MISSION STATEMENT

The faculty of the Doctor of Physical Therapy Program at the University of North Florida is dedicated to preparing students for entry-level physical therapy clinical practice by utilizing an evidence-based curriculum, engaging students in ongoing research, and participating in clinical internships that stimulate critical inquiry. The Program is committed to life-long learning and seeks to provide opportunities to engage students, faculty and the community in professional development and service.

PHILOSOPHY OF THE PROGRAM

The Program faculty believes that faculty and students function best in an environment that fosters personal and professional growth. The learning environment is designed to challenge students to become confident, competent, and compassionate health care professionals able to practice autonomously and ethically within a changing health care environment. Students are encouraged to identify and accomplish goals within the areas of teaching/learning, research and service. Opportunities for development are provided by Program requirements and activities on campus and in the community.

Faculty and students are encouraged to mutually foster intellectual and professional development. This stimulation requires the use of creative and interactive approaches to teaching and learning. Scientific inquiry and clinical research are essential to maintaining a dynamic Program that responds to the health care needs of society, and contribute to the professional knowledge base that shapes physical therapy practice.

The faculty regards physical therapy as a healthcare profession having as its primary role the responsibility to meet the health needs of society. Scientific principles are utilized to identify, assess, correct, or alleviate disability, impairment or movement dysfunction. The physical therapist promotes optimum health and function through the integration of elements of care that maximize patient outcome. A constantly changing healthcare environment combined with a multiplicity of practice settings, professional commitment and accountability, creates the need for the physical therapist to withstand social transformation. In a dynamic healthcare environment the physical therapist needs to respond to the diversity of health care consumers and the circumstances for which they seek care with empathy, compassion and respect for the individual. This role for physical therapists requires critical and logical thinking and proficient problem solving through the use of examination, evaluation, diagnosis, prognosis and intervention strategies closely related to outcome management.

In addition to providing services, the physical therapist’s role is to advocate for the advancement of the profession, strengthen health care policy and standards of practice, and strive to ensure the availability, accessibility, and excellence in the delivery of physical therapy services. In addition to the examination and intervention of individuals with physical disability, faculty and students endorse an important role for physical therapists in preventive health care. The Program seeks to develop leadership, with faculty and students serving as agents and advocates for positive change.
VALUES STATEMENT

The Doctor of Physical Therapy Program has a positive learning environment that supports an expectation for excellence through its commitment to openness, fairness, integrity, professionalism, diversity, tolerance, and concern for the health and well-being of oneself and others.

Student Learning Outcomes
Upon Program completion graduates of the University of North Florida Doctor of Physical Therapy Program:

Area 1: Content/discipline-specific knowledge
- Students will demonstrate in-depth knowledge of the foundational sciences of anatomy, physiology, neurology and pathology for application to the discipline of physical therapy.
- Students will correlate and apply theoretical foundations of knowledge to the practice of physical therapy; evaluate and clarify new or evolving theory relevant to physical therapy.
- Students will demonstrate mastery of entry level clinical skills based on contemporary physical therapy practice and evidence, including physical therapy examination, evaluation, diagnosis, intervention, prevention activities, wellness initiatives and appropriate health care utilization.

Area 2: Knowledge of the literature of the discipline
- Students will consistently use information technology to access sources of information to support clinical decisions.
- Students will consistently and critically evaluate sources of information related to physical therapy practice, research, and education, and apply knowledge from these sources in a scientific manner.
- Students will consistently apply current knowledge, theory, and professional judgment while considering patient/client management.

Area 3: Ability to engage in independent learning or scholarship
- Students will demonstrate the behaviors of the scholarly clinician by developing and utilizing the process of critical thinking and inquiry particularly focused on the improvement of the practice of physical therapy and the delivery of healthcare.
- Students will apply the principles of evidence-based practice to clinical decision-making.
- Students will contribute to the evidence for practice by written systematic reviews of evidence or written descriptions of practice.

Area 4: Demonstration of intermediate to advanced level professional skills
- Students will practice as a reflective and competent clinician whose clinical decision making skills are guided by ethical practice standards.
- Students will experience areas of personal growth necessary for the transition to becoming a professional.
- Students will actively promote the profession of physical therapy by participating in professional organizations recognizing how the organizations’ values relate to the practice of physical therapy.

Area 5: Demonstration of effective communication skills
- Students will expressively and receptively communicate in a culturally competent manner with patients, professionals and communities.
- Students will use information technology such as word processing, presentation, data analysis software, e-mail, and electronic records to improve clarity and efficiency of communications.
- Students will use a variety of communication skills to effectively educate others using appropriate teaching methods that are commensurate with the needs of the learner.

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Areas 6: Demonstration of critical thinking skills applied to patient care and reflective ethical professional behavior

- Students will demonstrate the professional, ethical and social skills to adapt to changing health care environments to effectively provide physical therapy care.
- Students will determine when patients/clients need further examination or consultation by a physical therapist or referral to another health care professional.
- Students will engage in reflective practice through sound clinical decision-making, critical self-assessment, and commitment to lifelong learning.

