Effective April 24, 2013: 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

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

University of Lynchburg Mission and Vision:
“The mission of the University of Lynchburg is to develop students with strong character and balanced perspectives and to prepare them for engagement in a global society and for effective leadership in the civic, professional, and spiritual dimensions of life.” Therefore, the mission of the University of Lynchburg Doctor of Physical Therapy Program supports and augments the mission of the University and the College of Health Sciences.

The Mission of the Doctor of Physical Therapy Program is to educate entry-level physical therapists prepared to assume the role of an ethical health care practitioner through the provision of competent, evidence-based practice in a variety of clinical settings; and to promote active participation and effective leadership in all aspects of personal and professional life.

Doctor of Physical Therapy Program Vision Statement
The DPT Program at the University of Lynchburg reflects the institution’s commitment to teaching, scholarship, and service to the greater community; achieved through the preparation and development of physical therapists who possess a strong character and balanced perspective, prepared to assume the role of health care practitioner through the provision of evidence-based practice, and through effective leadership in their civic, professional, spiritual, and social dimensions of life.
The DPT Program has an eclectic philosophical foundation, and is consistent with the philosophy of the University of Lynchburg community.

“The Doctor of Physical Therapy Program will consistently go above and beyond to challenge, engage, and inspire the physical therapists of tomorrow. Our philosophy will be executed through educational programming designed with teaching and learning principles shown to maximize student learning, and carried out by faculty dedicated to being exemplary role models. The faculty will be leaders in physical therapy and in society, who promote the profession and the University of Lynchburg, produce and utilize evidence in teaching and practice, and are committed to student success. Together, the faculty, staff, students, and graduates will promote improved health related quality of life, maintain a thirst for advancing and continuing knowledge, and work to better society as a whole.”

This philosophy statement has been produced through a collective effort of faculty and staff associated with the program.

We believe that the educational process is best achieved through active learning strategies, where students are actively participating in their own education. Additionally, we believe that students retain and assimilate information best when contextual learning methods are employed. Combined, these two teaching-learning strategies will best serve the teacher and student to maximize learning. The curriculum and teaching strategies support these principles, allowing the student the opportunity to experience learning from many facets and levels, and through repetition.

The program values are congruent with the profession of physical therapy, the College of Health Sciences and the University’s mission and values.
Program Goals
To support the mission, the following program goals guide the design and implementation of the program:

Student
1. The student will synthesize and apply the skills necessary to function as an ethical and competent practitioner of physical therapy in a variety of clinical settings.
2. The student will accept personal responsibility for their own learning and seek out sources of information beyond the normal classroom and instructor supplied resources in order to meet or exceed the expected student learning outcomes.
3. The student will demonstrate the skills necessary to critically evaluate and implement physical therapy services based on credible evidence that will support practice decisions.
4. The student will actively engage in community action events that promote the profession of physical therapy and the mission and values of the University of Lynchburg.

Faculty
1. The faculty members will provide a role model of active participation and effective leadership to their community and profession.
2. The faculty members will be actively engaged in scholarly activity, promoting evidence-based practice in their teaching and clinical service.
3. The faculty members will demonstrate a strong commitment to student learning and retention through mentorship and teaching practices.

Program
1. The program, through faculty and students, will demonstrate a commitment to the community and profession through active participation in activities that advance health related quality of life, continuing education, and professional service.

Expected Program Outcomes Linked to Program Goals
Upon completion of the program, graduates will be able to:
1. Demonstrate entry-level competence in all written, practical, and clinical assessments.
2. Demonstrate the desire and ability to seek out sources of information beyond the normal classroom and instructor supplied resources.
3. Demonstrate entry-level competence in determining a clinical research question and seeking out credible evidence to support treatment decisions.
4. Design and implement a community based action event that promotes the University of Lynchburg and the profession of physical therapy.

Faculty of the program will consistently:
1. Provide evidence for the efficacy of methods, procedures, and theories taught throughout the curriculum.
2. Be actively engaged in a progressive scholarly agenda that promotes the practice of physical therapy.
3. Demonstrate a commitment to every student’s success through the use of innovative yet validated teaching and mentoring techniques.

