

University of Lynchburg
School of Medicine and Health Sciences

**Doctor of Physical Therapy Program
Student Handbook**

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University of Lynchburg

Effective May 8, 2018: The Doctor of Physical Therapy Program at the University of Lynchburg is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703.684.2782; email: accreditation@apta.org. Information related to CAPTE can be found at the American Physical Therapy Association's website, www.apta.org.

PREFACE

University of Lynchburg Doctor of Physical Therapy (DPT) Program offers a professional, entry-level DPT degree program for persons desiring to become a physical therapist. This *DPT Program Student Handbook* describes specific academic policies and procedures that are applicable to students within the DPT Program. Additional policies and procedures applicable to all students at University of Lynchburg can be found in the University Student Handbook, *The Hornet*. Additional policies and procedures applicable to graduate students can be found in the University *Graduate Catalog*. The policies and procedures as described in this *DPT Program Student Handbook* supersede *The Hornet* and the *Graduate Catalog*; however, when not specifically addressed, the policies and procedures as described in *The Hornet* and *Graduate Catalog* will remain in effect. The DPT Program regularly evaluates and modifies the curriculum, policies, and procedures in an effort to achieve and maintain quality; therefore the Program's faculty reserves the right to modify this handbook as necessary.

DPT Program Student Handbook

Table of Contents

PROGRAM

[UNIVERSITY, SCHOOL, AND PROGRAM MISSION AND VISION STATEMENTS](#)

[GOALS AND OBJECTIVES](#)

[INCLUSION STATEMENT](#)

[COMPLIANCE](#)

ACADEMIC STANDARDS

[TECHNICAL STANDARDS FOR STUDENT PHYSICAL THERAPISTS](#)

[HONOR CODE, ACADEMIC INTEGRITY, PERSONAL INTEGRITY, & STUDENT CONDUCT](#)

[RETENTION IN THE PROGRAM](#)

[GRADE REVIEW](#)

[SUSPENSION](#)

[ATTENDANCE](#)

[GRADING](#)

[ACADEMIC ADVISING](#)

[SPRING SEMESTER NPTE REQUIREMENTS](#)

CLINICAL EDUCATION

[CLINICAL EDUCATION MISSION](#)

[CLINICAL EDUCATION PHILOSOPHY](#)

[CLINICAL EXPERIENCE ASSIGNMENT PROCESS](#)

[STUDENT RESPONSIBILITIES FOR CLINICAL EXPERIENCES](#)

[CLINICAL EXPERIENCE ATTENDANCE](#)

[USE OF CELLULAR PHONES DURING CLINICAL EXPERIENCES](#)

[ACCIDENTS & INJURY DURING CLINICAL EXPERIENCES](#)

[ESTABLISHING NEW CLINICAL CONTRACTS](#)

GENERAL INFORMATION

[ACADEMIC CALENDAR OF EVENTS](#)

[COSTS ASSOCIATED WITH PHYSICAL THERAPIST EDUCATION](#)

[PROFESSIONAL APPEARANCE](#)

[HEALTH REQUIREMENTS](#)

[BACKGROUND CHECK](#)

[REQUIREMENT TO REPORT A CRIMINAL INCIDENT](#)

[DRUG SCREENING](#)

[CPR CERTIFICATION](#)

[TEXTBOOK AND COMPUTER REQUIREMENT](#)

[LIABILITY INSURANCE](#)

[CHANGE OF NAME/ADDRESS](#)

[USE OF COPIER](#)

[GUIDELINES FOR USE OF ONLINE SOCIAL MEDIA](#)

BUILDING

STUDENT ACCESS TO BUILDING AFTER HOURS

BUILDING CLEANLINESS

BUILDING MAINTENANCE REQUESTS

EQUIPMENT MAINTENANCE

CLASSROOM AND LABORATORY SAFETY

ENVIRONMENTAL SAFETY

APPENDICES

APPENDIX A

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Program	P-1	University, School, and Program Mission and Vision Statements	REVISION DATE: 2/2016, 4/2018, 4/2022, 1/2025

Doctor of Physical Therapy Program

The Doctor of Physical Therapy (DPT) Program exists to support the mission of University of Lynchburg.

University of Lynchburg Mission:

The mission of University of Lynchburg is to inspire independent thinkers, who become trustworthy, effective leaders that shape caring communities.

University of Lynchburg Vision:

To cultivate a world that is innovative, authentic, and inclusive.

School of Medicine and Health Sciences Mission:

The mission of the University of Lynchburg School of Medicine and Health Sciences is to educate learners in the medical and health sciences through teaching excellence, community service, and scholarship that promotes innovation, equity, integrity, and professionalism.

School of Medicine and Health Sciences Vision:

To transform healthcare through innovation and education, inspiring leaders to serve in the promotion of health and well-being for individuals and communities.

Doctor of Physical Therapy Program Mission

To empower future doctors of physical therapy to become practitioners who are collaborative, compassionate, and ethical leaders committed to enhancing community health and well-being through evidence-based practice and innovative, patient-centered care.

Doctor of Physical Therapy Program Vision Statement

Empower, Transform, Advocate

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Program	P-2	Goals and Objectives	REVISION DATE: 3/2017, 4/2018, 1/2025

Educational Excellence

Student Goal: Progress through the program and engage in a variety of experiential learning opportunities in the classroom and beyond that lead to learning and promote the profession and values of the University of Lynchburg.

Faculty Goal: Demonstrate contemporary expertise in educational practices that produce general practitioners capable of safe and competent entry-level practice.

Leadership Development

Student Goal: Develop leadership skills focused on collaboration, compassion, and ethical care to enhance community health.

Faculty Goal: Model collaborative and ethical leadership that inspires student growth in evidence-based, patient-centered care.

Community Engagement

Student Goal: Provide service to the community and profession throughout the program.

Faculty Goal: Provides service to the community through local, regional, national, and international opportunities.

Research and Scholarship

Student Goal: Students will demonstrate the skills necessary to critically evaluate and implement physical therapy services based on credible evidence that will support practice decisions.

Faculty Goals: Faculty will research, identify, and implement key pedagogical methods that are supported by strong evidence; implement systems for regularly gathering student feedback on instructional methods, ensuring that pedagogical methods are aligned with student needs and preferences; and participate in scholarship.

Diversity and Inclusion

Student Goal: Students will engage in DEI initiatives that promote an inclusive classroom and clinical environment that serves diverse populations by promoting physical therapy access for marginalized communities.

Program and Faculty Goal: The program and faculty will foster a diverse and inclusive environment that ensures equitable access to resources, support, and opportunities for students.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Program	P-3	Inclusion Statement	REVISION DATE: 4/2018, 1/2025

The Doctor of Physical Therapy Program adheres to the inclusion statement for the University of Lynchburg which states: “The University of Lynchburg is dedicated to inclusive excellence. We celebrate the diversity of our common life, affirming our different histories, realities, and identities. All belong here.”

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Program	P-4	Compliance	REVISION DATE: 3/2017, 4/2018

Accreditation Compliance

University of Lynchburg DPT Program recognizes the importance of compliance with accreditation procedures and strives to consistently comply with all Commission on Accreditation in Physical Therapy Education (CAPTE) criteria. The Director of the Doctor of Physical Therapy Program will ensure timely submission of all required fees and documentation, and will report outcomes to accrediting agencies as required; including reports of graduation rates, performance on licensure exams, and graduate employment rates. Additionally, the Director of the Doctor of Physical Therapy Program will ensure that all accrediting agencies will be notified in a timely manner of any required or substantive changes within the Program. Any facet of the Program deemed to be out of CAPTE compliance will have corrections made within the timeline provided.

Licensure Compliance

The DPT Program complies with all state and federal laws governing physical therapist practice. All students in the DPT Program are subject to the rules and regulations governing physical therapist practice.

1. Students must comply with all rules and regulations in order to successfully complete clinical experiences.
2. It is the responsibility of the student to know the rules and regulations governing the physical therapist practice in the state in which the student will seek licensure.

DPT Program Student Handbook

SECTION Academic Standards	POLICY NUMBER AS-1	SUBJECT: Technical Standards for Student Physical Therapists	FORMULATION DATE: 01/01/10 REVISION DATE: 4/2012, 4/2018
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The University of Lynchburg Doctor of Physical Therapy Program requires that students entering the Program, currently in the Program, or returning from a leave of absence consistently meet the Technical Standards for the academic and clinical education components of the DPT Program. Technical standards are minimal abilities that are not taught or learned in the DPT program but necessary to meet the essential functions of the profession. Essential functions are abilities that, combined with technical standards and classroom/lab/clinical training, are the foundation of effective patient care in the physical therapy profession. It is expected that applicants and students attest to their ability to consistently perform all Technical Standards that lead to achievement of Essential Functions of physical therapists.

University of Lynchburg DPT Program students are expected to function independently, which means, without the aid of an intermediary, to achieve proficiency in all curricular areas. An offer of admission may be withdrawn and/or a student may be dismissed from the program if the student cannot consistently demonstrate safe and proficient performance of any technical standards with or without reasonable accommodations. A student may be dismissed from the program if the student cannot consistently meet one or more of the Technical Standards during all program interactions.

If the student feels they may require accommodations for equal access to the curriculum, it is crucial that the student contact the University of Lynchburg Center for Accessibility and Disability Resources to seek accommodations. The contact information for this center is provided below. This should be done in a timely manner well in advance of the first class meeting for each term. Accommodations may not fundamentally alter the nature of the Doctor of Physical Therapy Program or create significant risk of harm to the health or safety of others. Individuals who have questions regarding reasonable accommodations should contact the Disability Services Coordinator at 434-544-8339 or visit the website (www.lynchburg.edu/academics/disability-services).

