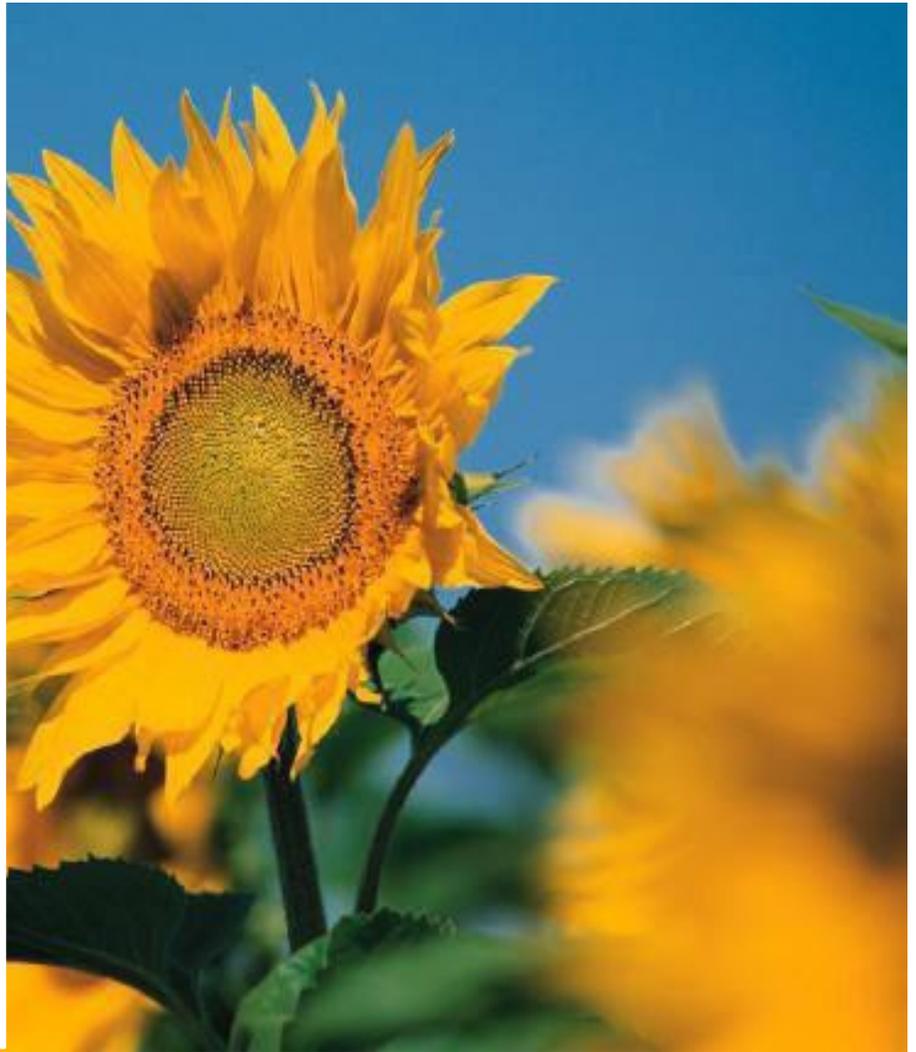


Radford University

Clinical Education Handbook

2015



**Radford University Department of
Physical Therapy Located within
the Carilion Roanoke Community
Hospital
101 Elm Street
Roanoke, Virginia 24013
540-224-6657**

Contents

Radford University Department of Physical Therapy Clinical Handbook Purpose.....	1
Clinical Education Communication Contact Information:.....	2
Office and Mailing Address:.....	2
Other department contact information:	2
Statement of Candidacy/Accreditation	2
Physical Therapy at Radford University.....	3
Program Philosophy & Mission.....	3
Mission Statement.....	3
Radford University Code of Ethics	3
Practice Act & Licensure	4
Radford University's Doctor of Physical Therapy Course Sequence*	5
Preparation for Clinical Internships: Knowledge, Skills and Experiences	6
Overview of Clinical Education Assignments and Expectations Clinical Experience Assignments	6
University Roles, Responsibilities and Rights	7
Student Roles, Responsibilities and Rights in Clinical Education	16
Clinical Experience/ Internship Requirements	17
• CPR Certification	17
• Criminal Background and Drug Screen Requirement.....	17
• Health Forms, including PPD and Immunization Maintenance*	17
• Malpractice Insurance	18
• Release of Records.....	18
• Clinical Handbook	19
• Student Clinical Letter	19
• Attendance	19
RU DPT Absence Policy (Clinical Internship Courses)	20
Dress Code/Clinical Internship Attire.....	21
Housing & Meals.....	21
Travel / Transportation Policy	21
Surveys	21
Director of Clinical Education/Clinical Instructor Roles, Responsibilities and Rights.....	22
• Director of Clinical Education Roles and Responsibilities	23
• Clinical Faculty Roles and Responsibilities	23
• Clinical Faculty Rights and Privileges	24
Policies.....	25
• Attendance-See the Leave of Absence Policy in this handbook.	25
• Clinical Internship Grading Policies.....	25
• Clinical Site Information Sharing Policy.....	25
• Clinical Education Calendar.....	26
An automatic course failure will occur in the following situations:.....	26
The student granted an "IP" will not graduate in the normal sequence schedule due the program's step lock curriculum.	26
• Communications Technology Policy	27
• Student/CI Planning and Feedback.....	27
• Student Clinical Internship Policy.....	28
• Student Grade Determination	28
• Processing Complaints	28
Clinical Education Outcomes Evaluation.....	29
Clinical Assignment Preference Sheet, Student Information Release Authorization, Clinical Handbook Sign off.....	Final Pages

Purpose of Clinical Handbook/Introduction

This handbook is a tool utilized to effectively communicate with Clinical Education Faculty and Radford University Doctor of Physical Therapy students.

It includes:

- A list of the responsibilities of the director of clinical education, clinical education faculty, and students.
- A description of the rights and privileges of clinical education faculty

Clinical Education Communication Contact Information:

The Director of Clinical Education will post office hours weekly and is available by telephone, e-mail and by appointment.

Office and Mailing Address:

Dr. Renee Huth, PT, DPT, Director of Clinical Education (DCE)
Radford University
Located within:
Carilion Roanoke Community Hospital
101 Elm Street
Roanoke, VA 24013

D.C.E. E-mail: rhuth@radford.edu

Office Telephone: (540) 224-6673

The D.C.E.'s contact information will be provided to the student and the Clinical Instructor including emergency contact information.

Other department contact information:

Department Website address: <http://pt.asp.radford.edu/pt>

Program Director: Dr. Kristen Jagger: (540) 224- 6675 or kjagger@radford.edu

Department Administrative Assistant: Nicole Fillman: (540) 224-6657 or nfillman@radford.edu

Statement of Candidacy/Accreditation

The Department of Physical Therapy at Radford University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.

The Program in Physical Therapy offers a course of study leading to the degree of Doctor of Physical Therapy. The Program is designed to prepare students as entry-level, diverse, culturally sensitive autonomous practitioners of physical therapy. A variety of health care institutions, agencies, and practice settings are utilized for clinical educational experiences; both on a local and national level. Clinical Education is an integral component of the student's educational experience.

The Graduate College Catalog describe(s) the curriculum, which is subject to revision and refinement as needed to keep abreast of current physical therapy education and practice.

Physical Therapy at Radford University

Program Philosophy & Mission

The curriculum for the Physical Therapy Program is designed to foster an intellectual and psychomotor teaching/learning environment that is student focused. The educational format engages students to develop and perfect decision-making skills, critical thinking, psychomotor skill development, and social skills integration. The curriculum is built on a simple to complex model beginning with an integration of foundational and clinical sciences and progressing to complex and diverse practical learning experiences. Participation and application of

current research stimulates practitioners to be current in everyday practice and pursue life-long learning. These activities result in the development of diverse autonomous practitioners with the intellectual awareness, social and psychomotor skills to positively impact their communities and the profession of physical therapy.

Mission Statement

RU DPT's mission is to develop culturally sensitive autonomous practitioners of physical therapy. These practitioners will serve the physical therapy needs of rural communities, the Commonwealth of Virginia, and the region. The development of autonomous practitioners will be facilitated through an engaging and challenging intellectual and psychomotor teaching/ learning environment that is student focused. Research is considered a vital corollary to the teaching/ learning process leading to lifelong learning and the creation of new knowledge to meet current and future healthcare needs of society.

Radford University Code of Ethics

Radford University is committed to maintaining the highest ethical standards and to upholding the public's trust. We recognize that our behavior affects not only our own individual reputation, but also that of Radford University. Accordingly, this Code of Ethics forms the ethical principles that will guide all members of the university community in all decisions and activities. These principles are:

Respect: We will nurture a climate of care, concern, fairness, and civility toward others while recognizing and embracing each individual's dignity, freedom, and diversity even in the face of disagreement.

Honesty and Integrity: We will act and communicate truthfully and candidly. We will uphold the university's values and make decisions based on the greater good, conducting ourselves free of personal conflicts or appearances of impropriety and self-dealing.

Communication: We will openly share information with stakeholders regarding the processes used in developing policies and making decisions for the university.