ACADEMIC INTEGRITY

Students are expected to abide by the graduate school’s policy on academic integrity available at http://www.unf.edu/president/policies_regulations/02-AcademicAffairs/EnrollmentServices/2_0640P.aspx.

“Violations of the principle of academic integrity include, but are not limited to:

a) CHEATING: Intentionally using, providing, obtaining, or attempting to use, provide, or obtain unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.

b) FABRICATION & FALSIFICATION: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in an academic exercise.

c) MULTIPLE SUBMISSIONS: The submission of any portion of the same academic work, including oral reports, electronic files, or hard-copy form, for credit more than once without authorization.

d) PLAGIARISM: Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc. are common knowledge.

e) ABUSE OF ACADEMIC MATERIALS: Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resources material.

f) COMPLICITY IN ACADEMIC DISHONESTY: Providing assistance in any form to help another to commit an act of academic dishonesty.”

The academic integrity of UNF and the Doctor of Physical Therapy Program will be strictly enforced. Academic dishonesty will not be tolerated. Adherence to this policy is consistent with behaviors expected of a health care professional and reinforces the APTA Code of Ethics that forms the foundation for ethical practice of physical therapy. Failure to abide by the UNF policy on academic integrity will result in immediate dismissal from the Doctor of Physical Therapy Program.
PROFESSIONAL BEHAVIORS

Students in the Doctor of Physical Therapy Program are expected to demonstrate certain professional behaviors that have been identified by physical therapists as critical to the effective practice of physical therapy (May WW, Morgan BJ, Lemke JC, Karst GM, Stone, HL. Model for ability-based assessment in physical therapy education. Journal of Physical Therapy Education. 1995; 9:3-6: revisions in press). Specific behaviors of interest are: 1) critical thinking, 2) communication, 3) problem-solving, 4) interpersonal skills, 5) responsibility, 6) professionalism, 7) use of constructive feedback, 8) effective use of time and resources, 9) stress management, and 10) commitment to learning. Expectations regarding these behaviors will be addressed the first semester of the curriculum and reinforced throughout the Program. All students in the Doctor of Physical Therapy Program will be held accountable to the most recent APTA Code of Ethics and the APTA Guide for Professional Conduct. Students are required to become familiar with these documents, which can be found on the APTA website.

See link for APTA’s Professional Behaviors:
http://www.apta.org/Professionalism/

Students who do not demonstrate appropriate behaviors in one or more of the above areas will receive feedback from an instructor who is aware of the problem, the student’s faculty advisor and/or, the Program Director. All students will be required to self-assess their skill level and establish mutually agreed-upon goals that will help the student further develop their skill level as directed by faculty. A student who fails to demonstrate appropriate professional behavior in any area will be denied the opportunity to participate in clinical education. Students denied clinical placement due to inappropriate professional behaviors will be required to remand and demonstrate appropriate behaviors while participating in a plan approved by the faculty and agreed upon by the student. Failure to consistently demonstrate appropriate behaviors following remediation will result in the student’s dismissal from the Doctor of Physical Therapy Program, regardless of academic standing.

Email etiquette is a vital skill and all students are to be respectful and professional in all email communications. This includes, but is not limited to communication with UNF faculty, staff, students, and community partners. Beginning with acceptance into the program students are representatives of the UNF DPT Program and are expected to conduct themselves accordingly.

ATTENDANCE, PUNCTUALITY, AND TIMELINESS

The Doctor of Physical Therapy Program at UNF believes that professional behavior patterns begin during the student’s academic preparation. Consistent attendance, promptness, and readiness to participate in class are prime indicators of mature and professional behavior. Noncompliance with these policies may result in a reduced grade or failure in a given course. Students may be denied clinical placement or removed from a clinical internship due to absence or lateness.

Classes, Meetings and Activities. Attendance, promptness, and active participation are expected at all scheduled classes, written and practical examinations, clinics, and meetings. Punctuality is important to student learning and an indication of respect for instructors and fellow students. Students are expected to arrive to class on time prior to the instructor initiating class and to return from breaks on time. The DPT Program mandates that all students must be prepared for class; if a student is not prepared it will result in dismissal from the class for the day. This will be marked as an unexcused absence and it will be the student’s responsibility to make up the work missed.

Students must notify the instructor in advance as per the course syllabus for the need to miss or be late for a required session or activity. The student is responsible for any material covered during time missed. Due to the amount and complexity of the material, students should ensure ability to attend classes and be on time by

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having adequate arrangements for childcare and transportation. The faculty will determine any action to be taken including the option of dismissal from the Program, in response to unexcused absences. Students must have satisfactorily completed all course work requirements prior to internship experiences as they are scheduled within the curriculum.

**Examinations.** Students are expected to take all written and practical examinations as scheduled. If extraordinary circumstances preclude the student from taking an exam or a practical at its regular scheduled time, the student is responsible for notifying the instructor or the Doctor of Physical Therapy Program office **prior** to the scheduled exam time. Documentation may be required before a make-up exam is given, and/or excused absence permitted.

