Satisfactory) or "U" (Unsatisfactory) for grading purposes.

Determination of the "S" or "U" grade is made by the DCE based on the recommendations of the Clinical Instructor, CCCE, and faculty visitor and on the information contained in the final evaluation of the student's performance (CPI).

Any student receiving a "U" for 34.650-Clinical Education I, 34.652-Clinical Education II, 34.653-Clinical Education III, or 34.654-Clinical Education IV will be dismissed from the program and must appeal for re-entry.

COMPLETION OF THE EVALUATION FORM (CPI Web):

This electronic document should be completed by your Clinical Instructor twice during each of your clinical experiences; once at midterm and again at the completion of the experience. In general, these summative evaluations are intended to formally document feedback that you have already received. Similarly, each student should also complete their self-assessment at the aforementioned intervals. Any major discrepancies in how you perceive your performance and how your supervisor (CI) perceives your performance should be discussed thoroughly.

HELPFUL HINTS FOR COMPLETING THIS DOCUMENT AS A SELF ASSESSMENT:

- Familiarize yourself with the Clinical Performance Instrument in general and specifically the Sample Behaviors and rating scale.
- Base Performance Indicator on how you most frequently perform
- Each Performance Indicator should reflect your performance at that specific point in time i.e. midterm or final. In other words, avoid "averaging" how you have performed over the first half of the affiliation.

L. Resolving Problems in the Clinical Setting

Sometimes disputes occur in the clinical setting, frequently arising from miscommunication. Two ways to resolve these issues are the Anecdotal Record, Appendix L, and the Critical Incident Report,
Appendix M. These are usually used when informal discussions have not resolved the issue. Seeing the problem in writing often helps foster discussion and resolve the differences.

A Critical Incident Report may be submitted via the CPI Web and viewed by the DCE and may or may not be a part of the permanent evaluation. They are not meant to be punitive, but rather serve as a tool to help resolve differences.

In extreme cases, if the clinical instructor(s), CCCE and/or the DCE feel as though the student is not making progress, particularly on the "Red Flag" items of the CPI, the student may be removed from the clinical experience prior to completion. Students in danger of failing must take responsibility to contact the DCE to discuss their performance on their clinical experience.

If a student’s clinical experience is terminated prematurely they will receive a grade of “U” for the course and be subsequently dismissed from the DPT program. Any student who is dismissed must petition the faculty in writing if they wish to continue in the program. After reviewing the petition, the faculty will establish the guidelines by which the student may continue. The faculty reserves the right to terminate the student’s status in the program if they believe the situation warrants such action.

M. Evaluation of the Clinical Experience

At the completion of each of your clinical affiliations you are required to complete the APTA’s Student’s Evaluation of a Clinical Education Experience, Appendix N. A copy of this document will be included in the clinical packet that is mailed to each clinical facilities. It is expected that you will provide honest and constructive feedback to your clinical instructor and to the CCCE regarding your experience(s) within their facility.

Positive feedback is always nice to hear and your Clinical Instructor(s) deserve to know if they have done well designing the clinical affiliation for you. However, it also important to provide the Clinical Instructors constructive feedback as well.

The completed document should be shared and discussed with your Clinical Instructor and/or CCCE and then returned to the DCE. It will be kept on file for subsequent students to use when selecting clinical sites.

Some of the information on the form is utilized by the physical therapy program for accreditation. Please be responsible in your duties to the profession and the program. A copy of this document is included in this manual.

N. Recommended Reading for Clinical Education

Several articles may be placed on closed reserve in the O’Leary Library pertaining to clinical education. It is the student’s responsibility to obtain these. In addition, Ethical Dimensions in the Health Professions, 4th Edition, by Ruth Purtilo is required for all Clinical Education Seminars.
A. Honor Code

I agree to adhere to the Honor Code of the Physical Therapy Department throughout my tenure in the Physical Therapy program. I understand I am responsible for complying with professional standards of behavior. I understand prohibited practice and behaviors to be defined as cheating, lying or plagiarizing. The preservation of integrity in the academic process is an exercise of professional judgment. The Honor Code requires that I will not only adhere to all ethical practices, but I shall report to the Department observable behaviors in other students that violate the Honor Code.

Signed:__________________________________________________

Print Name:______________________________________________

Date:_____________________________________________________
Appendix B

B. Process of Notification and Adjudication

Depending upon the circumstances of time and place when academic dishonesty has been detected and the severity of penalty which the faculty member wishes to impose, notice to the student concerning alleged dishonesty and/or violation of prohibited academic practice and behavior may be provided through either a formal or informal procedure. Should the faculty member* fail to notify the student of a charge of academic dishonesty and/or prohibited academic practice and behavior through either an informal verbal notification of charges or a formal written notification of charges no penalty may be imposed.

*When a faculty or department committee is responsible for evaluating student work for a course (e.g. Senior Studio Review Committee, Department of Art) instructor notification shall be provided by the committee chairperson.

INFORMAL PROCEDURES

The informal notification procedure may be used only in the following instances: 1) in cases of observed cheating or observed violation of testing or classroom assignment requirements; 2) in cases of reported cheating or violation of classroom testing or assignments, detected plagiarism, or other cases occurring prior to the final examination in which the commissions and detection of academic dishonesty are not coincident; and 3) in cases for which the recommended penalty, per se, is less than course failure.

The informal notification procedure may not be used for offenses which are detected during or after the administration of the final course examinations or (in the event that no final
Appendix B

examination is administered) after the last class of a semester and may not be used if the faculty member wishes to impose penalties which range from course failure to suspension from the University.

In cases of observed cheating, the informal procedure includes verbal notification to the student prior to the end of the examination or class period and appropriate written comment on the student paper which shall include a statement of the penalty to be imposed. In those cases wherein the commission and detection of academic dishonesty are not coincident, the faculty member shall provide notification by making an appropriate written comment on the paper or assignment which shall include a statement of the penalty to be imposed.

Within three class days of notification, the student may request a meeting to discuss the charge and the penalty specified, and the faculty member shall schedule such meeting. The purpose of the informal meeting is to clarify possible misunderstandings between the student and the faculty member, to discuss the impact of the proposed penalty upon the student's final grade, and to pursue any question relative to the charges and penalties. At this meeting, or within three class days of this meeting, the student shall advise the faculty member that he or she accepts the charge and penalty proposed or that he or she will initiate a formal appeal with the department chairperson. If the student does not initiate a formal appeal, the charge may not be challenged and the penalty may not be appealed. In the event that a formal charge of academic dishonesty is initiated by a department chairperson, the chairperson shall be replaced in all stages of the appeals procedure by a senior faculty member of the department in which the violation is alleged to have occurred*.
Appendix B

*In the event that all members of the department have served on the department committee which has initiated charges against a student and the chairperson of such department committee is also the chairperson of the department, the appeal process shall begin with the academic standards committee.

**FORMAL PROCEDURES**

The formal procedure for notification and adjudication must be used in the following instances:

1) in cases of observed cheating or violation of testing procedures during the final examination;
2) in cases of cheating or plagiarism which are detected after the final examination; and
3) in cases for which the recommended penalty ranges from course failure to expulsion.

In each of the above cases, the faculty member shall provide the student with formal written charges of alleged dishonesty or violation of prohibited academic practice or behavior. During periods when classes are in session, such charges either shall be given to the student in person or shall be sent to the student's campus mailbox. During periods when classes are not in session, such charges shall be sent to the student at his or her official home address of record by registered mail (return receipt requested). Notification shall be given to the student or mailed within three class days * of the time when the faculty member became aware of the alleged student offense or by the last day for filing semester grades with the Office of the Registrar, whichever is earlier. A copy of written charges shall be forwarded to the department chairperson, the chair person of the college academic standards committee, and the college dean.
Appendix B

The term "class day" is defined as any day when classes and final examinations are scheduled. It also applies to days when University offices are open during the week which immediately precedes the first scheduled day of semester classes. In extraordinary circumstances the college dean may authorize extensions of deadlines and may authorize the scheduling of hearings during periods other than the regular academic year.

The terms "department chairperson," "college dean," and "college academic standards committee" refer, respectively, to the designated officials and committee of the college in which the concerned course is offered.

A formal adjudication of a charge of academic dishonesty also may be initiated by a student on appeal from the procedure of informal adjudication and discussion. In such case, the faculty member shall provide a formal written statement of charges to the student, the department chairperson, the chairperson of the college academic standards committee, and the college dean within two class days of the student's notification of intent to appeal.

Within seven class days of receipt of a formal notification of academic dishonesty, the department chairperson shall hold a meeting with the faculty member and the student to discuss the charges and recommended penalty. At the end of the meeting, the department chairperson shall notify the parties of his or her judgment. If there is no further appeal, the chairperson's decision shall be final.
Either the student or the faculty member may appeal the chairperson's decision to the college academic standards committee. This appeal must be made within three class days of the chairperson's decision. The academic standards committee shall meet with the department chairperson, the faculty member, and the student within seven class days of receipt of requested appeal. Within three class days, the committee shall notify the concerned parties of its decision. If there is no further appeal, the committee's decision shall be final.

Either the student or the faculty member may appeal the decision of the college academic standards committee to the college dean. This appeal must be made within three class days of the committee's decision. The college dean shall meet with the chairperson of the college academic standards committee, the department chairperson, the faculty member, and the student within seven class days of the requested appeal. Within three class days, the college dean shall notify the concerned parties of his or her decision. The decision of the college dean shall be final and, hence, may not be appealed.

**Right of Student Counsel at Hearings**

A student who has been formally charged with an academic offense may request representation from the Office of University Life, the counseling staff, or the full-time faculty to provide aid and assistance at any stage of formal hearings. Such counsel shall be provided with copies of documents which have been forwarded to hearing authorities and he or she shall be present for all formal hearings. Legal counsel may be present for either the student or the University but may not participate in hearing deliberations.
Appendix B
Special Provisions

While an appeal process concerning an academic offense remains unresolved, the charge shall not prejudice the right of a student who has not otherwise been suspended for unsatisfactory academic performance or student misconduct from continuing his or her course of study at the University.

The timetables which have been specified above for the conduct of appeal processes have been developed to insure the speedy resolution of both the charges and the student's University status. In the event that resolution of a charge of academic dishonesty cannot be made prior to the beginning of next semester and a charge of academic dishonesty is subsequently sustained and the penalty imposed either requires or results in suspension, the student shall be dropped from the University immediately and accordingly may not be permitted to complete courses for which he or she may have registered.

A party to an appeal hearing unable to attend his or her hearing as scheduled must notify the appeal authority as soon as possible, preferably one day in advance. An individual may be excused from attendance and may be granted a second hearing for good and sufficient reason acceptable to the appeal authority.

Except that the penalty of suspension or expulsion from the University shall require the concurrence of the college dean, an appeal authority at any level may resolve a charge of academic dishonesty and/or may impose a penalty without recourse to subsequent hearings, if, without prior notice, the appealing party has failed to appear as scheduled for an appeal hearing.
Appendix B
A party of an appeal hearing who was unable to provide prior notice of his or her inability to attend an appeal hearing as scheduled may submit an academic petition to the college dean requesting a rehearing before the appropriate authority. The college dean may grant a rehearing for reasons of serious illness, accident, critical personal or family emergency, or other such acceptable reasons, and his or her decision concerning a rehearing shall be final.

**Penalties for Academic Dishonesty Or Prohibited Academic Practice And Behavior**
Except as noted below, penalties for academic dishonesty or prohibited academic practice and behavior which are adjudicated through the informal procedure are limited to 1) the administration of an alternative assignment or substitute examination which shall be at the sole discretion of the faculty member, and 2) failure of an examination or assignment and denial by the faculty member of permission for the student to withdraw from the course before the 40th class day.

Penalties for academic dishonesty or prohibited academic practice and behavior, which are adjudicated through the formal procedure (including cases appealed by the student from an informal adjudication), may range from the administration of an alternate assignment or substitute examination at the sole discretion of the faculty member, failure of an examination or assignment (and the consequent lowering of final, course grade) through course failure (including denial of permission to withdraw from the course in question before the 40th class day) to academic suspension or dismissal from the University.
Appendix B

The penalty of academic suspension, which may be imposed for a new semester or academic year, and the penalty of dismissal from the University (expulsion), which shall be permanent, may be imposed only by the college dean. In the event that the dean of the college in which an academic offense has taken place shall approve or impose either a penalty of academic suspension or dismissal (expulsion) from the University upon a student who is matriculating for a degree in a college other than that in which the academic offense has taken place, the imposition of such suspension or dismissal shall require the concurrence of the dean of the college in which the student is matriculating. If the deans do not concur, they shall arrive at a mutually agreeable penalty and such decision shall be final.

The semester grade filed by a faculty member for a student who is the subject of an unresolved or pending allegation of academic dishonesty shall be an incomplete, with an end-of-course letter grade which shall be assigned in the event that the student makes no appeal or the charge is sustained through appeal and the penalty is reaffirmed. If the determination of penalty which is made at the last step of the appeal process, as invoked, is different from that which was initially made, the faculty member shall file a correction of the final grade which is in compliance with the final determination.
Appendix B

**Special Procedure for Penalties Relating To Professional Licensure and/or Certification**

The implication of academic dishonesty or violation of prohibited academic practice and behavior for ethical standards which are specified by law for professional licensure and/or certification are questions which properly reside with professional review bodies. Hence, a decision concerning student continuance or discontinuance in a professional program which requires legal licensure or certification shall not be made by an individual faculty member or by designated authorities of the appeal process defined above.