Stewardship: We will use university resources in a wise and prudent manner in order to achieve our educational mission and strategic objectives. We will not use university resources for personal benefit or gain.

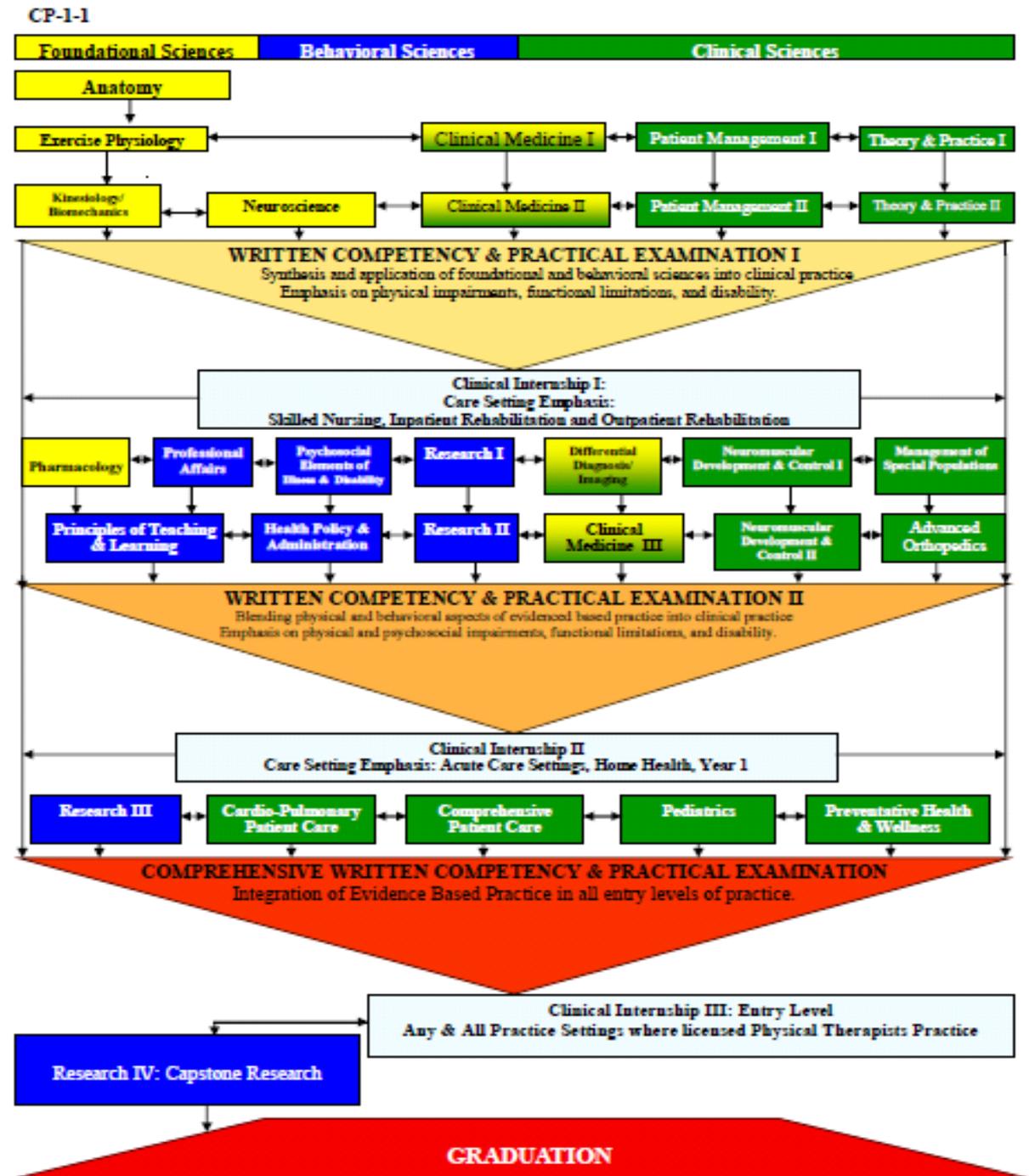
Excellence: We will conduct all university affairs diligently, exercising due professional care and striving to meet the high expectations we have set for ourselves as well as the expectations of those we serve.

Responsibility and Accountability: We will be trustworthy and answerable for our conduct, decisions and obligations and will comply with all applicable laws, regulations, policies and procedures. We recognize our obligation to report unethical conduct to appropriate authorities.

For more information regarding the Radford University Honor Code and Honor Code Pledge: <http://www.radford.edu/content/student-affairs/home/dean-of-students.html>

Practice Act & Licensure

Physical Therapy faculty is required to practice under the regulations of Virginia State practice act and licensure. The Commonwealth of Virginia Regulations governing the practice of physical therapy including general provisions and definitions found in Part I, licensure requirements in Part II, practice requirements in Part III, and standards of practice and confidentiality in Part IV may be accessed online via: http://www.dhp.virginia.gov/PhysicalTherapy/leg/PT_02272014.doc (edit RHUTH 01/15)



Radford University's Doctor of Physical Therapy Course Sequence*

[Online Link to Course Descriptions](#)

Term	Course #	YEAR 1 Courses	Credit Hours
Summer	AHPT 800	Human Anatomy	7
Fall	AHPT 810	Exercise Physiology	3
	AHPT 812	Clinical Medicine I	3
	AHPT 814	Patient Management I	4
	AHPT 816	Theory and Practice I	4
Spring	AHPT 818	Neuroscience	2
	AHPT 820	Kinesiology/Biomechanics	3
	AHPT 824	Clinical Medicine II	3
	AHPT 826	Patient Management II	4
	AHPT 828	Theory and Practice II	4
Summer	AHPT 830	Clinical Internship I	9
		Year 1 Total	46

Term	Course #	YEAR 2 Courses	Credit Hours
Fall	AHPT 840	Management of Special Populations (Orthotics, Prosthetics, Advanced Specialty Topics)	3
	AHPT 842	Professional Affairs	2
	AHPT 844	Neuromuscular Development and Control I	4
	AHPT 846	Differential Diagnosis/Imaging	3
	AHPT 848	Pharmacology	2
	AHPT 850	Psychosocial Elements of Illness and Disability	2
	AHPT 852	Research/Scientific Inquiry I	2
Spring	AHPT 860	Advanced Orthopedics	4
	AHPT 862	Clinical Medicine III	3
	AHPT 864	Health Policy and Administration	3
	AHPT 866	Neuromuscular Development and Control II	4
	AHPT 867	Principles of Teaching & Learning	2
	AHPT 868	Research/Scientific Inquiry II	2
Summer	AHPT 870	Clinical Internship II	10
		Year 2 Total	46

Term	Course #	YEAR 3 Courses	Credit Hours
Fall	AHPT 880	Cardiopulmonary Patient Care Management	4
	AHPT 882	Comprehensive Patient Care	3
	AHPT 884	Pediatrics	4
	AHPT 886	Preventative Health and Wellness	3
	AHPT 888	Research/Scientific Inquiry III	2
Spring	AHPT 890	Clinical Internship III	10
	AHPT 892	Research/Scientific Inquiry IV	2
		Year 3 Total	28

TOTAL CURRICULUM	120
-------------------------	------------

*Subject to change

*Revised 01/15 RHUTH

Preparation for Clinical Internships: Knowledge, Skills and Experiences

Students are expected to matriculate through the course sequence per the curricular matrix. Prior to attending clinical experiences, students must satisfy all prerequisite course requirements including successfully passage of comprehensive pre-clinical practical established by department faculty or by permission of the program faculty and clinical sites.

Overview of Clinical Education Assignments and Expectations

Clinical Experience Assignments

Clinical assignments are arranged and assigned by the Director of Clinical Education (D.C.E.) and based on learning objectives developed by the department.

The D.C.E. establishes clinical agreements in coordination with Radford University Procurement and Contracts Office with agencies which provide physical therapy services representative of those commonly seen in practice and with patients across the lifespan. All clinical affiliations are 12-week full-time clinical experiences. A variety of facilities are available. Local placements cannot be guaranteed and all students should expect to travel and plan accordingly for alternate housing during their clinical experiences.

During the initial department orientation, students will be provided the Clinical Assignment Preference Sheet and the clinical assignment process will be described. The preference sheet may be viewed at the end of this handbook.

Two semesters prior to the 1st and 2nd clinical experiences, students are provided an opportunity to rank their clinical setting options (OP, IPR, Acute care, SNF, Peds, etc.). **Note that specific site placements and locations are not options on this form.** The order of clinical assignments is determined by the lock-step curriculum, seniority, preference sheet options and previously completed clinical experience settings.

Example for Summer clinical assignments only:

The names of all OP sites available during the specific timeframe are placed in a computer program, as are the names of all 2nd year students who preferred OP as first preference. The computer program randomly assigns each student to a clinical placement. If there are additional OP sites available, the process will be repeated with 1st year students who prioritized OP as first preference.

The first Clinical Assignment Preference Sheet will be submitted to the D.C.E. during the fall semester prior to the first affiliation by a designated date predetermined by the DCE.