**Assignments.** Deadlines for assignments are determined with consideration for the amount of time students need for completion as well as for the amount of time instructors need for grading the work. Assignments that are turned in late may create an undue burden on the instructors and provide an inappropriate advantage to the student over his/her classmates. If assignments/exams are turned in late, acceptance and grading of this work is at the discretion of the instructor.

**Clinical Education Meetings.** Meetings to discuss clinical education topics and experiences will be held periodically, separate from class time. Attendance, promptness, and participation is required.

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**COMMUNICATION**

All official notifications will be sent to students by email communication. This includes items such as internship placement, instructor communication, and low test grades. UNF’s DPT Program requires the student to check their email a minimum of 5 days per week while in the program.

**PROFESSIONAL APPEARANCE**

**DRESS CODE**

Consistent with aforementioned expected professional behavior patterns, students are expected to be dressed appropriately for all classroom, laboratory, off campus programming and clinical interactions.

*CLASSROOM ATTIRE, OFF CAMPUS PROGRAMMING AND GUEST SPEAKERS*

Students are to come to class in proper attire, consistent with the professional image of a physical therapist in a Graduate Program. Attire described as “business casual dress” or scrubs will meet this requirement. UNF DPT Program interprets business casual as a collared shirt (including polo shirts) and khaki or dress pants. Failure to comply with these standards may result in students being denied participation in class activities.

*LABORATORY ATTIRE*

*Clinical Lab*

Appropriate laboratory attire will be required to facilitate learning in clinical courses. Both men and women will be required to wear loose fitting shorts. Women will be required to wear either a two-piece bathing suit top, halter-top, or sports bra depending on whether the back needs to be completely accessible. Men will be required to bare the trunk and upper body. Because of the changing temperature in the classroom, students should have warm-ups/ scrubs or some type of long sleeve shirt/sweatshirt for warmth during lecture components of laboratory courses. Students not wearing appropriate laboratory attire will be required to wear a hospital gown during laboratory sessions. When leaving the laboratory classroom and entering the public areas of the building, students will wear shoes and outer clothing. Failure to comply with these standards may result in students being denied participation in laboratory activities.
Basic Science Lab

The basic science lab courses involve dissection and require appropriate attire for personal safety. Scrubs must be worn at all times when in the anatomy lab. Outer gowns, which will remain in the lab, should be worn over scrubs. Disposable, double gloves should be worn during dissection. No sandals, open-toed shoes, perforated shoes or bare feet are permitted. Students must wear devices designed for eye protection while in the lab. Long hair should be pulled back from the face. Failure to comply with these standards may result in students being denied participation in laboratory activities.

CLINICAL INTERNSHIP ATTIRE

Students must present a professional appearance and follow the policies and procedures of the clinical site related to dress codes. When on clinical internship, students must comply with dress requirements for the clinic. Clinic dress must be professional in appearance and may include a tie and dress shirt for men and a dress shirt and pants for women. Appropriate dress does not include shorts, jeans, sandals, or shirts without collars. Clothes worn in the clinic should be washed after each use. Shoes must be conservative, closed-toed, non-skid soles and with flat heels. Students should keep jewelry and other accessories to a minimum. All students are required to wear a UNF issued nametag or site approved identification badge. Tattoos and piercings must be covered when on clinical internships. Long hair should be pulled back and dangling earrings should not be worn. In general, professional clinical appearance is considered to include but not be limited to: nails trimmed to appropriate length, no visible tattoos, shirts/blouses tucked in as appropriate and good personal hygiene without fragrant perfumes or lotions. Individual instructors at clinical sites may amend these requirements at their discretion. Failure to comply with these standards may result in students being denied participation in clinical practicum or internship activities.
STUDENT EVALUATION

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>A-</td>
<td>90-92%</td>
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<tr>
<td>B+</td>
<td>87-89%</td>
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<tr>
<td>B</td>
<td>83-86%</td>
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<tr>
<td>B-</td>
<td>80-82%</td>
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<tr>
<td>C+</td>
<td>77-79%</td>
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<tr>
<td>C</td>
<td>75-76%</td>
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<tr>
<td>D</td>
<td>65-74%</td>
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<tr>
<td>F</td>
<td>below 65%</td>
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*Please Note this is the University’s grading scale; each instructor will identify their grading scale in their syllabi.

Any questions or concerns about grades should first be discussed directly with the instructor. If students are unable to resolve the difficulties with the instructor, they may appeal to the Program Director. Students are further entitled to the normal appeals process of the UNF, as published in the UNF Student handbook and the University graduate catalog. See link for full listing https://www.unf.edu/acadaffairs/faculty_handbook/Chapter11.aspx.

Written Examinations: Students must receive an average of 75% or above on all examinations to pass a given course. If a student has not earned a grade of 75% based on examinations alone, the student will receive a course grade no higher than “D” regardless of the overall grade calculated using numeric grading criteria.

NOTE: In courses that have both a written and clinical practical component, students must have an average of 75% or above in both written and practical components. If a student does not have a 75% average in each component, the student will receive a course grade no higher than “D” regardless of the overall grade calculated using numeric averages.