Following the imposition of a penalty by a faculty member or by designated authorities of the appeal process defined above for academic dishonesty, the status of a student who is enrolled in professional program which requires legal licensure or certification may be reviewed by an established professional review body. If, in the opinion of the professional review body, the nature of the academic violation warrants discontinuance of the student's enrollment in the professional program, it shall so notify the student, who either shall withdraw or shall be dropped from the professional program. The decision of a professional review body is final and may not be appealed to the college dean.
C. Generic Abilities**

Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the profession’s core of knowledge and technical skills but are nevertheless required for success in the profession. Ten generic abilities were identified through a study conducted at UW-Madison in 1991-92. The ten abilities and definitions developed are:

<table>
<thead>
<tr>
<th>Generic Ability</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commitment to Learning</td>
<td>The ability to self assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.</td>
</tr>
<tr>
<td>2. Interpersonal Skills</td>
<td>The ability to interact effectively with faculty members, patients/clients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.</td>
</tr>
<tr>
<td>3. Communication Skills</td>
<td>The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.</td>
</tr>
<tr>
<td>4. Effective Use of Time and Resources</td>
<td>The ability to obtain the maximum benefit from a minimum investment of time and resources.</td>
</tr>
<tr>
<td>5. Use of Constructive Feedback</td>
<td>The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving professional interaction.</td>
</tr>
<tr>
<td>6. Problem-Solving</td>
<td>The ability to recognize and define the problems, analyze data, develop and implement solutions, and evaluate outcomes.</td>
</tr>
<tr>
<td>7. Professionalism</td>
<td>The ability to exhibit appropriate professional conduct and to represent the profession effectively.</td>
</tr>
<tr>
<td>8. Responsibility</td>
<td>The ability to fulfill commitments and to be accountable for actions and outcomes.</td>
</tr>
<tr>
<td>9. Critical Thinking</td>
<td>The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.</td>
</tr>
<tr>
<td>10. Stress Management</td>
<td>The ability to identify sources of stress and to develop effective coping behaviors.</td>
</tr>
</tbody>
</table>

Adapted from Generic Abilities **Developed by the Physical Therapy Program, University of Wisconsin-Madison, May et al. Journal of Physical Therapy Education. 9:1, Spring 1995
1. Commitment to Learning

Behavioral Criteria

**Beginning Level**
- Identifies problems
- Formulates appropriate questions
- Identifies and locates appropriate resources
- Demonstrates a positive attitude (motivation) toward learning
- Offers own thoughts and ideas
- Identifies need for further information

**Developing Level** (builds on preceding level)
- Prioritizes information needs
- Analyzes and subdivides large questions into components
- Seeks out professional literature
- Sets personal and professional goals
- Identifies own learning needs based on previous experiences
- Plans and presents an in-service, or research or case studies
- Welcomes and/or seeks new learning opportunities

**Entry Level** (builds on preceding levels)
- Applies new information and re-evaluates performance
- Accepts that there may be more than one answer to a problem
- Recognizes the need to and is able to verify solutions to problems
- Reads articles critically and understands limits of application to professional practice
- Researches and studies areas where knowledge base is lacking

**Post-Entry Level** (builds on preceding levels)
- Questions conventional wisdom
- Formulates and re-evaluates position based on available evidence
- Demonstrates confidence in sharing new knowledge with all staff levels
- Modifies programs and treatments based on newly-learned skills and considerations
- Consults with other allied health professionals and physical therapists for treatment ideas
- Acts as mentor in area of specialty for other staff
2. Interpersonal Skills

Behavioral Criteria

**Beginning Level**
- Maintains professional demeanor in all interactions
- Demonstrates interest in patients/clients as individuals
- Respects cultural and personal differences of others; is non-judgmental about patients/clients
- Communicates with others in a respectful, confident manner
- Respects personal space of patients/clients and others
- Maintains confidentiality in all clinical interactions
- Demonstrates acceptance of limited knowledge and experience

**Developing Level** (builds on preceding level)
- Recognizes impact of non-verbal communication and modifies accordingly
- Assumes responsibility for own actions
- Motivates others to achieve
- Establishes trust
- Seeks to gain knowledge and input from others
- Respects role of support staff

**Entry Level** (builds on preceding levels)
- Listens and reflects back to original concern
- Works effectively with challenging patients/clients/individuals
- Responds effectively to unexpected experiences
- Talks about difficult issues with sensitivity and objectivity
- Delegates to others as needed
- Approaches others to discuss differences in opinion
- Accommodates differences in learning styles

**Post-Entry Level** (builds on preceding levels)
- Recognizes role as a leader
- Builds partnerships with other professionals
- Establishes mentor relationships
3. Communication Skills

Behavioral Criteria

Beginning Level
- Demonstrates understanding of basic English (verbal and written): uses correct grammar, accurate spelling and expression
- Writes legibly
- Recognizes impact of non-verbal communication: maintains eye contact, listens actively
- Maintains eye contact

Developing Level (builds on preceding level)
- Utilizes non-verbal communication to augment verbal message
- Restates, reflects and clarifies message
- Collects necessary information from the patient interview

Entry Level (builds on preceding levels)
- Modifies communication (verbal and written) to meet the needs of different individuals
- Presents verbal or written message with logical organization and sequencing
- Maintains open and constructive communication
- Utilizes communication technology effectively
- Dictates clearly and concisely

Post-Entry Level (builds on preceding levels)
- Demonstrates ability to write scientific research papers
- Fulfills role as patient/client advocate
- Communicates professional needs and concerns
- Mediates conflict
4. Effective Use of Time and Resources

Behavioral Criteria

Beginning Level
• Focuses on tasks at hand without dwelling on past mistakes
• Recognizes own resource limitations
• Uses existing resources effectively
• Uses unscheduled time efficiently
• Completes assignments in timely fashion

Developing Level (builds on preceding level)
• Sets up own schedule
• Coordinates schedule with others
• Demonstrates flexibility
• Plans ahead

Entry Level (builds on preceding levels)
• Sets priorities and reorganizes as needed
• Considers patient’s / client’s goals in context of individual, patient, clinic, and third party resources
  • Has ability to say "No”
• Performs multiple tasks simultaneously and delegates when appropriate
• Uses scheduled time with each team efficiently

Post-Entry Level (builds on preceding levels)
• Uses limited resources creatively
• Manages meeting time effectively
• Takes initiative in covering for absent staff members
• Develops programs and works on projects while maintaining case loads
• Follows up on projects in timely manner
• Advances professional goals while maintaining expected workload
Behavioral Criteria

Beginning Level
- Demonstrates active listening skills
- Actively seeks feedback and help
- Demonstrates a positive attitude toward feedback
- Critiques own performance
- Maintains two-way communication

Developing Level (builds on preceding level)
- Assesses own performance accurately
- Utilizes feedback when establishing goals
- Provides constructive and timely feedback when establishing goals
- Develops plan of action in response to feedback

Entry Level (builds on preceding levels)
- Seeks feedback from individuals
- Modifies feedback given to clients according to their learning styles
- Reconciles differences with sensitivity
- Considers multiple approaches when responding to feedback

Post-Entry Level (builds on preceding levels)
- Engages in nonjudgmental, constructive problem-solving discussions
- Acts as conduit for feedback between multiple sources
- Utilizes feedback when establishing professional goals
- Utilizes self-assessment for professional growth
Appendix C

6. Problem-Solving

Behavioral Criteria

**Beginning Level**
- Recognizes problems
- States problems clearly
- Describes known solutions to problem
- Identifies resources needed to develop solutions
- Begins to examine multiple solutions to problems

**Developing Level** (builds on preceding level)
- Prioritizes problems
- Identifies contributors to problem
- Considers consequences of possible solutions
- Consults with others to clarify problem

**Entry Level** (builds on preceding levels)
- Implements solutions
- Reassesses solutions
- Evaluates outcomes
- Updates solutions to problems based on current research
- Accepts responsibility for implementing solutions

**Post-Entry Level** (builds on preceding levels)
- Weighs advantages
- Participates in outcome studies
- Contributes to formal quality assessment in work environment
- Seeks solutions to community health-related problems
Appendix C

7. Professionalism

Behavioral Criteria

Beginning Level
- Abides by APTA Code of Ethics
- Demonstrates awareness of state licensure regulations
- Abides by policies and procedures of academic institution and clinical facility
- Projects professional image
- Attends professional meetings
- Demonstrates honesty, compassion, courage and continuous regard for all

Developing Level (builds on preceding level)
- Identifies positive professional role models
- Discusses societal expectations of the profession
- Acts on moral commitment
- Involves other health care professionals in decision-making
- Seeks informed consent from patients/clients

Entry Level (builds on preceding levels)
- Demonstrates accountability for professional decisions
- Treats patients/clients within scope of expertise
- Discusses role of physical therapy in health care
- Keeps patient as priority

Post-Entry Level (builds on preceding levels)
- Participates actively in professional organizations
- Attends workshops
- Actively promotes the profession
- Acts in leadership role when needed
- Supports research
Appendix C

8. Responsibility

Behavioral Criteria

**Beginning Level**
- Demonstrates dependability
- Demonstrates punctuality
- Follows through on commitments
- Recognizes own limits

**Developing Level** (builds on preceding level)
- Accepts responsibility for actions and outcomes
- Provides safe and secure environment for patients/clients
- Offers and accepts help
- Completes assignments/projects without prompting

**Entry Level** (builds on preceding levels)
- Directs patients/clients to other health care professionals when needed
- Delegates as needed
- Encourages patient accountability

**Post-Entry Level** (builds on preceding levels)
- Orient and instructs new employees/students
- Promotes clinical education
- Accepts role as team leader
- Facilitates responsibility for program development and modification
Appendix C

9. Critical Thinking

Behavioral Criteria

**Beginning Level**
- Raises relevant questions
- Considers all available information
- States the results of scientific literature search
- Recognizes "holes" in knowledge base
- Articulates ideas

**Developing Level** (builds on preceding level)
- Feels challenged to examine ideas
- Understands scientific method
- Formulates new ideas
- Seeks alternative ideas
- Formulates alternative hypotheses
- Critiques hypotheses and ideas

**Entry Level** (builds on preceding levels)
- Exhibits openness to contradictory ideas
- Assesses issues raised by contradictory ideas
- Justifies solutions selected
- Determines effectiveness of applied solutions

**Post-Entry Level** (builds on preceding levels)
- Distinguishes relevant from irrelevant data
- Identifies complex patterns of associations
- Demonstrates beginning intuitive thinking
- Distinguishes when to think intuitively vs. analytically
- Recognizes own biases and suspends judgmental thinking
- Challenges others to think critically
10. Stress Management

Behavioral Criteria

Beginning Level
- Recognizes own stressors or problems
- Recognizes distress or problems in others
- Seeks assistance as needed
- Maintains professional demeanor in all situations and interactions

Developing Level (builds on preceding level)
- Maintains balance between professional and personal life
- Demonstrates effective affective responses in all situations and interactions
- Accepts constructive feedback
- Establishes outlets to cope with stressors

Entry Level (builds on preceding levels)
- Prioritizes multiple commitments
- Responds calmly to urgent or stressful situations
- Tolerates inconsistencies in the academic or health-care environment

Post-Entry Level (builds on preceding levels)
- Recognizes when problems are unsolvable
- Assists others in recognizing stressors
- Demonstrates preventative approach to stress management
- Establishes support network for self and others
- Offers solutions to the reduction of stress within the work environment

Warren May, University of Wisconsin, refined and expanded 11/96. Adapted 6/04
D. ACADEMIC CRITICAL INCIDENT REPORT

Student’s Name:

Evaluator/Observer:

Date:

Description & Date of Incident:

Generic Abilities:

Actions & Strategies Taken:

Student Comments:

Student’s Signature ___________________________ Date _________________

Evaluator’s Signature ___________________________ Date _________________

cc: Department Chair
    Academic Folder
    Student
    Advisor
E. Technical Standards

The goal of the University of Massachusetts Lowell, Physical Therapy Department is to prepare entry level clinicians for practice in physical therapy. This preparation specifically requires that the accumulation of scientific and medical knowledge include essential skills which are necessary to accurately and safely work with patients in a variety of clinical settings.

The faculty of the Department of Physical Therapy has the responsibility to graduate students who are well educated and possess the qualities of critical thinking, sound judgment, emotional stability, maturity, mental stamina, and empathy. In order to fulfill this responsibility, the faculty of the department maintains certain minimal technical standards must be met in a timely manner by every applicant to the doctor of physical therapy program with or without reasonable accommodations or academic adjustments consistent with the Americans with Disabilities Act. These standards include the following skills: observational, motor, critical thinking, behavioral/social and communication. Students must have the ability to complete reading assignments and search and evaluate the literature.
Appendix E

The Department of Physical Therapy has established the following Technical Standards.

1. **Observational Skills**

   Students must be able to:
   
   a. Observe demonstrations and participate in laboratory experiences.
   
   b. Obtain an appropriate medical history directly from the patient including vital signs, vision, hearing, speech, functional capacities of strength, flexibility, sensory and motor deficits.
   
   c. Demonstrate visual and auditory perception which includes depth and acuity.
   
   d. Reliably inspect and observe with acuity, the skin facial expression, anatomical structures, posture and movement, and breathing patterns of others.
   
   e. Assess blood pressure, lung and heart sounds, breath sounds, breathing patterns, speech patterns, and nonverbal communication, both auditory and non-auditory, with and without stethoscopes or other equipment used in the field of physical therapy.
   
   f. Reliably read equipment dials and monitors.

2. **Communication Skills**

   Students in the Department of Physical Therapy must:
   
   a. Be able to communicate in English effectively and sensitively with faculty, staff, allied health personnel, peers and patients in the classroom, laboratory, and clinical settings. Such communication skills include reading, writing, and speaking English.
   
   b. Be able to complete written assignments and maintain written records.
   
   c. Have the ability to complete assessment exercises.
   
   d. Students must demonstrate the use of therapeutic communication, such as attending, clarifying, coaching, facilitating, and touching. These skills must be performed in clinical settings, as well as the didactic and laboratory environments.
3. **Motor Skills**

Students must be able to:

a. Tactilely assess with acuity, pulses, skin condition, muscle and tendon activity, joint and limb movement.

b. Manipulate with precision, dials, knobs, electrodes and other small to large pieces of equipment.

c. Negotiate level surfaces, ramps and stairs to assist patients appropriately.

d. Conduct a variety of examinations and treatments, which require sitting, standing, squatting and kneeling movements between a variety of surface levels, with facility.

e. Maintain one’s balance while administering to patients in a variety of positions.

f. Respond quickly and effectively to sudden or unexpected movements of patients.

g. Perform basic life support (C.P.R.).

h. Work in a clinical setting for 8 to 10 hours and be able to handle in excess of 100 lbs. in order to move or assist dependent patients.