If a student has identified a clinical site that has not yet established a clinical agreement arrangement with Radford University, the student is to bring this to the attention of the D.C.E. in writing (email: rhuth@radford.edu) at least six (6) months prior to clinical experience, so that the D.C.E. may make contact and present the possibility of developing a clinical agreement. The student's role is to email the DCE the name of the clinical site, address, the clinical coordinator's name, coordinator's email, and for which clinical placement (1, 2, or 3) this site is preferred.

No sites are guaranteed due to the fact that unforeseen circumstances with outside agencies occur, however if the student's assistance in attaining a new agreement as described above leads to a new contract and the site provides a placement during the requested timeframe, that student will be placed in the desired location based on the agency's availability. **All contacts in developing clinical**

affiliation agreements are to be processed by the D.C.E. of Radford University's Doctor of Physical Therapy Program.

Sequence of Clinical Experiences

Clinical experiences offer the opportunity for students to apply skills, knowledge and professional attributes gained through previous curricular experiences. Based on Radford University's curriculum and feedback from our Clinical Instructors, students are placed in appropriate experiences following didactic coursework:

- The first clinical experience may be in outpatient rehabilitation, inpatient rehabilitation or skilled nursing facility.
- The second year clinical experience expands to include opportunities in home health and acute/hospital, as well as affiliation settings not yet experienced in the first clinical.
- The last clinical rotation may be anywhere physical therapists currently practice including specialties in practice such as pediatrics, women's health, orthopedics, or worker's comp.

The overall goal for the clinical education curriculum is to allow students to practice in diverse environments that build on skills mastered within the didactic aspect of the curriculum. The development of students to perform as entry-level practitioners of physical therapy before graduation is the most important factor in these assignments. For this reason not all clinical assignments will be allowed in the same practice setting type such as outpatient.

Students may refuse or decline a student clinical placement, but this may delay their continuation or completion of the Physical Therapy Program. Placements missed due to unforeseen circumstances will be "made up" after all other coursework is completed and only by permission of the RU DPT faculty. This will delay graduation.

The DPT clinical internship calendar follows the Radford University academic calendar with summer Clinical Internship I & II beginning with the Radford University Maymester session and ending following 12 successive weeks. Clinical Internship III begins with the RU academic spring semester and ends two weeks prior to the end of the semester allowing students to return to campus to complete and present their Research IV Capstone Projects.

The Academic calendar may be accessed through the Radford University's Registrar webpage.

University Roles, Responsibilities and Rights

Radford University is a community of scholars and learners in which the ideals of freedom of inquiry, thought, expression, and the individual are sustained. With these ideals comes the responsibility of every student to hold him or herself accountable to the standards of the Radford University community set forth in its policies. Choosing to join the Radford University community obligates each member to a code of civilized behavior.

The university strives to provide an educational environment conducive to student learning and development and has a duty to protect its educational purpose by setting standards of scholarship and conduct. The guiding principle of university regulations is to promote student responsibility and accountability while protecting the community as a whole. Students have the responsibility to follow all regulations outlined in this policy. Radford University likewise has the responsibility to provide a student conduct process that is: Free from discrimination and harassment on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation; fundamentally fair; and inclusive of the option for a hearing and an appeal, as outlined in this policy.

Contracts

Radford University, as an institution within the Commonwealth of Virginia establishes annual clinical agreements with each clinical internship site facilitated by the Physical Therapy Department Director of Clinical Education. Final approval is always necessary by Radford University's Department of Material Management and Contracts. All agreements are reviewed and signed by Radford University's Director of Material Management and Contracts.

Pamela P. Simpkins, CPPB, MUA, CUPO, VCO
Director Procurement and Contracts
P.O. Box 6885
Radford University
Radford, VA 24142
Phone: (540) 831-6118
Fax: (540) 831-5946
Email: ppsimpkin@radford.edu

Example of blank MOA agreement approved April 2013

**MEMORANDUM OF AGREEMENT
FOR AFFILIATION BETWEEN
RADFORD UNIVERSITY
AND
[NAME OF FACILITY]**

This **Memorandum of Agreement (AGREEMENT)** is entered into on this XXX day of XXXXXX, 2013, is to establish an **AGREEMENT** between **Radford University (UNIVERSITY)** and **NAME OF FACILITY (FACILITY)**, collectively referred to as the **PARTIES**, in regard to their cooperation in the implementation of **PHYSICAL THERAPY** student education. The **PARTIES** to this **AGREEMENT**, in consideration of mutual covenants, promises and agreements herein contained, agree as follows:

WITNESSETH:

WHEREAS, the **UNIVERSITY** is the operator of the Physical Therapy Program which require clinical educational experiences, and;

WHEREAS, the **FACILITY** is the operator of a facility in which such educational experiences presently exist, and;

WHEREAS, the **PARTIES** herein referred to are desirous of entering into the **AGREEMENT** for the express purpose of setting forth clearly and accurately a complete and detailed statement of their respective agreements and responsibilities during the term of the **AGREEMENT**;

NOW THEREFORE, the **UNIVERSITY** and the **FACILITY**, functioning collaboratively, herein agree to carry out the responsibilities as set forth in this **AGREEMENT**.

The **UNIVERSITY** agrees to:

1. Assume and maintain full responsibility for the planning and administering of the Physical Therapy Program, including programming, curriculum content, and designation of the Director of Clinical Education (D.C.E).
2. Be responsible for the student and D.C.E. compliance with **FACILITY** rules and regulations during clinical affiliation with the **FACILITY**.
3. Provide orientation to the educational program for the appropriate **FACILITY** employees prior to the beginning of each student clinical experience.
4. Provide and maintain on-going communication with the **FACILITY'S** assigned Center Coordinator of Clinical Education and arrange feasible on site visits.
5. Communicate with the **FACILITY'S** assigned Center Coordinator of Clinical Education at the time mutually agreed upon, to plan schedule of student assignments which include the student's name, level of academic preparation, length, dates and type of clinical education experience.
6. Seek mutual agreement with **FACILITY** regarding days and hours for student assignments to the **FACILITY**.
7. Require that all **UNIVERSITY** student and faculty participating in the Educational Experiences are covered for any and all acts or occurrences that happened during or arise from the Educational Experiences by professional liability insurance with coverage amounts not less than the maximum amount recoverable from a health care provider for any injury to, or death of, a patient resulting from malpractice action as specified under *Section 8.01-581.15 of the 1950 Code of Virginia*, as amended, or any successor statute thereto per occurrence and three (3) times the maximum amount set forth above in the aggregate. The **UNIVERSITY** shall also require that, during the term of this **AGREEMENT**, all faculties participating in the Educational Experiences are covered by workers' compensation insurance covering the faculty in the amount required by the State of Virginia. Evidence of coverage required by this paragraph will be presented to the **FACILITY** upon request, and the **UNIVERSITY** will notify the **FACILITY** of any cancellation, reduction, or other material changes in the amount or scope of any coverage(s) required under this Section.
8. Ensure that all students complete HIPAA and FERPA awareness training prior to the start of their clinical education. The HIPAA and FERPA awareness training is provided by the **UNIVERSITY** and a Certificate of Training with the specific date(s) the training was completed and signed by the instructor will be provided to the **FACILITY** per their request.
9. **UNIVERSITY** agrees to pay **FACILITY** a fee upon receipt and approval of the Clinical Practice Instrument an agreed upon amount not to exceed **\$1,000 (ONE THOUSAND DOLLARS)**/per student. Each Clinical Practice Instrument will reference Radford University, Physical Therapy Program, student name, and clinical experience time period. Clinical Practice Instrument must be submitted to the **UNIVERSITY** D.C.E. within Physical Therapy Department. Payment to **FACILITY** will be made within thirty days of completion of the clinical program, or receipt of the Clinical Practice Instrument, whichever is later.

The **FACILITY** agrees to:

10. Provide supervised learning experiences for the affiliating student. Qualified personnel will be provided by the **FACILITY** to directly supervise the student during the clinical experience. The **FACILITY** shall designate and submit in writing to the **UNIVERSITY** the name and professional and academic

credentials of the person to be responsible for the educational program hereinafter referred to as the Clinical Instructor.

11. Inform the **UNIVERSITY**, in writing, at least four (4) months in advance of the Number of students that will be accepted for affiliation for any given period of time and will be dependent in part on its philosophy, available space, patient population, and qualified employees.
12. Provide for orientation of the **UNIVERSITY** appointed D.C.E and students regarding **FACILITY'S** policies and procedures.
13. To inform the **UNIVERSITY** in writing at least four (4) months in advance of any student affiliation of medical tests or procedure related to occupational health or safety which it requires for students placed at its facility.
14. Allow time for Clinical Instructor and/or Center Coordinator of Clinical Education to meet periodically with the **UNIVERSITY** appointed D.C.E. to discuss mutual concerns.
15. Upon reasonable request, permit inspection of its clinical educational facilities, student records, or other such items as may pertain to the Clinical Education Program utilized by the students, **UNIVERSITY**, or appropriate agencies.
16. To make reasonable attempts to gain access to emergency first aid treatment, in case of accident or illness to students while at the **FACILITY** for clinical experience. The **FACILITY** shall not bear the cost of the emergency treatment or any other health care services provided to the students.
17. Allow student during clinical affiliations at **FACILITY** to utilize facilities and resources including supplies and equipment of the **FACILITY** that are essential for clinical experiences.
18. Permit the use of parking facilities by students and D.C.E. for clinical affiliation purposes with **FACILITY**.
19. The **FACILITY'S** representative will complete and submit an electronic or paper copy of the Clinical Practice Instrument to the **UNIVERSITY'S** D.C.E. of the Department of Physical Therapy within five (5) calendar days of the completion of the student's clinical internship. The Clinical Practice Instrument document will be used to process agreed upon fee to **FACILITY**.