Clinical Practical Examinations: Since the practice of physical therapy relies heavily on clinical skills, students will be tested on their ability to select and perform specific skills using patient simulations and/or scenarios. Assessment of a student’s skills may be accomplished either by competency check-off or practical examination. Emphasis during practical examinations is on patient safety, student professionalism, and the ability to correctly perform the skill being tested. As with all written tests and examinations, confidentiality of test questions and scenarios is mandatory. Failure to maintain confidentiality may result in dismissal from the program. Communicating any materials about a lab practical to another group/class of students that has not yet taken the practical is considered cheating.

Students must receive a 75% or above on each lab practical examination to pass a given course.

NOTE: Retake of a clinical practical examination will be offered only 1 time during any given course. Students must make at least an 85% on all retake practical exams. Failure of the retake of a clinical practical examination or second practical examination within the same course will result in an “F” in the course. Failure of a total of 3 practical examinations within the Program may be grounds for dismissal from the Program.

Clinical Internships: Clinical internships are graded on a pass/fail basis as determined by the DCE. Students must successfully complete their clinical experiences based upon feedback from the Clinical Instructor and input on the Clinical Performance Instrument. In addition, students must submit all required supporting documentation and assignments to the DCE to receive a grade of Pass.

Revised August 2015
**Gross Anatomy for PT**: This course requires a grade of B to pass and continue in the program. Any student that does not receive a B may be dismissed from the program.

**LABORATORY COURSES**

**Basic Science Laboratory Courses**: Working with human anatomic specimens is a privilege granted to the UNF Doctor of Physical Therapy Program by the State of Florida Anatomical Board. The rules and regulations associated with this privilege apply to all individuals associated with the Program. Compliance with all regulations is necessary for continued access to cadaveric specimens. Specimens must be treated with respect and dignity at all times. No tissue of any kind may be removed from the anatomy lab. Students should not discuss activities or procedures related to the anatomy lab in any public areas, including hallways, elevators, or restrooms.

Students leaving the anatomy lab must leave gloves, outer gowns, and goggles in the anatomy lab. Students will be instructed in the correct procedures to be used in the laboratory to ensure safety of all. Students are required to be familiar with the rules for safe procedures and to use them as instructed. Students who fail to follow safety rules will not be permitted to work in the laboratory. All students will be trained in the safe use of the lift and cold storage units and will be expected to use them in the proper manner. Students must never work in the laboratory alone; at least two persons must be present at all times.

Eating and drinking is not permitted in the anatomy lab.

Students are responsible for keeping the workspace clean. All waste containing cadaver tissue or fluid must be discarded in red bag receptacles provided in the lab. Spills must be wiped up immediately. Eyewash and showers are to be used as instructed in all cases involving dangerous exposure to cadaver fluids or chemicals. First-aid kits are located in the storage cabinet under the sink on the west side of the lab. If an injury occurs, the instructor must be notified immediately. Students with injuries requiring medical attention will be sent to the Student Health Center who will determine subsequent action to be taken. The student is responsible for all medical expenses associated with such an injury. An injury report must be completed on all incidents occurring in the lab. The Material Safety Data Sheets Manual, with information regarding chemicals used in the lab, is available in the anatomy lab.

The Florida Anatomical Board Regulations prohibit guests or visitors in the anatomy laboratory. All doors will remain closed and locked at all times. No photography or videography is permitted in the anatomy lab. Only the Director of the Doctor of Physical Therapy Program, Chair of Clinical & Applied Movement Sciences Department, Dean of the Brooks College of Health, or the UNF Director of Environmental Health and Safety can grant exceptions to this policy.

As stated in the Essential Functions document and as signed by each student prior to admission to the DPT Program, each student must demonstrate the ability to successfully complete anatomy dissections inside a cadaver lab.

Additional policies are detailed in the Anatomy syllabus.

*ANY STUDENT VIOLATING THE RULES OF THE ANATOMY LAB IS SUBJECT TO DISMISSAL FROM THE DOCTOR OF PHYSICAL THERAPY PROGRAM.*

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CLINICAL LABORATORY COURSES

Students will practice clinical skills on their classmates, instructors, or simulated patients. Respect for classmates’ privacy and dignity is expected at all times. Attitudes, behaviors, or conditions that intimidate students or interfere with their ability to learn will not be tolerated. Due to the close personal contact necessary for learning clinical skills, students should practice good daily personal hygiene including bathing and use of deodorant and good oral care. Due to the high incidence of allergies, students should refrain from using colognes or perfumes during class as well as during clinical rotations. Students should not chew gum during laboratory sessions.

The safety of all students during clinical laboratory sessions is a top priority of the Doctor of Physical Therapy Program. To prevent injury, students are responsible for notifying their instructors and lab partners of any contraindications, special precautions, medical conditions, or pre-existing conditions related to examination or treatment techniques. To assist classmates in learning, students should provide feedback to their partners regarding appropriate hand placement, positioning, and draping. If an injury occurs, the instructor must be notified immediately. Students with injuries requiring medical attention will be sent to the Student Health Center. An injury report must be completed on all incidents occurring in lab.