The education program will produce:
Physical therapists that are leaders, highly respected for:
1. giving back to their community and profession
2. demonstrating superior skill in clinical decision making
3. maintaining a high level of professionalism

Resources:
Minimum Required Skills of Physical Therapist Graduates at Entry
(APTA Publication BOD P11-05-20-49) Appendix 1.2
Accreditation Compliance
The DPT Program recognizes the importance of compliance with accreditation procedures and strives to comply with all Commission on Accreditation in Physical Therapy Education criteria at all times. The Director of the School of Physical Therapy 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 School of Physical Therapy will ensure that all accrediting agencies will be notified in a timely manner of any required or substantive changes within the program. Any facets of the program deemed to be out of compliance will have corrections made to come into compliance with any and all accreditation criteria within 2 years of being determined to be out of compliance.

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

1. Students must comply with all rules and regulations in order to successfully complete internships.
2. It is the responsibility of the student to know the rules and regulations governing the practice of physical therapy in the state in which the student will seek licensure.
The DPT Program at the University of Lynchburg, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including changes made by the Americans with Disabilities Amendments Act of 2008, does not discriminate against qualified individuals with disabilities. Student physical therapists must be able to perform, with or without reasonable accommodations, each of the Essential Functions in order to effectively participate in our program and successfully fulfill the requirements of the professional curriculum.

An offer of admission may be withdrawn and or a student may be dismissed from the program if it becomes apparent that the student cannot complete the Essential Functions even with reasonable accommodation; the needed accommodations are not reasonable and would cause undue hardship to the University; or that fulfilling the functions would create a significant risk of harm to the health or safety of others.

Essential Functions are applicable in classrooms, laboratories, and clinical settings. The DPT Program uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations that are made available by the University.

Individuals who have questions regarding reasonable accommodations should contact the Disability Services Coordinator in the Academic and Career Services Center at 434-544-8687 or visit the website (www.lynchburg.edu/disability-services).

**ESSENTIAL FUNCTIONS**

_All Essential Functions should be able to be completed in highly complex and distracting environments and within time frames consistent with current clinical practice._

**Cognitive Functions (Knowledge)**

1. Comprehend, retain, recall, and apply complex information learned in required prerequisite course to the program’s professional course work.
2. Read, comprehend, integrate, critically analyze, interpret, and apply information from written materials, demonstrations, lectures, laboratory sessions, and research literature, and other pertinent sources to develop and support the rationale for appropriate patient examinations, evaluations, assessments, interventions, discharges, and or referrals.
3. Collect, organize, prioritize and document information to make safe, appropriate and timely decisions regarding patient care for the purposes of examination, evaluation, assessment, intervention, discharge, and or referral for any patient.

4. Demonstrate management skills including planning, organizing, supervising, and delegating.

**Affective and Communication Functions (Professional Behaviors)**

1. Interact effectively and sensitively using appropriate verbal, nonverbal, and written communication skills with faculty, peers, other members of the health care team, and patients/clients, and caregivers.

2. Read, write and interpret written and nonverbal communication at a competency level that allows one to safely function in classroom, laboratory, and clinical settings.

3. Recognize the impact and influence of age, lifestyle, family or peer support, socioeconomic class, culture, beliefs, race, and abilities on faculty, peers, other members of the health care team, and patients/clients, and caregivers.

4. Recognize the psychosocial impact of movement dysfunction and disability on the client and caregivers and integrate these needs into patient examinations, evaluations, assessments, interventions, discharges, and or referrals.

5. Efficiently organize and prioritize multiple tasks, integrate and critically analyze information, and formulate applicable decisions.

6. Practice in a safe, ethical, and legal manner, following guidelines for standard practice as established by federal, state, and local law, the University, clinical facilities, the APTA, and related professional organizations.

7. Accept personal responsibility for all actions, reactions, and inactions.

8. Demonstrate responsibility for self-assessment, professional growth and development.

9. Effectively and consistently manage personal stress and appropriately respond to the stress of others.

10. Speak and write effectively in English to convey information to other individuals and groups.

**Psychomotor Functions (Skill)**

1. Possess sufficient mental and physical stamina, postural and neuromuscular control, and eye-hand coordination for extended periods of time in order to perform patient care tasks in a manner that does not compromise patient or therapist safety.

