

University of Lynchburg
College of Health Sciences
School of Physical Therapy

**Doctor of Physical Therapy Program
Student Handbook**

Original Compilation February 2010

Revised 8/2010, 5/2012, 5/2013, 4/2014, 4/2015, 3/2016, 3/2017, 4/2018, 4/2020



University of Lynchburg

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

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

[PROGRAM MISSION STATEMENT](#)

[PROGRAM PHILOSOPHY](#)

[GOALS AND OBJECTIVES](#)

[COMPLIANCE](#)

ACADEMIC STANDARDS

[ESSENTIAL FUNCTIONS FOR STUDENT PHYSICAL THERAPISTS](#)

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

[RETENTION IN THE PROGRAM](#)

[GRADE REVIEW](#)

[SUSPENSION](#)

[ATTENDANCE](#)

[GRADING](#)

[ACADEMIC ADVISING](#)

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](#)

[DRESS CODE](#)

[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](#)

[LABORATORY SAFETY](#)

[Environmental Safety](#)

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Program	P-1	Program Mission Statement	REVISION DATE: 2/2016, 4/2018

Doctor of Physical Therapy Program

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

University of Lynchburg Mission and Vision:

“The mission of 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 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 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.

DPT Program Student Handbook

SECTION	POLICY NUMBER	SUBJECT:	FORMULATION DATE: 01/01/10
Program	P-2	Program Philosophy	REVISION DATE: 3/2017, 4/2018

The DPT Program has an eclectic philosophical foundation, and is consistent with the philosophy of 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 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.

DPT Program Student Handbook

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

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 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

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

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 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: Essential Functions for Student Physical Therapists	FORMULATION DATE: 01/01/10 REVISION DATE: 4/2012, 4/2018
--	---------------------------	---	---

The DPT Program at 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 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 courses 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, patients/clients, and caregivers.
4. Recognize the psychosocial impact of movement dysfunction and disability on the client and caregivers. 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:

American Physical Therapy Association. Minimum Required Skills of Physical Therapist Graduates at Entry Level. BOD G11-05-20-49.

American Physical Therapy Association. Guide to Physical Therapist Practice. Alexandria, Virginia, 2008.

AASIG Technical Standards, Essential Functions Document. Section on Education, September 1998.

Ingram, D. (1997). Opinions of Physical Therapy Program Directors on Essential Functions, Physical Therapy, 77(1).

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
--	---------------------------	---	---

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 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.

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

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

Unacceptable Professional Behavior Review may lead to referral to the Student Success Program 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)

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 (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, 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, 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 & 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