It is **MUTUALLY** agreed that:

20. The **FACILITY** or **UNIVERSITY** may terminate, upon reasonable cause, the clinical placement of any student whose work performance is unsatisfactory or whose physical and/or mental health renders her/him unable to perform the essential requirements of the program with reasonable accommodations. Prior to termination, the **FACILITY** will provide the student and **UNIVERSITY** written notice of the proposed termination and reasons therefore, and shall furnish the student and the **UNIVERSITY** a reasonable opportunity to respond to such notice; provided, where the student's health or performance poses imminent danger to self or others, suspension may be effective upon verbal notice and verbal opportunity to respond thereto, and the procedures for termination herein described may be implemented subsequent to the suspension.
21. Representatives of both the **UNIVERSITY** and the **FACILITY** shall discuss issues of mutual concern and whether or not any changes are necessary in their agreement prior to renewal.

22. The students and the D.C.E of the **UNIVERSITY** shall function in cooperation with the **FACILITY**. The **UNIVERSITY** will inform the student that she/he is not to be considered an employee of the **FACILITY** for the purposes of wages, fringe benefits, worker's compensation, unemployment compensation, social security or any other purpose solely because of their participation in the clinical affiliation with the **FACILITY**.
23. The **Physical Therapy** Education Program shall be the responsibility of, and under the control and supervision of the **UNIVERSITY** and shall be administered through its employees. Client services shall be the responsibility of the **FACILITY**, its administration and its personnel.
24. CONFIDENTIALITY.

In consideration for **UNIVERSITY'S** affiliation with **FACILITY** and the right of **UNIVERSITY** to further its educational mission at or through **FACILITY** and in view of the confidential nature of information which may be secured by the **UNIVERSITY** while affiliated with **FACILITY**, **UNIVERSITY**, and its agents, representatives, employees, Faculty, contractors and students agree to hold confidential all knowledge and information obtained about **FACILITY** and any of its related facilities, including, but not limited to patient information, operational information, information regarding the business of **FACILITY**, its policies, procedures guidelines or processes, and information regarding its agents, representatives, employees, contractors and staff both credentialed and non-credentialed.

UNIVERSITY agrees to execute such additional documents as deemed necessary by **FACILITY** to evidence the **PARTIES'** compliance with the HIPAA as defined above, possibly including, but not limited to, business associate agreements or other agreements necessary for conformance therewith.

UNIVERSITY recognizes that its obligations under the confidentiality portion of this **AGREEMENT** amount to material consideration for allowing the **UNIVERSITY** the right to participate in educational opportunities at **FACILITY** or its facilities.

25. MISCELLANEOUS.

- A. **ASSIGNMENT.** This **AGREEMENT** may not be assigned without prior written consent of both **PARTIES**.
- B. **CHOICE OF LAW.** This **AGREEMENT** shall be governed by the laws of the Commonwealth of Virginia.
- C. **NON-DISCRIMINATION.** Neither **PARTY** will discriminate on the basis of age, sex, race, religion, national origin, or disability.
- D. **ENTIRE AGREEMENT.** This **AGREEMENT** contains the entire **AGREEMENT** between the **PARTIES** regarding the subject matter hereof and shall supersede any prior **AGREEMENTS** between the **PARTIES**.
- E. **WAIVER.** No failure by either Party to insist upon strict performance of any covenant, term or condition of this Agreement or to exercise a right or remedy hereunder shall constitute a waiver. No waiver of any breach shall affect or alter this Agreement, but each and every covenant, condition and term of this Agreement shall continue in full force and effect with respect to any other existing or subsequent breach.
- F. **INDEPENDENT CONTRACTORS.** In the performance of the responsibilities outlined herein, it is mutually understood and agreed that each **PARTY** is at all times acting and performing as an independent contractor. It is agreed by the **PARTIES** hereto that no work, act, commission or omission of either **PARTY** shall be construed to make or render one **PARTY** the agent, employee or servant of the other **PARTY**.

- G. **NO THIRD PARTY BENEFICIARIES.** This Agreement is entered into by and between the Parties hereto and as such no person or entity shall be deemed or construed a third party beneficiary hereunder.
- H. **SEVERABILITY.** The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.
- I. **NOTICES.** Any notice or other communication required by this **AGREEMENT** shall be in writing and shall be deemed given if hand delivered, sent via overnight mail by a reputable overnight courier, such as FedEx, or sent postage prepaid by a certified or registered mail, return receipt requested, or via electronic mail or facsimile addressed as follows:

If to **UNIVERSITY:** RADFORD UNIVERSITY
 PROCUREMENT AND CONTRACTS
 POB 6885
 RADFORD, VIRGINIA 24142

 CC: RADFORD UNIVERSITY
 WALDRON COLLEGE OF HEALTH AND HUMAN SERVICES
 PHYSICAL THERAPY DEPARTMENT
 POB 6986
 RADFORD, VIRGINIA 24142

 Contact: PAMELA P SIMPKINS
 DIRECTOR PROCUREMENT AND CONTRACTS
 (540) 831-6118 (telephone) phone
 (540) 831-5946 (fax)
 ppsimpkin@radford.edu (email)

 RENEE HUTH
 DIRECTOR OF CLINICAL EDUCATION
 RADFORD UNIVERSITY DEPARTMENT OF PHYSICAL THERAPY
 101 ELM AVENUE 8TH FLOOR, ROOM 829
 ROANOKE, VIRGINIA 24013
 (540) 224-6673 (telephone)
 (540) 224-6660 (fax)
 rhuth@radford.edu (email)

If to **FACILITY:** CONTACT NAME
 NAME OF FACILITY
 ADDRESS OF FACILITY
 POB OF FACILITY
 CITY, STATE, ZIP

or to such other addresses or persons as may be furnished from time to time in writing by one party or the other party. The notice shall be effective on the date of delivery if delivered by hand, the date of delivery as indicated on the receipt if sent via overnight mail, or the date indicated on the return receipt whether or not such notice is accepted by the addressee.

The **AGREEMENT** shall be effective from the date of its execution and shall remain in effect for a four-year period to meet the Commission Accreditation in Physical Therapy Education (CAPTE) requirements and Radford University's Doctor of Physical Therapy curriculum's clinical internship obligation to our students.

This **AGREEMENT** will be reviewed annually prior to expiration date and will automatically renew unless otherwise indicated by one of the **PARTIES**. All renewals will be for an additional four-year period as agreed upon both **PARTIES**.

This **AGREEMENT** may be changed or discontinued by either party with sixty (60) days written notice at any time during the period of the **AGREEMENT**. However, if an academic semester and clinical affiliation has commented, the **AGREEMENT** shall remain in effect through the completion of that semester and clinical affiliation.

This **AGREEMENT** must be revised or modified by mutual consent. All modifications must be in writing and signed by an official of the **UNIVERSITY** and **FACILITY**.

WITNESS, the following authorized signatures of the **PARTIES** hereto:

FACILITY

_____ NAME OF FACILITY	_____ SIGNATURE
_____ DATE	_____ PRINTED NAME

UNIVERSITY

_____ DEPARTMENT OF PHYSICAL THERAPY ACADEMIC AREA	_____ SIGNATURE
_____ DATE	_____ PRINTED NAME

_____ CONTRACT OFFICER	_____ SIGNATURE
_____ DATE	_____ PRINTED NAME

PROCUREMENT AND CONTRACTS - DESK TOP PROCEDURES

DAPARTMENT:	PHYSICAL THERAPY
TITLE OF FORM:	MEMORANDUM OF AGREEMENT AFFILIATION W/BUDGET
PROCEDURE:	ID PC-005-DPT-MOA-FY14
EFFECTIVE DATE:	JULY 2013

PROCEDURES AND DISTRIBUTION OF MOA:

**STANDARD AFFILIATION AGREEMENT PROCEDURE [ID # PC-003-SAA]
EFFECTIVE JULY 2013:**

1. ANY CHANGES TO THE OAG APPROVED AFFILIATION AGREEMENT MUST RECEIVE PRIOR APPROVAL BY THE DIRECTOR OF PROCUREMENT AND CONTRACTS, OR DESIGNEE.
2. IF APPROVED, OR NO CHANGES WERE MADE:
 - A. DEPARTMENT/SCHOOL SENDS STANDARD AFFILIATION AGREEMENT TO ORGANIZATION TO SIGN
 - B. ORGANIZATION SIGNS AND RETURNS AGREEMENT TO DEPARTMENT/SCHOOL
 - C. SCHOOL DIRECTOR/DEPARTMENT CHAIR AND FACULTY DESIGNEE SIGNS AGREEMENT RETAINS A COPY FOR DEPARTMENTAL RECORDS
 - D. DEPARTMENT/SCHOOL SENDS ORIGINAL TO PROCUREMENT AND CONTRACTS TO RETAIN (POB 6885).
 - E. DEPARTMENT/SCHOOL SENDS A COPY OF THE SIGNED AFFILIATION AGREEMENT TO ORGANIZATION FOR THEIR RECORDS.
 - F. PROCUREMENT & CONTRACTS COBBLESTONE FILE NAME
SAA-FY -[DEPARTMENT/SCHOOL]-[ORGANIZATION]
3. DPT MOA PAYMENT FORM
 - A.. WITHIN 30 DAYS OF THE COMPLETION OF EACH SUCCESSFUL STUDENT EXPERIENCE, FACILITY PROVIDES DPT WITH A CLINICAL PRACTICE INSTRUMENT REFERENCING ALL REQUIRED ITEMS AS STATED IN ADDENDUM.OF THE MOA.
 - B. DPT COMPLETES DPT MOA PAYMENT FORM FOR EACH STUDENT PLACED AT FACILITY.
 - C. DPT SENDS COMPLETED DPT MOA PAYMENT FORM AND A COPY OF MOA TO ACCOUNTS PAYABLE (POB 6906)
 - D. ACCOUNTS PAYABLE PROCESSES PAYMENT TO FACILITY BASED ON INFORMATION PROVIDED ON DPT MOA PAYMENT FORM
 - E. REFERENCE:
PROCEDURE ID: PC-005-DPT-MOA-FY14
DPT MOA PAYMENT FORM

DPT MOA PAYMENT FORM

This DPT MOA Payment Form is designed for the specific purpose of processing payment for a fully executed MOA after the completion of requirements stated in the addendum of the MOA. DPT sends this completed form with a copy of the MOA to Accounts Payable (PO Box 6906) for processing. Keep a copy for department records. Do not email this form if a SSN is provided.

Banner Number of Facility (If known)					
Facility Tax ID Number	_____ Check the appropriate box if above number is one of the following: <input type="checkbox"/> FIN–Federal Tax Identification Number, or <input type="checkbox"/> SSN–Social Security Number				
Facility Name					
Facility Payment Address					
Business Purpose/Justification					
Total Amount	\$ _____				
Banner Account	FUND	ORGANIZATION	ACCOUNT	PROGRAM	%
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Department Contact	_____ Name Phone Number				
Requestor Signature	_____ Signature Printed Name Date				
Approver Signature	_____ Signature Printed Name Date				
Accounting Services Use Only	Date Received: Date Processed:				

Environmental Health & Safety/Risk Management
Box 6909
Radford VA 24142
(540) 831-7790
(540) 831-7783 fax



CERTIFICATE OF LIABILITY COVERAGE

Administered by
Commonwealth of Virginia
Department of the Treasury
Division of Risk Management
PO Box 1879
Richmond, VA 23218-1879

ISSUED TO: [REDACTED]
and all interested parties

AUTHORITY: § 2.2-1837, Code of Virginia and the Commonwealth of Virginia Risk Management Plan

COVERAGE PERIOD: Continuous, effective [REDACTED]

PURPOSE: Verification of liability coverage for activities of [REDACTED] its employees, and authorized agents as it relates to [REDACTED]

COVERAGE: Tort Liability, Including Medical Malpractice and Automobile Liability

LIMITS: \$100,000 for tort claims against the Commonwealth and \$2,000,000 for claims, other than medical malpractice claims, against officers, employees, and agents of the Commonwealth. For malpractice claims against health care providers, the limit is the amount set forth in § 8.01-581.15, Code of Virginia.

This document is for information purposes only. It does not alter the Code of Virginia or any provisions of the Commonwealth of Virginia Risk Management Plan.

VERIFIED BY:

Signature
State Official's Name: [REDACTED]
Title: [REDACTED]
Date: [REDACTED]

Student Roles, Responsibilities and Rights in Clinical Education

Students have the responsibility to follow all regulations outlined in the University's Standards of

Student Conduct Handbook, the Department Student Handbook and Clinical Handbook.

Clinical Experience/ Internship Requirements

- **CPR Certification**

The *American Heart Association BLS-C Health Care Provider* course is preferred for CPR. Renewal for the AHA/BLS-C certification is every two years. Students may also take the *American Red Cross CPR for the Professional Rescuer* course. Renewal for the ARC/CPR certification is every 12 months. CPR certification must be up-to-date during the whole period of student clinical education experiences. Students without up-to-date CPR cards may be removed from the clinic for not meeting standards of practice as dictated by accrediting hospital/practice agencies.

- **Criminal Background and Drug Screen Requirement**

Students will successfully complete a background check and drug screening during the semester prior to each of the required clinical experiences. Radford University DPT program utilizes CertifiedBackground.com for its preclinical background check and drug screening. Results of the background check and drug screenings must be submitted to the DCE as dictated by preclinical course requirements. If results are not received in the identified time period, students will be restricted from attending clinical experiences. If the drug screen results are positive, students will be denied participation in clinical experience and may be dismissed from the DPT program. In the circumstance that a student's background/drug test is flagged, the DCE is required to share this information with the external assigned clinic and it will be the assigned clinic's decision to allow the student to attend clinic or not.

Procedures:

1. Students will complete a drug test and background check each semester prior to the each clinical experience and these records will be maintained in the office of the DCE.
2. Clinical sites may require their own background and drug testing in addition to those required by the department. These must be completed in a timely manner in order to attend the clinical experience assigned.

- **Health Forms, including PPD and Immunization Maintenance***

The Commonwealth of Virginia and/or Radford University requires that the health record form and certificate of immunizations be completed and submitted to the student health center prior to enrollment at Radford University and each subsequent fall semester.

The form may be accessed on the Student Health Services webpage:

<http://health.asp.radford.edu/index.htm>.

All pages of the Health Record form must be returned to Student Health Services, PO Box 6899, Radford, VA 24142 by July 1 for students entering fall semester.

Students are urged to make personal copies of completed health form for their own records. Students who have not met this requirement by the end of their first term may be dismissed from the University. Students are responsible to provide an up-to-date copy of their immunizations and health record annually to Student Health Services.

Health Records to DCE: In addition, students are required to provide a copy of his or her health record including, immunization, and TST records directly to the Director of Clinical Education within the Department of Physical Therapy the semester prior to clinical experiences. **Documentation of an up to date PPD is required to attend clinical assignments. Therefore, students who have not maintained an updated student health form will be precluded from clinical affiliations.** The Director of Clinical Education will secure all confidential information in the Office of the Director of Clinical Education.

These student health forms must be updated on a yearly basis or as changes occur to meet the requirements of the University as well as to meet the needs of the student assigned clinical placements. Some clinical sites require a copy or originals of student health records, i.e. immunizations, ppds, flu shot, prior to the student's arrival to the assigned clinical site. If the records are not complete, the clinical site has the right to reject the student and he or she will lose his/her clinical internship site. No reassignments are guaranteed.

Student health information will not be distributed by the DCE until the student signs the Release Form found at the end of the Clinical Handbook. Once this authorization form is signed and completed it is to be submitted per instructions provided by the DCE.

- **Health Insurance**

Health insurance coverage is **required** and students will not be allowed to participate in clinical placements without personal health insurance. Information regarding health insurance is provided on the RU health form.

- **HIPAA Policy**

All students in the Physical Therapy program are required to have participated in the HIPAA training and passed an examination prior to their first clinical experience. The student is to provide applicable documentation of this HIPAA training to the Department of Physical Therapy's Director of Clinical Education. The Director of Clinical Education is to maintain and secure current records within the Director of Clinical Education office.

- **Malpractice Insurance**

All students are covered by Radford University malpractice insurance while functioning as a Radford University student in course related activities. In addition, it is highly recommended that students carry their own malpractice insurance policy and students are referred to Code of Virginia for more information.

- **Release of Records**

The department will not release student information except as allowable per the university policy without obtaining the written consent of the student. A full statement of the **Family Educational Rights and Privacy Act (FERPA)** and information as to how students may exercise the rights accorded them by this policy are available from the office of the University Registrar or from the Dean of Students Office. Written consent using RU's Authorization and request for Release of Records and Information is requested and secured in the Director of Clinical Education's office. Students may revise release of information at any time by providing written notice to the Director of Clinical Education or the Department Program Director.

University and federal laws permit the university to routinely release information in the following categories:

- o Student's name, local & home address, phone listing
- o E-mail address
- o Major field of study
- o Participation in officially recognized activities & sports
- o Weight & height of members of athletic teams
- o Photograph
- o Dates of attendance
- o Degrees & awards received
- o The Department of Physical Therapy may request students to release records for the purposes of program improvement and accreditation reporting. The form may be found on the RU registrar website.

- **Clinical Handbook**

The student will sign and submit to D.C.E. an Acknowledgement of Clinical Handbook including updated editions during orientation and one semester prior to clinical assignments (preclinical semester). These most recent clinical handbook may be accessed on the department website at: <http://www.radford.edu/content/wchs/home/pt/clinical.html>.