The DPT Program mandates that all students must be prepared for clinical lab classes; if a student is not prepared it may result in dismissal from the class for the day. This will be marked as an unexcused absence and it will be the student’s responsibility to make up the work missed.

POLICY REGARDING ACADEMIC/CLINICAL COMPETENCE

Faculty will strive to help students succeed both academically and clinically in the Doctor of Physical Therapy Program. However, students who struggle either academically or clinically are not well served by policies that allow continuation in the Program. Policies related to probation and dismissal have been developed to ensure that students receive prompt and appropriate feedback on performances within the Doctor of Physical Therapy Program and that predictable actions will follow.

UNF Requirements for Academic Progress: Students are required to review the Graduate School Student Handbook annually. Students will be held to the standards of the Graduate School and the standards of the Doctor of Physical Therapy program. When the standards of the Doctor of Physical Therapy program exceed the standards set forth by the Graduate School, the Doctor of Physical Therapy Student Handbook will be followed.

Continuation in Doctor of Physical Therapy Program: All students must receive a grade of C or better in each class, except for Gross Anatomy that requires each student to receive a B, and must pass each clinical internship to proceed in the Doctor of Physical Therapy Program.

Program Requirements for Academic Progress: Students in the Doctor of Physical Therapy Program must demonstrate competence in both academic and clinical components of the curriculum. Academic competence is demonstrated through satisfactory performance in course work and through clinical internship performance. Clinical competence is confirmed through satisfactory performance in practical examinations in clinical courses, clinical experiences and practicum, and clinical internships.

Program Requirement for Progression into the Clinical Internships: All students must have a 3.00 cumulative grade point average in PHT courses before they are allowed to begin any fulltime clinical internship.

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PROBATION AND DISMISSAL

A student may be placed on probation and/or dismissed from the Program if she/he does not perform satisfactorily in either academic or clinical work. Clinical internships represent the integration and application of both skills. Performance in clinical internships affects assessment of both academic and clinical competence. The policies below define the circumstances under which a student will be placed on probation and/or dismissed from the Program.

Academic Course Probation: Any student who receives a “D” in a required course will be placed on probation within the Program. The Program Director will be notified by the course instructor of any student in academic difficulty and will notify the student in writing of his/her probationary status and implications of that status.

A student on academic probation will have one, and only one opportunity to remediate the “D”, or the first “F” in a clinical internship, through a mechanism to be determined by the faculty of the Doctor of Physical Therapy Program. In order to remediate a course the student MUST have a Doctor of Physical Therapy Program GPA of 3.0.

Probationary status will not exceed one semester or the student will be dismissed from the Program. Students whose GPA falls below 3.0 will meet with both the Program Director and the Department Chair of Clinical & Applied Movement Sciences to discuss remediation and consequences.

Dismissal: Grounds for dismissal based on academic performance include any one of the following:

1. Failure to remediate successfully a course in which the student has received a “D” as defined above;

OR

2. Receipt of a “D” in a second required course without regard to a prior successful remediation effort in any other course;

OR

3. Receipt of an “F” in any required course. (Except for clinical internships in which a second F would be grounds for dismissal as described below)

OR

4. Failure of 3 practical examinations may be grounds for dismissal from the Program. Probationary status will not exceed one semester or the student will be dismissed from the Program.

Clinical Internship Course Probation: Any student who receives a grade of “F”, withdrawal, or incomplete, for a clinical internship will be required to complete a remediation plan. Once this plan is accepted by the DCE, the DCE will work with the student on an intervention or to place the student on a repeat clinical internship. This must be completed before the student can continue in the Program. Upon receiving an “F” in a clinical internship, a student will have one, and only one opportunity to remediate the clinical internship by repeating the clinical internship. Should the student receive a second grade of “F” for a clinical internship then they will be dismissed from the Program.

Dismissal: Grounds for dismissal from the Doctor of Physical Therapy Program based on clinical performance include any one of the following:

1. Failure to remediate successfully the failed clinical internship rotation.

2. Failure of a subsequent clinical internship.
Other Grounds for Dismissal from DPT Program:

1. A violation of UNF Academic Integrity Code
2. A violation of UNF DPT Program Policies
3. A felony conviction, and/or by recommendation by the University, College or Program

CONCERNS AND COMPLAINTS ABOUT THE PROGRAM

Student respect for, and following of, the chain of command is an important aspect of the complaint/concern process. Students should first address any complaints/concerns about a particular course to the faculty member responsible for that course. If satisfactory resolution is not achieved with the faculty member, the student may seek resolution from the Doctor of Physical Therapy Program Director. If satisfactory resolution is not achieved, the student may seek resolution from the Chair of the Department of Clinical & Applied Movement Sciences (CAMS). If satisfactory resolution is still not achieved, the student may seek resolution from the Dean of the Brooks College of Health. The Department Chair and the Dean of the Brooks College of Health subsequently review all complaints/concerns in a timely manner. Records of complaints/concerns about the Program, including the nature of the complaint and the disposition of the complaint are maintained by the Dean of the Brooks College of Health. Students retain the right to file a grievance with the University in the event the issue is not satisfactorily addressed at the Program/Department/College level.