4. **Critical Thinking**

Students must be able to:

a. Thoroughly, efficiently and reliably recall, interpret, analyze, synthesize, evaluate and then apply the information they are obtaining from reading, lecture and discussion materials.

b. Problem solve with the materials being collected and to conclude a reasonable physical therapy diagnosis and treatment plan.
5. Behavioral/Social Skills

Students must:

a. Demonstrate attributes of empathy, integrity, concern for others, interpersonal skills, interest and motivation, as such qualities are assessed during the admissions process, and also throughout physical therapy education.

b. Possess the emotional well-being required for use of their intellectual abilities, the exercise of sound judgment, the prompt completion of all professional responsibilities and the development of mature, sensitive, and effective professional relationships.

c. Be able to adapt to ever-changing environments, display flexibility, and learn to function in the face of uncertainties and stresses which are inherent in the educational process, as well as clinical settings.

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

BETWEEN

UNIVERSITY OF MASSACHUSETTS, LOWELL

AND

THE CLINICAL FACILITY

This agreement (“Agreement”) is made and entered into this __________ day of __________, 200____ by and between the University of Massachusetts, Lowell through its School of Health and Environment with a principal place of business at 3 Solomont Way, Lowell, MA (the “School”) and The Clinical Facility with its principal place of business at ________________________________ (the “Hospital”) individually (the “Party”) collectively (the “Parties”).

Whereas, the Parties wish to cooperate in establishing a continuing educational relationship to provide coordinated educational and/or clinical programs for the education and training of students of School (the “Students”) enrolled in School’s various health-related programs [Addendum A] (the “Program”).

Whereas, School desires to utilize the Hospital for the purpose of providing practical learning and/or clinical experiences for its Students to further their professional education (the “Practicum”) and

Whereas, Hospital has the necessary facilities, equipment, and personnel to provide the necessary practical learning and/or clinical experience and desires to provide such practical learning and/or clinical experience in a supervised setting.

Now Therefore, in consideration of the mutual promises contained herein the Parties hereto agree as follows:

I. RESPONSIBILITIES OF THE SCHOOL

A. School will assume and maintain sole and full responsibility for the planning, development and execution of the educational component of the Program, including administration, School faculty appointments, curriculum planning, development, and revision, and the requirements for matriculation, promotion and graduation. School will provide Hospital with the objectives and goals of the Program. The Parties will cooperate to ensure the Practicum is conducted in a manner to achieve the Program goals and objects and in accordance with the Hospital’s procedures for clinical practice.
Appendix F

B. The School shall maintain professional malpractice and commercial general liability insurance in the amount of $1,000,000 per occurrence and $3,000,000 in the aggregate. The School shall maintain such insurance in full force and effect during the term of this Agreement and such insurance shall contain a provision that the insurer will not cancel or change the policy without first providing Hospital with thirty (30) days prior written notice. Upon the written request of Hospital, School shall name Hospital as an additional insured. Written evidence satisfactory to the Hospital of such insurance policies shall be presented to the Hospital by the School prior to the time any Student or School faculty member commence any patient care activity at the Hospital.

C. Solely to the extent School faculty participate in the Practicum and are assigned to Hospital, School shall be solely responsible for the activities of Students during their assignment at Hospital, including but not limited to the Students orientation, education, continuing evaluation, and the supervision of the Students patient care and treatment.

D. School will require its Students and School faculty participating in the Practicum and assigned to Hospital to observe all Hospital policies, procedures, rules, and regulations as the Hospital may from time to time adopt.

E. As applicable, the School will require that all Students assigned to the Hospital are attired in clean and appropriate uniforms. In the event that Students require a change of uniform because of patient care obligations, the Hospital will supply the necessary change in accordance with its usual policy.

F. To the extent School faculty participate in the Practicum at Hospital, School shall provide qualified faculty to participate in the training of Students pursuant to this Agreement and shall ensure that the didactic and/or clinical training is appropriate for the level of education and instruction of each such Student.

G. School agrees and represents that it and its School faculty assigned to Hospital, currently have in effect and will continue to have in effect during the term of this Agreement, all applicable licenses, certifications, permits and approvals necessary to operate as an educational facility and to provide the type of instruction or education for which the School offers degrees.

H. The School will review a Student’s progress with a representative of the Hospital when requested by the Hospital.

I. The Parties shall provide for adequate and reasonable evaluation of Students upon such terms and conditions as the Parties may agree.

J. School will direct its Students and School faculty participating in the Practicum and assigned to the Hospital to maintain as strictly confidential all patient identifying information, records and other Hospital data to which they may have access, and such Students, faculty, and personnel shall not disclose to or copy the same for any person. School will further direct all Students and School faculty participating in the Practicum and assigned to the Hospital to comply with all applicable federal and state laws and Hospital policies and procedures concerning the confidentiality and security of patient information, including
without limitation, the privacy, and security provisions of the Health Insurance Portability and Accountability Act (HIPAA). Neither the School, its Students, nor School faculty participating in the Practicum and assigned to the Hospital will conduct or make any formal or informal survey, research, inquiry or other study relating in any way to the Hospital, its patients, staff or the Practicum without first obtaining the express written approval of the Hospital. The School shall require its Students and School faculty participating in the Practicum and assigned to the Hospital to return to the Hospital all Hospital records and other Hospital property which may be in their possession promptly at the termination of their participation in the Practicum or upon request of the Hospital.

K. The School shall require its Students and School faculty participating in the Practicum and assigned to the Hospital to be enrolled in a health insurance plan. As required by the Hospital’s Department of Occupational and Environmental Medicine, all Students and School faculty assigned to the Hospital must have had: (i) a negative TB skin test within the last twelve (12) months prior to participation in the Program (a second TB skin test will be administered by the Hospital) or if the individual had a positive test in the past, a negative chest x-ray and documentation reflecting medication counseling must be submitted; (ii) an immune titer for measles, mumps and rubella or proof of two (2) MMR vaccines; (iii) a tetanus shot within the last ten (10) years or administration of Adacel (TdAP) prior to participation in the Program; (iv) documentation of immunity to varicella or receipt of two (2) vaccines or history of clinical disease; and (v) documentation of immunization to hepatitis B, or a form signed by a Student or School faculty member declining vaccination. Prior to the commencement of a Student’s or School faculty member’s participation in the Practicum, the School shall provide evidence of compliance with the requirements set forth above. If at a future date the Hospital shall change the above listed health status requirements, Hospital shall provide written notice to the School. School understands and agrees that it must comply with the changed requirements if the affiliation between the Parties is to continue.

L. School shall designate a School Coordinator who shall coordinate with the Hospital Coordinator to accomplish the mutual goals of this Agreement.

M. School acknowledges that Hospital requires Criminal Offender Records Information (“CORI”) checks for all Students and School faculty members participating in the Practicum prior to their assignment to the Hospital. School agrees to perform such background checks for the state of Massachusetts ONLY. Before any Student or School faculty member can begin a placement at the Hospital, the School must provide the Hospital with all requested information and documentation substantiating that the Student or School faculty member has successfully completed the criminal background check for the state of Massachusetts ONLY.

N. The School must provide insurance certificates and complete all pre-placement requirements of the Hospital (verification that the Student or School faculty member has health insurance, provision of appropriate health status information and screening by the Hospital’s Department of Occupational and Environmental Medicine and criminal background check clearance) prior to the placement of any Student or School faculty member.
Appendix F

O. School may use the name of the Hospital in publications which list health care institutions and other entities which provide clinical experiences for Students of the School. School agrees not to use the name of the Hospital or any member of its staff in sales promotion work or advertising or in any other form of publicity other than as cited herein without the prior written consent of the Hospital. Hospital may list the School in literature that lists its program affiliations. Hospital agrees that it shall not use the name of School, School faculty, or Students assigned to the Hospital in sales promotion work or advertising or in any other form of publicity other than as cited herein without the prior written consent of School.

I. RESPONSIBILITIES OF THE HOSPITAL

A. Hospital shall provide a supervised practical learning and/or clinical experience by qualified Hospital staff to Students; and shall ensure that the didactic and/or clinical training is appropriate for the level of education and instruction of each such Student. Hospital shall make appropriate facilities available and provide qualified licensed staff for the supervision of Students during the Practicum. The facilities shall include an environment which is conducive to the learning process of the Students and which conforms to the Hospital’s customary policies and procedures.

B. The Hospital agrees and represents that it and its faculty participating in the Practicum currently have in effect and will continue to have in effect during the term of this Agreement, all applicable licenses, certifications, permits and approvals necessary to operate as a hospital.

C. Students while engaged in the Practicum shall be under the supervision and control of Hospital and shall be governed by the Hospital’s policies relating to health care delivery and the Student’s role in it.

D. Prior to or upon Students’ arrival at the Hospital, the Hospital shall inform Students and School faculty of the Hospital’s policies, procedures, rules and regulations pertaining to their participation in the Practicum. The Hospital will regularly inform the Students and School faculty of any updates or changes to said policies, procedures, rules and regulations throughout the term of this Agreement.

E. Hospital shall retain full responsibility for patient/client care and welfare in the organization, administration, staffing operation and financing of its services and the maintenance of standards.

F. The Hospital will permit the School, upon a mutually satisfactory basis, to inspect clinical facilities and services available for clinical experience, and other such items pertaining to the Practicum.

G. Hospital shall maintain records and reports on each Student’s performance as required by School.
Appendix F

H. Hospital shall appoint a Hospital Coordinator who will coordinate with the School Coordinator to accomplish the mutual goals of this Agreement.

I. Hospital will make emergency medical care available for Students and School faculty members on the premises through the regular Hospital procedure of handling emergencies in the Emergency Room. In the event of a needle stick or other exposure to a blood borne pathogen, a Student or School faculty member will be referred to the Hospital’s Employee Health Services and will, with appropriate consent, receive treatment in accordance with Hospital policy. In either event, the Student or School faculty member shall be responsible for all associated medical care costs, and shall be billed for such medical costs in accordance with Hospital policy.

J. The Hospital shall comply with all applicable laws and generally accepted professional guidelines and standards pertinent to the subject matter of this Agreement, including, but not necessarily limited to, those relating to occupational health and safety and quality of patient care.

K. During the term of this Agreement, Hospital agrees to maintain and keep in effect general liability and professional liability insurance coverage for the Hospital and all its employees involved in the Practicum. The Hospital shall notify the School immediately upon any cancellation or notice of termination of such insurance.

II. MUTUAL RESPONSIBILITIES

A. The Parties will cooperate in developing the didactic and/or clinical objectives of the Practicum, the design of which will take into consideration but not be limited to, each Student’s previous clinical and academic experience, course and Program outlines and objectives, dates of clinical rotations and number of Students on assignment at the Hospital.

B. The Parties shall mutually agree upon the number of Students placed during each semester or other School instructional period.

C. The School Coordinator and the Hospital Coordinator shall meet at least annually during the term hereof in order to evaluate the Practicum.

D. It is mutually agreed that at no time shall the matter of race, religion, color, national origin, sex, age, disability, Vietnam Veteran status, sexual orientation, or any other impermissible criterion be considered for the purpose of unlawful discrimination.

E. The Parties hereto hereby agree that each shall assume and bear the entire risk of loss and damage caused by its negligence or the negligence of its agents, servants or employees incident to the performance of their respective duties hereunder.
Appendix F

IV. TERM AND TERMINATION

A. The initial term of this Agreement shall be for one (1) year, commencing on the date first set forth above. This Agreement shall automatically renew for periods of one (1) year unless otherwise terminated in writing as provided herein. Notwithstanding a termination, those Students of the School currently in a Practicum at the Hospital may complete the Practicum, subject to the terms of this Agreement including, but not limited to, the School’s continued provision of insurance as required herein.

B. Either Party may terminate this Agreement upon thirty (30) days prior written notice to the other Party.

C. Upon breach by either Party of its obligations under this Agreement the non-breaching Party may terminate the Agreement if the breach remains uncured for more than fifteen (15) days after a Party receives notice of the breach.

D. Unless the Parties agree otherwise, this Agreement shall terminate at any time the School fails to assign Students to the Hospital during a semester or other School instructional period.

E. This Agreement shall terminate automatically in the event either the School’s or the Hospital’s insurance, as required in this Agreement is cancelled or otherwise terminated.

F. It is agreed and understood by and between the Parties that the Hospital has the right to terminate the participation of any Student or School faculty member from the Practicum, if, in the opinion of the Hospital, the behavior of such Student or School faculty member is determined to be detrimental to the operation of the Hospital, and/or to patient care within the Hospital. It is further agreed that if in the School’s reasonable judgment, the quality of Students’ learning experiences would be jeopardized as a result of changes in personnel or services at the Hospital, the School may withdraw Students from the Practicum.

V. STATUS OF THE PARTIES

It is expressly understood and agreed that the Hospital and the School shall at all times during the term of this Agreement act as independent contractors. Students, School faculty, and other personnel of the School shall not be deemed to be employees or agents of the Hospital. Neither the School nor any of its Students, School faculty or other personnel shall have any claim under this Agreement or otherwise against the Hospital for vacation pay, sick leave, retirement benefits, social security, workers compensation, health, disability, professional malpractice or unemployment benefits of any kind, and no funds shall be paid or withheld by the Hospital on behalf of the School, its Students, School faculty or other personnel for satisfying such claims. Further, nothing contained herein shall be construed to create a joint venture, partnership, association or other affiliation between the Hospital and the School. In no event shall either Party be liable for the debts or obligations of the other except as otherwise specifically provided in this Agreement.
VI. MISCELLANEOUS

A. This Agreement represents the entire understanding of the Parties with respect to the subject matter contained herein and supersedes and cancels all previous agreements between the parties concerning such subject matter.

B. This Agreement may be amended only by a writing signed by authorized representatives of the Parties.

C. All notices hereunder shall be sufficiently given if sent by regular mail, or prepaid, registered mail, return receipt requested, to the following addresses:

   If to the Hospital:

   The Clinical Facility
   Attn:

   If to the School:

   University of Massachusetts –Lowell
   School of Health and Environment
   3 Solomont Way
   Lowell, Massachusetts 01854
   Attn. Keith W. Hallbourg

D. This Agreement shall be governed by and construed under the laws of the Commonwealth of Massachusetts.

E. Neither this Agreement nor any rights hereunder shall be assigned by either Party without the prior written consent of the other Party.

F. A waiver of the breach of any term or condition of this Agreement shall not constitute a waiver of any subsequent breach or breaches.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first written above.