- **Student Clinical Letter**

To assist with the best possible outcomes, students will be responsible to write a letter of introduction to each of their assigned clinical instructors prior to each clinical internship which will be approved by the D.C.E. prior to sending to assigned Clinical Instructors in the field. Letters of introduction will include, but are not limited to:

- describing how the student learns best
- identifying personal strengths and needs (i.e. Clinical Performance Instrument criteria)
- a list of desired experiences, goals, and outcomes from the clinical internship.

- **Attendance**

Clinical internships are 12 weeks in duration and full time. The official RU policy states: "All students are expected to be officially registered and attend classes on a regular basis. No absences of any nature will be construed as relieving the student from responsibility for the completion of all tasks assigned by the instructor. A student registering late for a class will be responsible for all work assigned and material covered during the class sessions missed due to late registration."

Students are expected to report to their clinical site prepared and on time. Documented absences other than preapproved absences or unusual circumstances that are verifiable, such as being in court or in the hospital, by both the D.C.E. and the onsite C.I. will not be tolerated.

Students and Clinical Instructors should exchange contact information prior to the first day of the clinical experience. Students presenting with flu like symptoms are encouraged to stay home for the safety of their patients, clinicians and themselves. Please see the Leave and Excuse Policy below for more information regarding clinic absences.

Radford University Doctor of Physical Therapy Program Leave and Excuse Policies

Radford University's Graduate Handbook Official Statement:

*During the first week of each course, the instructor shall inform students of the attendance policies for the course. Class attendance policies are determined by the instructor and should allow for a reasonable number of absences which are required due to documented official university-sponsored activities, health problems and other emergencies. It is the student's responsibility to make arrangements, which are acceptable to the instructor, to complete work missed during the student's absence from class. *See the complete policy in the student handbook.*

RU DPT Absence Policy (Clinical Internship Courses)

- Student(s) are required to complete a minimum of 1440 clinical internship hours (minimum of 480 hours per clinical internship and completion within the 12 week time period) to fulfill Radford University DPT clinical education curriculum requirements.
- These hours will be tracked by the Director of Clinical Education (DCE) or designee and calculated based on goal reflection worksheets signed off by students and supervising Clinical Instructors (CIs).
- Clinical Internship excused absences may be defined as:
 - Students are required to report absences by email to DCE (rhuth@radford.edu) and the onsite CI prior to the time each day the student is expected on site. In the circumstances where daily emails are not possible, students may request the CI (or his/her emergency contact) to contact the DCE. The email is to include dates of absence(s) and the proposed “make-up” plan.
 - A plan of action will be established between the CI and student to address time missed during clinical internships.
 - Repeated absences will be reviewed on an individual basis by the CI and DCE.
 - Medical absences greater or equal to three (3) successive days require written medical release/documentation prior to returning to clinical internships with copies provided to both the Clinical site and the DCE.
- The availability of “make-up” hours will be limited due to clinical site accessibility. This will potentially result in a postponement of graduation based on curricular step-lock requirements, clinical site availability, and restricted semesters dedicated for clinical internships.
- Student(s) who miss greater than 1/3 of clinical internship hours (4 weeks, 160 hours) within a single experience receive an automatic failure and dismissal pending faculty review based on the Leave and Excuse Policies. Please refer to the Leave and Excuse Policies for determination of automatic failure verses possible reasons a review may be necessary.

- **Dress Code/Clinical Internship Attire**

Uniform dress code will be at the discretion of the clinical instructor and agency's dress code/policy. Refer to the agency dress code for clinical sites.

Students are expected to wear a **Radford University clinical nametag** in all public forums as professional attire including during clinical internships specifying the following:

- Photograph
- Student Name
- Radford University

General Professional and Safety Guidelines:

- On the first day of each clinical experience
 - male students are expected to wear dress slacks, shirt, tie and nametag.
 - female students are expected to wear dress slacks with blouse and nametag.
- After consulting with the assigned Clinical Instructor the first day of the internship on site, students are to follow the expected agency attire. In the case where there is no written policy at the agency site, students are expected to follow the clinical first day's dress policy.
- Pants are to be ankle length, no denim.
- Footwear should be well maintained and presentable. Tennis shoes, sneakers, clogs, Open-toed or open heel styles are not acceptable. An exception may be made for tennis shoes/sneakers as deemed appropriate by the Clinical Instructor of the site.
- Socks or pantyhose must be worn with shoes.
- Shirts and blouses should be tucked in or long enough as to not expose skin when bending, squatting, or transferring patients.
- Tattoos should not be within visible sight if possible. Refer to each clinical site's policies for more information.
- For your safety, dangling navel, nose, toe and earrings are not acceptable.
- Minimize rings on fingers as possible.
- A white, clean laboratory coat may be required which is to be purchased by student.

- **Housing & Meals**

Students are responsible for providing their own room and board, including the cost of housing and meals during all clinical internships.

- **Travel / Transportation Policy**

Students are responsible for providing their own transportation to and from clinical internships, agencies and sites. Students should not transport clients in the clinical setting. Adequate coverage of an automobile insurance must be maintained, and is the personal responsibility of the student. Students should be aware that transporting others (i.e. clients or patients utilizing a personal vehicle) are personally liable for this decision.

Surveys

Students are expected to complete self, site and clinical instructor surveys as provided by DCE through the D2L platform.

Director of Clinical Education/Clinical Instructor Roles, Responsibilities and Rights

- **Overview**

Clinical assignments are arranged and assigned by the Director of Clinical Education (D.C.E.) based on the Student Clinical Preference Form, program mission, and specific entry profession level learning needs. Specific learning course objectives and preclinical check-off skill sheets are sent by the Department to Clinical Instructors at contracted sites to assist in reinforcing content currently being presented in the classroom setting and for communicating outcome expectations. Expectations are also found on the course syllabi.

Clinical internships offer the opportunity for students to apply skills, knowledge and professional attributes gained through previous curricular experiences. The goal is for the clinical aspect of the curriculum to be diverse. The development of students to perform as entry-level practitioners of physical therapy before graduation is the most important factor in these assignments.

- The first clinical experience therefore may be in outpatient rehabilitation, inpatient rehabilitation or skilled nursing facilities.
- The second year clinical experience expands opportunities to include home health and acute/hospital, as well as affiliation settings not yet experienced in the first clinical experience.
- The last and third clinical experience may occur anywhere licensed physical therapists currently practice including specialties in practice such as pediatrics, cardiac rehabilitation, and women's health to name a few.

To assist with the best possible outcome, students will write a letter of introduction to each of their assigned clinical instructors prior to each clinical experience. Letters of introduction will include but are not limited to describing how the student learns best; his/her self-assessed strengths and needs, and a list of desired experiences, goals, and outcomes from the clinical experience.

Students participating in the clinical educational program of the physical therapy program shall not be deemed employees of the clinical site for the purpose of compensation, fringe benefits, worker's compensation, unemployment, minimum wage laws, income tax withholding or social security. Students may only receive monetary funding in the form of a scholarship to further their educational experience during the clinical internship(s).

Each contracted clinical site is required to provide a completed clinical site information form of their site to the DPT D.C.E. This APTA Clinical Site Information Form (CSIF) developed by Department of Physical Therapy Education (1111 North Fairfax Street, Alexandria, Virginia 22314) may be accessed at American Physical Therapy Association on-line: <http://www.apta.org/CSIF/>. The CSIF form contains information specific to each site including, but not limited to: Contact Information, Clinical Site Accreditation/Ownership, Clinical Site Primary Classification, Clinical Site Location, Information About the Clinical Teaching Faculty, Clinical Instructor Information, Areas of Practice, Site hours of Operation, Special Programs/Activities/Learning Opportunities, Health and Educational Providers at the Clinical Site, Housing, Transportation, Meals, Stipend, and Special Considerations.

- **Director of Clinical Education Roles and Responsibilities**

The Director of Education (D.C.E.) facilitates and directly supervises the clinical education program within the Radford University Physical Therapy curriculum. The roles and responsibilities of the D.C.E. are administrative, managerial and educationally based. The D.C.E. is charged with ensuring the development of student clinicians including providing students access to opportunities to acquire necessary clinical skills at entry-level practice of physical therapy. The D.C.E. develops, manages, coordinates, administers and analyzes the clinical education program in order to provide quality assurance and meet the current A.P.T.A. vision as well as practice expectations. The D.C.E. represents Radford University and contributes to the development of clinical education faculty as clinical teachers, mentors and practitioners. The D.C.E. communicates and facilitates all aspects of the clinical education program to all involved parties.

- **Clinical Faculty Roles and Responsibilities**

Once clinical sites are contracted, CCCEs will be asked to identify physical therapists who demonstrate exemplary clinical competence in particular areas of expertise or specialty in practice including APTA credentialed instructors (CIs) on the APTA Clinical Site Information Form (CSIF).

The program expects all clinical education faculties to demonstrate clinical teaching effectiveness in the areas of supervision, mentorship, communication and core professional values and to meet clinical internship course objectives and outcomes. Specific clinical internships course objectives and detailed descriptions are found within each clinical internship course syllabus.