2. Safely, reliably, and efficiently perform required physical therapy examination and intervention procedures to evaluate and treat the functional skills & limitations and gross motor system of patients across the lifespan. These include but are not limited to:
   a. Cognitive, mental, emotional status
b. Cardiopulmonary status
c. Segmental length, girth, volume.
d. Skin Integrity & wound care
e. Sensation
f. Strength
g. Joint mobility, motion and play
h. Muscle tone and reflexes
i. Coordination and balance
j. Development skills & movement patterns
k. Functional abilities
l. Posture and gait
m. Endurance
n. Pain
o. Therapeutic exercises
p. Prosthetics and orthotics
q. Adaptive devices and assistive technology

3. Demonstrate the ability to perform CPR and emergency first aid.
4. Safely and reliably read meters, dials, printouts, and goniometers.
5. Demonstrate the ability to manipulate and operate physical therapy equipment and monitoring devices.
6. React safely and appropriately in a timely manner to sudden or unexpected situations involving persons and or equipment.

Sources:
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 the University.

Students within the DPT Program are expected to abide by and uphold the 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 that are incongruent with or in opposition to the APTA Code of Ethics are classified as A-Level sanctions and addressed in accordance with the 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 School of Physical Therapy 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 School of Physical Therapy at:

University of Lynchburg, School of Physical Therapy
Attn: Director, School of Physical Therapy
300 Monticello Avenue, Suite A
Lynchburg, Virginia 24501

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

1. When a complaint is received, the Director of the School of Physical Therapy 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 School of Physical Therapy 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 School of Physical Therapy, the Dean of the College of 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 School of Physical Therapy and the Dean of 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 Provost and Vice President for Academic Affairs. The Provost will discuss the complaint with all involved parties within fifteen (15) business days, and the Provost and Vice President for Academic Affairs, the Dean of Health Sciences, and the Director of the School of Physical Therapy will keep a copy of the complaint and the resolution on file. The Provost and Vice President for Academic Affairs is the final arbiter.

University of Lynchburg
Attn: Provost and Vice President for Academic Affairs
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.
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 A and/or B.

The following information outlines consequences of violating the retention policy.

**Graduate College**
A quality point average of 3.0 (B) is required for graduation for 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 may result in immediate suspension from the University:
1. Earning a cumulative quality point average of less than 3.0 in the semester immediately preceding the final internship
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.
   a. 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.
5. Unacceptable Professional Behavior Review

Unacceptable Professional Behavior Review may lead to referral to the Student Success Program and/or immediate suspension or expulsion 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)
In order to obtain a course grade of C or higher, a student must obtain a weighted mean of 70% or greater on written examinations by the end of the course.

Students who earn a score of 79% or less on an individual written examination 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 written examinations by the end of a course will earn a course grade of F.

Practicals (Skills)
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, the student 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.

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, neither of whom performed the initial practical examination, 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 videotaped.

d. The student will be informed whether or not the performance meets the passing criteria in a timely fashion following the retake.

Projects (Knowledge & Skills)
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
Unacceptable behaviors may lead to written warning, probation, suspension, or expulsion 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.
For a schematic representation of the Retention and Progression Policy, see below:
For a schematic representation of the Course Retention Policy, see below:
Please refer to the University of Lynchburg Graduate Catalogue for Grade Review policy.
Students may be suspended from the 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 the University of Lynchburg Graduate Catalogue for policies regarding suspension and reapplication.
The 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. It is expected that each student in the DPT Program 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 contribute to a student’s inability to meet minimum academic and professional requirements of the curriculum and therefore 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. Non-compliance with these expectations may result in a reduced grade, failure/incomplete in a given course, or faculty-initiated withdrawal from the course. 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. All attempts will be made to provide sufficient notice to students of any 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, internships and examinations).

**Clinical Education**
Please refer to the DPT Program Clinical Education Policy on Attendance in this handbook regarding promptness and absences during internships.
Course work
Grades for assignments and coursework will be assigned by the faculty member responsible for the course based on the following scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Letter Grade</th>
<th>Quality Point Average</th>
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<tbody>
<tr>
<td>93.00-100.00</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90.00-92.99</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>87.00-89.99</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>83.00-86.99</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80.00-82.99</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>77.00-79.99</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>70.00-76.99</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>&gt;69.99</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Each student will be assigned an Academic Advisor upon entering the program. The advisor will counsel the student in their academic and clinical progress within the program and review the student’s professional development as a physical therapist practitioner using the Professional Behaviors Assessment.

Please refer to the Student Success Handbook for guidelines regarding academic advising meetings.