UNIVERSITY OF MASSACHUSETTS, LOWELL

By: ________________________

THE CLINICAL FACILITY

By: ________________________
Student Data Form

I. Student’s Personal Data:

Name: ____________________________
College or University: ____________
Clinical Exp: I ☐ II ☐ III ☐ IV ☐ V ☐

Preferred Mailing Address: ____________
City: ____________ State: ____________ Zip: ____________

Cell Phone: ____________ Home Phone: ____________ E-Mail: ____________

Liability Insurance Carrier: ____________
Policy #: ____________

Medical Insurance: ____________
Policy #: ____________

In Case of Emergency Contact

Relationship: ____________

Address: ____________________________
City: ____________________________ State: ____________ Zip: ____________

Cell Phone: ____________
Home Phone: ____________
Appendix G

Previous Clinical Experiences (list most recent first)

<table>
<thead>
<tr>
<th>Facility</th>
<th>Full time/Part time?</th>
<th>Length of Experience</th>
<th>Type of Experience (eg. OP ortho, acute)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Housing Information
I would: □ like to take advantage of the housing you offer  □ I have housing available at
□ like to review any housing information you may have available  □ I have a car □ □ I will rely on public transportation □

II. LEARNING STYLE PROFILE
A. Please comment on how you prefer to learn.

B. Please comment on the amount and type of feedback you prefer while learning in a clinical setting.
III. STUDENT SELF-ASSESSMENT

Overview: The 18 items of the Clinical Performance Instrument (CPI) are grouped into two main categories of Professional Practice and Patient Management. The left hand column lists the subcategories in each and provides sample behaviors to consider when assessing your performance.

Directions:
1. In the second column, using the following key, indicate your level of exposure in each of the subcategories:

   For first full-time experiences use the following choices:  
   - 4 = integrated clinic, classroom and lab  
   - 3 = integrated (or part-time) clinic only  
   - 2 = classroom and lab  
   - 1 = classroom only  
   - 0 = no exposure

   For subsequent experiences add the following options:  
   - 6 = full time clinic, classroom and lab  
   - 5 = full time clinic only

2. Complete the third column ONLY if you have completed at least one full-time clinical experience. For your second clinical experience through your final clinical experience, using the anchor definitions described below and considering the performance dimensions provided, indicate your level of performance for each of the items listed by placing a vertical mark ( | ) on the rating scale. Note: You must meet ALL of the conditions of the anchor to place a mark directly on the anchor.

3. In the last column, using the anchor definitions and performance dimensions as a framework, provide a general statement of your performance for the entire category of items listed.

   NOTE: Steps 1 and 2 provide a visual representation of your perceived level of performance. Step 3 provides a general overview of your exposure and competence in narrative form, and complements the information previously given to insure a well-rounded picture of your capabilities.

Anchor Definitions: (As read from left to right on the rating scale)

<table>
<thead>
<tr>
<th></th>
<th>bp</th>
<th>abp</th>
<th>ip</th>
<th>aip</th>
<th>ep</th>
<th>bep</th>
</tr>
</thead>
</table>

Beginning performance (bp):
- A student who requires close supervision 100% of the time managing patients with constant monitoring and feedback, even with patients with simple conditions
- At this level, performance is inconsistent and clinical reasoning is performed in an inefficient manner.
- Performance reflects little or no experience
- The student does not carry a caseload.

Advanced beginner performance (abp):
- A student who requires clinical supervision 75 – 90% of the time managing patients with simple conditions, and 100% of the time managing patients with complex conditions.
- At this level, the student demonstrates consistency in developing proficiency with simple tasks (eg, medical record review, goniometry, muscle testing, and simple interventions), but is unable to perform skilled examinations, interventions, and clinical reasoning skills.
- The student may begin to share a caseload with the clinical instructor.

Intermediate performance (ip):
- A student who requires clinical supervision less than 50% of the time managing patients with simple conditions, and 75% of the time managing patients with complex conditions.
- At this level, the student is proficient with simple tasks and is developing the ability to consistently perform skilled examinations, interventions, and clinical reasoning.
- The student is capable of maintaining 50% of a full-time physical therapist’s caseload.
Appendix G

**Advance intermediate performance (aip):**
- A student who requires clinical supervision less than 25% of the time managing new patients or patients with complex conditions and is independent managing patients with simple conditions.
- At this level, the student is consistent and proficient in simple tasks and requires only occasional cueing for skilled examinations, interventions, and clinical reasoning.
- The student is capable of maintaining 75% of a full-time physical therapist’s caseload.

**Entry-level performance (ep):**
- A student who is capable of functioning without guidance or clinical supervision managing patients with simple or complex conditions.
- At this level the student is consistently proficient and skilled in simple and complex tasks for skilled examinations, interventions and clinical reasoning.
- Consults with others and resolves unfamiliar or ambiguous situations.
- The student is capable of maintaining 100% of a full-time physical therapists caseload in a cost effective manner.

**Beyond entry-level performance (bep):**
- A student who is capable of functioning without clinical supervision or guidance in managing patients with simple or highly complex conditions, and is able to function in unfamiliar or ambiguous situations.
- At this level, the student is consistently proficient at highly skilled examinations, interventions, and clinical reasoning, and is capable of serving as a consultant or resource for others.
- The student is capable of maintaining 100% of a full-time physical therapist’s caseload and seeks to assist others where needed.
- The student is capable of supervising others.
- The student willingly assumes a leadership role for managing patients with more difficult or complex conditions.
- Actively contributes to the enhancement of the clinical facility with an expansive view of physical therapy practice and the profession

**Performance Dimensions:**

**Quality** = the degree of skill or competence demonstrated (eg, limited skill, high skill), the relative effectiveness of the performance (eg, ineffective, highly effective), and the extent to which outcomes meet the desired goals. A continuum of quality might range from demonstration of limited skill and effectiveness to a highly skilled and highly effective performance.

**Supervision/guidance required** = level and extent of assistance required by the student to achieve clinical performance at entry-level. As a student progresses through clinical education experiences, the degree of monitoring needed is expected to progress from full-time monitoring/direct supervision or cuing for assistance to initiate, to independent performance with consultation. The degree of supervision and guidance may vary with the complexity of the patient or the environment.

**Consistency** = the frequency of occurrences of desired behaviors related to the performance criterion (eg, infrequently, occasionally, routinely). As the student progresses through clinical education experiences, consistency of quality performance is expected to progress from infrequently to routinely.

**Complexity of tasks/environment** = Multiple requirements of the patient or environment (eg, simple, complex). The complexity of the environment can be altered by controlling the number and types of elements to be considered in the performance, including patients, equipment, issues, etc. As a student progresses through clinical education experiences, the complexity of tasks/environment should increase, with fewer elements controlled by the CI.

**Efficiency** = the ability to perform in a cost-effective and timely manner (eg, inefficient/slow, efficient/timely). As a student progresses through clinical education experiences, efficiency should progress from a high expenditure of time and effort to economical and timely.
### Professional Practice

<table>
<thead>
<tr>
<th>Performance Item</th>
<th>Exposure</th>
<th>Competence</th>
<th>Narrative Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. SAFETY: Practices in a safe manner that minimizes risk to patient’s self, and others</strong> (Establishes and maintains safe working environment; recognizes physiological and psychological changes in patients and adjusts patient intervention accordingly; demonstrates awareness of contraindications and precautions of patient intervention; ensures the safety of self, patient and others throughout the clinical interaction (e.g., universal precautions, responding and reporting emergency situations, etc.); requests assistance when necessary; uses acceptable techniques for safe handling of patients (e.g., body mechanics, guarding, level of assistance etc.); demonstrates knowledge of facility safety policies and procedures.)</td>
<td>5 6 4 3 2 1 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. PROFESSIONAL BEHAVIOR: Demonstrates professional behavior in all situations</strong> (Demonstrates initiative (e.g., arrives well prepared, offers assistance, seeks learning opportunities; is punctual and dependable; wears attire consistent with expectations of the practice setting; demonstrates integrity in all interactions; exhibits caring compassion, and empathy in providing services to patients; maintains productive working relationships with patients, families, CI and others; demonstrates behaviors that contribute to a positive work environment; accepts feedback without defensiveness; manages conflict in constructive ways; maintains patient privacy and modesty (e.g., draping, confidentiality); values the dignity of patients as individuals; seeks feedback from clinical instructor related to clinical performance; provides effective feedback to CI related to clinical/teaching mentoring.)</td>
<td>5 6 4 3 2 1 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. ACCOUNTABILITY: Practices in a manner consistent with established legal and professional standards and ethical guidelines.</strong> (Places patient’s needs above self interests; identifies, acknowledges, and accepts responsibility for actions and reports efforts; takes steps to remedy errors in a timely manner; abides by policies and procedures of the practice setting (e.g., OSHA, HIPAA, PIPEDA [Canada] etc.); maintains patient confidentiality; adheres to legal practice standards including all federal, state/province, and institutional regulations related to patient care and fiscal management; identifies ethical or legal concerns and initiates action to address the concerns; displays generosity as evidenced in the use of time and effort to meet patient needs; recognize the need for physical therapy services to underserved and underrepresented populations; strive to provide patient/client services that go beyond expected standards of practice.)</td>
<td>5 6 4 3 2 1 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Appendix G

#### 4. COMMUNICATION: Communicates in ways that are congruent with situational needs.
(Communicates, verbally and nonverbally, in a professional and timely manner; initiates communication in difficult situations; selects the most appropriate person(s) with whom to communicate; communicates respect for the roles and contributions of all participants in patient care; listens actively and attentively to understand what is being communicated by others; demonstrates professionally and technically correct written and verbal communication without jargon; communicates using nonverbal messages that are consistent with intended message; engages in ongoing dialogue with professional peers or team members; interprets and responds to the nonverbal communication of others; evaluates effectiveness of his/her own communication and modifies communication accordingly; seeks and responds to feedback from multiple sources in providing patient care; adjusts style of communication based on target audience; communicates with the patient using language the patient can understand (e.g., translator, sign language, level of education, cognitive impairment, etc.).

<table>
<thead>
<tr>
<th>5</th>
<th>6</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

---

#### 5. CULTURAL COMPETENCE: Adapts delivery of physical therapy services with consideration for patients’ differences, values, preferences, and needs.
(Incorporates an understanding of the implications of individual and cultural differences and adapts behavior accordingly in all aspects of physical therapy services; communicates with sensitivity by considering differences in race/ethnicity, religion, gender, age, national origin, sexual orientation, and disability or health status; provides care in a nonjudgmental manner when the patient’s beliefs and values conflict with the individual’s belief system; discovers, respects, and highly regards individual differences, preferences, values, life issues, and emotional needs within and among cultures; values the socio-cultural, psychological, and economic influences on patients and clients and responds accordingly; is aware of and suspends own social and cultural biases).

<table>
<thead>
<tr>
<th>5</th>
<th>6</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

---

#### 6. PROFESSIONAL DEVELOPMENT: Participates in self-assessment to improve clinical and professional performance: (Identifies strengths and limitations in clinical performance; seeks guidance as necessary to address limitations; uses self-evaluation ongoing feedback from others, inquiry, and reflection to conduct regular ongoing self-assessment to improve clinical practice and professional development; acknowledges and accepts responsibility for and consequences of his or her actions; establishes realistic short and long-term goals in a plan for professional development; seeks out additional learning experiences to enhance clinical and professional performance; discusses progress of clinical and professional growth; accepts responsibility for continuous professional learning; discusses professional issues related to physical therapy practice; participated in professional activities beyond the practice environment; provides to and receives feedback from peers regarding performance, behaviors, and goals; provides current knowledge and theory (in-service, case presentation, journal club, projects, systematic data collection, etc.) to achieve optimal patient care.)

<table>
<thead>
<tr>
<th>5</th>
<th>6</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
### Patient Management

<table>
<thead>
<tr>
<th>Performance Item</th>
<th>Exposure</th>
<th>Competence</th>
<th>Narrative Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7. CLINICAL REASONING:</strong> Applies current knowledge, theory, clinical judgment, and the patient’s values and perspective in patient management.**</td>
<td></td>
<td>5 6 4 3 2 1 0</td>
<td>bp abp ip aip ep bep</td>
</tr>
<tr>
<td>(Presents a logical rationale (cogent and concise arguments) for clinical decisions; makes clinical decisions within the context of ethical practice; utilizes information from multiple data sources to make clinical decisions (eg, patient and caregivers, health care professionals, hooked on evidence, databases, medical records); seeks disconfirming evidence in the process of making clinical decisions; recognizes when plan of care and interventions are ineffective, identifies areas needing modification, and implements changes accordingly; critically evaluates published articles relevant to physical therapy and applies them to clinical practice; demonstrates an ability to make clinical decisions in ambiguous situations or where values may be in conflict; selects interventions based on the best available evidence, clinical expertise, and patient preferences; assesses patient response to interventions using credible measures; integrates patient needs and values in making decisions in developing the plan of care; clinical decisions focus on the whole person rather than the disease; recognizes limits (learner and profession) of current knowledge, theory, and judgment in patient management.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **8. SCREENING:** Determines with each patient encounter the patient’s need for further examination or consultation by a physical therapist or referral to another health care professional.**  |          | 5 6 4 3 2 1 0 | bp abp ip aip ep bep |
| (Utilizes tests and measures sensitive to indications for physical therapy intervention; advises practitioner about indications for intervention; reviews medical history from patients and other sources (eg, medical records, family, others health care staff; performs a system review and recognizes clusters (historical information, signs and symptoms) that would preclude interventions due to contraindications or medical emergencies; selects the appropriate screening tests and measurements; conducts tests and measurements appropriately; interprets tests and measurements accurately; analyzes and interprets the results and determines whether there is a need for further examination or referral to other services; chooses the appropriate service and refers the patient in a timely fashion, once referral or consultation is deemed necessary; conducts musculoskeletal, neuromuscular, cardiopulmonary, and integumentary systems screening at community sites.) | | | |
9. **EXAMINATION**: Performs a physical therapy patient examination using evidence-based tests and measures. (Obtains a history from patients and other sources as part of the examination; utilizes information from history and other data (eg, laboratory, diagnostic and pharmacological information) to formulate initial hypothesis and prioritize selection of tests and measures; performs systems review; selects evidence-based tests and measures that are relevant to the history, chief complaint and screening; conducts tests and measures accurately and proficiently; sequences tests and measures in a logical manner to optimize efficiency; adjusts tests and measures according to patient’s response; performs regular reexaminations of patient status; performs an examination using evidence-based tests and measures.).

NOTE: See appendix for list of tests and measures and items to consider during history taking (from the CPI and the Guide to Clinical Practice).