The components of the Technical Standards are Sensory and Observational, Communication, Motor and Psychomotor, Intellectual, and Behavioral. Each of these are described below with a few examples of Essential Functions:

1. Sensory and Observational Technical Standards

- a. Technical Standard: Obtain, comprehend, interpret, analyze, and integrate information from a variety of sources including written and electronic sources, and direct communication with individuals.

Examples of Essential Functions include:

- i. read and accurately interpret information from patient charts
- ii. read and accurately interpret information from interviews with patients, patient families, medical providers, and other stakeholders
- iii. participate fully and independently in classroom and laboratory activities

- b. Technical Standard: Obtain, comprehend, interpret, analyze, and integrate information from visual, auditory, and tactile sources/senses.

Examples of Essential Functions include:

- i. perform physical tasks while maintaining awareness of external factors such as patient response, monitor displays, equipment function and/or surroundings
- ii. respond to auditory warnings from patient care equipment and patients, family members, and caregivers
- iii. auscultate using a stethoscope, palpate anatomical structures using hands, sense resistance of movement during manual interventions, sense abnormal tone in muscles, observe patient feedback, observe movement patterns, observe signs/symptoms of abuse or neglect

2. Communication Technical Standards

- a. Technical Standard: Effectively communicate and interact with other individuals by listening and observing nonverbal behaviors.

Examples of Essential Functions include:

- i. observe pain behaviors in patients who are unable to verbally communicate
- ii. listen to what patients, family members, and other healthcare providers say throughout a patient encounter and/or rounds

- b. Technical Standard: Effectively communicate and interact with other individuals in English utilizing written, verbal, telephonic, and other formats to meet the needs of the target audience.

Examples of Essential Functions include:

- i. effectively and accurately document findings from examinations using appropriate medical terminology and language
- ii. instruct patients on exercise programs using patient friendly language
- iii. develop a therapeutic relationship with patients and their caregivers and families

- c. Technical Standard: Engage in respectful, non-judgemental communication in all interactions, appreciating, and considering diversity.

Examples of Essential Functions include:

- i. create and maintain a therapeutic relationship with a patient regardless of their culture, values, or beliefs
- ii. effectively work with classmates/members of the healthcare team that have different viewpoints and values

- d. Technical Standard: Use a keyboard and touchscreen and/or equivalent/similar device.

Examples of Essential Functions include:

- i. participate fully in classroom and lab interactions, take notes, and communicate with classmates, faculty, and staff members in a timely manner
- ii. accurately and completely document patient care interactions, and communicate electronically with colleagues, payers, and other individuals

3. Motor and Psychomotor Technical Standards

- a. Technical Standard: Possess the mobility, coordination, gross and fine motor skills, strength, and the integrated use of touch, hearing, and vision to be safe and successful as a physical therapist.

Examples of Essential Functions include:

- i. safely provide graded manual resistance sufficient for a maximal manual muscle test of large muscle groups
- ii. accurately adapt manual inputs based on patient input/effort and changes in performance

- iii. safely assist patients requiring significant levels of assistance with physical activities including but not limited to bed mobility, transfers, fall prevention and recovery, and ambulation
 - iv. apply timely reactions to maintain safety of self and others
 - v. apply body mechanic principles to maintain safety to self and others
 - vi. apply fine motor skills and hand dexterity to safely perform examination and therapeutic interventions for activities such as wound debridement, compression wrapping, wound dressing, taping, and sensation testing
 - vii. manually manipulate very small equipment, palpate body structures, handle injured body parts without causing unnecessary pain or injury to the patient, and safely guide a patient's movement
 - viii. safely assist a patient with all transfers, including floor to standing, standing to floor transfers, and vehicle transfers
 - ix. maintain simultaneous control of medical equipment (e.g., walker) and the patient during treatment
 - x. balance self and provide support and balance to patients and equipment on a variety of surfaces including level and uneven ground, ramps, curbs, and stairs
 - xi. safely lift, push, pull, and carry heavy or immobile patients
 - xii. administer CPR in emergency situations
- b. Technical Standard: Assume and maintain different body postures for extended periods of time (e.g., sitting, standing, walking, bending, squatting, kneeling, stair climbing, reaching forward, reaching overhead, turning, movement of the trunk and neck in all directions).
Examples of Essential Functions include:
- i. enter small areas (e.g., bathroom, car) with patients for instruction in safe transfers and activities of daily living
 - ii. maintain sitting, standing, walking, bending, squatting, kneeling, stair climbing, reaching forward, reaching overhead, and turned postures for extended periods of time while assisting patients, providing routine and emergency/urgent patient care, and other job duties
 - iii. maintain prolonged sitting and standing postures while completing patient care documentation, and attending meetings and class sessions
- c. Technical Standard: Possess sufficient functional endurance.

Examples of Essential Functions include:

- i. participate in class and other professional obligations and duties for up to 12 hours per day for multiple consecutive days (equivalent to a 40+ hour work week)
- ii. effectively manage patient care productivity requirements
- iii. successfully complete objectives and standards of all laboratory experiences and clinical experiences within the designated length of time
- iv. provide CPR and other life saving aid until additional assistance arrives

4. Intellectual Technical Standards

- a. Technical Standard: Read, comprehend, retain, recall, and apply complex information.

Examples of Essential Functions include:

- i. successfully complete the program's curriculum within the designated length of time
- ii. successfully obtain licensure by completing all course and clinical requirements and successfully passing the National Physical Therapy Exam
- iii. utilize all available information and resources to develop an effective patient treatment plan for each patient encounter

- b. Technical Standard: Obtain, comprehend, interpret, analyze, integrate, and apply information from pertinent valid resources to problem solve, develop and support rationale.

Examples of Essential Functions include:

- i. utilize evidence based practice to effectively manage patient evaluation and care
- ii. provide accurate assessments and appropriate rationale to determine patient diagnoses
- iii. appropriately refer patients to other providers in a timely manner when necessary

- c. Technical Standard: Demonstrate appropriate and effective management skills including planning, organizing, supervising, delegating, and communicating using a variety of in-person (or direct), analog, and digital methods.

Examples of Essential Functions include:

- i. work effectively with members of the health care team
- ii. work effectively in group learning activities in the program
- iii. delegate and supervise patient care to physical therapy assistants when appropriate
- iv. when presented with patient data, determine which data are needed to make an appropriate diagnosis and/or recommendations for continued care

5. Behavioral Technical Standards

- a. Technical Standard: Effectively manage time.

Examples of Essential Functions include:

- i. perform the psychomotor and cognitive skills in emergent or other situations where time is critical to patient, caregiver, and/or physical therapists well-being
- ii. balance multiple responsibilities during the didactic, service, and clinical portions of the program
- iii. complete clinical work while meeting productivity standards during normal working hours

- b. Technical Standard: Demonstrate qualities of an adult learner.

Examples of Essential Functions include:

- i. initiating requests for assistance when needing additional guidance
- ii. accepting that there are often multiple ways to provide patient care

- c. Technical Standard: Develop effective relationships with others.

Examples of Essential Functions include:

- i. create therapeutic alliances with patients/clients, families/caregivers
- ii. demonstrate behaviors and attitudes that protect the safety and wellbeing of others
- iii. maintain a collaborative working environment with colleagues, instructors, and members of the healthcare team

- d. Technical Standard: Accept personal responsibility for all actions, reactions, and inactions*

- e. Technical Standard: Demonstrate empathy, integrity, concern for others, and good interpersonal skills in all interactions*

- f. Technical Standard: Learn and function in the face of uncertainty, incorporating flexibility and willingness to adapt to a changing environment*
- g. Technical Standard: Accurately apply self assessment, professional growth and development in learning*
- h. Technical Standard: Appropriately accept feedback and respond with modification of behavior*
- i. Technical Standard: Effectively and consistently manage personal stress and appropriately respond to the stress of others*

*Examples of Essential Functions for these technical standards are consistent with APTA's Core Values for the Physical Therapist

Reference Documents and Websites

https://journals.lww.com/rehabnursingjournal/fulltext/2017/09000/technical_standards_for_nursing_education_programs.2.aspx

<https://www.med.unc.edu/ahs/physical/academic-programs/technical-standards-and-essential-functions/>

<https://medicine.uiowa.edu/pt/education/doctor-physical-therapy-dpt-program/technical-standards>

<https://umc.edu/shrp/Physical%20Therapy/About%20the%20Program/Technical%20Standards.html>

DPT Program Student Handbook

SECTION Academic Standards	POLICY NUMBER AS-2	SUBJECT: Honor Code, Academic Integrity, Personal Integrity, and Student Conduct	FORMULATION DATE: 01/01/10 REVISION DATE: 5/2012, 5/2015, 10/2017, 4/2018
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As adults and professionals, student physical therapists have responsibility for their actions. It is the student's responsibility, therefore, to become familiar with and abide by all academic policies of the DPT Program and University.

Students within the DPT Program are expected to abide by and uphold University of Lynchburg Honor and Student Conduct Codes and Regulations (Honor Code) as found in the University's Student Handbook, *The Hornet*.

Any student who witnesses, is aware of, or suspects another student of violating the Honor Code is obligated to report the information to DPT faculty. Failure to report any known violations of the Honor Code is in and of itself a violation of the Honor Code.