Complaints/concerns from sources other than students may be directed to the Doctor of Physical Therapy Program Director, Director of Clinical Education, the Chair of CAMS, or to the Dean of the Brooks College of Health. The Department Chair and the Dean of the Brooks College of Health subsequently review all complaints/concerns in a timely manner. Records of complaints/concerns about the Program, including the nature of the complaint and the disposition of the complaint are maintained by the Dean of the Brooks College of Health.

CLINICAL EDUCATION

*** Students should refer to the current clinical education manual for all policies regarding clinical education. The clinical education manual supersedes this document. ***

Clinical internships are an integral and required component of the physical therapy curriculum. Students should expect to travel out-of-town and/or out-of-state to complete internship requirements. Transportation, housing, and meal costs incurred during completion of clinical internships are the sole responsibility of the student. With rare exceptions, students will not be paid or receive stipends for clinical activities associated with internship experiences. 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.

While students will be provided the opportunity to give input into their clinical placements, the final decision on clinical placement rests with the Program faculty. The primary consideration in site selection is quality of the educational experience for each student and maximum opportunity for each student to achieve clinical competence. Students are advised that cancellation and/or reassignment of a clinical

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Internship may occur at any time prior to and/or during a clinical placement and may result in delay of graduation.

Information regarding an individual student’s academic and/or clinical performance may be communicated to, or released to, the Center Coordinator of Clinical Education and/or Clinical Instructors as deemed necessary for the clinical faculty to assist in achievement of learning objectives. Students who experience difficulty in a clinical site or who have concerns about the opportunity for success at a given site are responsible for notifying the Director of Clinical Education at the earliest time possible. Program faculty will make every effort to resolve any such difficulties to facilitate student success if notified in a timely manner.

Students represent the University of North Florida and its Doctor of Physical Therapy Program while on internship. As UNF representatives, students must abide by all terms of the contracts/affiliation agreements between UNF and the internship facility to which students are assigned. Students are covered by professional liability insurance carried by UNF while on internship. Students are responsible for maintaining their own health insurance and/or assuming responsibility for cost of personal health care. Each student must provide current health records and immunization records and maintain certifications and documentation as specified by the Program. Background checks including fingerprint scans, and drug screens, will be required for each student at the student’s expense.

While on internship, students must abide by all policies, procedures, and practices of the facility to which they are assigned. Such policies, procedures, and practices include, but are not limited to, those pertaining to appropriate dress, work hours, and holiday time. Students may be required to have a physical examination and may be subjected to random or scheduled drug testing on the same basis as if employed by the clinical facility.

Students should be aware that during their clinical experiences, they may be exposed to infectious and contagious diseases, such as tuberculosis, hepatitis, and AIDS. While on internship, students will be subject to the same infection control and safety measures as employees of the facility. The clinical facility should provide reasonable equipment and employ procedures to help ensure safety of the student at the same level as their own employees. Students must engage in universal precautions and other preventive measures to ensure the safety and health of themselves and others.

Students must agree not to engage in discriminatory behavior in the clinical environment based on gender, age, culture, religion, or diagnosis. Any student, who for religious or physical reasons is unable to comply with any policies or procedures common to health care delivery, must notify the Director of Clinical Education and Program Director in writing of such restrictions, prior to clinical placement decisions.

During all clinical experiences, students are expected to demonstrate professional behaviors at all times. Professional behaviors include, but are not limited to:

- Use of social media/networking/technology for communication with friends/family or entertainment is prohibited except in case of emergency.

- Attendance and promptness are expected. “On Time” means 15 minutes early.

- Personal interaction with patients/families away from the clinical site is prohibited except in unique situations approved by Clinical Instructor (CI).

- Transportation in CI’s vehicle is allowed only with approval of the DCE.

- Professional distance and an appropriate patient/client relationship must be adhered to at all times.

Revised August 2015
ELECTRONIC COMMUNICATIONS DEVICES

Computer policy: An important component of the student’s education to become a doctorally prepared physical therapist is the development of professional behaviors. With that in mind, the faculty at UNF has instituted a policy that allows students to use computers in the classroom for taking notes, completing research projects and other appropriate in-class activities. It is unprofessional and a distraction to faculty and other students if students use their computer to check email, instant message, play games or surf the Internet. Therefore, to limit distractions and promote a professional educational environment, computer use will be limited to relevant tasks only. Inappropriate use of computers in class may result in computers being banned from the classroom. Any adaptation to this policy is at the discretion of each faculty member.

Cell phones: Students should turn off cell phones during class. Texting, instant messaging, emailing and other uses of phone in class is unprofessional and unacceptable.

HEALTH/MEDICAL/PERSOMAL LEAVE

A student who must request a leave of absence from the Program will submit the request in writing to the Program Director. Each request will be considered on an individual basis by the faculty. If leave is granted, a plan for the student will be developed, including a time-line for re-entry and any other actions necessary. If a student’s full participation in the program is limited by an accident, illness, or pregnancy, the student must provide a written statement to the Program Director from a physician, stating the limitations imposed on the student by the condition.