<table>
<thead>
<tr>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

---

10. **EVALUATION**: Evaluates data from the patient examination (history, systems review, and tests and measurements) to make clinical judgments. (Synthesizes examination data and identifies pertinent impairments, functional limitations and quality of life [WHO – ICF Model for Canada]; makes clinical judgments based on data from examination (history, system review, tests and measurements; reaches clinical decisions efficiently; cites the evidence to support a clinical decision).

<table>
<thead>
<tr>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

---

11. **DIAGNOSIS AND PROGNOSIS**: Determines a diagnosis and prognosis that guides future patient management. (Establishes a diagnosis for physical therapy intervention and list for differential diagnosis; determines a diagnosis that is congruent with pathology, impairment, functional limitation and disability; integrates data and arrives at an accurate prognosis with regard to intensity and duration of interventions and discharge status; estimates the contribution of factors (eg, preexisting health status, co-morbidities, race, ethnicity, gender, age, health behaviors) on the effectiveness of interventions; utilizes the research and literature to identify prognostic indicators (co-morbidities, race, ethnicity, gender, health behaviors, etc) that help predict patient outcomes).

<table>
<thead>
<tr>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

---
### 12. PLAN OF CARE

Establishes a physical therapy plan of care that is safe, effective, patient-centered, and evidence-based. Establishes goals and desired functional outcomes that specify expected time durations; establishes a physical therapy plan of care in collaboration with the patient, family, caregiver, and others involved in the delivery of health care services; establishes a plan of care consistent with the examination and evaluation; selects interventions based on the best available evidence and patient preferences; follows established guidelines (eg, best practice, clinical pathways, and protocol) when designing the plan of care; progresses and modifies plan of care and discharge planning based on patient responses; identifies the resources needed to achieve the goals included in the patient care; implements, monitors, adjusts, and periodically re-evaluates a plan of care and discharge planning; discusses the risks and benefits of the use of alternative interventions with the patient; identifies patients who would benefit from further follow-up; advocates for the patients' access to services.

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>bp</td>
<td>abp</td>
<td>ip</td>
<td>aip</td>
<td>ep</td>
<td>cp</td>
<td>bep</td>
</tr>
</tbody>
</table>

### 13. PROCEDURAL INTERVENTIONS

Performs physical therapy interventions in a competent manner.

Performs interventions safely, effectively, efficiently, fluidly and in a coordinated and technically competent manner; performs interventions consistent with the plan of care; utilizes alternative strategies to accomplish functional goals; follows established guidelines when implementing an existing plan of care; provides rationale for intervention selected for patients presenting with various diagnoses; adjusts intervention strategies according to variables related to age, gender, co-morbidities, pharmacological interventions etc.; assesses patient response to interventions and adjusts accordingly; discusses strategies for caregivers to minimize risk of injury and to enhance function; considers prevention, health, wellness and fitness in developing a plan of care for patients with musculoskeletal, neuromuscular, cardiopulmonary, and integumentary system problems; incorporates the concept of self-efficacy in wellness and health promotion.

**Note:** See Appendix for list of interventions (from the CPI and Guide to Clinical Practice).

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>bp</td>
<td>abp</td>
<td>ip</td>
<td>aip</td>
<td>ep</td>
<td>cp</td>
<td>bep</td>
</tr>
</tbody>
</table>

### 14. EDUCATIONAL INTERVENTIONS

Educates others (patients, caregivers, staff, students, other health care providers, business and industry representatives, school systems) using relevant and effective teaching methods.

Identifies and establishes priorities for educational needs in collaboration with the learner; identifies patient learning style (eg, demonstration, verbal, written); identifies barriers to learning (eg, literacy, language, cognition); modifies interaction based on patient learning style; instructs patient, family members and other caregivers regarding the patient's condition, intervention and transition to his or her role at home, work, school or community; ensures understanding and effectiveness of recommended ongoing program; tailors interventions with consideration for patient family situation and resources; provides patients with the necessary tools and education to manage their problem; determines need for consultative services; applies physical therapy knowledge and skills to identify problems.

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>bp</td>
<td>abp</td>
<td>ip</td>
<td>aip</td>
<td>ep</td>
<td>cp</td>
<td>bep</td>
</tr>
</tbody>
</table>
Appendix G

and recommend solutions in relevant settings (eg, ergonomic evaluations, school system assessments, corporate environmental assessments); provides education and promotion of health, wellness and fitness).

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

15. **DOCUMENTATION**: Produces documentation in a timely manner to support the delivery of physical therapy services. (Selects relevant information to document the delivery of physical therapy patient care; documents all aspects of physical therapy care, including screening, examination, evaluation, plan of care, intervention, response to intervention, discharge planning, family conferences, and communication with others involved in delivery of patient care; produces documentation (eg, electronic, dictation, chart) that follows guidelines and format required by the practice setting; documents patient care consistent with guidelines and requirements of regulatory agencies and third-party payers; documents all necessary information in an organized manner that demonstrates sound clinical decision-making; produces documentation that is accurate, concise, timely and legible; utilizes terminology that is professionally and technically correct; documentation accurately describes care delivery that justifies physical therapy services; participates in quality improvement review of documentation (chart audit, peer review, goals achievement).

16. **OUTCOMES ASSESSMENT**: Collects and analyzes data from selected outcome measures in a manner that supports accurate analysis of individual and group outcomes. (Applies, interprets, and reports results of standardized assessments throughout a patient’s episode of care; assesses and responds to patient and family satisfaction with delivery of physical therapy care; seeks information regarding quality of care rendered by self and others under clinical supervision; evaluates and uses published studies related to outcomes effectiveness; selects, administers, and evaluates valid and reliable outcomes measures for patient groups; assesses the patient’s response to intervention in practice terms; evaluates whether functional goals from the plan of care have been met; participates in quality/performance improvement programs (program evaluation, utilization of services, patient satisfaction).
17. **FINANCIAL RESOURCES**: Participates in the financial management (budgeting, billing, and reimbursement, time, space, equipment, marketing, public relations) of the physical therapy service consistent with regulatory, legal, and facility guidelines. Schedules patients, equipment and space; coordinates physical therapy with other services to facilitate efficient and effective patient care; sets priorities for the use of resources to maximize patient and facility outcomes; uses time effectively; adheres to or accommodates unexpected changes in the patient’s schedule and facility’s requirements; provides recommendations for equipment and supply needs; submits billing charges on time; adheres to reimbursement guidelines established by regulatory agencies, payers, and the family; requests and obtains authorization for clinically necessary reimbursable visits; utilizes accurate documentation, coding, and billing to support request for reimbursement; negotiates with reimbursement entities for changes in individual patient services; utilizes the facility’s information technology effectively; functions within the organizational structure of the practice setting; implements risk-management strategies (ie, prevention of injury, infection control, etc.); markets services to customers (eg, physicians, corporate clients, general public); promotes the profession of physical therapy; participates in special events organized in the practice setting related to patients and care delivery; develops and implements quality improvement plans (productivity, length of stay, referral patterns, and reimbursement trends).

18. **DIRECTION AND SUPERVISION OF PERSONNEL**: Directs and supervises personnel to meet patient’s goals and expected outcomes according to legal standards and ethical guidelines. Determines those physical therapy services that can be directed to other support personnel according to jurisdictional law, practice guidelines, policies, codes of ethics, and facility policies; applies time-management principles to supervision and direct patient care; informs the patient of the rationale for and decision to direct aspects of physical therapy services to support personnel (eg, secretary, volunteers, PT Aides, PTAs); determines the amount of instruction necessary for personnel to perform directed tasks; provides instruction to personnel in the performance of directed tasks; supervises those physical therapy services directed to PTAs and other support personnel according to jurisdictional law, practice guidelines, policies, codes of ethics, and facility policies; monitors the outcomes of patients receiving physical therapy services delivered by other support personnel; demonstrates effective interpersonal skills including regular feedback in supervising directed support personnel; demonstrates respect for the contributions of other support personnel; directs documentation to PTAs that is based on the plan of care that is within the PTAs ability and consistent with jurisdictional law, practice guidelines, policies, codes of ethics and facility policies; reviews, in conjunction with the clinical instructor, the PTA documentation for clarity and accuracy.
Appendix G

Student Name: __________  College or University __________

Clinical Experience: I, II, III, IV, V __________  Clinical Education Site __________

Length of Experience: __________  Type of Experience (eg, acute, ortho, rehab) __________

Goals for the Experience:
1. __________

2. __________

3. __________

4. __________

5. __________
Appendix G

<table>
<thead>
<tr>
<th>Areas of Strength</th>
<th>Areas to Strengthen</th>
</tr>
</thead>
</table>

**Student Signature:** __________________________________________  **Date completed** ______

**Tests and Measures**

- a. aerobic capacity
- b. anthropomorphic characteristics
- c. arousal, mentation, and cognition
- d. assistive and adaptive devices
- e. community and work reintegration
- f. cranial nerve integrity
- g. environmental, home and work barriers
- h. ergonomics and body mechanics
- i. gait, assisted locomotion and balance
- j. integumentary integrity
- k. joint integrity and mobility
- l. motor function
- m. muscle performance (strength, power, endurance)
- n. neuromotor development and sensory integration
- o. orthotic, protective and supportive devices
- p. pain
- q. posture
- r. prosthetic requirements
- s. range of motion
- t. reflex integrity
- u. self-care and home management (includes ADL’s, IADL’s)
- v. sensory integration (including kinesthesia and proprioception)

**Preferred Practice Patterns: Cardiopulmonary**

- a. Primary Prevention/risk factor reduction for Cardiopulmonary disorders
- b. Impaired aerobic capacity and endurance secondary to Deconditioning associated with Systemic disorders
- c. Impaired ventilation, respiration (gas exchange), and aerobic capacity associated with airway clearance dysfunction
- d. Impaired aerobic capacity and endurance associated with cardiovascular pump dysfunction
- e. Impaired aerobic capacity and endurance associated with cardiovascular pump failure
- f. Impaired ventilation, respiration (gas exchange), aerobic capacity, and endurance associated with ventilatory pump dysfunction
- g. Impaired ventilation with mechanical ventilation secondary to ventilatory pump dysfunction
- h. Impaired ventilation and respiration (gas exchange) with potential for respiratory failure
- i. Impaired ventilation and respiration (gas exchange) with mechanical ventilation secondary to respiratory failure
- j. Impaired ventilation, respiration (gas exchange), aerobic capacity, and endurance secondary to respiratory failure in the neonate

**Preferred Practice Patterns: Neuromuscular**

- a. Impaired Motor Function and Sensory Integrity Associated with Congenital or Acquired disorders of the Central Nervous System in Infancy, Childhood and Adolescence
- b. Impaired motor function and sensory integrity associated with Acquired Disorders

**Preferred Practice Patterns: Musculoskeletal**

- a. Primary prevention/risk factor reduction for Skeletal Demineralization
- b. Impaired Posture
- c. Impaired Muscle Performance
- d. Impaired Joint Mobility, Motor Function, Muscle Performance, and ROM associated with Capsular Restriction
- e. Impaired Joint Mobility, Motor Function, Muscle Performance, and ROM associated with Ligament or other Connective Tissue Disorders
- f. Impaired Joint Mobility, Motor Function, Muscle Performance, and ROM associated with Localized Inflammation
- g. Impaired Joint Mobility, Motor Function, Muscle Performance, ROM or Reflex Integrity Secondary to Spinal Disorders
- h. Impaired Joint Mobility, Muscle Performance, and ROM associated with Fracture
- i. Impaired Joint Mobility, Motor Function, Muscle Performance, and ROM associated with Joint Arthroplasty
- j. Impaired Joint Mobility, Motor Function, Muscle Performance, and ROM associated with Bony or Soft Tissue Surgical Procedures
- k. Impaired gait, locomotion, and Balance and Impaired motor function secondary to Lower Extremity Amputation

**Preferred Practice Patterns: Integumentary**

- a. Primary prevention/risk factor reduction for integumentary disorders
- b. Impaired Integumentary Integrity secondary to superficial skin involvement
Appendix G

W. ventilation, respiration and circulation

Interventions

a. airway clearance techniques
b. debridement and wound care
c. electrotherapeutic modalities
d. functional training in community and work reintegration (including
   IADL’s, work hardening and work conditioning)
e. functional training in self-care and home management (including
   ADL’s and IADL’s)
f. manual therapy techniques
g. patient-related instruction
h. physical agents and mechanical modalities
i. prescription, application, and as appropriate fabrication of
   adaptive, assistive, orthotic, protective, and supportive devices
   and equipment
j. therapeutic exercise (including aerobic conditioning)

Nonprogressive disorders of the Central Nervous System in Adulthood

C. Impaired motor function and sensory integrity associated with
   Progressive disorders of the CNS in adulthood

D. Impaired motor function and sensory integrity associated with Peripheral
   Nerve Injury

E. Impaired motor function and sensory integrity associated with Acute and
   chronic polyneuropathies

F. Impaired motor function and sensory integrity associated with
   nonprogressive disorders of the spinal cord

G. Impaired arousal, ROM, Sensory Integrity and motor control associated
   with coma or vegetative state.

C. Impaired integumentary integrity secondary to partial-thickness skin
   involvement and scar formation

D. Impaired integumentary integrity secondary to full-thickness skin
   involvement and scar formation

E. Impaired integumentary integrity secondary to skin involvement
   extending into fascia, muscle or bone

F. Impaired anthropomorphic dimensions secondary to lymphatic
   system disorders
### UNIVERSE OF MASSACHUSETTS LOWELL
#### DEPARTMENT OF PHYSICAL THERAPY

**O. CLINICAL EDUCATION FIELDWORK PERFORMANCE EVALUATION**

Student's Name __________________________ Clinical Facility __________________________

Clinical Instructor __________________________ Dates of Experience __________________________

**General Instructions:** Please complete this document, share it with the student and return it to the University of Massachusetts Lowell within two working days upon completion of the Clinical Education Fieldwork Experience.