Additionally, DPT students are expected to abide by the American Physical Therapy Association Code of Ethics to the same extent as a licensed physical therapist. Therefore, student behaviors incongruent with or in opposition to the APTA Code of Ethics are classified as A-Level sanctions and addressed in accordance with University of Lynchburg policies for A- Level violations.

The University Student Handbook, *The Hornet*, outlines disciplinary procedures, judicial boards, rights of the charged student, sanctions, and appeal procedures.

The Doctor of Physical Therapy Program takes complaints that fall outside the realm of due process seriously. Anyone may file a complaint regarding any aspect of the program. Complaints should be in writing and addressed to the attention of the Director of the Doctor of Physical Therapy Program at:

University of Lynchburg, Doctor of Physical Therapy Program
 Attn: Director, Doctor of Physical Therapy Program
 300 Monticello Avenue, Suite A
 Lynchburg, Virginia 24501
 dpt@lynchburg.edu

Process for handling complaints that fall outside the realm of due process:

1. When a complaint is received, the Director of the Doctor of Physical Therapy Program will contact the person(s) making the complaint within fifteen (15)

business days. If a resolution is reached, a letter will be sent to all involved parties confirming the issue of concern and the resolution. The Director of the Doctor of Physical Therapy Program will keep a copy of the complaint and the resolution on file.

2. If a resolution is not reached in the step above, or if the complaint is against the Director of the Doctor of Physical Therapy Program, the Dean of the School of Medicine and Health Sciences will review the complaint with all involved parties within fifteen (15) business days. If a resolution is reached, a letter will be sent to all involved parties confirming the issue of concern and the resolution. The Director of the Doctor of Physical Therapy Program and the Dean of the School of Medicine and Health Sciences will keep a copy of the complaint and the resolution on file.
3. If the issue is still not resolved, the person(s) may contact the Office of the University of Lynchburg's Chief Academic Officer. The Office of the University of Lynchburg's Chief Academic Officer will discuss the complaint with all involved parties within fifteen (15) business days, and the Office of the University of Lynchburg's Chief Academic Officer, the Dean of School of Medicine and Health Sciences, and the Director of the Doctor of Physical Therapy Program will keep a copy of the complaint and the resolution on file. The Office of the University of Lynchburg's Chief Academic Officer is the final arbiter.

University of Lynchburg
Attn: Office of the University of Lynchburg's Chief Academic Officer
4th Floor, Hall Campus Center
1501 Lakeside Drive
Lynchburg, VA 24501

Complaints will be handled expeditiously.

Complaints will be kept on file for at least five (5) years.

Complaints can be filed without fear of retribution.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Academic Standards	AS-3	Retention in the Program	REVISION DATE: 5/2012,3/2016,4/2018, 9/2020, 12/2022

Successful retention and progression in the DPT Program is dependent on the student meeting minimally acceptable criteria within the realms of knowledge (K), skill (S), and professional behavior (PB) at both the course and program levels. Acceptable standing in the DPT Program is evidenced by appropriate professional behaviors and course grades of B or higher.

The following information outlines consequences of violating the retention policy.

Graduate College

A quality point average of 3.0 (B) is required for graduation from all graduate programs.

Program Level

Either of the following concerns may result in a student being referred to the Student Success Program:

1. Course grade of C+ or lower
2. Unacceptable Professional Behavior Review
 - a. Please refer to the DPT Program Student Handbook Policy Number AS-2 on Honor Code, Academic Integrity, Personal Integrity, and Student Conduct for further details.

Any one of the following will result in immediate dismissal from the DPT Program and suspension from the University:

1. Having a cumulative quality point average less than 3.0 in the semester immediately preceding the final Clinical Experience.
2. Earning one course grade of F (Or Fail in Pass/Fail courses).
3. Three course grades of C+ or lower throughout the entire curriculum
4. Failure of a retake of a practical.
5. Students who have retaken one practical in a course must pass all subsequent practicals in that course on the first attempt.

Unacceptable Professional Behavior Review

Any professional behavior concerns are subject to review by the faculty. Unacceptable Professional Behavior Review may lead to referral to the Student Success Program for remediation and/or immediate dismissal from the DPT Program and suspension from the University at any time in the curriculum.

Please refer to the DPT Program Student Handbook Policy Number AS-2 on Honor Code, Academic Integrity, Personal Integrity, and Student Conduct for further details.

Course Level

Written Examination (Knowledge)

For courses with three or more written examinations, a student must obtain a weighted mean of 70% or greater on written examinations by the end of the course. A student who fails to earn a weighted mean of 70% or greater on written examinations by the end of a course will earn a course grade of F.

Students who earn a score of 79% or less on an individual written examination will be considered at risk and may be referred to the Student Success Program. Please refer to the program and course levels schematics for details of the Student Success Program.

Practicals (Skill)

In order to obtain a course grade of C- or higher, a student must pass all practical examinations at 70% or greater.

If a student earns a score of 79% or less on a practical examination, the student will be considered at risk and may be referred to the Student Success Program. Please refer to the program and course levels schematics for details of the Student Success Program.

If a student fails to earn a 70% or greater on a practical, the student will be considered at risk and be both:

1. Referred to the Student Success Program, and
2. Permitted one practical retake per course
 - a. Students who pass the retake with a score of 70% or greater will be assigned a score of 70% for the practical.
 - b. Students who fail to obtain a score of 70% or higher on the retake will fail the practical and earn a course grade of F.
 - c. Students who have retaken one practical in a course must pass all subsequent practicals in that course on the first attempt with 70% or higher; failure to do so will earn a course grade of F.

Practical Retake Procedure:

1. Students who earn a practical exam score of <70% will be notified by the Course Coordinator that the student did not successfully pass the practical exam and the consequences consistent with the DPT Program Student Handbook Policy.
2. The student is expected to:
 - a. Contact the Course Coordinator to schedule a meeting to discuss the retake process.
 - b. Seek feedback, practice, and remediation opportunities.
 - c. Contact the Course Coordinator to schedule the retake.
3. The DPT Program retake process includes:

- a. Two faculty members from the course will conduct the retake as staffing permits.
- b. A faculty or staff member will serve as the patient model.
- c. The retake attempt will be video recorded
- d. The student will be informed whether or not the performance meets the passing criteria in a timely fashion following the retake.

Projects (Knowledge & Skill)

In order to obtain a course grade of C or higher, a student must obtain a weighted mean of 70% or greater on course projects by the end of the course.

Students who earn a score of 79% or less on an individual project will be considered at risk and referred to the Student Success Program. Please refer to the program and course levels schematics for details of the Student Success Program.

A student who fails to earn a weighted mean of 70% or greater on course projects by the end of a course will earn a course grade of F.

Professional Behaviors (Behavior)

Unacceptable behavior may lead to written warning or immediate dismissal from the DPT Program and suspension from the University.

1. Please refer to the DPT Program Student Handbook Policy Number AS-2 on Honor Code, Academic Integrity, Personal Integrity, and Student Conduct for further details.