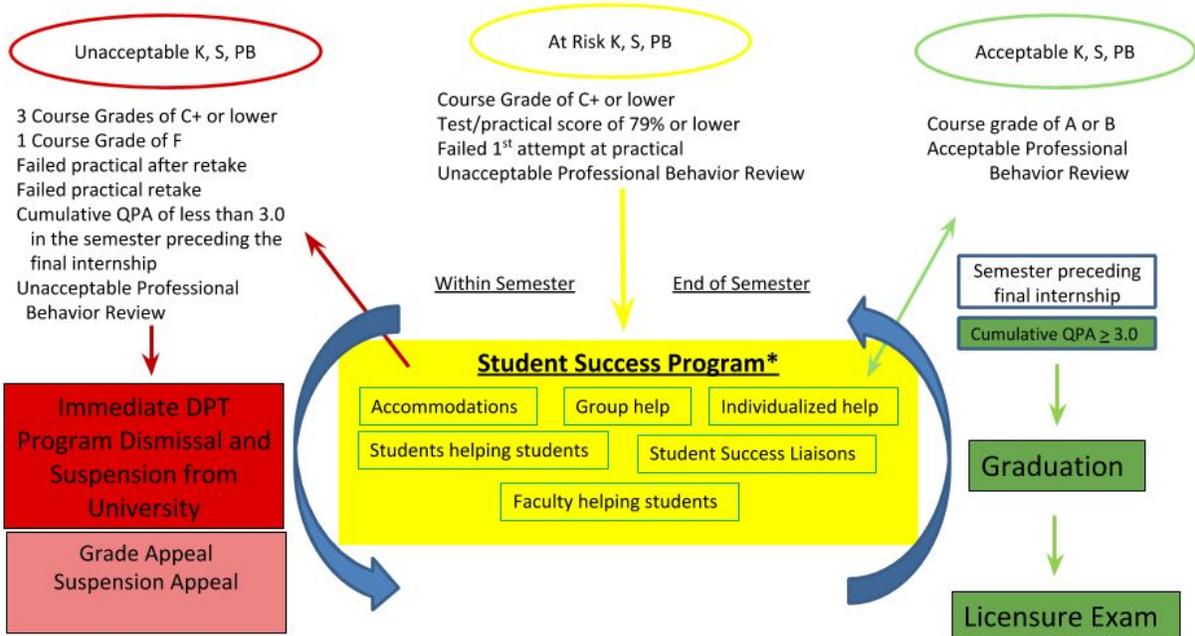
Updated 09-21-20

Doctor of Physical Therapy Program Retention & Progression Flow Chart

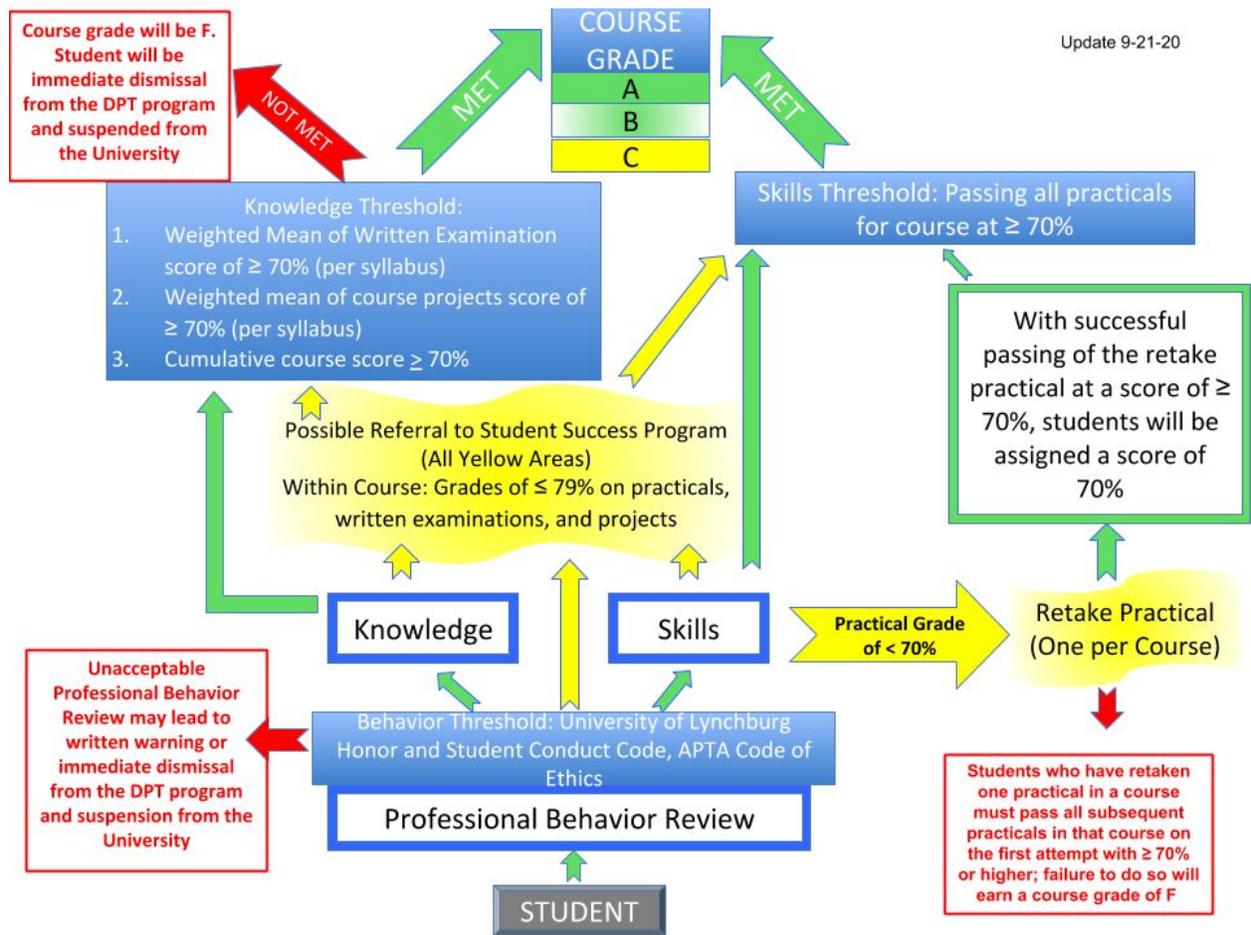
University

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 Catalogue 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 behaviors violation and referral to the Students 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 Attendance 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

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. 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

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 650 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 Curricular 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 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
--	------------------------------	--	---

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 will provide 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
--	------------------------------	---	---

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 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
--------------------------------------	-----------------------	--	--

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 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 clinical experience 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.

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
--	------------------------------	--	---

Students are required and 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 will 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. Current CPR
6. Drug Screening
7. Criminal Background Check
8. HIPAA Training
9. Bloodborne Pathogen Training
10. Pre-clinical experience Forms
11. 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
--	------------------------------	--	---

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
--	------------------------------	---	---

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
--	------------------------------	--	---

Student Injury

In the event of a student accident or injury during a clinical experience, 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.

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
--	------------------------------	---	---

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 General Information	POLICY NUMBER GI-1	SUBJECT: Academic Calendar of Events	FORMULATION DATE: 01/01/10 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
---------------------------------------	---------------------------	--	---

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). 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: Dress Code	FORMULATION DATE: 01/01/10 REVISION DATE: 5/2012, 4/2018, 3/2020
---------------------------------------	---------------------------	----------------------------	--

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.

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. Appropriate shoes should be worn at all times.

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.

Minimally Appropriate Dress by Setting:

1. Classroom attire

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

Jewelry: 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.