Assessment Tools

Multiple assessment tools will be used to assess whether clinical education faculty are effective teachers. These assessment tools will evaluate student supervision, mentorship, communications and core values.

- 1) Student Supervision
 - a) Clinical Performance Instrument (CPI)
 - b) D.C.E. conference with student and CI
 - c) APTA & Course student surveys and comments
 - d) D.C.E. observation
- 2) Mentorship Quality (<http://www.apta.org/AM/Template.cfm?Section=Search§ion=Leadership&template=/CM/ContentDisplay.cfm&ContentFileID=287>)
 - a) Analysis of pre & post CI self-assessment
 - b) Student assessment & comments
 - c) D.C.E. assessment utilizing the Core Value Assessment
- 3) Communication
 - a) Written: CPI, Student Surveys, weekly written goal sheet comments
 - b) Verbal: contacting D.C.E. as appropriate/timely, student weekly meetings
- 4) Student APTA & Course surveys & comments

- 5) Assessments go through a triangulated review by the Clinical Education Review Committee
 - a) CI reviews student
 - b) DCE reviews student
 - c) CI reviews DCE
 - d) DCE reviews CI
 - e) Student reviews CI
 - f) Student reviews DCE
 - g) Clinical Curriculum Review Committee reviews Clinical Education Program
 - h) Student Focus Group feedback analysis

- **Clinical Faculty Rights and Privileges**

The responsibilities of clinical faculty (CCCEs and CIs) are delineated by the D.C.E. following clinical agreement execution and confirmation of clinical slot pledge. The D.C.E. is responsible for coordinating, managing and communicating the efforts of the academic program and clinical education sites in the education and preparation and follow through of DPT assigned student clinical experiences. Whenever possible, initial contacts are made by the D.C.E. in person with CCCEs and CIs to initiate positive relationships. Other communication methods include e-mails, on-going telephone conferences, department website, e-mails, video conferencing, CPI Web 2.0 program, participation in committee meetings, and through on-going CEU on-site and on-the-web trainings.

- The clinical education faculty (CCCEs and CIs) are afforded rights and privileges appropriate and similar to the rights and privileges of clinical faculty in other Radford University programs. All clinical faculties at Radford University have access to research resources including library, laboratory space, department equipment, and support from the Office of Sponsored Programs and Grants Management.
- Clinical faculty may receive assistance in research including pre-award, proposal budgeting information, proposal abstracts editing, letters of support, bio-sketches and are encouraged to collaborate not only within the department but also across multi-disciplines.
- **Continuing Education Opportunities:** Free CPI web 2.0 training .2 CEUs through APTA Learning Center: http://learningcenter.apta.org/ptcpi_aptalearningcenter.aspx
- \$1000 will be provided to the company per following the completion and sign off of the CPI in a timely manner. This money is designated to be used to improve the education of CIs or in support of clinical site maintenance and growth.
- All clinical instructors will receive a framed certificate indicating their participation in Radford University's clinical education program including an estimate of supervision hours.
- Representatives from clinical sites that have provided clinical education for RUDPT students will be invited to participate in the Radford University DPT job fair.

- Clinical faculty will be invited and encouraged to participate and contribute in annually to any of two external review program committees to encourage **Professional Growth**
 - The Clinical Education Review Committee
 - The Professional Advisory Committee

Prior to student affiliation assignments of contracted sites, clinical faculty will be directed to the department website to review the clinical education handbook which describes the clinical faculty's rights and privileges. Any on-going changes or additions to these rights or privileges during clinical experiences will be provided to all clinical faculty by e-mail from the D.C.E. Once acknowledgement of receipt is received, clinical faculty who has not taken CPI web training will be instructed to do so and student assignments will be made through CPI web.

All clinical faculties are invited to participate and contribute to the Radford University department of Physical Therapy Clinical Education Review Committee. Outcomes of committee meetings will be communicated within information packets provided at initial contractual meetings and through meeting notes sent via email.

Policies

- **Americans with Disability Act and Acknowledgement of Radford University's Policy for students with disabilities**
Please refer to the student handbook for more information.
- **Attendance-See the Leave of Absence Policy in this handbook.**
- **Clinical Internship Grading Policies**
Student Clinical Internship grades of pass/fail and reporting of grades will be determined by the D.C.E. communicated with students by through the Course Syllabi and the d2l course. Please refer to the Physical Therapy Department Student Handbook for more information regarding Grading Policies.
- **Clinical Site Information Sharing Policy**
Prior to the clinical internship, and after a release of information is signed by the student and provided to the Director of Clinical Education, the department of physical therapy may provide the following information to clinical instructors and or the coordinator of clinical education upon request:
 1. Disability/accommodations recommendations
 2. CPR certification
 3. Personal contact information
 4. Listing of courses completed
 5. Certification of HIPPA and Standard Precautions training

A signed copy of the information release form will be maintained in a secure area in the office of the Director of Clinical Education.

Criminal background check information may be released to the clinical sites by request. The department of physical therapy will notify clinical sites that the student has completed a current criminal background check and that the program has determined that the student is suitable for clinical practice.

Students may be encouraged to provide further personal information to clinical instructors in a letter of introduction including some or all of the information about with their letters prior to clinical internship for best possible outcome success of each internship.

- **Clinical Education Calendar**

Spring clinical experiences begin with the regularly scheduled semester and students return to the department to complete their Capstone projects. Summer clinical experiences begin with Maymester, scheduled within Session III. To allow for 12 week experiences during the summer, the clinical experiences extend beyond what the academic calendar indicates.

- **Clinical Remediation/Dismissal Policy and Procedures**

Students are required to successfully complete and pass three clinical internships. Clinical internships are intended to expose students to a variety of experiences and entry level professional skills. Grading for clinical experiences is based on a pass/fail system. The pass/fail system is based on a point system which equates to the “Rubric Grading Scale” per the student handbook. A score of “B” or better defines a passing grade. Final course grades are recorded by the Director of Clinical Education (DCE) of Radford University’s Physical Therapy Program.

- **The DCE, in collaboration with the Program Director/CERC, determines that the student has “Failed” the clinical experience. *A student with a failed clinical experience will be dismissed from the program.***

An automatic course failure will occur in the following situations:

- The preclinical requirements of the clinical placement site are not met prior to or during the clinical experience. Examples include: positive drug test, flagged background check that does not meet clinical site requirements, and other clinical site specific requirements requested by the assigned clinic.
 - Scores tallied within the clinical education course equates to below a “B” as described within the student handbook.
 - The SMART plan is not completed in the defined time period or does not meet the objectives set forth and agreed upon by the student and DCE. Examples include: documented repeated unprofessional behavior(s) and/or safety offenses.
 - Less than the minimal accrued hours per clinical experience as defined by the Attendance Policy within the student handbook.
- **A grade of “In Progress” (IP) may result when the DCE determines that the student has not met academic or professional criteria of the course.** The DCE will request a review by the Program Director and/or CERC Committee before final grades are granted. Examples in which this may occur include, but are not limited to:
 - Medical leave
 - Leave of absence
 - Military deployment

The student granted an “IP” will not graduate in the normal sequence schedule due the program’s step lock curriculum.

A student provided a grade of IP requires a SMART plan. Development and implementation of this SMART plan will include the student, DCE, and other assigned faculty, such as the Program Director, CERC members, and the student’s academic advisor. The purpose of the

SMART plan is to remediate student deficits noted during the clinical experience. The student will propose the SMART plan under the direction of the DCE. The student must obtain signatures of approval from all parties named in the plan (i.e. student, faculty, advisor, DCE). The student must abide to the time line established for each component of the SMART plan. Once the SMART plan has been successfully completed and objectives are met, the student may resume continuance in the clinical experience sequence. If the student does not complete the SMART plan, the student will be dismissed from the program.

- **Communications Technology Policy**

The use of personal cell phones, pagers, and text messaging are prohibited during all clinical classroom and laboratory learning activities/experiences both on and off campus. Faculty will take immediate action if cell phones, pagers, and text messaging are being used during classroom, laboratory learning activities/experiences and clinical experiences by confiscating the device. Personal computers in the classroom, laboratory, and clinical settings are to be used for academic/clinical purposes only. Faculty will take immediate action if computers are being used for other than academic or clinical purposes by confiscating the device. During testing and examinations, the use of, accessibility to, or the disruption from any communication device is strictly prohibited.

Students participating in clinical internship may use personal cell phones, pagers, and text messaging only during scheduled lunch breaks or during regularly scheduled daily breaks. The use of cell phones, pages, and texting messaging is prohibited during all clinical treatment time and learning experiences e.g. patient treatments, seminars, professional presentations, and clinical instruction. Clinical instructors have the authority to uphold this policy including temporarily confiscating the device.

- **Interruption of Clinical Internship- see Clinical Remediation/Dismissal Policy and Procedures**

There are various reasons why a clinical experience may be interrupted e.g. absences due to illness, maternity leave, military leave, personal leave, student performance (Safety). The determination of dropping or withdrawing a student from a clinical internship course will be determined by the D.C.E. in collaboration with the Clinical Instructor, the program director and designated faculty. Remediation plans will be determined on an individual basis by designated faculty with final approval by the D.C.E.