Below is a schematic representation of the Retention and Progression Policy

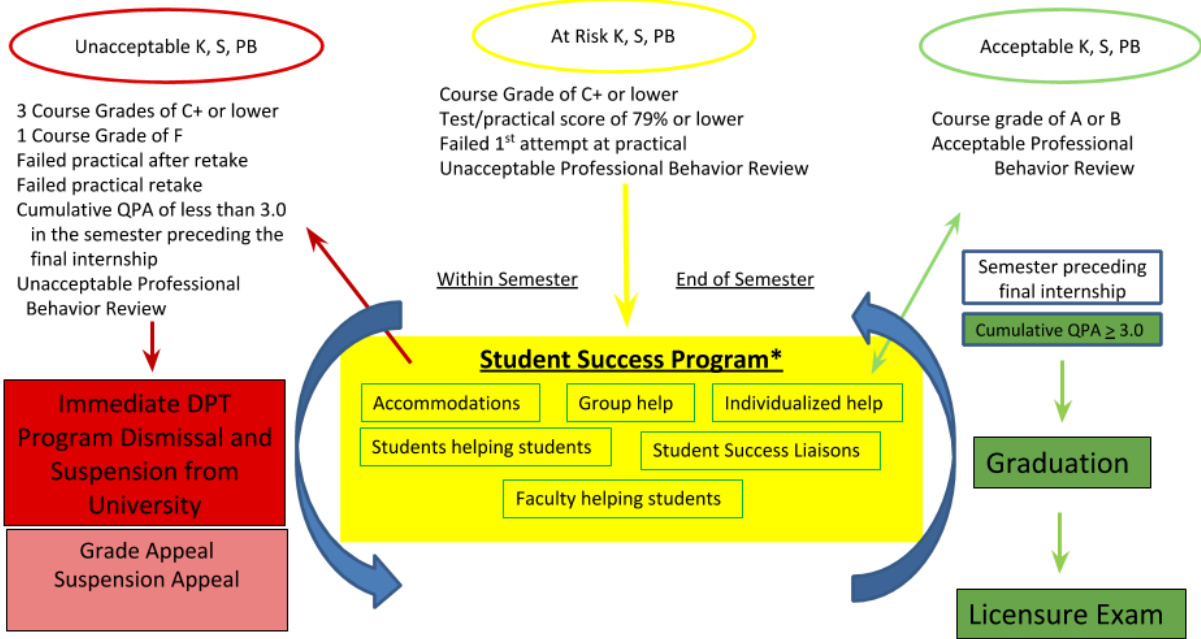
Updated 09-21-20

**Doctor of Physical Therapy Program
Retention & Progression Flow Chart**

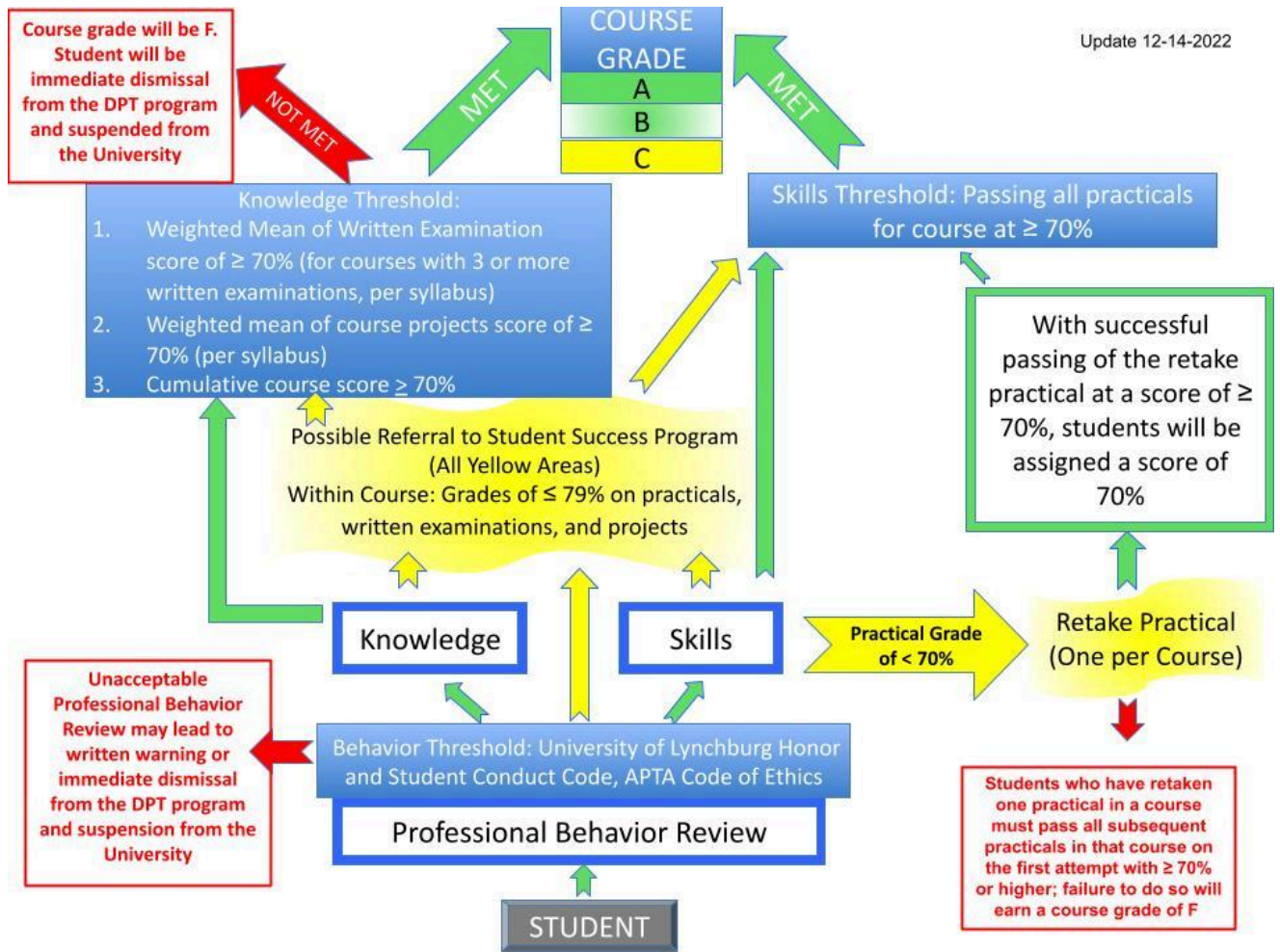
University

Program

Successful retention and progression in the Doctor of Physical Therapy Program is dependent on the student meeting minimally acceptable criteria within the realms of Knowledge (K), Skill (S), and Professional Behavior (PB) at both the course and program levels.



For a schematic representation of the Course Retention Policy, see below:



DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Academic Standards	AS-4	Grade Review	REVISION DATE: 5/2012, 4/2018

Please refer to University of Lynchburg Graduate Catalogue for Grade Review policy.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Academic Standards	AS-5	Suspension	REVISION DATE: 5/2012, 3/2017, 4/2018

Students may be suspended from University due to failure to meet the minimally acceptable criteria for retention in the DPT Program or for violations of the DPT Program Student Handbook Policy Number AS-2 on Honor Code, Academic Integrity, Personal Integrity, and Student Conduct.

Please refer to University of Lynchburg Graduate Catalog for policies regarding suspension and reapplication.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Academic Standards	AS-6	Attendance	REVISION DATE: 5/2012, 3/2017, 4/2018

University of Lynchburg faculty strongly believe that professional behavior patterns begin during the student’s academic preparation and that the educational process of a professional should not be taken lightly. The DPT program expects that each student has made a commitment to themselves and to their future patients to acquire and master all information and skills possible. Therefore, learning opportunities are to pre-empt any extra-curricular activities in which the student may be involved (e.g. work, athletics, club activities). Absences are likely to disrupt a student’s ability to meet minimum academic and professional requirements of the curriculum and are not supported by the faculty.

Consistent attendance, promptness, and readiness to participate in class are prime indicators and expectations of mature and professional behavior. Each instructor will inform students of the attendance policies in effect for each class. A statement about attendance policy will comprise a portion of the course syllabus. Failure to meet these expectations may result in a professional behavior violation and referral to the Student Success program. Please refer to the Academic Regulations section of the Graduate Catalog for additional information.

Course Hours

Students are required to be available on campus from 7 a.m. - 6 p.m. Monday through Friday. In some instances, students may be required to be present on weekends and evenings. Last minute changes may be necessary in some instances. Faculty or staff will notify students of schedule changes.

Promptness

Each student is required to be prompt to all scheduled appointments (including but not limited to lectures, instructional demonstrations, laboratory sessions, guest speakers, course assignments, advising meetings, clinical experiences and examinations).

Clinical Education

Please refer to the DPT Program Clinical Education Policy on Clinical Experience Attendance (CE-5) in this handbook regarding promptness and absences during Clinical Experiences.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Academic Standards	AS-7	Grading	REVISION DATE: 5/2012, 4/2018

Course work

Grades for assignments and coursework will be assigned by the faculty member responsible for the course based on the following scale:

Score Range	Letter Grade	Quality Point Average
93.00-100.00	A	4.0
90.00-92.99	A-	3.7
87.00-89.99	B+	3.3
83.00-86.99	B	3.0
80.00-82.99	B-	2.7
77.00-79.99	C+	2.3
70.00-76.99	C	2.0
>69.99	F	0.0

The course coordinator may also assign non-graded assignments to assist in student learning. It is the expectation that students will complete these assignments in addition to graded assignments. Failure to complete non-graded assignments may have an impact on your grade or may become a professional behavior concern. Please refer to the individual course syllabus for requirements for successful course completion.

Release of final exam grades

The grades for final written and practical exams will not be released until after all final exams for the cohort are completed.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Academic Standards	AS-8	Academic Advising	REVISION DATE: 4/2014, 4/2018

Each student will be assigned an Academic Advisor upon entering the program. Students will work with the same Academic Advisor throughout the entirety of the program unless there are unforeseen circumstances that require a change. In the event the assigned Academic Advisor is not available due to a prolonged absence, the student will be temporarily reassigned an interim Academic Advisor. Upon return from leave, the student will return to the original Academic Advisor.

**** Students are responsible for scheduling appointments and for meeting with their Academic Advisor.**

Academic Advising is required based on the schedule below:

Year 1 Fall

1. Group Meeting during orientation
2. 1 Individual meeting early in the semester
3. Recommend an informal check in with advisees midsemester
4. 1 Individual meeting, later in the semester, with the purpose of:
 - a. Complete Professional Behaviors Form (PBF); review with advisor; submit electronically to advisor and program assistant.
 - i. Set personal goals
 - b. Discuss academic progress

Spring

1. Individual meeting to discuss academic progress

Year 2 Summer

1. Clinical experiences - No scheduled meetings

Fall

1. 1-2 Individual meeting with the purpose of:
 - a. Complete Professional Behaviors Form (PBF); review with advisor; submit electronically to advisor and program assistant.
 - i. Set personal goals
 - b. Discuss academic progress

Spring

1. Individual meeting to discuss academic progress

Year 3 Summer

1. Clinical experiences - No scheduled meetings

Fall

1. For students enrolled in the 9-semester curriculum:
 - a. Individual meeting prior to departure for clinical experiences
2. For students enrolled in the 7-semester curriculum:
 - a. Individual meeting prior to commencement
 - i. Update and review final Professional Behaviors Form (PBF)
 - ii. Students present advisors with a plan of study to prepare for the NPTE Licensure Examination.

Spring

1. For 9-semester curricular students, individual meeting prior to commencement
 - a. Update and review final Professional Behaviors Form (PBF)
 - b. Students present advisors with a plan of study to prepare for the NPTE Licensure Examination.