**It is the responsibility of the student to contact their advisor to initiate meetings**
DPT Program Student Handbook

<table>
<thead>
<tr>
<th>SECTION</th>
<th>POLICY NUMBER</th>
<th>SUBJECT:</th>
<th>FORMULATION DATE:</th>
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<td>Clinical Education</td>
<td>CE-1</td>
<td>Clinical Education Mission</td>
<td>01/01/10</td>
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<th>REVISION DATE:</th>
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<td>4/2018</td>
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**DPT Clinical Education Mission Statement**

The DPT Program faculty recognizes 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 internship opportunities that contain clinical faculty who will provide superior role models of evidence-based practice and exemplary clinical and ethical behavior through a collaborative partnership of the University of Lynchburg and affiliated sites;
2. that every student be immersed in internship 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.
The clinical education philosophy is an adjunct to and is built upon the DPT Program Mission and Vision and the University of Lynchburg Mission.

We 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 serves the purpose of integrating didactic learning and practical application while socializing the student to culture and values of professional practice. We value close partnerships with affiliated clinical sites that share our mission and philosophy 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 internships. 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.
Clinical internships are structured to afford each student a wide exposure to a variety of patient populations and practice settings across the nation.

**Internship Availability**
Students will be provided a list of available internship locations prior to the internship assignment process.

**Advising Sessions**
Prior to internship assignment the DCE and Clinical Education Team will post available advising times. Advising sessions are optional unless determined otherwise by the DCE.

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

Selection criteria for specialty internships vary from specialty internship to specialty internship. Please refer to the Clinical Education Moodle site for Specialty Internship criteria and procedures.

**Internship Assignment**
Internship assignment involves collaboration between the individual student and the DCE. The DCE makes the final decision of internship assignment.

There are times that a student may have to be reassigned to a different internship location. If reassignment is deemed necessary the DCE will determine a new internship location. When possible the DCE will collaborate with the student regarding the reassignment.

**Setting Requirements:**
Every student will be required to participate in at least one internship in the inpatient environment, which includes the hospital, home health, or a traditional rehabilitation setting, and one in an outpatient/private practice setting.

**Placement Restrictions:**
1. Students may not choose to return to a prior place of employment or place of volunteer/shadow experience
2. Students may not choose to be placed with a relative for an internship
3. Students may not choose to complete more than one internship with any entity
4. Students may not choose to complete an internship 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 internships. Determining housing locations based on internship 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 an internship 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 do the following:
1. Fill out the Special Consideration for Clinical Placement Form
2. Submit the form to the DCE no later than 2 weeks prior to the established internship assignment date

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.

Internship Related Costs:
Transportation, housing, and meal costs incurred during completion of internships are the sole responsibility of the student. Students will not be paid or receive stipends for internship experiences.
Students are required and responsible for timely completion of all necessary clinical education forms and requirements. Students will not be permitted to participate in internships unless all forms and requirements are completed by established due dates. Students who do not complete forms or requirements will fail the internship.

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. Current CPR
6. Drug Screening
7. Criminal Background Check
8. HIPAA training
9. Bloodborne Pathogen training
10. Pre-Internship forms
11. Internship 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.
Internships 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 internships being scheduled for greater than 38 hours/week. This work schedule may include holidays, weekends, and scheduled University breaks. Additional time outside of internship hours may be required to enhance the learning process.

Absences are not permitted during internships.
1. Under no circumstance is a student to miss time from internships due to personal matters.
2. Repetitive tardiness and unexcused absences will result in failure of the internship.
3. In the event an emergency prevents the student from arriving at the internship on time, the student should notify the CI/Clinical Coordinator of Clinical Education and DCE immediately.
4. Extenuating circumstances resulting in disruption to the internship will be handled by the DCE on an individual basis.

**Inclement Weather Policy**
Students are required to follow the inclement weather policy of the internship facility. This should be discussed with the CI during the orientation phase of the internship.
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 internship site regarding the use of Mobile phones and electronic devices while on site.
DPT Program Student Handbook

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<tr>
<td>Clinical Education</td>
<td>CE-7</td>
<td>Accidents &amp; Injury during Internships</td>
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Student Injury
In the event of a student accident or injury during internship, the student should:
1. Seek medical care if needed
2. When medically stable, the student should contact the DCE. If the DCE is unreachable the student should contact the Director of the School of Physical Therapy or another faculty member.