STUDENT PHYSICAL THERAPY ASSOCIATION

The Student Physical Therapy Association (SPTA) is a student group officially recognized by UNF. Bylaws have been developed to govern this organization. Students are encouraged to be involved in the SPTA and in activities sponsored by the organization. The SPTA allows students to develop leadership and teamwork skills. Activities also provide an opportunity for increased visibility of the Doctor of Physical Therapy Program within the campus and Jacksonville communities.

AMERICAN PHYSICAL THERAPY ASSOCIATION

Students are required to join the American Physical Therapy Association (APTA). By joining the APTA, students will have access to a wealth of resources including the current required edition of the “Guide for Physical Therapy Practice” and all future revisions because of the on-line availability.

NAMETAGS

Students are required to purchase a nametag as designated by the Doctor of Physical Therapy Program upon enrollment. Nametags shall be worn whenever students are in a clinical environment in their role as a student physical therapist. Students should not wear their student nametags if working in another capacity in a clinical environment. If a nametag is lost, the student must replace it in a timely manner through the SPTA.

PARTICIPATION IN ACTIVITIES

Students have opportunities to assist the Doctor of Physical Therapy Program through serving on committees or meeting with various groups or individuals. These opportunities may occur within the Program or may involve the Brooks College of Health or the University at large. Students are encouraged to be involved in

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these activities as they arise.

FACULTY ADVISORS

Each student is assigned a faculty advisor who serves as the primary contact for issues related to the Doctor of Physical Therapy Program. Students are encouraged to meet with their advisor during posted office hours whenever possible. Students will be asked to meet with advisors at certain times within the curriculum. Students retain access to all faculty members and may talk with any faculty member or the Program Director on matters of a personal nature.

AWARDS AND HONORS

Students enrolled in the Doctor of Physical Therapy Program may demonstrate excellence in many ways. The Program and its faculty believe that exceptional performance should be recognized and rewarded. Every effort will be made to nominate students for awards when appropriate, including those available through APTA, FPTA, UNF, and other organizations. Students are encouraged to make faculty aware of personal accomplishments, accomplishments of their fellow students, and potential ways to recognize them.

GRADUATION

Students who successfully complete the Doctor of Physical Therapy Program curriculum are invited to participate in activities and events associated with graduation. Students must apply for graduation through UNF’s MyWings page in their last semester of coursework. Families and friends are welcome to share in the celebration of graduation activities.

ALUMNI AFFAIRS

UNF’s Doctor of Physical Therapy Program anticipates an interactive and supportive relationship with those who graduate from the Program. Many alumni will serve as clinical instructors of future students in the Program and will serve as an ongoing resource to provide feedback to the Program. Alumni will be invited to participate in selected Program activities and are encouraged to keep in touch with the Program by following the UNF PT Alumni Facebook page.

CONSENT FORM

Each student will be required to sign an Informed Consent Form as they enroll in the Program. This provides written consent for the student to participate in an academic setting as a participant in Program demonstrations and laboratory experiences for educational purposes as required.

IMPORTANT PHONE NUMBERS

Department Office ................................................................................................................620-2841
CAMS Department Chair- Dr. Beam....................................................................................620-2841
PT Program Director Dr. Mettler..........................................................................................620-5758
Counseling Center…………………………………………………………………………………620-2602
University Police Department...............................................................................................620-2801

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IMPORTANT WEB ADDRESSES

Graduate Catalog http://www.unf.edu/catalog/
UNF Campus Police http://www.unf.edu/upd/
Student Health Services http://www.unf.edu/shs/
Counseling Center http://www.unf.edu/counseling-center/

It is assumed that the policies contained in the UNF Student Physical Therapist Handbook (Student Handbook 10th Edition) will occasionally be modified, or new policies will be added. Every class currently enrolled in the University of North Florida’s DPT Program will be bound to the policies in the revised handbook from the time those policies become effective. Changes in existing policies will be disseminated to all members of the program via email.
ESSENTIAL FUNCTIONS FOR PHYSICAL THERAPIST STUDENTS

Physical therapist students must be able to perform, with or without reasonable accommodations, each of these essential functions in order to fully participate in our program and successfully complete the requirements for a doctorate degree in physical therapy.

Cognitive Functions

1. Comprehend, retain, recall and apply complex information learned in required prerequisite courses from the liberal arts, basic sciences, mathematics, and psychological and clinical sciences to the program's professional course work.
2. Comprehend, synthesize, integrate and apply information from written materials, demonstration, lectures, class discussions, laboratory practice sessions, and real and simulated patients.
3. Apply information obtained from classroom, laboratory, and written materials to the examination, evaluation and intervention of real and simulated patients.
4. Critically analyze information taken from lectures, class discussion, written materials, research literature, laboratory, and patient demonstrations to develop and support the rationale for appropriate patient examinations, evaluations, and interventions.
5. Determine the physical therapy needs of any patient with potential movement dysfunction.
6. Develop and document a physical therapy plan of care for any patient with movement dysfunction.
7. Demonstrate management skills including planning, organizing, supervising, and delegating.
8. Develop and apply programs of prevention and health promotion in a variety of client and patient populations.
9. Participate in the process of scientific inquiry.