****Students and/or faculty advisors may request and schedule additional meetings throughout the year as needed.**

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 10/09/2019
Academic Standards	AS-9	Spring Semester NPTE Requirements	REVISION DATE:

Graduating students will have the opportunity to take the NPTE during the spring semester of the last year of the curriculum if they meet the following criteria:

- 1) An 8-12 week study plan is presented to, reviewed, and approved by their faculty advisor
- 2) They have attained advanced intermediate on at least 70% of the categories by midterm on their final clinical experience.
- 3) No reports of studying for the NPTE or NPTE practice examination(s) negatively impacting the performance of the student during the clinical experience.
- 4) The student is in good standing with the program (e.g. have no outstanding behavior contracts, have passed all coursework, no current “Red Flags” on clinical spring experience, etc.)
- 5) A “Total Score” of 625 or higher on the FSBPT Academic PEAT Retired NPTE Examination is obtained on the first attempt by a predetermined date.
- 6) Take a NPTE preparation course approved by the faculty (such as TherapyEd) prior to taking the NPTE.

Students are responsible for providing evidence of completion of the NPTE preparation course to the Comprehensive Review course coordinator.

Any days missed from clinical experiences related to the NPTE are required to be pre-approved by the DCE and Clinical Instructor and may be made up by the student.

Students will be assessed individually for these criteria. Failure of one student to meet the criteria does not negate the ability of the rest of the cohort to choose to take the NPTE in the spring semester.

Students may have approval to take the NPTE during the spring semester if criteria 1-6 above are met. If changes to their status occur, even after initial approval, all expenses incurred will be the responsibility of the student.

This policy will be reviewed annually.

DPT Program Student Handbook

SECTION Clinical Education	POLICY NUMBER CE-1	SUBJECT: Clinical Education Mission	FORMULATION DATE: 01/01/10 REVISION DATE: 4/2018
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DPT CLINICAL EDUCATION MISSION STATEMENT

DPT Program faculty recognize that clinical education is an essential element in the development of a physical therapist, playing an important role for merging the knowledge gained in the academic environment to practice.

Therefore, it is the mission of clinical education:

1. to provide all students with clinical experience opportunities that contain clinical faculty who are superior role models of evidence-based practice and exemplary clinical and ethical behavior through a collaborative partnership of University of Lynchburg and affiliated sites;
2. that every student be immersed in clinical experiences that cover the continuum of practice and afford opportunity to manage patients across the lifespan;
3. that every site and student receives regular evaluation consisting of valid and reliable evaluative techniques that provide an avenue(s) for all parties to achieve and maintain excellence.

DPT Program Student Handbook

SECTION Clinical Education	POLICY NUMBER CE-2	SUBJECT: Clinical Education Philosophy	FORMULATION DATE: 01/01/10 REVISION DATE: 4/2012, 4/2018
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The clinical education philosophy is an adjunct to and is built upon the DPT Program Mission and Vision and University of Lynchburg Mission.

Program faculty are committed to preparing student physical therapists to become competent generalist practitioners who enter contemporary practice equipped to adapt to the ever-changing healthcare environment while maintaining professionalism, ethical standards, and evidence-based care across all settings and regardless of location. We believe in providing a thorough, diverse, balanced, quality clinical education to all student physical therapists in preparation of becoming leaders in the multifaceted roles of patient-client manager, educator, critical inquirer, consultant, and administrator.

Clinical education integrates didactic learning and practical application while socializing the student to the culture and values of professional practice. We value close partnerships with affiliated clinical sites that share our mission and vision and respect the broad diversity that exists in physical therapy practice. Thus, we commit to developing lasting relationships with high quality clinical sites across the nation in order to provide each student a better understanding of the scope of physical therapy practice and our society's health care needs.

We recognize that each student physical therapist has unique experiences, learning styles, strengths, needs, and interests for Clinical Experiences. Thus, we believe in an individualized site selection process that is a collaboration between the individual student and the Director of Clinical Education (DCE), which will provide for unique experiences that build on personal attributes and knowledge. The breadth and depth of a student's overall clinical education is the priority during site selection. The ultimate responsibility for learning rests with each individual student; the academic and clinical faculty serve as facilitators to the student's development of knowledge, skills, attitudes, behaviors, and meaningful application of these abilities.

DPT Program Student Handbook

SECTION Clinical Education	POLICY NUMBER CE-3	SUBJECT: Clinical Experience Assignment Process	FORMULATION DATE: 01/01/10 REVISION DATE: 4/2012, 4/2018
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Clinical experiences are structured to afford each student exposure to a variety of patient populations and practice settings across the nation.

Clinical Experience Availability

Students will be provided a list of available clinical experience locations prior to initiating the clinical experience assignment process.

Advising Sessions

Prior to clinical experience assignment the DCE and Clinical Education Team will post available advising times. Advising sessions are optional unless otherwise indicated by the DCE.

Specialty Clinical Experiences

Specialty clinical experiences are determined by the DCE and/or clinical experience site for various reasons including but not limited to knowledge base, skill performance, area of interest, and professional behaviors.

Selection criteria vary from one specialty clinical experience to another. Please refer to the Clinical Education Moodle site for Specialty clinical experience criteria and procedures.

Clinical Experience Assignment

Clinical experience assignment involves collaboration between the individual student and the DCE. The DCE makes the final decision of clinical experience assignment.

Situational Clinical Experience reassignments may occur. If reassignment is deemed necessary, the DCE will determine a new clinical experience location. When possible, the DCE will collaborate with the student regarding the reassignment.

Setting Requirements

Every student is required to participate in at least one clinical experience in an inpatient environment, which includes the hospital, home health, or a traditional rehabilitation setting. Each student is also required to participate in an outpatient/private practice setting.

Placement Restrictions

1. Students may not choose to return to a prior or current place of employment or place of volunteer/shadow experience.

2. Students may not choose to be placed with a relative for a clinical experience.
3. Students may not choose to complete more than one clinical experience with any entity.
4. Students may not choose to complete a clinical experience with any company in which they are under contractual agreement for employment following graduation.

Travel

Students **are expected to travel out-of-town and/or out-of-state** for clinical experiences. Determining housing locations based on clinical experience assignments is the sole responsibility of the student. It is not unusual for students to choose to drive up to an hour and a half to a clinical experience based on their preferred housing location.

Extenuating Circumstances

Students with extenuating circumstances may request special consideration for placement in a specific geographic area. One example of an extenuating circumstance would be a serious, acute illness of an immediate family member. The presence of a spouse and/or minor children does not necessarily qualify a student for special consideration. Financial need alone does not provide a sufficient reason for special consideration.

Students desiring to request special consideration must speak to the Director of Clinical Education directly.

The Clinical Education team will review the request and determine if special consideration will be given to the student. The student will be notified in writing of the final decision.

Clinical Experience Related Costs

Transportation, housing, and meal costs incurred during completion of clinical experiences are the sole responsibility of the student. Students will not be paid or receive stipends for clinical experiences.

DPT Program Student Handbook

SECTION Clinical Education	POLICY NUMBER CE-4	SUBJECT: Student Responsibilities for Clinical Experience	FORMULATION DATE: 01/01/10 REVISION DATE: 5/2012, 4/2018
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Students are responsible for timely completion of all necessary clinical education forms and requirements. Students will not be permitted to participate in clinical experiences unless all forms and requirements are completed by established due dates. Students who do not complete forms or requirements may fail the clinical experience.

Clinical Education requirements include but are not limited to:

1. Health Information Form (updated)
2. Immunization Forms (updated)
3. TB Testing (annually)
4. Influenza Vaccine (annually)
5. Other vaccinations and/or booster injections as required by individual clinical facility
6. Current CPR
7. Drug Screening
8. Criminal Background Check
9. HIPAA Training
10. Bloodborne Pathogen Training
11. Pre-clinical experience Forms
12. Clinical experience assignments specified in the syllabus

Student Identification

Students are required to identify themselves to patients and staff as a student. Patients have the right to refuse treatment offered by students.

DPT Program Student Handbook

SECTION Clinical Education	POLICY NUMBER CE-5	SUBJECT: Clinical Experience Attendance	FORMULATION DATE: 01/01/10 REVISION DATE: 5/2012, 4/2018
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Clinical experiences are scheduled for a minimum of 38 hours per week. The student is expected to assume the work schedule of his/her clinical instructor (CI), which may result in the clinical experiences being scheduled for greater than 38 hours/week. This work schedule may include holidays, weekends, and scheduled University breaks. Additional time outside of clinical experience hours may be required to enhance the learning process.

Absences are not permitted during clinical experiences.

1. Under no circumstance is a student to miss time from clinical experiences due to personal matters.
2. Repetitive tardiness and unexcused absences will result in failure of the clinical experience.
3. In the event that an emergency prevents the student from arriving at the clinical experience on time, the student should notify the CI/Clinical Coordinator of Clinical Education and DCE immediately.
4. Extenuating circumstances resulting in disruption to the clinical experience will be handled by the DCE on an individual basis.

Inclement Weather Policy

Students are required to follow the inclement weather policy of the clinical experience facility. This should be discussed with the CI during the orientation phase of the clinical experience.

DPT Program Student Handbook

SECTION Clinical Education	POLICY NUMBER CE-6	SUBJECT: Use of Cellular Phones during Clinical Experiences	FORMULATION DATE: 01/01/10 REVISION DATE: 5/2012, 3/2016, 4/2018
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Mobile phones and other electronic devices are to be silenced during clinical hours.

Students should not receive or place any personal phone calls during clinical hours.