Reporting Incidents/Injury of Patients or Others
Incidents or injuries to patients or persons in the workplace are to be reported as required by the policies and procedures of the facility. Incidents involving a DPT student should be reported to the DCE by the student and/or CI.
Establishing new internship 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 internship sites.
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.
**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 must supply or purchase a comparable laptop computer or tablet to the specified model as described by program requirements. (See www.lynchburg.edu/dpt for computer minimum specifications/recommendations).

Students are expected to purchase their laptop computer or tablet, required 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 internship experiences.

Clinical internship 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.

**Room and Board**
Room and board is not included in tuition and is the responsibility of the student.
A physical therapist is a highly respected professional in the medical community, and student physical therapists should portray an outward appearance of that professionalism in their dress. Students are required to conform to a professional image at all times when representing the DPT Program, and the profession, in the classroom, clinic, and community. *Minimally appropriate* dress is described in relation to the setting below.

**General Appearance**
Hair should be kept neat and trimmed, with styles that are not extreme in color. No hats may be worn during normal business hours in the classroom, laboratory, or clinic. Nails must be kept short and clean. No excessive use of makeup is allowed.

**Identification Badge**
The University of Lynchburg Identification badge must be displayed and visible at all times.

**Perfume/Cologne**
Perfume, cologne, and other body fragrances should be kept to a minimum at all times.

**Classroom attire**
All clothing should be appropriate for bending, reaching, and stooping, without restricting movement or exposing undergarments, stomach/back region, or cleavage.

**Jewelry:** is limited to a watch, small rings, bracelets, necklaces, and earrings and should not be worn in excessive amounts. Female students may wear two sets of earrings that are discreet and tactful. Male students may wear one set of earrings that are discreet and tactful. Spacer earrings are not permitted for any student. Metal jewelry associated with other body piercing may not be visible on any student.

**Footwear:** follows the same requirements as the dress code in that they must be business attire. Appropriate shoes are a dress shoe with small heels, flats, or clean athletic shoes for females and any dress shoe or clean athletic shoes for males. Shoes may be open toed in the classroom settings.

**Women:** Dress slacks, khakis, or cropped slacks that are below the knee. Dresses and skirts are also acceptable as long as length is no shorter than 2 inches above the knee. Blouses or shirts may be short or long sleeved. No backless or strapless tops, no cropped shirts or shirts with spaghetti straps. Tights and leggings should only be worn
with tops, skirts, or dresses that meet the 2 inches above the knee length requirement.

**Men:** Dress slacks or khakis with shirt (short or long sleeved), or Polo-style shirts with collars.

**Professional Clinical Attire**
All clothing should be appropriate for bending, reaching, and stooping, without restricting movement or exposing undergarments, stomach/back region, or cleavage.

**Name tag:** A name tag, either the University of Lynchburg or one provided by the facility, should be worn at all times during the internship unless specified by the clinic site. Clinic-specific attire may be required during the student’s clinical observations, experience, or internships.

**Jewelry:** Any jewelry worn in the clinic should be small and discreet and pose no risk to the patients or yourself. Please refer to classroom attire for jewelry guidelines. Clinical policies regarding wearing of 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 even though they are acceptable in the classroom.

**Site Requirements:** Any dress code or student attire requirements of internship sites will supersede any program attire policies.

**Women:** Women are expected to wear dress slacks or khakis. Capris or cropped pants are not appropriate clinic attire. Blouses or shirts may be short or long sleeved. No backless or strapless tops, no cropped shirts or shirts with spaghetti straps.

**Men:** Men are expected to wear dress slacks or khakis with short or long sleeved shirt with collar.

**Laboratory and off schedule but on campus (5PM-8AM) attire:**
Loose fitting gym shorts of sufficient length to completely cover the buttocks or warm up pants. Loose fitting t-shirt without excessive advertisement, vulgar descriptions, pictures or gestures, and must contain no holes, tears, or be tattered. Shoes may be of an athletic type. For laboratory classes, females should make preparations for disrobing the upper body for observation of the spine, posture evaluation, etc. by wearing a sports bra or bathing suit top. Any jewelry should be kept to a minimum in the lab. Lab attire must be replaced by classroom attire before returning to the classroom.

**Anatomy Lab Attire:**
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 in the anatomy lab. 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.