SD = Strongly Disagree  D = Disagree  A = Agree  SA = Strongly Agree  N/A = Not Applicable

<table>
<thead>
<tr>
<th></th>
<th>SD</th>
<th>D</th>
<th>A</th>
<th>SA</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The student demonstrated professional and ethical behavior.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Adhered to ethical and legal standards of practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Showed respect for others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Treated patients in a manner which reflects dignity and concern for human life</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Maintained confidentiality and used discretion when conversing with, and in front of patients</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Demonstrated initiative, enthusiasm, professional curiosity &amp; willingness to learn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The student demonstrated safe practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Observed health and safety regulations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Implemented safe patient care programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Used Accepted techniques for safe handling of patients</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Requested appropriate assistance when necessary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Demonstrated awareness of contraindications/precautions to treatment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The student demonstrated effective interpersonal and communication skills.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Spoke with tact and diplomacy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Expressed questions/requests/needs in a clear and easily understood manner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Responded to questions/requests/needs in a clear and easily understood manner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Began to establish effective relationships with patients/family</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Established effective relationship(s) with CI(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Used appropriate non-verbal communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix H

4. The student demonstrated awareness of and beginning skill in the use of the problem solving process.

<table>
<thead>
<tr>
<th></th>
<th>SD</th>
<th>D</th>
<th>A</th>
<th>SA</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Recognition of physical therapy problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Definition of physical therapy problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Analysis of the physical therapy problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Management of the physical therapy data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Development of solution to physical therapy problem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Evaluation of problem outcome</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. The student demonstrated time management skill

<table>
<thead>
<tr>
<th></th>
<th>SD</th>
<th>D</th>
<th>A</th>
<th>SA</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Organized time effectively and worked within time limits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Used free time productively</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Please list evaluative procedures observed/performed by the student and check the appropriate box.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Observed</th>
<th>Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Comments:

7. Please list treatment procedures observed/performed by the student and check the appropriate box.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Observed</th>
<th>Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Comments:
Appendix H

<table>
<thead>
<tr>
<th>8. a Areas of student strength</th>
<th>8.b. Areas to strengthen</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Clinical Instructor (Date) Student (Date)
P. STUDENT'S EVALUATION OF A CLINICAL EDUCATION FIELDWORK EXPERIENCE

**General Instructions:** This form is to be completed at the end of your Clinical Education Fieldwork. Please share the completed form with your CI or CCCE as instructed. This form should be returned to the DCE at the University of Massachusetts Lowell when completed.

---

**Student's name**  

**Dates of CE Fieldwork Experience**

**Clinical Facility**  

**Type of rotation**

**Name(s) of CI(s)**  

**CE Fieldwork**  

1. How would you describe the orientation that you received?

2. Were the objectives that you and your CI prepared for this CE Fieldwork Experience appropriate for the facility and your level of experience?

3. Were learning experiences modified to fit your demonstrated level of competency and goals for this affiliation?

4. How would you describe the level of supervision that you received?  

   - [ ] Too close  
   - [ ] Commensurate with need  
   - [ ] Not close enough

   **Comments:**

---
Appendix I

5. How would you describe the feedback you received from your CI? (Please consider both the amount and type)
   _____Excellent          _____Good          _____Adequate          _____Somewhat lacking
   Comments:

6. Please list the types of patient diagnoses you were exposed to on this CE Fieldwork Clinical and check the appropriate boxes for each diagnosis listed. (Check all that apply) Attach a separate sheet of paper if necessary.

   E = Evaluated     T = Treated     O = Observed     P = Performed

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Which of the following were you exposed to/responsible for?
   a. Initial evaluation         Observed []  Performed []
   b. Progress notes            Observed []  Performed []
   c. Development of Patient Care Plan Observed []  Performed []
Appendix I

d. Discharge notes Observed [] Performed []
e. Referral to other services Observed [] Performed []
f. Home care programs Observed [] Performed []
g. Other______________________ Observed [] Performed []

8. How would you rate your Integrated Experience at this Clinical Education Center?

Very negative experience []
Of limited value []
Time well spent []
Very Positive []
Appendix J

Student’s Name: ____________________________________________

Q. Inservice/Case Presentation

Topic: _______________________________________________________

Format:   

Inservice_____________Case Presentation_____________

Special Project_______Research Project_______________

14.0 Demonstrates teaching skills:

<table>
<thead>
<tr>
<th></th>
<th>One</th>
<th>Please Circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.1</td>
<td>Topic selected is appropriate.</td>
<td>Yes</td>
</tr>
<tr>
<td>14.2</td>
<td>Relates clear, appropriate objectives.</td>
<td>Yes</td>
</tr>
<tr>
<td>14.3</td>
<td>Selects appropriate style of presentation.</td>
<td>Yes</td>
</tr>
<tr>
<td>14.4</td>
<td>Selects media which enhances presentation.</td>
<td>Yes</td>
</tr>
<tr>
<td>14.5</td>
<td>Speaks clearly and succinctly</td>
<td>Yes</td>
</tr>
<tr>
<td>14.6</td>
<td>Presentation is appropriate to level of audience</td>
<td>Yes</td>
</tr>
<tr>
<td>14.7</td>
<td>Information presented is correct</td>
<td>Yes</td>
</tr>
<tr>
<td>14.8</td>
<td>Non-verbal presentation and/or demonstrations are appropriate.</td>
<td>Yes</td>
</tr>
<tr>
<td>14.9</td>
<td>Responds to and interacts with audience</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Comments (Section 14.0)

Mid-term:

Final:
## Clinical Performance Instrument - Grading Rubric

<table>
<thead>
<tr>
<th>Items 1 - 4 &amp; 7 are considered red flag items and are considered foundational elements in clinical practice.</th>
<th>Performance Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Practices in a safe manner that minimizes the risk to patient, self, and others.</td>
<td>≥ Intermediate</td>
</tr>
<tr>
<td>2. Demonstrates professional behavior in all situations.</td>
<td>≥ Intermediate</td>
</tr>
<tr>
<td>4. Communicates in ways that are congruent with situational needs.</td>
<td>≥ Intermediate</td>
</tr>
<tr>
<td>5. Adapts delivery of physical therapy services with consideration for patients’ differences, values, preferences, and needs.</td>
<td>≥ Advanced Beginner</td>
</tr>
<tr>
<td>8. Determines with each patient encounter the patient’s need for further examination or consultation* by a physical therapist† or referral to another health care professional.</td>
<td>≥ Advanced Beginner</td>
</tr>
<tr>
<td>10. Evaluates data from the patient examination (history, systems review, and tests and measures) to make clinical judgments.</td>
<td>≥ Advanced Beginner</td>
</tr>
<tr>
<td>12. Establishes a physical therapy plan of care* that is safe, effective, patient-centered, and evidence-based.</td>
<td>≥ Advanced Beginner</td>
</tr>
<tr>
<td>14. Educates* others (patients, caregivers, staff, students, other health care providers*, business and industry representatives, school systems) using relevant and effective teaching methods.</td>
<td>≥ Advanced Beginner</td>
</tr>
<tr>
<td>15. Produces quality documentation* in a timely manner to support the delivery of physical therapy services.</td>
<td>≥ Advanced Beginner</td>
</tr>
<tr>
<td>16. Collects and analyzes data from selected outcome measures in a manner that supports accurate analysis of individual patient and group outcomes.*</td>
<td>≥ Advanced Beginner</td>
</tr>
<tr>
<td>17. Participates in the financial management (budgeting, billing and reimbursement, time, space, equipment, marketing, public relations) of the physical therapy service consistent with regulatory, legal, and facility guidelines.</td>
<td>≥ Advanced Beginner</td>
</tr>
<tr>
<td>18. Directs and supervises personnel to meet patient’s goals and expected outcomes according to legal standards and ethical guidelines.</td>
<td>≥ Advanced Beginner</td>
</tr>
</tbody>
</table>

S. THE ANECDOTAL RECORD

The Clinical instructor records the facts of “what happened”, offering no judgment. For example:

**Student’s Name:** __________________________

**Evaluator/Observer:** _______________________

Setting: (Place, persons involved, atmosphere, etc.) The student has made an appointment with the patient, who frequently was uncooperative. When the student returned, the patient was still on the phone and made no move to end the conversation.

Student Action or Behavior: The student demonstrated appropriate and assertive intervention to set limits on the patient’s behavior. Assertiveness has been a challenge for this student, and this is a good example of an appropriate application of the skill.

______________________________  __________________________
**Student Signature**  **Evaluator’s Signature**

Student Comments: It is difficult to feel like I am being rude, but I can see the importance of setting limits on the patient’s behavior.
T. THE CRITICAL INCIDENT REPORT

This differs from the anecdotal record in that no interpretation of the incident is involved, however, the consequence of the behavior is clearly stated, and is initiated by the student. For example:

Student’s name: __________________________
Evaluator/Observer: ______________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Antecedents</th>
<th>Behaviors</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/25</td>
<td>Student is on Cardiopulmonary rotation. Knows appropriate rationale, but has repeatedly failed to review chart carefully for all pertinent information regarding the patient’s medical history. which could endanger the patient.</td>
<td>Student fails to record appropriate information</td>
<td>Could result in failure to observe proper precautions</td>
</tr>
</tbody>
</table>

Student’s Signature: __________________________
Evaluator’s Signature: ________________________
Appendix N

U. Student Evaluation

PHYSICAL THERAPIST STUDENT EVALUATION:

CLINICAL EXPERIENCE AND CLINICAL INSTRUCTION

June 12, 2003

American Physical Therapy Association
Department of Physical Therapy Education
1111 North Fairfax Street
Alexandria, Virginia 22314
PREAMBLE

The purpose of developing this tool was in response to academic and clinical educators’ requests to provide a voluntary, consistent and uniform approach for students to evaluate clinical education as well as the overall clinical experience. Questions included in this draft tool were derived from the many existing tools already in use by physical therapy programs for students to evaluate the quality of the clinical learning experience and clinical instructors (CIs), as well as academic preparation for the specific learning experience. The development of this tool was based on key assumptions for the purpose, need for, and intent of this tool. These key assumptions are described in detail below. This tool consists of two sections that can be used together or separately: Section 1—Physical therapist student assessment of the clinical experience and Section 2—Physical therapist student assessment of clinical instruction. Central to the development of this tool was an assumption that students should actively engage in their learning experiences by providing candid feedback, both formative and summative, about the learning experience and with summative feedback offered at both midterm and final evaluations. One of the benefits of completing Section 2 at midterm is to provide the CI and the student with an opportunity to modify the learning experience by making midcourse corrections.

Key Assumptions

- The tool is intended to provide the student’s assessment of the quality of the clinical learning experience and the quality of clinical instruction for the specific learning experience.
- The tool allows students to objectively comment on the quality and richness of the learning experience and to provide information that would be helpful to other students, adequacy of their preparation for the specific learning experience, and effectiveness of the clinical educator(s).
- The tool is formatted in Section 2 to allow student feedback to be provided to the CI(s) at both midterm and final evaluations. This will encourage students to share their learning needs and expectations during the clinical experience, thereby allowing for program modification on the part of the CI and the student.
- Sections 1 and 2 are to be returned to the academic program for review at the conclusion of the clinical experience. Section 1 may be made available to future students to acquaint them with the learning experiences at the clinical facility. Section 2 will remain confidential and the academic program will not share this information with other students.
- The tools meet the needs of the physical therapist (PT) and physical therapist assistant (PTA) academic and clinical communities and where appropriate, distinctions are made in the tools to reflect differences in PT scope of practice and PTA scope of work.
- The student evaluation tool should not serve as the sole entity for making judgments about the quality of the clinical learning experience. This tool should be considered as part of a systematic collection of data that might include reflective student journals, self-assessments provided by clinical education sites, Center Coordinators of Clinical Education (CCCEs), and CIs based on the Guidelines for Clinical Education, ongoing communications and site visits, student performance evaluations, student planning worksheets, Clinical Site Information Form (CSIF), program outcomes, and other sources of information.

Acknowledgement

We would like to acknowledge the collaborative effort between the Clinical Education Special Interest Group (SIG) of the Education Section and APTA’s Education Department in completing this project. We are especially indebted to those individuals from the Clinical Education SIG who willingly volunteered their time to develop and refine these tools. Comments and feedback provided by academic and clinical faculty, clinical educators, and students on several draft
Appendix N

versions of this document were instrumental in developing, shaping, and refining the tools. Our gratitude goes out to all of those individuals and groups who willingly gave their time and expertise to work toward a common voluntary PT and PTA Student Evaluation Tool of the Clinical Experience and Clinical Instruction.

Ad Hoc Group Members: Jackie Crossen-Sills, PT, MS, Nancy Erikson, PT, MS, GCS, Peggy Gleeson, PT, PhD, Deborah Ingram, PT, EdD, Corrie Odom, PT, DPT, ATC, and Karen O’Loughlin, PT, MA

©2003 American Physical Therapy Association. All rights reserved. Duplication of this form in its entirety is permitted; however, any revision, addition, or deletion is prohibited.
GENERAL INFORMATION AND SIGNATURES

General Information

Student Name

Academic Institution

Name of Clinical Education Site

Address        City        State

Clinical Experience Number        Clinical Experience Dates

Signatures

I have reviewed information contained in this physical therapist student evaluation of the clinical education experience and of clinical instruction. I recognize that the information below is being collected to facilitate accreditation requirements for clinical instructor qualifications for students supervised in this academic program. I understand that my personal information will not be available to students in our program files.

__________________________________________
Student Name (Provide signature)        Date

__________________________________________
Primary Clinical Instructor Name (Print name)        Date

Primary Clinical Instructor Name (Provide signature)

Entry-level PT degree earned

Highest degree earned        Degree area

Years experience as a CI

Years experience as a clinician

Areas of expertise

Clinical Certification, specify area

APTA Credentialed CI □Yes □No

Other CI Credential        State □Yes □No

Professional organization memberships □APTA □Other
Appendix N

Additional Clinical Instructor Name (Print name)     Date

Additional Clinical Instructor Name (Provide signature)

Entry-level PT degree earned _________
Highest degree earned _________ Degree area _________
Years experience as a CI _________
Years experience as a clinician _________
Areas of expertise _________
Clinical Certification, specify area _________
APTA Credentialed CI □ Yes □ No
Other CI Credential _________ State □ Yes □ No
Professional organization memberships □ APTA □ Other _________

SECTION 1: PT STUDENT ASSESSMENT OF THE CLINICAL EXPERIENCE

Information found in Section 1 may be available to program faculty and students to familiarize them with the learning experiences at this clinical facility.