- **Student/CI Planning and Feedback**

- Students are expected to develop weekly goals which the Clinical Instructor and the student will review at the beginning and end of each week during the clinical internship.
- Clinical faculty, students and the D.C.E. will use the Liaison International system software Clinical Performance Instrument or CPI) as their main form of communication tool at midterm and final. Each student and clinical instructor will take a free CPI on-line web training course to become familiar and obtain access to the management system.
- Student clinical performance will be graded on the Clinical Performance criteria per the APTA guidelines. Overall grades will be determined and posted by the D.C.E. of the Physical Therapy Program based on the course syllabi grading criteria, student feedback, and clinical instructor feedback.
- On-site visits and/or teleconferences will be conducted whenever possible or by request of the student and/or CI.

- **Student Clinical Internship Policy**

The program has determined the types of and progression of clinical site placement as Students' progress through the curriculum. Students participating in their first clinical internship placement will have to opportunity to gain clinical experience in skilled nursing home facilities, in-patient rehab setting, and out-patient clinical environments. Once students compete their second year of the curriculum and again based on curriculum content, clinical experiences, and clinical skills development their clinical opportunities will be increased from sites identified in year I to the acute care hospital setting and home care environment. Students participating in their third and final clinical internship experience will have completed all of the course sequence in the doctoral curriculum except their Capstone Research Project and will be eligible to participate in all clinical practice environments previous identified and specialty area such as pediatrics, sports medicine, industrial rehab, women's health, and school programs.

- **Student Grade Determination**

Overall grades will be determined and posted by the DCE of the Physical Therapy Program based on the course syllabi grading criteria, clinical instructor's grading on CPI and feedback, as well as student feedback.

- **Processing Complaints**

Complaints about any aspect of the program or its constituents are encouraged to be communicated directly and in a timely manner. Complaints from students or Clinical Instructors are to be directed to the D.C.E. who will provide feedback and offer suggestions how to move forward effectively.

All complaints regarding safety of the student or clients/patients MUST be directed in a timely manner to the D.C.E. Students may be pulled immediately from treating patients until the D.C.E. is contacted. Whenever safety is in question, all practitioners are reminded to "do no harm."

- Complaints regarding the Clinical Education Program within the Department of Physical Therapy may be made to: Dr. Renee Huth: (540) 224-6673 or rhuth@radford.edu.
- Complaints regarding the Director of Clinical Education may be made to the Department Chairperson, Dr. Kristen Jagger at kjagger@radford.edu.
- Complaints regarding the Program Director may be made to the Associate Dean of Waldron College, Dr. Corey Cassidy at cherd@radford.edu

For more information regarding the grievance or complaints process, please review the Department of Physical Therapy Student Handbook which may be accessed on the department's website or contact the D.C.E. (rhuth@radford.edu) or Program Director (eswanson3@radford.edu).

Clinical Education Outcomes Evaluation

The core faculty functioning as a faculty of the whole is responsible for the development, implementation, review, and continued improvement of the professional curriculum. Curriculum content and its ability to prepare students to meet clinical demands will be assessed on a continuous basis with formal review annually.

Methods used in the assessment process will consist of regularly scheduled faculty meetings, annual faculty retreats, input from student focus groups, and results from Curriculum Review Committee meetings. Input from clinical education faculty members will be gathered through conducting Clinical Education Review Committee (CERC) meetings and results of clinical on-site visitations by the D.C.E., Input from the clinical community will be received annually by conducting the CERC and PAC meetings consisting of a board selection of area clinicians and the core faculty. Following the first graduation, additional input will be gained through the analysis of graduate and employer surveys results and licensure passage rates.

Additional feedback used to assist in the evaluation and continuous improvement of the clinical education program will include:

- Use of Academic Management Systems CPI Web 2.0-will provide APTA clinical information/statistics
- Department Website access to:
 - Student self-evaluation (on-line survey under development)
 - Student Evaluation of Clinical Internship (on-line survey under development)
 - Clinical Instructor evaluation (on-line survey under development)
 - Director of Clinical Education evaluation (on-line survey under development)
 - Evaluation by Clinical Site Clinical Instructor and Clinical Coordinator of Clinical Education of University/Department
 - Curriculum Committee
 - Clinical Education Review Committee
 - Professional Advisory Committee
 - D.C.E. participation in Mid-Atlantic Physical Therapy Consortium

Clinical Assignment Preference Sheet

Student Name: _____ DCE initials _____ Date Rec _____

Students are instructed to rank preferences only (shaded gray areas).

Clinical Internship I

Setting	Ranking Preference (1, 2, 3)	Name of Site City, State	Assignment	Date Assigned & Student Notified in Writing
Outpatient	1, 2, 3			
Inpatient Rehabilitation	1, 2, 3			
Skilled Nursing Facility	1, 2, 3			

Clinical Internship II

Setting	Ranking Preference (1, 2, 3...)	Name of Site City, State	Assignment	Date Assigned & Student Notified in Writing
Outpatient	1, 2, 3, 4, 5			
Inpatient Rehabilitation	1, 2, 3, 4, 5			
Skilled Nursing Facility	1, 2, 3, 4, 5			
Acute Hospital	1, 2, 3, 4, 5			
Home Health	1, 2, 3, 4, 5			

Note: One clinical internship must fulfill the department mission: serving the needs of rural communities, the region, and Commonwealth, 200 miles within Radford University campus, Radford, VA

***please place an asterisk and your initials next to site/affiliation that fulfills this requirement.**

Clinical Assignment Preference Sheet continued

Students are instructed to rank preferences only (shaded gray areas).

Student Name _____ DCE initials _____ Date Rec _____

Clinical Internship III

Setting	Ranking Preference (1, 2, 3...)	Name of Site City, State	Assignment	Date Assigned & Student Notified in Writing
Outpatient	1, 2, 3, 4, 5, 6			
Inpatient Rehabilitation	1, 2, 3, 4, 5, 6			
Skilled Nursing Facility	1, 2, 3, 4, 5, 6			
Acute Hospital	1, 2, 3, 4, 5, 6			
Home Health	1, 2, 3, 4, 5, 6			
Specialty/ Advanced Practice _____	1, 2, 3, 4, 5, 6			

Note: One clinical internship must fulfill the department mission: serving the needs of rural communities, the region, and Commonwealth, 200 miles within Radford University campus, Radford, VA

***please place an asterisk and your initials next to site/affiliation that fulfills this requirement.**

RADFORD UNIVERSITY

Registrar

105 Heth Hall | PO Box 6904 | Radford, VA 24142 | Telephone: 540-831-5271 | Fax: 540-831-6642

Student Information Release Authorization

In compliance with the federal *Family Educational Rights and Privacy Act of 1974 (FERPA)* and the Board of Visitors' Policy on Access to and Release of Student Education Records, the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid, and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor. FERPA does permit the University to disclose information from your student records to your parent(s) or legal guardian(s) if they claim you as a dependent for federal tax purposes, and Chapter 495, 2008 Virginia Acts of Assembly requires disclosure to those who claim you as a dependent.

You may, at your discretion, grant the University permission to release information about your student records to a third party by submitting this completed form. The specified information will be made available only if requested by the authorized third party.

Submit your completed form to the Office of the Registrar in person, by mail, or by fax. Please note that your authorization to release information has no expiration date; however, you may revoke your authorization at any time by sending a written request to the same address. **NOTE:** For the third party designee(s) you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record.

A. Student Information

Name (Last, First, Middle Initial)

Student ID Number

B. Third-Part Designee(s)

Name (Last, First, Middle Initial)

Name (Last, First, Middle Initial)

Current Address (Street/PO, APT, City, State & Zip)

Current Address (Street/PO, APT, City, State & Zip)

Phone Number

Phone Number

Relation to Student

Relation to Student

Information Types Allowed (Check one or more of the items below to grant authorization)

Academic records, including, grades/GPA, demographic, registration, academic status, and/or enrollment information.

Student Account and Financial Aid records, including billing statements, charges, credits, payments, past due amounts, collection activity, financial aid awards, disbursements, and/or financial aid satisfactory academic progress reports.

Conduct records, including any information on file with the Dean of Students Office. (Note: Conduct items may be discussed with the authorized individuals, but not copied and/or disseminated as a physical or electronic release to anyone other than the student of record.)

All of the above listed records.

The above listed individual(s) claims me as a legal dependent for federal tax purposes. The University may release information from all of my records listed above to those individuals.

C. Certification

Student's Signature

Date

**Radford University
DEPARTMENT OF PHYSICAL THERAPY**

**Doctor of Physical Therapy Clinical Handbook
Acknowledgement Sign-Off Sheet**

I have read and have been provided an opportunity to ask questions about the materials within this handbook.

I comprehend the materials presented in this Clinical Handbook.

Name	Signature	Date
-------------	------------------	-------------

Witness (PRINT)	Witness's Signature	Date
------------------------	----------------------------	-------------

This page is to be returned to the Director of Clinical Education.

**Radford University Physical
Therapy Department
Roanoke, VA 24013**