**Special Course Requirements:**
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.

**Dress Code Violations**
Attire that does not meet the minimally appropriate standard is considered unacceptable professional behavior and may result in the instructor 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 School of Physical Therapy.
### 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 the 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 internships, or complete a waiver that will satisfy the internship clinical 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 on campus at the start of the first semester of each academic year. The DPT Program will coordinate and pay for TB testing for DPT students with the University of Lynchburg Student Health Services.

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Patients put their health and trust in the hands of healthcare professionals when they are most vulnerable. It is vital that health care professions take all the steps necessary to ensure that this trust is not violated. 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 internship 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 internship 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.
**Internship:**
Internship sites may require students to complete additional criminal background checks. Students are required to comply with the criminal background check policies of the internships that they attend. An internship site has the right to deny a student an internship based on their own policy and procedure for determining the acceptability criminal background check results. Students denied an internship site due to unacceptable criminal background check results may not be able to be reassigned to another internship. If a student fails an internship site’s criminal background check, the DCE will make no more than two additional attempts to place the student in an established DPT internship site. If after two attempts, the student cannot be reassigned to an internship, the student will not be retained in the DPT Program.

**Cost:**
_The cost of all 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 on instructions on how to proceed dependent 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 internships, or licensure as a healthcare professional after a criminal background check produces unacceptable results.
Students are required to report to the Director of the School of Physical Therapy, 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 whether or not there is a conviction involved.

Failure to report any incident will result in disciplinary action for the student up to and including suspension from the University.
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.
CPR certification is required in most facilities to practice physical therapy.

Students are required to obtain and maintain CPR certification at their own expense.
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.

All students will supply a laptop computer as part of the required equipment needed for classes. As the curriculum of the DPT Program advances into the future, technology requirements continue to grow. Computer-based learning materials and exams are part of the curriculum. Please refer to the DPT Program website For Admitted Students to see specifications.
The University of Lynchburg provides professional liability insurance (malpractice insurance) for all students during their clinical education.
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, identifying how the name should appear on the name tag, to the Administrative Assistant
2. Pay for the cost of the new name tag
The DPT Program copier in the main office is to be used for faculty purposes only.

Students are given an allotment by University of Lynchburg of $20.00 per semester 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 they have been given to complete. Graduate Assistants should not use the copier for course work related purposes.

Fax Options
Students are allowed to fax information to their clinical site using the DPT fax machine.

University of Lynchburg Print Shop
Class Treasurers may use funds from the class accounts to make copies at the Print Shop as appropriate. The procedure is as follows:

1. Give class account number and order information
2. Print Shop will send an invoice to the treasurer for the charges.
Overview and Rationale
Electronic social media such as blogs, personal websites, media posting sites, and networking sites have become popular communication tools in recent years. These social media allow for the development, maintenance, and enhancement of both personal and professional relationships but as with any type of social interactions they also provide opportunities for lapses in professionalism. Physical therapists have a professional obligation and social contract with society. As such, student physical therapists (and licensed physical therapists) must be acutely aware of the public nature of these forums and the permanence of online postings. Privacy may be implied on these sites but postings and other data should be considered public and freely visible by many people. Thus, the DPT Program has adopted the following guidelines to assist students in safely and responsibly participating in these sites.

Scope
These guidelines are “best practice guidelines” for student physical therapists at the University of Lynchburg; however, these guidelines apply to all persons who participate in social mediums. Regardless of the nature of participation (personal or professional) and regardless of the means of participation (personal equipment or University of Lynchburg Equipment), these guidelines should be followed at all times.

Definitions
1. Electronic Social Media: Can take the form of websites, blogs or online journals, phone applications, sites for posting media (Facebook, YouTube, etc.) and networking sites. May incorporate any or all of the following: text, audio, visual images, video clips, and any other type of media.
2. Social Networking Sites: Internet sites that allow users to create a profile, and link their profile to other profiles (individuals or entities), in order to create a personal network. Examples include Facebook and Linkedin.
3. Posts: Any information (in any format: text, visual images, audio, video, or any type of media) that is shared within social mediums.
Guidelines

1. Professionalism

   a. Accountability: Postings are subject to the same professionalism standards as any other personal interactions, though are subject to more scrutiny due to the permanence of their written nature. 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. Posts made by student physical therapists within online networks will be treated as if they were made verbally in a public place.