2. 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: 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.

Clinic-specific attire may be required during the student's clinical observations or clinical experiences.

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 clinical experience sites will supersede any program attire policies.

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: are expected to wear dress slacks or khakis with short or long sleeved shirts with collars.

3. 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.

4. 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.

5. Special Course 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.

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.

DPT Program Student Handbook

SECTION General Information	POLICY NUMBER GI-4	SUBJECT: Health Requirements	FORMULATION DATE: 01/01/10 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 General Information	POLICY NUMBER GI-5	SUBJECT: Background Check	FORMULATION DATE: 01/01/10 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 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 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 General Information	POLICY NUMBER GI-6	SUBJECT: Requirement to Report a Criminal Incident	FORMULATION DATE: 04/13/2013 REVISION DATE: 4/2018
-----------------------------------	------------------------------	---	---

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 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
-----------------------------------	------------------------------	--------------------------------	---

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

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.

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 General Information	POLICY NUMBER GI-12	SUBJECT: Use of Copier	FORMULATION DATE: 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.

University of Lynchburg Print Shop

Cohort Treasurers may use cohort 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.

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
--------------------------------	------------------------	---	---

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 change so it is important to monitor your privacy settings on social media on a regular basis 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 Contact
 - a. Patient interactions: interactions with patients within these media 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 College of 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 School of Physical Therapy and the Director of the University of Lynchburg 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 Staff Handbook of Personnel Policies and Procedures (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

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 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 to prevent spills and leaking.

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.

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 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.

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 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

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.