1. Name of Clinical Education Site _________
   Address _________ City _________ State _________

2. Clinical Experience Number _________

3. Specify the number of weeks for each applicable clinical experience/rotation.
   _________ Acute Care/Inpatient Hospital Facility _________ Private Practice
   _________ Ambulatory Care/Outpatient _________ Rehabilitation/Sub-acute
   Rehabilitation _________ ECF/Nursing Home/SNF _________ School/Preschool Program
   _________ Federal/State/County Health _________ Wellness/Prevention/Fitness
   Program _________ Industrial/Occupational Health Facility _________ Other
   __________________________
Appendix N

Orientation

4. Did you receive information from the clinical facility prior to your arrival? □ Yes □ No

5. Did the on-site orientation provide you with an awareness of the □ Yes □ No
information and resources that you would need for the experience?

6. What else could have been provided during the orientation? __________

Patient/Client Management and the Practice Environment

For questions 7, 8, and 9, use the following 4-point rating scale:
1 = Never 2 = Rarely 3 = Occasionally 4 = Often

7. During this clinical experience, describe the frequency of time spent in each of the following areas. Rate all items in the shaded columns using the above 4-point scale.

<table>
<thead>
<tr>
<th>Diversity Of Case Mix</th>
<th>Rating</th>
<th>Patient Lifespan</th>
<th>Rating</th>
<th>Continuum Of Care</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musculoskeletal</td>
<td>0</td>
<td>0-12 years</td>
<td>0</td>
<td>Critical care, ICU, Acute</td>
<td>0</td>
</tr>
<tr>
<td>Neuromuscular</td>
<td>0</td>
<td>13-21 years</td>
<td>0</td>
<td>SNF/ECF/Sub-acute</td>
<td>0</td>
</tr>
<tr>
<td>Cardiopulmonary</td>
<td>0</td>
<td>22-65 years</td>
<td>0</td>
<td>Rehabilitation</td>
<td>0</td>
</tr>
<tr>
<td>Integumentary</td>
<td>0</td>
<td>over 65 years</td>
<td>0</td>
<td>Ambulatory/Outpatient</td>
<td>0</td>
</tr>
<tr>
<td>Other (GI, GU, Renal, Metabolic, Endocrine)</td>
<td>0</td>
<td></td>
<td></td>
<td>Home Health/Hospice</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Wellness/Fitness/Industry</td>
<td>0</td>
</tr>
</tbody>
</table>

8. During this clinical experience, describe the frequency of time spent in providing the following components of care from the patient/client management model of the Guide to Physical Therapist Practice. Rate all items in the shaded columns using the above 4-point scale.

<table>
<thead>
<tr>
<th>Components Of Care</th>
<th>Rating</th>
<th>Components Of Care</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination</td>
<td>0</td>
<td>Diagnosis</td>
<td>0</td>
</tr>
<tr>
<td>• Screening</td>
<td>0</td>
<td>Prognosis</td>
<td>0</td>
</tr>
<tr>
<td>• History taking</td>
<td>0</td>
<td>Plan of Care</td>
<td>0</td>
</tr>
<tr>
<td>• Systems review</td>
<td>0</td>
<td>Interventions</td>
<td>0</td>
</tr>
<tr>
<td>• Tests and measures</td>
<td>0</td>
<td>Outcomes Assessment</td>
<td>0</td>
</tr>
<tr>
<td>Evaluation</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. During this experience, how frequently did staff (ie, CI, CCCE, and clinicians) maintain an environment conducive to professional practice and growth? Rate all items in the shaded columns using the 4-point scale on page 4.

<table>
<thead>
<tr>
<th>Environment</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing a helpful and supportive attitude for your role as a PT student.</td>
<td>0</td>
</tr>
<tr>
<td>Providing effective role models for problem solving, communication, and teamwork.</td>
<td>0</td>
</tr>
<tr>
<td>Demonstrating high morale and harmonious working relationships.</td>
<td>0</td>
</tr>
<tr>
<td>Adhering to ethical codes and legal statutes and standards (eg, Medicare, HIPAA, informed consent, APTA Code of Ethics, etc).</td>
<td>0</td>
</tr>
<tr>
<td>Being sensitive to individual differences (ie, race, age, ethnicity, etc).</td>
<td>0</td>
</tr>
<tr>
<td>Using evidence to support clinical practice.</td>
<td>0</td>
</tr>
<tr>
<td>Being involved in professional development (eg, degree and non-degree continuing education, in-services, journal clubs, etc).</td>
<td>0</td>
</tr>
<tr>
<td>Being involved in district, state, regional, and/or national professional activities.</td>
<td>0</td>
</tr>
</tbody>
</table>

10. What suggestions, relative to the items in question #9, could you offer to improve the environment for professional practice and growth? _________

**Clinical Experience**

11. Were there other students at this clinical facility during your clinical experience? (Check all that apply):

☐ Physical therapist students  
☐ Physical therapist assistant students  
☐ from other disciplines or service departments (Please specify _________)

12. Identify the ratio of students to CIs for your clinical experience:

☐ 1 student to 1 CI  
☐ 1 student to greater than 1 CI  
☐ 1 CI to greater than 1 student; Describe _________

13. How did the clinical supervision ratio in Question #12 influence your learning experience?

14. In addition to patient/client management, what other learning experiences did you participate in during this clinical experience? (Check all that apply)

☐ Attended in-services/educational programs  
☐ Presented an in-service  
☐ Attended special clinics  
☐ Attended team meetings/conferences/grand rounds  
☐ Directed and supervised physical therapist assistants and other support personnel  
☐ Observed surgery  
☐ Participated in administrative and business practice management  
☐ Participated in collaborative treatment with other disciplines to provide patient/client care (please specify disciplines) _________
Appendix N

- Participated in opportunities to provide consultation
- Participated in service learning
- Participated in wellness/health promotion/screening programs
- Performed systematic data collection as part of an investigative study
- Other; Please specify

15. Please provide any logistical suggestions for this location that may be helpful to students in the future. Include costs, names of resources, housing, food, parking, etc.

Overall Summary Appraisal

16. Overall, how would you assess this clinical experience? (Check only one)

- Excellent clinical learning experience; would not hesitate to recommend this clinical education site to another student.
- Time well spent; would recommend this clinical education site to another student.
- Some good learning experiences; student program needs further development.
- Student clinical education program is not adequately developed at this time.

17. What specific qualities or skills do you believe a physical therapist student should have to function successfully at this clinical education site? ________

18. If, during this clinical education experience, you were exposed to content not included in your previous physical therapist academic preparation, describe those subject areas not addressed. ________

19. What suggestions would you offer to future physical therapist students to improve this clinical education experience? ________

20. What do you believe were the strengths of your physical therapist academic preparation and/or coursework for this clinical experience? ________

21. What curricular suggestions do you have that would have prepared you better for this clinical experience? ________
SECTION 2: PT STUDENT ASSESSMENT OF CLINICAL INSTRUCTION

Information found in this section is to be shared between the student and the clinical instructor(s) at midterm and final evaluations. Additional copies of Section 2 should be made when there are multiple CIs supervising the student. Information contained in Section 2 is confidential and will not be shared by the academic program with other students.

Assessment of Clinical Instruction

22. Using the scale (1 - 5) below, rate how clinical instruction was provided during this clinical experience at both midterm and final evaluations (shaded columns).

1=Strongly Disagree  2=Disagree  3=Neutral  4=Agree  5=Strongly Agree

<table>
<thead>
<tr>
<th>Provision of Clinical Instruction</th>
<th>Midterm</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>The clinical instructor (CI) was familiar with the academic program’s objectives and expectations for this experience.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The clinical education site had written objectives for this learning experience.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The clinical education site’s objectives for this learning experience were clearly communicated.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>There was an opportunity for student input into the objectives for this learning experience.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI provided constructive feedback on student performance.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI provided timely feedback on student performance.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI demonstrated skill in active listening.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI provided clear and concise communication.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI communicated in an open and non-threatening manner.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI taught in an interactive manner that encouraged problem solving.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>There was a clear understanding to whom you were directly responsible and accountable.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The supervising CI was DCEssible when needed.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI clearly explained your student responsibilities.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI provided responsibilities that were within your scope of knowledge and skills.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI facilitated patient-therapist and therapist-student relationships.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Time was available with the CI to discuss patient/client management.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI served as a positive role model in physical therapy practice.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI skillfully used the clinical environment for planned and unplanned learning experiences.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI integrated knowledge of various learning styles into student clinical teaching.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI made the formal evaluation process constructive.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CI encouraged the student to self-assess.</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Appendix N

23. Was your CI(s) evaluation of your level of performance in agreement with your self-assessment?

   Midterm Evaluation  ☐ Yes ☐ No  Final Evaluation  ☐ Yes ☐ No

24. If there were inconsistencies, how were they discussed and managed?

   Midterm Evaluation  
   Final Evaluation  

25. What did your CI(s) do well to contribute to your learning?

   Midterm Comments  
   Final Comments  

26. What, if anything, could your CI(s) and/or other staff have done differently to contribute to your learning?

   Midterm Comments  
   Final Comments  

Thank you for sharing and discussing candid feedback with your CI(s) so that any necessary midcourse corrections can be made to modify and further enhance your learning experience.
Appendix O

V. Tentative List of Required Text Books

Textbooks are used cumulatively throughout the curriculum. However, please do not purchase until you have received your individual course syllabi as textbooks get updated or changed.

**Year 1 – First Semester (Fall)**


An Atlas - Your choice:
Clemente, C. Anatomy: A Regional Atlas of the Human Body. Baltimore:
Williams & Wilkins Company.

Appendix O


Recommended:

Drug Guide – Your choice of one of the below:

F. A. Davis Philadelphia. PA 2010

Tejani, S. Sanoski, C. Davis’s Pocket Clinical Drug Reference. FA Davis. 2009

Year 1 – Second Semester (Spring)


Kaltenborn, F. Manual Mobilization of the Extremity Joints. Oslo, Olaf Norlis Bokhandel. (order through OPTP – Minneapolis)


Appendix O


**Year 2- First Semester (Fall)**

APTA Section on Electrophysiology, Electrotherapeutic Terminology in Physical Therapy, APTA, 2000

Effgen, Susan K. *Meeting the Physical Therapy Needs of Children*, FA Davis, Philadelphia, 2005


Kaltenborn, FM *Manual Therapy for the Extremity Joints*. Oslo, Olaf, Norlis Bokhandel. 2010


Appendix O

**Year 2- Second Semester (Spring)**


**Year 3- First Semester (Fall)**

**Year 3- Second Semester (Spring)**

W. Bloodborne Pathogen
Exposure Control Policies

University Of Massachusetts Lowell
School Of Health And Environment

College Safety Committee
J. Douglass, Chair
Accepted December, 1993
Reviewed by Committee October, 2005
Appendix P

Table of Contents

Introduction ............................................................................................................. 1-2
Exposure determination/ assignment of categories to students, faculty & staff......................................................... 3
Assignment of categories: sample worksheet .................................................... 4
Exposure determination by task: sample worksheet ........................................ 5
Universal precautions ......................................................................................... 6-7
Infection control practices ................................................................................ 8
Hepatitis B vaccination program ...................................................................... 9
Information and training .................................................................................. 10
Post-exposure evaluation & follow-up............................................................... 11-12
General guidelines for admission of students or employment of faculty & staff who may be infected with HIV................................................................. 13
HIV testing ........................................................................................................ 13
References ......................................................................................................... 14

Appendices:

- NLN AIDS guidelines for schools of nursing
- OSHA's Bloodborne Pathogen Standard (29CFR Part 1910-1030)
- American Association of Colleges of Nursing Policy and Guidelines for Addressing Human Immunodeficiency Virus and Hepatitis B Virus Infection in the Nursing Education Community
- University Incident Report
- University Declination of Hepatitis B vaccine form
- AIDS Policy of the Massachusetts Commission Against Discrimination
Appendix P

INTRODUCTION

Occupational exposure to Bloodborne Pathogens, including HIV and Hepatitis B, is a risk for many health care workers. Standards for protection against infection have been legislated at the federal level by the Occupational Health and Safety Administration. Guidelines for developing policy to protect students, faculty, and staff of schools of health professions have been published by professional associations such as the American Associations of Colleges of Nursing, the National League for Nursing and the American Medical Association’s Committee on Allied Health Education. In addition, affiliating clinical agencies are operating under guidelines issued by the Joint Commission on Accreditation of Healthcare Organizations.

These policy guidelines stress both the protection of faculty, students and staff of the school from infection, and the need to respect individual rights to confidentiality. In addition to protecting against infection, guidelines set forth by the American Association of Colleges of Nursing in 1991 state that a school policy must also incorporate procedures for “receiving, managing and counseling those who may have been exposed to HIV”. School policy should also be in compliance with policies within its parent organization, and those followed by clinical agencies with which it affiliates.

Conformity with University Policy

University policies to which the proposed CHP policy must conform include:
1) the AIDS policy of the Massachusetts Commission Against Discrimination;
2) an administrative policy re: Hepatitis B immunization provision, including a requirement for waiver of vaccination by those declining immunization put forth by Dr. Susan Goodwin’s office in September of 1992. Both of these policies are incorporated into the University of Massachusetts Lowell School of Health and Environment policy.

Conformity with Affiliated Agencies and Clinical Site Requirements

Occupational Safety and Health Administration (OSHA) guidelines require that an Exposure Control Plan be developed by each health care agency falling under federal jurisdiction. OSHA requires that a plan be written and followed by these agencies which includes the following:

1) Exposure determinant/assignment of categories to employees
2) Use of Universal Precautions
3) Engineering/work practices
4) Hepatitis B vaccination
5) Post-exposure evaluation protocols and recordkeeping
6) Training

Methods of compliance for each component must be documented.

The attached School of Health and Environment policy is presented in the context of the information presented above.
EXPOSURE DETERMINATION/ASSIGNMENT OF CATEGORIES TO
STUDENTS/FACULTY AND STAFF OF THE SCHOOL OF HEALTH AND
ENVIRONMENT

Purpose: To ensure identification of risk status of each SHE faculty, staff and student.

Policy: The risk status for potential infection with Blood borne Pathogens for faculty, staff and students occupying each "job classification" within SHE shall be clearly identified.

Procedure: Each student, faculty and staff "job classification" shall be reviewed by the Department under which it exists and categorized, using the following guidelines.

CATEGORY I: Job classifications that involve no exposure to blood, body fluids or tissues and, Category I tasks are not a condition of employment. The normal work routine involves no exposure to blood, body fluids or tissues (although situations can be imagined or hypothesized under which anyone, anywhere might encounter potential exposure to body fluids). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way. Tasks that involve handling of implements or utensils, use of public or shared bathroom facilities or telephones and personal contacts such as handshaking are Category III tasks.