Students must abide by any and all policies of the clinical experience site regarding the use of mobile phones and electronic devices while on site.

DPT Program Student Handbook

SECTION Clinical Education	POLICY NUMBER CE-7	SUBJECT: Accidents & Injury During Clinical Experiences	FORMULATION DATE: 01/01/10 REVISION DATE: 5/4/2012, 4/2018
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Student Safety During Clinical Experiences

The University of Lynchburg DPT program will provide appropriate training to students regarding Bloodborne Pathogens before clinical experiences. DPT students are expected to adhere to the facility's rules, regulations, policies, and procedures at which the clinical experience takes place. This includes the facility's OSHA, personal, and workplace security and personal safety policies and procedures. The clinical instructor is responsible for taking reasonable steps to ensure DPT students' personal safety and security during the clinical experience. This is communicated to and agreed upon in a signed contract by the facility before the start of any clinical experience. Contracts are updated and maintained by the Director of Clinical Education (DCE) as per the contract agreement.

For all incidents/injuries, students are required to complete the Student Incident/Injury Report Form (<https://forms.gle/pV5g1v6W5paU5iHw5>) (Appendix A).

Universal Precautions

Students are responsible for following OSHA Guidelines for universal precautions at the clinical experience site, including the use of gloves, care of sharp objects, use of eyewear, protective clothing, and other precautionary measures.

Safety Procedures

Each clinical site will have its policies and procedures for safety and security. It is the expectation that students acquire and adhere to this information provided by their clinical instructor, SCCE, or facility.

DPT students are encouraged to report documented allergies or medical conditions that could impact their clinical experience to their clinical instructor.

While on clinical rotation it is the responsibility of students to inform the Director of Clinical Education (or representative) of any safety concerns.

Accident Reporting and Medical Care

If students believe they have been exposed to an infectious disease or sustain an injury they should follow the policies and procedures of the facility, notify the Director of Clinical Education, and consult their medical provider or the University Health Center as soon as possible. Ultimately, the student is responsible for initiating care after exposure to possible pathogens. All costs related to medical care are the student's sole responsibility. Please refer to the absence policy for any time missed.

All incidents/injuries must be reported to the Director of Clinical Education via the Student Incident/Injury Report Form (<https://forms.gle/pV5g1v6W5paU5iHw5>) (Appendix A)

DPT Program Student Handbook

SECTION Clinical Education	POLICY NUMBER CE-8	SUBJECT: Establishing New Clinical Contracts	FORMULATION DATE: 01/01/10 REVISION DATE: 5/2012, 4/2018
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Establishing new clinical experience sites is the responsibility of the DCE and Clinical Education Team.

Students and/or family members **are not** to contact a potential clinical facility to establish an agreement unless specifically directed by the DCE.

Students may refer to the Clinical Education Moodle Page for instructions on recommending new clinical experience sites.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
General Information	GI-1	Academic Calendar of Events	REVISION DATE: 5/2012, 3/2017, 4/2018

The DPT Program establishes an academic calendar in order to meet the needs of the program. Whenever possible, the DPT Program will attempt to follow the University of Lynchburg's Academic Calendar. The DPT Program reserves the right to modify and amend the DPT Program's academic calendar as necessary.

DPT Program Student Handbook

SECTION General Information	POLICY NUMBER GI-2	SUBJECT: Costs Associated with Physical Therapist Education	FORMULATION DATE: 01/01/10 REVISION DATE: 5/2012, 4/2018
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Tuition

The DPT Program tuition will be established as an annual tuition. The University will determine the annual tuition amount.

Room and Board

Room and board is not included in tuition and is the responsibility of the student.

Textbooks and Computer Requirements

All students are expected to have and maintain an operational laptop computer as part of their required equipment needed for classes. (See www.lynchburg.edu/dpt for computer minimum specifications/recommendations). It is the responsibility of the student to ensure their computer is in working condition. Please refer to the MacBook Air Computer Agreement that is signed at the time of computer issuance, and Policy GI-9: Textbook and Computer Requirement. In addition to this computer, the student is also required to purchase computer programs, textbooks, and other non-tuition items (such as laboratory items).

Incidental Costs

The student is responsible for any and all costs associated with coursework, including those involving clinical experiences.

Clinical experience costs to each student may include transportation, room and board, criminal background checks, drug screens, CPR certification, uniforms, health insurance (many clinical facilities require the student to be covered by valid major medical insurance), and other expenses.

DPT Program Student Handbook

SECTION General Information	POLICY NUMBER GI-3	SUBJECT: Professional Appearance Policy	FORMULATION DATE: 01/01/10 REVISION DATE: 5/2012, 4/2018, 3/2020, 3/2024, 2/2026
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A physical therapist is a highly respected healthcare professional. In the medical community, physical therapists are expected to wear business casual attire. When representing the DPT Program and the profession, student physical therapists should portray an outward appearance of this professionalism in their dress. As such, the DPT program prepares students for this by requiring professional dress throughout their education.

With this in mind, no forms of dress (such as attire, jewelry, or footwear) that portray violence, pornography, gang, substance use or abuse, or racial messages are permitted at any time. Tattoos must be covered if they portray any form of violence, pornography, gang, or racial messages. Perfume, cologne, and other body fragrances should be kept to a minimum at all times. The minimal dress code expectations for the classroom, lab, clinic, and off-schedule but on campus are as follows:

Classroom:

Attire: Business casual attire is expected in the classroom setting. All clothing should be appropriate for bending, reaching, and stooping, without restricting movement or exposing undergarments, stomach/back region, or cleavage.

Jewelry: It is expected that all piercings are clean and must not pose a safety concern to self and others (physical, infectious, or otherwise).

Footwear: Appropriate shoes include dress shoes with small heels or flats, or clean athletic shoes. Shoes may be open toed in the classroom settings.

Name tag: The name tag provided by the University of Lynchburg should be worn during the first few weeks of each semester to assist faculty and adjunct faculty in learning student names. They are also expected as part of professional attire when guests are present in classes or if requested for practical examinations.

Hats: Hats are not considered appropriate business attire and are not appropriate for classroom, lab, or clinic. Headcoverings for religious purposes are acceptable.

Lab:

Attire: For laboratory classes, students should be prepared to expose the upper body and/or lower body for proper examination of the extremities and spine. Acceptable attire includes items such as: loose fitting gym shorts of sufficient length to completely cover

the buttocks; loose fitting t-shirts or tank tops with no holes, tears, or tatters; sports bras or bathing suit tops that cover cleavage; athletic pants or leggings (unless lower extremities must be exposed). Lab attire must be replaced by classroom attire before returning to the classroom unless otherwise stated.

Jewelry: Any jewelry should be kept to a minimum in the lab. It is expected that all piercings are clean and must not pose a safety concern (physical, infectious, or otherwise) to self or others.

Footwear: Any footwear worn in the lab should be sturdy, clean, and comfortable with closed toes and may be of an athletic type. High-heeled and or open toed shoes are not acceptable in the lab. Footwear should be removed if feet will be on the mats or plinthes.

Anatomy Lab: All attire worn in the anatomy lab may become soiled and therefore should be old clothing that can be discarded at the end of the semester. Long pants sufficient to cover the entire leg, closed toe shoes, and long sleeved shirts should be worn. Any jewelry should be kept to a minimum and should not pose a safety concern (physical, infectious, or otherwise) to self or others. The DPT Program will supply each student with an apron to be worn over clothing during lab. Anatomy attire must be replaced accordingly prior to returning to the classroom or skills lab.

Clinic or any courses involving patient care:

Site Requirements: Any dress code or student attire requirements of clinical experience sites will supersede any program attire policies. The student will be expected to abide by the dress code of the clinic.

Attire: Business casual attire which allows for bending, reaching, and stooping without restricting movement or exposing undergarments, stomach/back/buttock region, or cleavage is expected in the clinical setting. Students are asked to remember that the expectations of patients and clinics may be quite different from the current dictates of "fashion."

Name tag: The name tag provided by either the University of Lynchburg or one provided by the facility, should be worn at all times during the clinical experience unless specified by the clinic site.

Jewelry: It is expected that all piercings are clean and facial piercings be removed. Any jewelry worn in the clinic should not pose a safety concern (physical, infectious, or otherwise) to the patients or yourself. Clinical policies regarding acceptable jewelry will supersede DPT policies.

Footwear: Any footwear worn in the clinic should be sturdy, clean, and comfortable with closed toes. High-heeled and or open toed shoes are not acceptable in the clinic.

Off-schedule but on campus (5PM - 8AM)

Attire: Jeans, loose fitting gym shorts of sufficient length to completely cover the buttocks, warm up pants, and t-shirts are all acceptable outside of business hours. Attire should be presentable with no holes, tears, or tatters.

Footwear: Shoes should be worn while moving around in the building, but may be removed for short periods while studying or practicing clinical skills as appropriate.

Special Courses:

Attire: A DPT faculty member may require deviations from the attire policy for a particular class experience or situation. Following completion of the class meeting, students must return to minimally appropriate attire before attending their next class.

Jewelry: Jewelry may need to be kept to a minimum for some special course experiences. The faculty member or course instructor reserves the right to request removal or covering of jewelry that poses a safety concern (physical, infectious, or otherwise) during a class activity.