Affective and Communication Functions

1. Establish professional, empathic relationships with individuals from a variety of backgrounds, ages, and needs, based on mutual trust.
2. Recognize the impact and influence of lifestyle, family or peer support, socioeconomic class, culture, beliefs, race, and abilities on patients and colleagues.
3. Engage in respectful, non-judgmental interactions with individuals from various lifestyles, cultures, beliefs, races, socioeconomic classes, and abilities.
4. Develop and maintain effective, respectful working relationships with professional colleagues, peers, patients, families, and the general public.
5. Work effectively as part of an interdisciplinary team.
6. Utilize appropriate professional verbal, nonverbal and written communication with patients, families, and colleagues.
7. Recognize the psychosocial impact of movement dysfunction and disability on the client and family; integrate these needs into the evaluation and plan of care.
8. Apply teaching and learning theories and methods in the healthcare and community environments.
9. Meet both internal and externally imposed deadlines and time requirements.
10. Effectively and consistently manage personal stress and the stress of others.
11. Effectively attend to people, information, and tasks in a complex, highly stimulating environment during an entire workday.
12. 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.
14. Accept responsibility for all actions, reactions, and inactions.
15. Respond to medical crisis and emergencies in a calm, safe, and professional manner.
16. Speak and write effectively in English to convey information to other individuals and groups.
17. Understand and interpret the verbal, non-verbal, and written communications of others and respond in an appropriate, professional manner.

Psychomotor Functions

1. Safely, reliably, and efficiently perform required physical therapy procedures to examine and where applicable, physically assess the functional skills and gross motor system of patients across the lifespan. These include but are not limited to:
   - Cognitive, mental, emotional status
   - Strength
   - Skin integrity
   - Sensation
   - Endurance
   - Joint mobility
   - Joint motion and play
   - Muscle tone and reflexes
   - Movement patterns
   - Coordination
   - Balance
   - Development skills
   - Pain
   - Posture
   - Gait
   - Functional abilities
   - Assistive technology
   - Cardiopulmonary status
   - Segmental length, girth, and volume

2. Demonstrate the ability to observe and practice universal precautions for patient, family and peer safety.
3. Demonstrate the ability to perform CPR and emergency first aid.
4. Safely, reliably, and efficiently physically interact with patients while manually performing treatment procedures for patients across the lifespan, using procedures that are appropriate for the patient’s status and plan of care. These include, but are not limited to:
   - Therapeutic exercises to improve strength, ROM, or endurance
   - Developmental activities
   - Gait activities
   - Prosthetic and orthotic training
   - Wound care
   - Wheelchair training
   - Neurosensory techniques
   - Thermal agents and electrotherapy
   - Balance and coordination training
   - Positioning techniques
   - Cardiopulmonary rehabilitation
   - Joint mobilization and soft tissue procedures
   - Functional activities, bed mobility, transfers

5. Safely and reliably read meters, dials, printouts, and goniometers.
6. Safely, reliably, and efficiently perform functional skills assessments and/or perform treatment procedures for multiple patients at the same time while meeting and maintaining all necessary standards of care.
7. Demonstrate the ability to manipulate and operate physical therapy equipment and monitoring devices.
8. Demonstrate appropriate body mechanics and react safely and appropriately to sudden or unexpected movements of patients/classmates.
9. Demonstrate the ability to work in an environment that requires significant physical activity and mobility throughout the workday in a way that does not compromise patient or therapist safety.

10. Demonstrate the ability to successfully complete anatomy dissections inside a cadaver lab.

Sources:
3. Simmons College Essential Functions, Boston, MA.
4. University of Rhode Island Essential Functions, Kingston, RI.

I, __________________have read, understood, and am able to complete all the tasks set forth in the Essential Functions document.

____________________________________
(Student Signature and Date)

This Page Stays in Handbook – Please Sign this page and Acknowledgement Page for Student Record.
ACKNOWLEDGEMENT OF RECEIPT OF
PHYSICAL THERAPIST STUDENT HANDBOOK 10th EDITION

I, _____________________, hereby acknowledge that I have received and read the 10th edition of the Physical Therapist Student Handbook.

My signature below indicates that I agree to abide by the policies and procedures as stipulated in the handbook.

__________________________________  _______________________  (Student signature)  (Date)

It is assumed that the policies contained in the UNF Student Physical Therapist Handbook (Student Handbook 10th Edition) will occasionally be modified, or new policies will be added. Every class currently enrolled in the University of North Florida’s DPT Program will be bound to the policies in the revised handbook from the time those policies become effective. Changes in existing policies will be disseminated to all members of the program via email.

Essential Functions Acknowledgement

I, _____________________ have read, understood, and am able to complete all the tasks set forth in the Essential Functions document.

______________________________  _______________________  (Student Signature and Date)