   b. Reflection on the DPT Program and the University of Lynchburg: Once you have identified yourself as a University of Lynchburg student physical therapist within a social medium, your words and actions will reflect upon the DPT Program and the University of Lynchburg. Those who have access to your social medium 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. Others may also post photos or video of you and “tag” you. It is your responsibility to make sure that these postings are appropriate and not professionally compromising. It is advisable to “untag” yourself from any photos as a general rule, and to refrain from tagging others unless you have their explicit permission from them to do so.

   d. Sexual Harassment: Relationships online with faculty, clinical faculty, staff, and fellow students are all governed by the University of Lynchburg Human Rights Policy, which includes stipulations about sexual harassment. 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: Posts regarding the care of patients or 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, and there are many examples of people not being offered a job because of findings on social networking sites.

2. Privacy

   a. Settings: Social mediums continuously change so it is important to monitor your privacy settings of social mediums on a regular basis to ensure your privacy and security. Privacy settings should be set so that only those people to whom you provide permission can access information and media about you.

   b. Information Sharing: Avoid sharing personal identification numbers within social mediums (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 when referring to them in a professional capacity unless they have given permission for their name or likeness to be used.

3. Confidentiality

   a. HIPAA: Posts on social mediums are still subject to and under the regulation of HIPAA. Violators are subject to the same prosecution as with other HIPAA violations.

   b. Patient Privacy Measures: The same patient privacy measures that are employed in public forums should be applied to social mediums.

   c. Online Discussions of Patients: Refrain from online discussions of patients even if all identifying information is excluded. Patients may still be identified based on the context of situations alone.

   d. Media of Patients: Specific written permission to post photos online must be obtained from patients before any photos of patients or photos
depicting the body parts of patients may be displayed. Even if you have permission, such photos may be downloaded and forwarded by others, and patients should be made aware of this.

4. Patient Contact
   a. Patient Interactions: Interactions with patients within these mediums is strongly discouraged. A dual relationship can be damaging to the provider-patient relationship and can have legal ramifications.
   b. Patient’s Medical Records: Patient information gathered via social mediums should not be entered into the patient’s medical record without their consent.

5. Social Media in Clinical Settings
   a. Access: Refrain from accessing personal social mediums while in clinical settings.
   b. Clinical Site Policies: It is your responsibility to be aware of and abide by any social networking policies of the internship 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/lecture-recording/
In an effort to provide students with a secure location for after-hours study, any student enrolled in the DPT Program will be granted access to the College of Health Sciences Building during hours outside the normal class schedule. These hours may vary due to situational factors involving safety and security and will be determined jointly between the Director of the School of Physical Therapy and the Director of the University of Lynchburg Safety & Security. Hours of operation will be readily available to all students, faculty, and staff. Attempts will be made to provide unlimited 24 hour access to the building.

Entrance and exit after hours must occur through the designated after hours entry point. Once inside, limited room access will be available. The student lounge and library areas will be available for study use after hours. There may be instances that allow an instructional laboratory to remain accessible after hours and should be arranged with the course coordinator. 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 persons in the human dissection lab for after hour use. NO STUDENT MAY UTILIZE THE HUMAN DISSECTION LABORATORY DURING 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; 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 will not be tolerated.

Any persons 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 Staff Handbook of Personnel Policies and Procedures (Staff).
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**
Students are assigned a locker for storage of personal belongings. Personal belongings should not be left in classrooms, laboratories, or common areas.

**Book bags**
Storage shelves have been placed in each classroom for the placement of personal items that may need to be readily available during or between classes. 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. This is in order to prevent spills and leaking. All precautions must be met in order to ensure the cleanliness of the DPT Program’s classrooms, laboratories, and common areas.

**Laboratories**
- Food and beverages are not permitted in laboratories.
- 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
Any problem noted with the College of Health Sciences Building, Suite A that requires immediate attention should be reported to the Administrative Assistant or the Director of the School of Physical Therapy 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.
### Equipment Maintenance

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 appropriately 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.
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 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, 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.
The University of Lynchburg Sciences Resource Manager, Chemical Hygiene Officer, in conjunction with the Director of the School of Physical Therapy, is responsible for updating the Materials Safety Data Sheets (MSDS). The MSDS binder is centrally located in the Atrium in the alcove next to the Anatomy Laboratory. Chemicals used for cleaning are in original containers with full labels. OSHA regulations for posting hazardous chemicals are followed.