Professional Appearance Violations:

Attire, jewelry, footwear, or tattoos that do not meet the minimally appropriate standard will result in the instructor, Student Success Coordinator, and/or advisor counseling the student for the first infraction. Subsequent infractions may place the student at risk for additional disciplinary action and may result in referral to the Director of the Doctor of Physical Therapy Program.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
General Information	GI-4	Health Requirements	REVISION DATE: 3/2017, 4/2018

Health Insurance

Consistent with University of Lynchburg policy, all students are expected to have health insurance. Students should have a current insurance card (including prescription card) available for emergency or other off-campus medical care.

Health Information File

A completed Graduate Health Form must be returned to University of Lynchburg Student Health Services prior to the beginning of the student's first academic term in the DPT Program. Please refer to the requirements under Health and Counseling Services in *The Hornet*.

Immunizations

Students must be up to date on all required immunizations prior to the beginning of clinical experiences, or complete a waiver that will satisfy the clinical experience site. Immunization information should be submitted with the Health Information File to the University of Lynchburg Student Health Services. The Student Health Services will provide the DCE with a copy of all DPT students' immunization records. Immunization information is routinely provided to clinical sites. It is the responsibility of the student to seek out and secure a qualified healthcare provider for any immunizations. Any costs associated with immunization requirements are the responsibility of the student.

Tuberculosis (TB) Testing

All clinical sites require that students have a TB test that is updated yearly. For this reason, all DPT students must undergo TB testing at the start of the first semester of each academic year.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
General Information	GI-5	Background Check	REVISION DATE: 04/2013, 4/2018

Patients put their health and trust in the hands of healthcare professionals when they are most vulnerable. It is vital that health care professionals take the necessary steps to ensure that this trust is maintained. Physical therapy licensure in some states is dependent on successful completion of a clear criminal background check. Health care organizations routinely require criminal background checks on employees and student interns as a contingency of employment or placement.

The University of Lynchburg DPT Program requires acceptable criminal background check results for admission into the program, retention in the program, and placement in certain clinical experience sites. The purpose of this policy is to:

1. Bolster the public's continuing trust in the physical therapy profession
2. Enhance the safety and well-being of patients
3. Ascertain the ability of accepted applicants and enrolled DPT students to eventually become licensed as physical therapists
4. Minimize the liability of the DPT Program and its affiliated clinical experience facilities.

Requirements:

Admissions:

All offers of admission to the DPT Program are contingent upon acceptable completion of a criminal background check. The DPT Program determines the acceptability of criminal background check results for admission into the DPT Program based on current Virginia regulations, current University policies, and current standards of the physical therapy profession. Applicants must complete the required criminal background check through a company designated by the DPT Program.

Retention:

Retention in the DPT Program is contingent upon completion of an annual criminal background check that yields acceptable results. The DPT Program determines the acceptability of criminal background check results for retention in the program based on current Virginia regulations, current University policies, and current standards of the physical therapy profession. Students must complete the required criminal background check through a company designated by the DPT Program.

Clinical Experience:

Clinical experience sites may require students to complete additional criminal background checks. Students are required to comply with the criminal background check policies of the clinical experiences that they attend. A clinical experience site has the right to deny a student placement based on criminal background check results. Students denied a clinical experience site due to unacceptable criminal background check results may not be able to be reassigned to another clinical experience. If a student fails a clinical experience site's criminal background check, the DCE will make no more than two additional attempts to place the student in an established DPT Program clinical experience site. If after two attempts, the student cannot be reassigned to a clinical experience, the student will not be retained in the DPT Program.

Cost:

The cost of the criminal background checks that are completed through the school annually is included in the all-inclusive tuition as long as they are completed when offered. The cost of all other criminal background checks is the sole responsibility of the student.

Notification of Results Status:

The DPT Program will notify all applicants and students if criminal background check results have been deemed acceptable or unacceptable. The DPT Program will provide students with instructions on how to proceed depending on the status of the results of the criminal background check. The DPT Program does not accept responsibility for any student's eligibility for retention in the program, eligibility for clinical experiences, or licensure as a healthcare professional after a criminal background check produces unacceptable results.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 04/13/2013
General Information	GI-6	Requirement to Report a Criminal Incident	REVISION DATE: 4/2018

Students are required to report to the Director of the Doctor of Physical Therapy Program, within 15 days of any criminal incident or any interaction with the police that results in an arrest or in being brought before the criminal justice system.

This requirement is independent of a conviction.

Failure to report any incident will result in disciplinary action for the student up to and including suspension from the University.

DPT Program Student Handbook

SECTION General Information	POLICY NUMBER GI-7	SUBJECT: Drug Screening	FORMULATION DATE: 01/01/10 REVISION DATE: 4/2018
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Drug Screenings may be required by facilities that provide clinical education. Students are expected to follow the instructions for the facility to obtain these checks. Students are responsible for any expenses required for Drug Screening.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
General Information	GI-8	CPR Certification	REVISION DATE: 4/2018

CPR certification is required in most facilities to practice physical therapy. Students are required to obtain and maintain CPR certification at their own expense.

DPT Program Student Handbook

SECTION General Information	POLICY NUMBER GI-9	SUBJECT: Textbook and Computer Requirement	FORMULATION DATE: 01/01/10 REVISION DATE: 5/2012, 4/2018, 2/2026
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It is the expectation of the program that students will obtain all required textbooks for all courses. As courses build on each other, it is expected that students retain all textbooks for the entirety of the program. In addition, all students are expected to have and maintain an operational laptop computer as part of their required equipment needed for classes.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
General Information	GI-10	Liability insurance	REVISION DATE: 4/2018

The University of Lynchburg provides professional liability insurance (malpractice insurance) for all students during their clinical education.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE:
General Information	GI-11	Change of Name/Address	5/4/2012 Revision Date: 3/2017, 4/2018

Contact Information

Each student **MUST** provide the program with current local contact information including phone numbers and address. It is the student's responsibility to provide the DPT Administrative Assistant, Registrar, Business Office, and other appropriate offices when any change in address or contact information occurs.

Change of Name

Any student changing their name must notify the DPT Administrative Assistant, Registrar, Business Office, and other appropriate offices at the time a change of name occurs. Until a change of name becomes official with the University, the student should expect to continue to be listed/identified in courses and program materials by their original name.

Students who have changed their names and wish to obtain a new student name tag must:

1. Submit a written request, including the desired name spelling, to the Administrative Assistant
2. Pay for the new name tag

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE:
General Information	GI-12	Use of Copier	5/4/2012 Revision Date: 3/2017, 4/2018

The DPT Program copier in the main office is to be used for faculty purposes only.

Each semester students are given an allotment by University of Lynchburg for printer and copier usage. Students are able to print and scan documents in the DPT Student Lounge and the University of Lynchburg Knight-Capron Library.

Graduate Assistants

Graduate Assistants may use the copier to make copies related to research or teaching assignments assigned by faculty. Graduate Assistants should not use the copier for personal or academic work.

Fax Options

Students may fax information to their clinical site using the DPT fax machine.

DPT Program Student Handbook

SECTION General Information	POLICY NUMBER GI-13	SUBJECT: Guidelines for Use of Online Social Media	FORMULATION DATE: 01/01/10 Revision: 4/2015, 3/2016, 4/2018, 3/2020
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Overview and Rationale

Electronic social media such as blogs, personal websites, media posting sites, and networking sites are popular communication tools. Student physical therapists must be acutely aware of the public nature of these forums and the permanence of online postings. The DPT Program has adopted the following guidelines to assist students in safe and responsible use of social media.

Scope

These guidelines are “best practice guidelines” for student physical therapists at the University of Lynchburg. Regardless of the nature of participation (personal or professional) or means of participation (personal equipment or University of Lynchburg Equipment) these guidelines should be followed at all times.

Guidelines

1. Professionalism
 - a. Accountability: postings are subject to the same professional standards as any other personal interactions, though are subject to greater scrutiny due to their permanence and ease of propagation. Standards of professionalism for student physical therapists can be found in the DPT Student Handbook and within the University of Lynchburg Student Handbook, *The Hornet*.
 - b. Reflection on the DPT Program and the University of Lynchburg: your words and actions will reflect upon the DPT Program and the University of Lynchburg. Those who have access to your social media will form perceptions and opinions about the DPT Program and the University of Lynchburg based on the information that you post. All content should be consistent with your position at the school and the values and professional standards established by the DPT Program and the University of Lynchburg.
 - c. Postings by others: unprofessional postings by others on your page reflect negatively on you. Monitor all posts connected to you to ensure that content would not be viewed as unprofessional. It may be necessary to block individuals from posting on your page if they consistently post inappropriate information.