CATEGORY II: Job classifications that involve no exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment. Appropriate protective measures should be readily available to every employee engaged in Category II tasks.

Category III:
<table>
<thead>
<tr>
<th>CATEGORY I</th>
<th>CATEGORY II</th>
<th>CATEGORY III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty with clinical assignments</td>
<td>Faculty without current clinical assignments</td>
<td>Secretaries</td>
</tr>
<tr>
<td>Nursing Laboratory Professional Tech.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate students from Sophomore Semester II through graduation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXPOSURE DETERMINATION BY TASK OR PROCEDURE (Sample)

DEPARTMENT OF NURSING

Job Classification: Nursing Student

<table>
<thead>
<tr>
<th>Potential Exposure</th>
<th>Blood</th>
<th>Other</th>
<th>None</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vital Signs</td>
<td></td>
<td>X</td>
<td></td>
<td>Unless Bleeding</td>
</tr>
<tr>
<td>Wound Care</td>
<td></td>
<td></td>
<td></td>
<td>If Bleeding</td>
</tr>
<tr>
<td>Ostomy Care</td>
<td></td>
<td></td>
<td></td>
<td>If Bleeding</td>
</tr>
<tr>
<td>First Aid</td>
<td></td>
<td></td>
<td></td>
<td>If Bleeding</td>
</tr>
<tr>
<td>Enema</td>
<td></td>
<td></td>
<td></td>
<td>If Bleeding</td>
</tr>
<tr>
<td>Injections</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETC.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
UNIVERSAL PRECAUTIONS

**Purpose:** Medical history and examination cannot reliably identify all individuals infected with HIV or other Bloodborne Pathogens. The Centers for Disease Control, therefore, recommend that blood and body-fluid precautions be consistently used in all contacts, regardless of known infection status.

**Policy:** Faculty and staff of the School of Health and Environment receive instruction in Universal Precautions upon hire. Students are taught these principles prior to their first potential exposure to bloodborne pathogens (for example, nursing students before the Second Semester Sophomore Skills Laboratory).

**Procedure:** The following general guidelines shall be taught to and utilized by all students, faculty and staff of the School of Health and Environment:

Care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Used needles are not recapped by hand, used needles are not removed from disposable syringes by hand, and used needles are not bent, broken or otherwise manipulated by hand. Used disposable syringes and needles, scalpel blades, and other sharp items are placed in puncture-resistant containers for disposal; these containers are disposed of appropriately.

Protective barriers can prevent the contamination of skin and mucous membranes with infectious body fluids. Type of barrier used must be appropriate for the anticipated exposure.
### Precaution

<table>
<thead>
<tr>
<th>Precaution</th>
<th>When Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand washing</td>
<td>Before and after contact. Immediately after procedures requiring aseptic techniques.</td>
</tr>
<tr>
<td></td>
<td>Immediately after gloves are removed.</td>
</tr>
<tr>
<td><strong>Personal Protective Equipment (PPE)</strong></td>
<td></td>
</tr>
<tr>
<td>Gloves</td>
<td>Shall be worn where there is reasonable anticipation of hand contact with blood, other potentially infectious materials, mucous membranes, or non-intact skin, when performing vascular procedures or when handling or touching contaminated surfaces or items.</td>
</tr>
<tr>
<td>Plastic Apron or Laboratory Coat</td>
<td>When clothing is likely to become soiled with blood or body fluids.</td>
</tr>
<tr>
<td>Waterproof Gown</td>
<td>When extensive exposure to blood or body fluids is likely.</td>
</tr>
<tr>
<td>Mask</td>
<td>When having direct contact with an individual who is coughing extensively; when performing a procedure which body fluids are likely to splash on to exposed mucous membranes of the nose and mouth.</td>
</tr>
<tr>
<td>Protective Goggles</td>
<td>When performing procedures where blood or body fluids are likely to come into contact with eyes.</td>
</tr>
<tr>
<td>CPR Microshield Pocket Mask</td>
<td>For use in mouth-to-mouth resuscitation.</td>
</tr>
<tr>
<td>Sharps Disposal Containers</td>
<td>All areas where sharps are likely to be used will be equipped with either a stationary wall mounted puncture proof sharps container, or disposable transportable puncture proof sharps containers will be made available. This container is red in color and labeled, &quot;BIOHAZARD&quot;.</td>
</tr>
</tbody>
</table>
INFECTION CONTROL PRACTICES

**Purpose:** The infection control program is designed to protect faculty, staff and students against infectious disease hazards. A policy on practices carried out in laboratories, classrooms and clinical practice within affiliated agencies is necessary to ensure that students, faculty and staff consistently follow Standards of Care which apply to housekeeping, linen, bagging of contaminated articles and the cleaning and decontamination of spills of blood and other body fluids.

**Policy:** All faculty, students and staff shall be oriented to the complete infection control plan, which includes practices, as part of the orientation process to each course in which potential exposure to infection exists.

**Procedure:** This orientation may occur within the classroom/laboratory or within an agency clinically affiliated with the School. Records indicating completion of the orientation process will be kept by the appropriate CHP department. In addition to the initial orientation, each faculty member, student and staff member shall review infection control practice materials annually.

1. **Housekeeping**

   Environmental surfaces such as walls, floors and other surfaces are not associated with the transmission of infections. Therefore, extraordinary attempts to disinfect or sterilize these environmental surfaces are not necessary. However, cleaning and removal of soil should be done routinely. Horizontal surfaces (e.g., laboratory counters and hard-surfaced flooring) should be cleaned on a regular basis and after each use if potentially infectious materials are used in the area.

2. **Laundry**

   Clothing and linens soiled with body fluids shall be laundered commercially at the expense of the CHP or, if used in a clinical agency, by that agency. Disposable clothing and linens shall be utilized whenever exposure is anticipated.
HEPATITIS B VACCINATION PROGRAM

**Purpose:** Hepatitis B vaccine is indicated for vaccination against all known subtypes of Hepatitis B Virus.

**Policy:** Faculty, staff and students with Category I or II exposure status, after being informed of their risk status and the benefits of vaccination, must provide proof of immunity, be vaccinated or sign a waiver form prior to exposure.

**Procedure:** Faculty and staff will be offered Hepatitis B vaccination at the University's expense. Faculty and staff with Category I or II exposure status who chose to decline vaccination will sign a waiver form. Individuals who have signed a waiver form may, at any time, chose to obtain vaccination at University expense.

Students with Category I or II exposure status are required to present evidence of having received the required series of 3 Hepatitis B vaccine injections, present evidence of a satisfactory HBV titer, or sign a waiver declining immunization prior to the first clinical or laboratory course in which potential exposure to Bloodborne Pathogens may occur. Students are urged strongly to accomplish immunization, and advised that students who decline immunization must be aware that their decision may affect their opportunities for clinical placement in facilities that require immunization as a condition for clinical affiliation.
INFORMATION AND TRAINING

Purpose: Education about Bloodborne Pathogens and information about specific precautions to prevent infection are critical for health care professionals at risk. It is also important to inform faculty, staff and students of CHP as to the specific protection available to them through the School policy on Bloodborne Pathogens and their responsibilities related to conformity with this policy.

Policy: All CHP faculty and staff in Category I and II shall participate in training on Bloodborne Pathogens within their respective departments upon assignment to job classifications where occupational exposure may take place and at least annually thereafter.

Procedure: All CHP students in programs where student status is at Exposure Categories I or II will participate in training on Bloodborne Pathogens within their respective departments prior to taking part in tasks or procedures where exposure is possible and at least annually. Annual training for students may take place at the University or in approved agencies where they are participating in clinical practica.

Training shall include the following:

- Accessibility of copy of OSHA Standard on Occupational Exposure To Bloodborne Pathogens
- Bloodborne diseases/ pathogens
- Methods to prevent or reduce exposure:
  - Hand washing
  - Universal Precautions
  - Personal Protective Equipment
  - Instructions for use of Sharps Disposal Containers
  - Disinfection and disposal of contaminated materials
- Hepatitis B vaccine information
- Hepatitis B vaccine program
- Exemption/Declination Statement
- Procedure to follow if there is an exposure incident
- Post-Exposure evaluation and follow up

At the end of each training session, the faculty / staff / student will sign an acknowledgment of attendance at a training session, review of policies / procedures and compliance with Universal Precautions. These signatures will be collected and maintained by the appropriate departments within CHP as documentation that the mandatory training has been completed.
POST-EXPOSURE EVALUATION AND FOLLOW-UP

**Purpose:** To provide a plan of treatment for students, faculty and staff in the event of an accidental exposure to Bloodborne Pathogens.

**Policy:** The School (CHP) shall immediately make available a confidential medical evaluation and follow-up to a student, faculty or staff member reporting an exposure incident. It is the exposed individual's option to participate in the follow-up program.

**Procedure:** When an exposure occurs:

1) The individual will immediately inform the source patient (if possible) that the exposure has occurred.

2) In cases where the exposure has occurred within the University boundaries (not in an affiliating clinical agency) the individual will immediately inform the Student Health Services Director (Tel. No. 934-4920), in the case of students, or the University Personnel officer (Tel. No. 934-3560) in the case of faculty or staff. If the exposure occurs in an affiliating clinical agency, the student/ faculty/ staff member should also follow that agency's guidelines for reporting and treatment. Employees are not obliged to share the details of the incident with anyone except the Personnel Officer; students need not share the details of the incident with anyone except the Director of Student Health Services. An "Incident Report" form should be completed by the exposed individual and filed by the Student Health Services Director or Personnel Officer in a manner that ensures confidentiality of the report. (The exposed individual's signed written consent is required to release the information to any third party).

3. In cases where exposure occurs within an affiliating clinical agency, agency policy should guide initiation of an immediate post evaluation and follow-up procedure.*

In cases where exposure has occurred within the University boundaries, the University shall immediately make available a confidential medical evaluation and follow-up to the exposed employee or student including at least the following elements:

- Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.

- Identification and documentation of the source individual, unless it is determined that identification is not feasible.

- The source individual's blood shall be tested as soon as feasible after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the University Personnel Officer or Student Health Services Director shall establish that legally obtained consent cannot be obtained.
Appendix P

**Post Exposure Evaluation and Follow Up**

Purpose: To provide a plan of treatment for students, faculty and staff in the event of an accidental exposure to Bloodborne Pathogens.

Policy: The school (CHP) shall immediately make available a confidential medical evaluation and follow-up to a student, faculty or staff member reporting an exposure incident. It is the exposed individual’s option to participate in the follow-up program.

Procedure: When an exposure occurs:

1) The individual will immediately inform the source patient (if possible) that the exposure has occurred.

2) In cases where the exposure has occurred within the University boundaries (not in an affiliating clinical agency) the individual will immediately inform the Student Health Services Director (Tel. No. 934-4920) in the case of faculty or staff. If the exposure occurs in an affiliating clinical agency, the student/faculty/staff member should also follow that agency’s guidelines for reporting and treatment. Employees are not obliged to share the details of the incident with anyone except the Personnel Officer; students need not share the details of the incident with anyone except the Director of Student Health Services. An “Incident Report” form should be completed by the exposed individual and filed by the Student Health Services Director or Personnel Officer in a manner which ensures confidentiality or the report. (The exposed individual’s signed written consent is required to release the information to any third party.)

3) In cases where exposure occurs within an affiliating clinical agency, agency policy should guide initiation of an immediate post evaluation and follow-up procedure.* In cases where exposure has occurred within the University boundaries, the University shall immediately make available a confidential medical evaluation and follow-up to the exposed employee or student, including at least the following elements:

- Documentation of the route(s) of the exposure and the circumstances under which the exposure incident occurred.

- Identification and documentation of the source individual, unless it is determined that identification is not feasible.

- The source individual’s blood shall be tested as soon as feasible after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the University Personnel Officer or Student Health Services Director shall establish that legally obtained consent cannot be obtained.

   1) When the source individual is already known to be infected with HBV or HIV, testing for the source individual’s known HBV or HIV status need not be repeated.
Appendix P

2) Results of the source individual’s testing shall be made available to the exposed individual and the individual shall the source individual.

3) Collection and testing of blood for HBV and HIV serological status shall be accomplished as soon as feasible after consent has been obtained. If consent for HIV serological testing has not been given, the blood sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the individual elects to have the baseline sample tested, such testing shall be done as soon as possible.

4) Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service, including counseling and evaluation of reported illnesses shall be offered to the individual.

*When exposure occurs in an affiliating clinical agency, that agency’s policies and procedures for reporting and testing of the source patient will be followed in addition to the completion and submission of an Incidence Report to the appropriate University official. CHP policy will determine additional post exposure follow-up procedures for the faculty, staff, or student exposed
GENERAL GUIDELINES FOR ADMISSION OF STUDENTS OR EMPLOYMENT OF FACULTY AND STAFF WHO MAY BE INFECTED WITH HIV

Inquiry into HIV status should not be part of student, faculty or staff application processes.

The CHP shall inform students of potential infectious hazards inherent in health professions education programs including those which might pose additional risks to the personal health of HIV positive persons.

Qualified individuals shall not be denied admission or employment into CHP programs on the basis of HIV status.

HIV Testing

A student, faculty or staff member who believes him/herself to be at risk has an ethical responsibility to know his or her HIV status. Practitioners who perform “exposure prone” procedures should know their HIV antibody status. Recommendations for the management of suspected provider infection with Bloodborne Pathogens have been published by the Massachusetts Department of Public Health (October, 1992). These recommendations provide for an Expert Panel, convened under the Department of Public Health, to be utilized is a situation arises which requires determination of the possibility of risk to the public from an infected health care worker. These recommendations provide guidance for the following procedures to be followed by CHP students, faculty and staff:

1. Individuals who believe they may be at risk to HIV or HBV have an obligation to be tested. While the testing decision should be voluntary for the individual, should the Expert Panel rule, under special circumstances, there may be instances in which testing could be required. Education, training and confidentiality safeguards can be used to encourage those who believe they might be at risk to be tested.

2. For students, faculty or staff, testing and pre and post-testing counseling should be available and should be confidential.

3. Testing records should be kept separately from academic or employment files, and should be accessible only on a need-to-know basis with the individual’s written consent.
Appendix P

REFERENCES