- d. Sexual harassment: relationships online with faculty, clinical faculty, staff, and fellow students are all governed by the University of Lynchburg Human Rights Policy. Cyber stalking, inappropriate requests to engage in activities outside of school, and inappropriate postings to or about any individual within the DPT Program or the University of Lynchburg can all be considered forms of sexual harassment.
 - e. Health or medically oriented posts: any posts by student physical therapists of a medical or health related nature should include a disclaimer that the posts are your own and do not necessarily represent the positions, strategies, or opinions of the DPT Program or the University of Lynchburg. Careful attention should be paid to differentiating between medical opinions and facts. Ultimately, student physical therapists must avoid giving specific health or medical advice.
 - f. Copyrighted or trademarked materials: if you post content, photos or other media, you are acknowledging that you own or have the right to use these items. Do not violate copyrighted or trademarked materials.
 - g. Legal ramifications: Students should refrain from any posts regarding patients or patient models. Posts that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
 - h. Future employment: any posts are potentially viewable by future employers, at times, even after they have been deleted. Images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for social network profiles of potential hires.
2. Privacy
- a. Settings: social media continuously changes so it is important to monitor your privacy settings on social media regularly to ensure your privacy and security.
 - b. Information sharing: avoid sharing personal identification numbers within social media (telephone numbers, social security numbers, passport numbers, driver's license numbers, birthdates, or any other data that could be used to obtain your personal records).
 - c. Maintaining other's privacy: do not violate the privacy of fellow students, staff, clinical faculty, or faculty.
3. Confidentiality
- a. HIPAA: posts on social media are still subject to and under the regulation of HIPAA. Violators are subject to the same prosecution as with other HIPAA violations.
4. Patient Confidentiality

- a. Posting patient images or information from a university sanctioned activity or event on student personal social media accounts is prohibited.
 - b. Sharing of an official university social media post that contains patient images or information is permitted and encouraged.
 - c. Interactions with patients on all personal social media accounts is strongly discouraged.
5. Social Media in Clinical Settings
- a. Access: accessing personal social media while in clinical settings may be interpreted as a professional behaviors violation.
 - b. Clinical site policies: It is your responsibility to be aware of and abide by any social networking policies of the clinical experience sites which you attend.
6. Audio and/or Visual Recording and Course Material Dissemination*
- a. Audio and/or visual recording, transmission, or distribution of course interactions or course materials requires written permission from the course instructor. Any recording of lectures, labs, or course interactions is authorized solely for the purpose of individual or group study with other students enrolled in the same cohort. Such recording may not be reproduced or uploaded to publicly accessible web/network environments or social media. Recordings of classes or of course materials may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than study by students enrolled in the cohort. Students who violate this policy may be subject to disciplinary action as outlined in *The Hornet*.

*Modified from [https://oirt.rutgers.edu/lectu re-recording/](https://oirt.rutgers.edu/lectu-re-recording/)

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Building	B-1	Student Access to Building After Hours	REVISION DATE: 3/2017, 4/2018, 3/2020

In an effort to provide students with a secure location for after hours study, any student enrolled in the DPT Program will be granted 24 hour access to the School of Medicine and Health Sciences Building. These hours may vary due to situational factors involving safety and security and will be determined jointly between the Director of the Doctor of Physical Therapy Program and the Director of Campus Safety & Security. Changes to the hours of operation will be made available to all students, faculty, and staff via email.

Entrance and exit after hours must occur through the designated student entrance. The student lounge and library areas will be available for study use after hours. The human dissection (cadaver) lab will be made available for access after hours during course schedules involving use of this facility, however, there **MUST** be a minimum of two people who are directly involved with the DPT Program in the human dissection lab for after hours use. **NO STUDENT MAY UTILIZE THE HUMAN DISSECTION LABORATORY AFTER HOURS UNACCOMPANIED.**

Students, faculty, and staff are to utilize the facility after hours only for educational purposes. The building is designed for educational use only. Use of the building for overnight stays, temporary residence, storage of personal belongings except as permitted in the student's locker, social gatherings, or any other action determined to be outside the intended use of the building are unacceptable.

Anyone violating this policy shall face disciplinary action as described in *The Hornet*: Honor and Student Conduct Codes and Regulations (Students) or Faculty Handbook (Faculty) or Employee Handbook (Staff).

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 11/29/10
Building	B-2	Building Cleanliness	REVISION DATE: 5/2012, 4/2018

It is expected that the DPT Program's students will maintain a neat and orderly environment within the Program's classrooms, laboratories, and common areas.

Personal Belongings

Storage shelves have been placed in each classroom for personal items that may need to be readily available during or between classes. It is recommended that personal belongings not be left in classrooms, laboratories, or common areas. Fire code requires that no items be placed on the floor under or around the student desks in classrooms.

Beverages

Beverages are allowed in the classroom. However, they must be kept in a container with a lid that also has an open and closing mechanism to prevent spills and leaking.

Laboratories

- Food and beverages are allowed in the lab when permitted by a faculty member. Individuals that spill or drop food and/or beverage must make certain the area is clean and sanitized.
- No footwear is to be worn on laboratory plinths and mat tables.
- Plinths and mat tables should be returned to an appropriate low height, with all components in a neutral position.
- All pillows should have a pillowcase and be placed on plinths or mat tables.
- Dirty linen should be placed in the appropriate receptacle.
- Any spills that occur should be promptly cleaned.
- Any items used in the lab should be returned to appropriate storage locations.
- No personal items should be left in the lab.
- Nothing sharp should be placed on the plinths.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 11/29/10
Building	B-3	Building Maintenance Requests	REVISION DATE: 4/2018

Any problem noted with the School of Medicine and Health Sciences Building, Suite A that requires immediate attention should be reported to the Administrative Assistant or the Director of the Doctor of Physical Therapy Program during regular business hours.

Problems that occur outside of normal operating hours should be immediately reported to Campus Security (**434-544-8100**). They, in turn, will notify the necessary parties to repair or correct the issue.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Building	B-4	Equipment Maintenance	REVISION DATE: 5/2012, 3/2017, 4/2018

Equipment owned and operated by the DPT Program will be inspected annually, or more frequently as indicated in the specified owner's manuals, to ensure safety during use. Equipment will be inspected and maintained by a contract company qualified to certify the safety and function of the equipment being inspected. Course-specific safety concerns will be addressed by the Course Coordinator. The Anatomy Lab Director is responsible for updating the MSDS and maintaining eye wash stations.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Building	B-5	Classroom and Laboratory Safety	REVISION DATE: 7/2017, 4/2018

All students are expected to comply with safety policies of the University of Lynchburg as described in *The Hornet*.

The DPT Program makes every reasonable effort to ensure the safety and well-being of its students, faculty, staff, patients, and visitors. During DPT program related activities, there is the potential for injury or illness to occur. Students should be aware of the following safety issues during learning experiences while in the DPT Program's physical environment in order to minimize the risk for injury, illness, or other adverse events:

1. All safety precautions exercised in clinical situations are to be strictly observed during classroom and laboratory practice. This includes possible pregnancy, allergies and all other contraindications or precautions for a given procedure. Participants should be knowledgeable and/or informed about bloodborne pathogens and precautions to protect themselves. It is the responsibility of the participant to volunteer relevant information when appropriate.
2. Universal precautions are to be practiced in the classroom and laboratory. Appropriate protective gear and approved cleaning solutions should be used to clean any body fluids that may contaminate equipment and/or supplies. Improper use of Universal Precautions may increase the incidence of communicable and/or contagious diseases through skin scrapes, and other minor injuries.
3. Unusual occurrences in the classroom or laboratory are to be reported immediately to an instructor; written documentation may be necessary, just as it is in the clinical setting. Any personal injury should be attended to by the appropriate licensed medical personnel.
4. Unsupervised laboratory practice is restricted to consenting members within the same cohort or more advanced physical therapy students.
5. Electrotherapeutic equipment may only be used with consent of and supervision by a licensed physical therapist.
6. Horseplay, distracting behavior, or other unsafe practice is not appropriate in the classroom or laboratory. Faculty members may ask students whose behavior is unsafe or disruptive to leave the classroom and may pursue additional

disciplinary action.

7. "Wheelies" are to be practiced only with a spotter. Failure to use a spotter is interpreted as a safety violation subject to disciplinary action.
8. Laboratory equipment may be hazardous to unprotected feet and/or body parts. Caution must be exercised when using laboratory equipment.
9. Students are asked to report malfunctions of any equipment immediately to the administrative assistant and to tag suspected items "out of order".
10. Lotions, gels, adhesives and other topical agents are selected to be as non-irritating as possible to normal skin. Students are asked to use and store these agents properly so as to minimize contamination, drying, or premature aging.
11. Injectables, dressings, IV solutions and other "sterile" supplies are intended for practice on manikins and intact skin.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 06/2017
Building	B-6	Environmental Safety	REVISION DATE: 4/2018

University of Lynchburg Sciences Resource Manager, Chemical Hygiene Officer, in conjunction with University of Lynchburg DPT Program Anatomy Lab Director, are responsible for updating the Materials Safety Data Sheets (MSDS). The MSDS binder is centrally located in the Laundry Room next to the Anatomy Laboratory.

Chemical safety for University of Lynchburg DPT Program will be the responsibility of the Anatomy Lab Director. Chemicals used for cleaning are in original containers with full labels. OSHA regulations for posting hazardous chemicals are followed.

DPT Program Student Handbook

Appendix A

UL DPT Student Incident/Injury Report Form

This form should be completed as close to the date the incident/injury occurred. The UL DPT student involved in the incident or injury is expected to complete this form unless medically unable to do so.

Email (of person completing this form):

Relation to UL DPT student:

- Self
- Other

If "Other," what is your relationship to the student? (If "Self," please type N/A):

Date of birth:

Date of incident:

Time of incident:

Facility name:

Facility location (city, state):

Location of incident (e.g., parking lot, patient room, gym area):

Nature of incident (e.g., fall, lifting patient, needle stick, exposure):

Details of incident (i.e., how did the injury occur?; what happened?; who was involved?; follow up by clinical instructor, site coordinator of clinical experiences (SCCE), or facility?):

Was the student exposed to infectious materials or fluids?:

- Yes
- No

Did the student pursue medical evaluation and/or treatment?:

- Yes
- No

Date evaluation and/or treatment completed:

Name of facility evaluation and/or treatment was completed:

What corrective action do you think should be pursued to avoid reoccurrence?:

Signature